

MATJHABENG MUNICIPALITY



INTERNAL/ EXTERNAL ADVERTISEMENT

STRATEGIC SUPPORT SERVICES

SOFTWARE DEVELOPER

SALARY: R555 684 – R720 900 (*Excluding Benefits i.e bonus, housing subsidy, pension fund, car allowance and medical aid*)

POST LEVEL: 5/4

MINIMUM REQUIREMENTS:

Bachelors' Degree in Information Technology, Computer Science, Information Systems or related field or equivalent qualification (NQF Level 7). 5 years' relevant experience in the ICT Environment. Three years staff Management/supervisory. Firm grasp on ICT Infrastructure and best practices. Team player and willing to work extended hours if required. Applicant must possess a Driver's license. Be willing to travel to different locations withing Matjhabeng Local Municipality.

KEY PERFORMANCE AREAS

- Analyze user requirements and develop software solutions tailored to the Municipality's operational needs.
- Design, code, and test software applications to enhance business processes.
- Maintain, debug, and upgrade existing software applications.
- Collaborate with ICT teams and stakeholders to integrate new software systems effectively.
- Provide technical support, training, and documentation for developed software applications.
- Ensure adherence to software development standards, cybersecurity practices, and regulatory compliance requirements.

JUNIOR SOFTWARE DEVELOPER

SALARY: R428 628 – R538 068 (*Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid*)

POST LEVEL: 7/6

MINIMUM REQUIREMENTS:

National Diploma in Information Technology, Computer Science, Information Systems or related field or equivalent qualification. 2 years' relevant experience in the ICT Environment. Firm grasp on ICT Infrastructure and best practices. Team player and willing to work extended hours if required. Applicant must possess a Driver's license. Be willing to travel to different locations withing Matjhabeng Local Municipality.

KEY PERFORMANCE AREAS

- Assist in gathering user requirements and documenting software specifications.
- Support the design, coding, testing, and debugging of new software applications.
- Provide maintenance, support, and troubleshooting assistance for existing software solutions.
- Collaborate with senior software development staff and other ICT colleagues in implementing and deploying software projects.
- Participate in the creation and maintenance of technical documentation and user manuals.
- Assist with user training and provide ongoing user support for internal software applications.
- Contribute proactively to digital transformation efforts, gain valuable experience, and assist in enhancing internal software development practices within the Municipality.

WEBMASTER

SALARY: R428 628 – R538 068 (*Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid*)

POST LEVEL: 7/6

MINIMUM REQUIREMENTS:

National Diploma in Information Technology, Computer Science, Information Systems or related field or equivalent qualification. 2 years' relevant experience in the ICT Environment. Firm grasp on ICT Infrastructure and best practices. Team player and willing to work extended hours if required. Applicant must possess a Driver's license. Be willing to travel to different locations withing Matjhabeng Local Municipality.

KEY PERFORMANCE AREAS

- Administer, update, and manage the Municipality's official website, ensuring content accuracy, accessibility, security, and compliance with relevant standards.
- Design, develop, test, and maintain web-based software applications and digital solutions in collaboration with the internal Software Development Team.
- Monitor website performance, conduct regular maintenance, and proactively resolve technical

- issues and vulnerabilities.
- Collaborate with internal departments and stakeholders to gather requirements, develop specifications, and deliver software solutions that address organizational needs.
 - Develop, maintain, and update technical documentation, user guides, and training materials related to web-based applications.
 - Ensure strict adherence to cybersecurity practices, coding standards, regulatory compliance, and software development best practices.
 - Contribute proactively to digital transformation efforts, gain valuable experience, and assist in enhancing internal software development practices within the Municipality.

COMMUNITY SERVICES

MECHANICS (5 POSITIONS)

SALARY: R320 676 – R364 284 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 9

MINIMUM REQUIREMENTS

Grade 12 and a Trade Test Certificate plus 5 years relevant experience. Valid EC Drivers License.

KEY PERFORMANCE AREAS

- Responsible for mechanical workshop functions.
- Responsible for effective use of machinery and material.
- Responsible for effective repairs and control on fleet & equipment.
- Obtain quotations and write out requisitions.
- Perform all the administration duties in the section.

GENERAL WORKERS (150 POSITIONS)

SALARY: R146 424 – R154 800 p.a *(Excluding Benefits i.e bonus, housing subsidy, pension fund and medical aid)*

POST LEVEL: 18/17

MINIMUM REQUIREMENTS

- Grade 10
- Conversant in local languages
- Must be physically fit to perform duties
- Driver's license would be an added advantage
- Preference will be given to applicants residing within the Municipal area

KEY PERFORMANCE AREAS

- Perform general labour duties such as cleaning, digging, loading/ unloading materials, and maintain municipal facilities
- Operate basic tools and equipment relevant to the assigned Department
- Follow instructions from supervisors and ensure duties are carried out effectively.
- Adhere to all safety regulations and municipal policies.
- Performing any other related duties as and when required within the various sections / Departments of the Municipality.

Enquiries regarding the positions can be forwarded to Recruitment office @ (057) 391 3181

- Candidates are requested to forward the complete application form and a comprehensive Curriculum Vitae, including the necessary documentation (i.e. original certified copies of qualifications) to The Senior Manager Human Resources, P.O Box 708 Welkom 9460 or may hand it to the Municipal Building the Municipal Main Building, Room 5, 3rd Floor, Welkom.
- Applicants are also encouraged to submit their applications online via the municipality's official website: <https://mlmjp.matjhabeng.co.za>.
- Fraudulent qualifications or documentation will immediately disqualify any applicant.
- A candidate who canvasses any Councillor and / or Senior Official for preference will be disqualified immediately from the selection process or from appointment.
- Matjhabeng Municipality complies with affirmative action in terms of the Employment Equity Act (Act 55 of 1998)

CLOSING DATE: 29 AUGUST 2025

Please note: If applicants are not contacted for an interview within six weeks after the closing date, they must accept that their applications were unsuccessful. The Matjhabeng Municipality reserves the right not to fill any advertised position(s).

ACTING MUNICIPAL MANAGER