

R533 Graskop Road.  
Opp Mapulaneng DLTC  
Bushbuckridge  
Co-ordinates: 31°3'59.796"E 24°50'24  
Tel: 013 004 0291/92/95



Private bag x 9308  
Bushbuckridge  
1280  
Email: [info@bushbuckridge.gov.za](mailto:info@bushbuckridge.gov.za)  
Website: [www.bushbuckridge.gov.za](http://www.bushbuckridge.gov.za)

### LOCAL ADVERTISEMENT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

POST : PUBLIC PARTICIPATION CO-ORDINATOR  
DIRECTORATE : CORPORATE SERVICES  
REMUNERATION : R354 337.50  
CENTRE : HEAD OFFICE

**BUSHBUCKRIDGE LOCAL MUNICIPALITY**  
**CORPORATE SERVICES**  
**HUMAN RESOURCE MANAGER**  
**19 -01- 2022**  
SIGNATURE: .....  
PRIVATE BAG X9308, BUSHBUCKRIDGE, 1280  
TEL: 013 799 1857 / FAX: 013 799 1865

### REQUIREMENTS

- Grade 12
- Diploma in public management or equivalent.
- Minimum of 4 years relevant experience in public participation.
- Knowledge of local community culture needs, and problem-solving mechanisms will also as an added advantage.
- Good communication and negotiation skills, interpersonal skills, time management and knowledge of Microsoft office, package (computer skills).

### RESPONSIBILITIES

- Participate in the integrated Development Planning processes to understand the municipality services delivery objectives.
- Participate in the drawing of public participation strategy and implementation plan and ensure to avoid specific risk factors and forwarding to the manager for perusal and comment.
- Discussing and prioritizing programmed public participation initiatives, verifying resources allocations and execution procedures.
- Arranging the ward committee, attending and taking minutes.
- Organizing community meetings together with councilors and attend.
- Receiving reports from ward committees, compiling the report to COGTA.
- Checking and commenting on the adequacy of budgetary provisions to support public participation programmers and monitoring expenditure and payment to service providers.

Application forms can be accessed from our website: [www.bushbuckridge.gov.za](http://www.bushbuckridge.gov.za) or collected from Head Office (Bushbuckridge), including all our eleven (11) Regional Offices.

Interested candidates meeting the above requirements are invited to forward their comprehensive CVs, certified copies of Identity Document and qualifications to the following address.

The Municipal Manager  
Bushbuckridge Local Municipality  
Private Bag X 9308  
BUSHBUCKRIDGE  
1280

OR Hand delivery to office no 55(Registry)  
R533 Graskop Road  
Bushbuckridge

**NB** If you are not contacted within six weeks after the closing date, consider your application as being unsuccessful.

**Closing date : 03 February 2022**

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### LOCAL ADVERTISEMENT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the position of:

**POST** : IDP COORDINATOR (X1)  
**DIRECTORATE** : MUNICIPAL MANAGER  
**REMUNERATION** : R 354 337.50  
**CENTRE** : HEAD OFFICE

### REQUIREMENTS

- Grade 12 (Matric certificate)
- Diploma in Public Administration or Development studies
- Computer Literacy (Excel, word & PowerPoint)
- Minimum of 4 years working under municipal environment
- Prepared to work under pressure.
- Sound interpersonal relation skills.

### RESPONSIBILITIES

- Co-ordinate and review of the integrated development plan
- Monitor the implementation of projects
- Development of sectorial plans and aligns the district and Municipal Integrated Development Plan
- Ensuring that local Economic development is prioritised as a means of job creation and poverty alleviation to the community
- Facilitate service delivery through integrated development plan
- Implementation of local economic development projects according to the budget
- Maintain records of work in progress, notice and correspondences
- Compiling notice, agendas and minutes IDP related meetings

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## LOCAL ADVERTISEMENT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the contract position of:

Post : MPAC Researcher  
Directorate : Corporate Services  
Remuneration : R464 545.32  
Centre : Head Office



## REQUIREMENTS

- Grade 12 Certificate
- Degree in Finance or Auditing
- 4 years working experience in local government environment.
- Sound knowledge of public finance regulation
- A valid driver's license

## RESPONSIBILITIES

- Advise MPAC on accountability and oversight matters.
- Provide administrative support to ensure functionality of the committee.
- Assist the chairperson and the committee to run the committee affairs.
- Draw the annual MPAC programme in line with the municipal cycle.
- Source municipal council documents and reports that are needed for MPAC in council committees.
- Ensure that MPAC reports are tabled in council and track the implementation of the resolutions by council.
- Review and investigate all matters referred to the committee by other council committees.
- Liaise with Internal Audit.
- Ensure proper management of and filing of all MPAC records and files.
- Develop processes and procedures for all MPAC operations.
- Analyze financial and performance including SDBIP, annual reports and financial statements,
- Prepare questions on audit report and Prepare MPAC audit research
- Draft annual programmes and Coordination of MPAC activities

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### LOCAL ADVERTISEMENT

The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the contract position of:

Post : Executive Secretary to the Executive Mayor  
Directorate : Corporate Services  
Remuneration : R 405 716.43  
Centre : Head Office

### REQUIREMENTS

- Grade 12 Certificate
- National Diploma in Public administration
- 4 Years relevant working experience.
- Sound knowledge of the office of the Executive Mayor

### RESPONSIBILITIES

- Updates the Executive Mayor's diary
- Liaise with the Mayor's driver for an update on daily activities
- Typing and compiling agendas for the Mayoral Committee meetings
- Coordinate Mayoral Committee meetings
- Liaison with clients and other departments both internally and externally on behalf of the Executive Mayor
- Maintain confidentiality and proper filing of records or correspondences

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The Bushbuckridge Local Municipality which is an equal opportunity and affirmative action employer seeks to appoint suitably qualified person/s for the contract position of:

Post : Council Secretary  
Directorate : Corporate Services  
Remuneration : R 354 337.50  
Centre : Head Office

### REQUIREMENTS

- Grade 12 Certificate
- National Diploma in Public administration/Public Management
- 2-3 Years relevant working experience.
- Sound knowledge of council matters or operations

### RESPONSIBILITIES

- Supervise and co-ordinate council and committee work to ensure an efficient service is rendered to the Council.
- Coordinate Council and all Committee meetings and prepare the agendas of such meetings in consultation with the Municipal Manager, the Mayor, the Speaker and Chairpersons of Portfolio Committees and all section 79 committees.
- Advise councillors on administrative processes and procedures of the municipality.
- Maintain an up-to-date councillor database and demography.
- Assist and advise the Office of the Chief whip when deploying councillors to various Committees of Council.
- Supervising and co-coordinating the compilation of agendas of meetings of Council and its Committees, also the printing and distribution thereof; by means of Committee Assistant, Typist  
Supervising the writing of minutes of all meetings.

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