



**RAYMOND
MHLABA
MUNICIPALITY**

UMANYANO KUPHULISO

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EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS

The Raymond Mhlaba Local Municipality is a Category B Municipality, established after the amalgamation of Nkonkobe and Nxuba municipalities. It has its administrative seat in KwaMaqoma and its Council seat in eDikeni. The Raymond Mhlaba Municipality comprises of the historic towns of eDikeni (home of University of Fort Hare), KwaMaqoma, Hogsback, Middledrift, Debe Nek, Seymour, Balfour, Adelaide, and Bedford. It also serves a large rural area in addition to the towns. The Raymond Mhlaba Local Municipality falls in the Amathole District Municipality in the province of the Eastern Cape. The municipality is looking for individuals to feel the following position:

CHIEF SECURITY OFFICER

PERMANENT POSITION

TASK GRADE 13

DIRECTORATE: COMMUNITY SERVICES

FRINGE BENEFITS: Normal fringe benefits including Travelling allowance, pension fund, medical aid, leave and housing subsidy on certain conditions.

Requirements include: Grade 12; Diploma in Security Management /Risk Management; Grade B Security Certificate; PSIRA Registration; Firearm Competency Certificate; No Criminal record; five years' experience in Local Government; Valid Driving License.

Duties include:

- Supervise, coordinate, review and evaluate the work of Security Officers.
- Monitoring CCTV and making sure that it is functional.
- Monitoring Security Officers in their Job duties, safety procedures and Municipal Policies
- Establishing work schedules and procedures.
- Proactively responding to and resolving emergency situations and conflicts
- Performing security duties when required
- Implementing and overseeing comprehensive security strategies to protect Municipal assets
- Identifying potential security threats, conduct regular audits/ inspections and implement mitigation strategies

EXAMINER: MOTOR VEHICLE

PERMANENT POSITION

TASK GRADE 10

DIRECTORATE: COMMUNITY SERVICES

FRINGE BENEFITS: Normal fringe benefits including pension fund, medical aid, leave and housing subsidy on certain conditions.

Requirements include Grade 12; Diploma Grade A; Registered as Grade A Examiner Motor; experience in Local Government; Valid Driving License Code Certificate in eNatis.

Duties include:

- Determine mechanical roadworthiness of all codes of vehicles in accordance with Road Safety traffic legislations
- Conducting visual tests and using electronic test equipment to establish conformance/deviations with specifications and driving vehicles to assess braking/steering performance prior to issuing certification.
- Completing procedural information, forms, documents, notifications and submitting for further processing.
- Update schedules and registers reflecting licensing and testing applications processed and extracting summarized reports detailing the status of activities and forwarding to the immediate superior for processing.
- Amend procedure manuals guiding testing sequences to read current with legislative requirements and specific regulations.
- Ensuring the correct usage of equipment, vehicles and materials.
Conducting and checking testing equipment functionality on completion of routine maintenance sequences.

HOUSING OFFICER x 2

PERMANENT POSITION

TASK GRADE 10

DIRECTORATE: ENGINEERING SERVICES

FRINGE BENEFITS: Normal fringe benefits including pension fund, medical aid, leave and housing subsidy on certain conditions.

Requirements include: Grade 12, National Diploma or Degree in Human Settlements or Town & Regional Planning, Driving License Code B, 2 Years' relevant experience years in a Municipal Environment

Duties include:

- Administering housing applications, verified beneficiary information, and maintained accurate waiting lists
- Coordinating allocation of RDP/BNG housing units in line with municipal policies and procedures
- Capturing, updated, and managed housing data on municipal systems to ensure audit-ready records
- Conducting property and site inspections to monitor housing conditions and project progress
- Identify defects and escalated maintenance and construction issues to relevant stakeholders
- Facilitating community engagement by organizing meetings and addressing housing-related queries and concerns
- Resolving tenant and beneficiary disputes through effective communication and conflict management
- Liaise with contractors, provincial departments, and internal municipal units to support housing delivery
- Monitoring housing projects and reported on progress, risks, and implementation challenges

- Ensuring compliance with housing legislation, policies, and subsidy requirements
- Assisting with title deed processes and verified lawful occupancy of housing units
- Preventing and reported illegal occupation of municipal properties
- Preparing and submitted monthly and quarterly housing reports to management
- Maintaining organized filing systems and ensure documentation met audit standards

**RE-ADVERTISEMENT SENIOR ACCOUNTANT: FINANCIAL REPORTING
PERMANENT POSITION**

TASK GRADE 13

DIRECTORATE: BUDGET AND TREASURY

FRINGE BENEFITS: Normal fringe benefits including pension fund, medical aid, leave and housing subsidy on certain conditions.

Requirements include: Grade 12; B.Com/B-Tech Degree in Accounting; Minimum of 5 years relevant experience in financial reporting with 2 years at a supervisory level , A municipal Finance Management Programme (MFMP) certificate will be an added advantage; Code B Driving License; Knowledge of legislative frameworks governing local government, GRAP and other related principles.

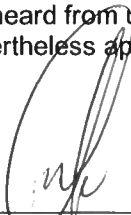
Duties include:

- Supervising of subordinates
- Assessing the adequacy of current financial policies and procedures.
- Scrutinizing ledger journal supporting documents and financial sequences against transactional recordings
- Preparing Financial statements for internal and external use
- Collecting and analysing financial data ensuring that all reporting is in compliance with GRAP reporting guidelines.
- Liaise with both internal and external auditors as audit controller for the institution
- Compiling reports for the CFO's Office in reporting to all the relevant stakeholders
- Ensuring compliance with MFMA requirements on financial reporting for Municipalities.
- Responsible for the preparation of reconciliations for all balance and classes of transactions to support AFS and IFS.

For enquiries, please contact Ms Z.Shosha: Acting HR Manager at the following number (046) 645 7417/7414

Application form (obtainable from the Municipal website) together with a comprehensive Curriculum Vitae and certified copies (not older than 6 months) of qualifications and identity document must be addressed to: The Municipal Manager, Raymond Mhlaba Local Municipality, No.08 Somerset, KwaMaqoma,5720 and should reach the afore-mentioned not later than 17th April 2026 at 12h00. Failure to attach the required documents will disqualify your application. Canvassing of Councilors is not permitted, and proof thereof will result in disqualification **No faxed or emailed applications will be considered.**

Raymond Mhlaba Municipality is committed to employment equity and therefore in these appointments such factors will be considered. Women and people living with Disabilities are encouraged to apply. Raymond Mhlaba Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with the shortlisted candidates. If you have not heard from us within 3 months of the closing date, regard your application as unsuccessful. The council nevertheless appreciate the interest shown by all applicants.


 MS U. T. MALINZI
 MUNICIPAL MANAGER
 DATE: 07/04/26