



**WALTER SISULU LOCAL MUNICIPALITY  
(BURGERSDORP, ALIWAL NORTH, STEYNSBURG, VENTERSTAD AND JAMESTOWN)**

**NOTICE: 104/2024/2025  
INTERNAL/EXTERNAL ADVERTISEMENTS  
(The Head Office is based in Burgersdorp)**

The Walter Sisulu Local Municipality is a Category 2 Municipality. It is situated within the Joe Gqabi District Municipal Area, in the Eastern Cape. The municipality is looking for the services of vibrant, committed and suitably qualified individuals to fill the following position:

**PLANNING AND ECONOMIC DEVELOPMENT DEPARTMENT  
MANAGER: DEVELOPMENT PLANNING  
TASK GRADE 14  
SALARY SCALE: R 484 119 – R 628 440 PER ANNUM**

**REQUIREMENT**

- Grade 12
- National Diploma / Degree in Town and Regional Planning
- Valid registration as a Professional Planner
- 4 years' experience in town and regional planning environment and land use management, 3 years should be at a supervisory level
- Knowledge of Spatial Planning and Land Use Management Act, National building regulations, financial regulations, procedures and policies
- A Valid Code B Driving Licence
- Computer Literacy

**DUTIES**

**The duties will include but not limited to the following:kk**

- Management of the Town Planning and Regional Planning (Land Use Management, Spatial Planning and Building Control)
- Implementation of the Spatial Planning and Land Use Act 2013 (SPLUMA) and the SPLUMA by Law framed thereunder as well as the approved spatial development framework (SDF) of the Municipality
- Supervision and overseeing the processing of land use applications in terms of the provisions of SPLUMA and SPLUMA By-law

- Scrutinize building plans to ensure compliance with the town planning regulations
- Oversee and manage the development of integrated planning policies, strategies and guidelines
- Prepare proposals and site plans in conformance with codes and local and national regulations
- Updating the statutory required databases e.g. zoning schemes, etcetera on the GIS system, by capturing information in order to ensure that information is up to date and available at all times
- Compiling illegal land use and land invasion reports and once approved by the immediate supervisor, forwards them to legal services to initiate legal action
- Managing the building plan register and informing the Finance Departments of completed buildings for the appropriate billing
- Sending formal applications to the Department of Human Settlements for housing projects.
- Leading the housing projects by identifying suitable land for housing initiatives
- Planning for future settlements and reception areas while formal settlements are being established
- Managing the implementation of the strategies from the Housing Sector Plan and human settlements programmes according to the Housing Sector Plan
- Identifying informal settlements for upgrading through the Spatial Development Framework and Housing Sector Plan processes.
- Presents development proposals to government agencies, arranges for public to review private and public development projects
- Supervises other planning personnel
- Prepares budget and oversee expenditures
- Sets goals, policies and procedures for projects.

## **BUDGET AND TREASURY**

### **CHIEF ACCOUNTANT CREDIT CONTROL AND DEBT MANAGEMENT**

#### **TASK GRADE 12**

**SALARY SCALE: R 381 915 – R 495 747 PER ANNUM**

## **REQUIREMENTS**

- Grade 12
- National Diploma/ Bachelor's Degree in Accounting/ Local Government Finance/ Cost Management Accounting/ Auditing
- 4 Years' relevant experience in Municipal revenue management
- Code B Driving license;
- Registration with CFDC will be an added advantage

## **DUTIES**

**The duties will include but not limited to the following:**

- Analysing and approving revenue recordings processes referring to information detailed in supporting documentation and resolving deviations from procedures;
- Compiling activity plans for consolidated rates and property valuations and submitting for discussion at the departments strategic planning discussions\workshops relating to the functionality;
- Coordinating and controls the tasks\Activities of personnel and allocates and prioritizes outcomes;
- Interacting with internal\external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of account receivable transactions.
- Control specific sequences associated with functional management of the section administration and support by;
- Compiling month end credit control report with statistics and submitting reports to the immediate superior for further processing
- Producing investigational reports and responses to queries from the consumers and submitting to the immediate superior for further processing.
- Providing written and verbal advice, including clarifying procedures relating to the implementation of credit control processes to the municipal customers and other relevant stakeholders.

