



# STEVE TSHWETE LOCAL MUNICIPALITY

A fast growing and financially sound Municipality, situated in the middle of Mpumalanga, only 120km from central Gauteng. Moderate climate with many surrounding holiday resorts. Steve Tshwete Local Council is committed to achieve and maintain diversity and equity in employment in respect of race, gender and especially disability.

*Suitably qualified candidates are invited to apply for the following position/s before the closing date of:*

**CLOSING DATE: 09 MAY 2025**

## DIRECTORATE: CORPORATE SERVICES

**POST TITLE:** DIRECTOR: HUMAN RESOURCES MANAGEMENT  
**DEPARTMENT:** HUMAN RESOURCES MANAGEMENT  
**TASK GRADE:** T18  
**SALARY:** R893 673 – R1 113 390 p.a. (Excluding benefits)

**BENEFITS OFFERED:** Contribution to Medical Aid, Pension Fund and Housing Allowance Plus Travel allowance of 850 km/pm and Cell phone allowance.

**TERM OF APPOINTMENT:** PERMANENT

**LOCATION:** MIDDELBURG, MPUMALANGA (MP313)

**REQUIREMENTS:** Grade 12 plus B. Degree in Human Resources Management or relevant Human Resources related qualification (NQF 7). 8-10 years relevant experience of which 5 years must be in a supervisory/ managerial capacity. Knowledge and experience in Local Government systems would serve as an advantage. Computer Literacy (MS Office). Sound knowledge of South African Labour Laws and possess a thorough understanding of HR/IR Process, systems and procedures. Knowledge of modern HR tools and techniques. Must be able to drive policy development and contribute to People Management initiatives with Council. Valid code B driver's license.

**CORE/LEADING COMPETENCIES:** Planning and Organising; Monitoring and Control; Negotiation; Oral Communication; Consulting; Written Communication; Change Management; HR Technology/ Information Management; HR Service Delivery; Strategic HR Management; Talent Management; Workforce Planning; Learning and Development; Occupational Health and Safety; Compensation and Benefits Management; Performance Management; Employee Wellness; Industrial and Labour Relations; Conflict Management; Organisational Awareness; Attention to details; Interpersonal relationships; Service Delivery Orientation; Action and Outcome orientation; Accountability and ethical conduct; Team Orientation; Coaching and Mentoring.

**KEY PERFORMANCE AREAS:** To provide an overall HR strategic support to the entire organization. To render an effective HR management general support service to the municipality. Ensure optimum utilization of the municipality's human resources. Develop and maintain an efficient human resource administration services. Ensure that there is continuous development of municipality's human resources.

**REF: 0200**

**HR - RECRUITMENT**

2025 -04- 1 6

Closing date 09 May 2025

**DIRECTORATE: FINANCIAL SERVICES**

**POST TITLE:** DIRECTOR: PROPERTY VALUATIONS  
**DEPARTMENT:** PROPERTY VALUATION SERVICES  
**TASK GRADE:** T18  
**SALARY:** R893 673 – R1 113 390 p.a. (Excluding benefits)

**BENEFITS OFFERED:** Contribution to Medical Aid, Pension Fund and Housing Allowance Plus Travel allowance of 850 km/pm and Cell phone allowance.

**TERM OF APPOINTMENT:** PERMANENT

**LOCATION:** MIDDELBURG, MPUMALANGA (MP313)

**REQUIREMENTS:** Grade 12 plus B Degree in Property Valuation or relevant equivalent qualification (NQF 7). 8-10 years relevant experience in Property Valuations of which 5 years should be in supervisory/ managerial capacity. Knowledge and experience in local government systems will serve as an advantage. Computer Literacy is essential. Registration with SACPV as a Professional Valuer or Professional Associated Valuer. Good communication and report writing skills. Valid code B driver's license.

**CORE/LEADING COMPETENCIES:** Project Management; Financial Management; Information Measuring and Monitoring; Organisational Awareness; Client Orientation and Customer Focus; Attention to details; Interpersonal relationships; Service Delivery Orientation; Communication; Action and Outcome orientation; Accountability and ethical conduct; Team Orientation; Coaching and Mentoring.

**KEY PERFORMANCE AREAS:** Administer property valuations for rating and alienation purposes in accordance with legislative prescripts. Value all properties within the municipality area for rating purposes. Provide the municipality with a general valuation roll and maintain the valuation roll by means of supplementary valuations and supplementary valuation rolls. Apply review, objection and appeal procedures. Deal with ad-hoc valuations for alienation purposes, including acquisition, selling, leasing, servitudes, insurances etc. of immovable properties. Provide administrative support regarding valuation matters. Develop and maintain an efficient human resource administration for the department.

