



EXTERNAL/INTERNAL ADVERTISEMENT

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging positions of

DEPARTMENT: PLANNING AND DEVELOPMENT SERVICES
GEOGRAPHICAL INFORMATION SYSTEMS (GIS) OFFICER
Ref: PDS/PDS/GISOFF/01

MINIMUM REQUIREMENTS

- Grade 12
- National Diploma in Geomatics or Cartography, Surveying or equivalent relevant
- Computer literacy: GIS related programmes
- 2 - 5 years' relevant post qualifying experience required
- Valid driver's license

ADDED ADVANTAGE

- Registration with South African Geomatics Council (SAGC)

OTHER REQUIREMENTS

- Good Communication Skills (Written and Verbal)
- Ability to work long hours and meet deadlines
- Good leadership skills
- Be computer literate
- Attention to detail
- Good interpersonal skills

RESPONSIBILITIES

- Preparing the development and operational plan for the GIS section by referring to the IDP and identifying operational objectives.
- Collecting and presenting spatial data on request
- Drafting the establishment of procedure and projects plan to the attention of immediate supervisor.
- Initiating the purchase of up-to-date datasets through the supply chain processes in order to update the GIS database.
- Support training of the staff internally to effective use the GIS application
- Facilitating the general responsibilities of the department with regards to GIS projects
- Networking with other levels of government so that supply of geo-information of infrastructure and delivery of services to National and Provincial standards and policies are ensured.
- Setting and adjusting peripheral devices (scanners, printers and plotters), scanning of images using mapping software, or graphic user interface techniques to create layout drawings.
- Enhancing stakeholder relations to advance the knowledge in GIS
- Providing cadastral and spatial data relevant to the applications made.
- Maintaining records (mapping) of all municipal infrastructure in the GIS system (streets, pipeline, storm water, etc.).

Remuneration: R 411 585 per annum (excluding benefits)

CLOSING DATE & TIME: 23 MAY 2025 @ 12h00

Enquiries: Human Resources

To apply:

Please forward your application on the form “Application for Employment” that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies (not older than three months) of all relevant qualifications, Identity Document and Valid Driver’s License with at least three contactable references to

Hand delivery

or

Post

Senior Manager: Human Resources
Civic Centre
Corner Mark and De Wet Street
Piet Retief
2380

Senior Manager: Human Resources
Mkhondo Local Municipality
P.O. Box 23
Piet Retief
2380

Failing to sign the “Application for employment” form will constitute an automatic disqualification

Note: Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

Vetting and screening may be done on successful candidates

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipal is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

Mkhondo Local Municipality Reserves the right not to make an appointment.

MJ MKHONZA
MUNICIPAL MANAGER