## **BUDGET AND TREASURY**

### **CHIEF ACCOUNTANT REVENUE MANAGEMENT AND VALUATION**

#### **TASK GRADE 12**

**SALARY SCALE: R 381 915 – R 495 747 PER ANNUM**

## **REQUIREMENTS**

- Grade 12
- National Diploma/ Bachelor's Degree in Accounting/ Local Government Finance/ Cost Management Accounting/ Auditing
- 4 Years' relevant experience in Municipal revenue management
- Code B Driving license;

## **DUTIES:**

**The duties will include but not limited to the following:**

- Balancing of the computerized valuation roll though the reconciliation of valuation roll movements, and adjustments caused by the valuation roll movement and change of ownership;
- Providing support with regards to the consolidation of income transactional information to facilitate the production of Financial Statements;

- Preparing statistical report depicting short to medium term cash flow trends inclusive of explanations to support specific deviations;
- Running system functionality to upload billing data individual debtor account by using all segments of Mscosa;
- Coordinating and controlling processes sequences associated with the verification and provision of information related to Revenue (Services, Meter Readings, Data Processing and Pre-paid transactions);
- Analysing and approving revenue (services) recording processes referring to information detailed in supporting documentation and submitting deviations to the Manager: Income
- Providing support with regards to the consolidation of income transactional information to facilitate the production of Financial Statements;
- Preparing statistical report with depicting consumption fluctuations through the comparison with consumption history and current consumption, inclusive of explanations to support specific deviations
- Control specific sequences associated with functional management of the section, administration and support, by
- Compiling month end Accounts Receivable control accounts report with statistics and submitting reports to the immediate superior for further processing.

**OFFICE OF THE MUNICIPAL MANAGER  
MANAGER: MANAGER SPECIAL PROGRAMS  
TASK GRADE 16  
SALARY SCALE: R 628 440 – R 815 739 PER ANNUM**

**REQUIREMENTS**

- Grade 12
- National Diploma in Public Management
- 4 Years' relevant experience
- Code B Driving license

**DUTIES**

**The duties will include but not limited to the following:**

- Conducting research into best practices associated with the functionality and determining the appropriateness of specific policies/procedures for implementation;
- Preparing and presenting reports detailing the status of the division;
- Providing support to people living with disabilities and elderly relating to RDP projects to ensure their inclusion in planning and design stages.
- Aligning the division's operating capacity and capability of specific key performance indicators and measures against outcomes detailed in the directorate's strategic plans;

- Networking opportunities with private and public sector partnerships through a consultative process involving government departments, private companies and non-government organization.
- Identifying projects in order to assist in empowering under privileged groups both internally and within the community;
- Coordinating information sharing sessions for women in business to share and learn best business practices and available opportunities.
- Monitoring implementation of mainstreaming policy for focus groups with regards to children.

The council subscribes to the policy of affirmative action. Only shortlisted candidates will be contacted and if you are not contacted within 30 days after the closing date, please consider your application unsuccessful. Walter Sisulu Local Municipality is under no obligation to fill the position after the advertisement thereof. People with disabilities are encouraged to apply. No faxed applications will be accepted.

Any enquiries can be directed to Mr. Sipho Sontashe, the Manager Human Resources at number 051 – 653 1777

**CLOSING DATE: 04 JULY 2025**

Applications together with your CV's must be addressed to:

Attention: Human Resources Office  
The Municipal Manager  
Walter Sisulu Local Municipality  
01 Jan Greyling Street  
**BURGERSDORP**  
**9744**



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**KHAYA GASHI**  
**MUNICIPAL MANAGER**

**10/6/2025**  
**DATE-----**