**REF:** 1600

**DIRECTORATE: TECHNICAL AND INFRASTRUCTURE SERVICES**

**POST TITLE:** DIRECTOR: CIVIL ENGINEERING SERVICES

**DEPARTMENT:** CIVIL ENGINEERING SERVICES

**TASK GRADE:** T18

**SALARY SCALE:** R893 673 – R1 113 390 p.a. (excluding benefits)

**BENEFITS OFFERED:** Contribution to Medical Aid, Pension Fund and Housing allowance, Cell Phone allowance plus 850 km/pm Travel allowance and Scarcity allowance as per Council Resolution.

**TERM OF APPOINTMENT:** PERMANENT

**LOCATION:** MIDDELBURG, MPUMALANGA (MP313)

**JOB PURPOSE:** Manage, control and administration of Water and Sanitation, Roads and Storm Water for areas within the Municipality.

**REQUIREMENTS:** Grade 12 plus B-Tech in Civil engineering /Bsc in Civil Engineering (NQF 7). 8-10 years' relevant experience in Civil Engineering Environment of which 5 years must be in a supervisory/ managerial capacity. Experience in a municipal environment would be an advantage. Compulsory Registration with a professional Body (ECSA) as a Professional

Engineer or Professional Engineering Technologist. Be computer literate. Valid code B driver's license. Required to sign a performance agreement.

**PREFERRED REQUIREMENTS:** At least 10 years experience in the water, wastewater, roads and storm water. Experience in project and asset management is a prerequisite for the appointment. At least 5 years proven managerial/ supervisory experience.

**CORE/LEADING COMPETENCIES:** Planning; Project Management; Design; Construction; Operations and Maintenance; Organisational Awareness; Attention to details; Interpersonal relationships; Service Delivery Orientation; Communication; Action and Outcome orientation; Accountability and ethical conduct; Team Orientation; Coaching and Mentoring.

**KEY PERFORMANCE AREAS:** To manage the provisioning of Civil Engineering Services. Financial control – compile, manage and control of Capital and Operational budgets to ensure economical and sound financial viability in the Department. Manage and control of the Civil Engineering department assets.

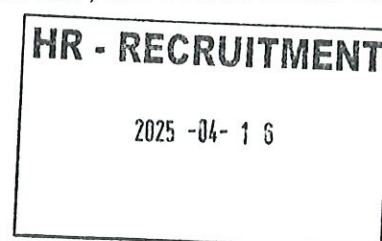
Manage and control of the consumer complaints received for punctual and proper attention. Manage and control of administrative responsibilities to ensure effective administration of the department. Management of existing water treatment works and the reticulation networks to ensure a reliable and safe water supply to consumers. Management of water storage facilities of the Municipality. Oversee the process Designing and execution of Capital projects. Prepare and control personnel matters, OHS etc. Responsible for some of the designs and construction for Capital Projects. Prepare various reports on the activities in the Department. Manage and monitor the Service Standards in the Department

**REF: 5000**

**PLEASE NOTE:**


1. The appointment of a candidate is at the Steve Tshwete Local Councils' sole discretion, taking into account all relevant legislation, council policies and procedures, notwithstanding our Employment Equity goals.
  2. The submission of an application gives Steve Tshwete Local Council the right to make inquiries necessary to obtain information regarding the applicant's background. Such inquiry will include vetting of criminal records, academic qualifications, employment reference checks (current and previous employers) etc.
  3. Steve Tshwete Local Council reserves the right to make changes to the above vacancies in terms of the job purpose and content (including key responsibilities)
  4. Applicants who have not been responded to within six weeks of the closing date should consider their applications unsuccessful.
  5. Steve Tshwete Local Council reserves the right not to make an appointment in any or all of the above vacancies, and correspondence will only be limited to short-listed candidates.
  6. Applications must be submitted on the prescribed STLM General Application Form for Employment (available from the Municipal Offices or can be printed from Council's web site "www.stlm.gov.za") and a detailed Curriculum Vitae and Covering Letter, together with certified copies of qualifications or certificates and identity document (Max 4 MB) to: [ApplicationsHR@stlm.gov.za](mailto:ApplicationsHR@stlm.gov.za)
- Further Enquiries: Human Resources Management: Tel: (013) 249 7000.
7. Hand delivered applications must be deposited in the application for employment box provided at the Steve Tshwete Local Municipality, Ground Floor, Cnr Walter Sisulu Street and

Closing date 09 May 2025



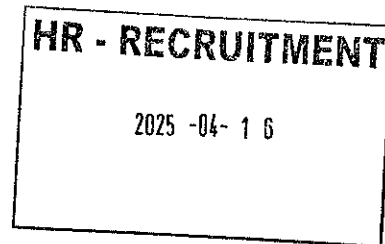
Wanderers Avenue, Civic Centre, Main Entrance, Middelburg

8. Incomplete or incorrect information on an application form or CV form will disqualify an applicant.

9. People from previously disadvantaged groups (HDI's) and People living with disability are Encouraged to apply 

10. The successful candidate will be required to sign an employment contract, performance agreement and to disclose any financial interests

11. e-mailed Applications or Applications dropped in the application for employment box will be accepted. All applications must reach the Municipality by the closing date.



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