

MSUKALIGWA LOCAL MUNICIPALITY

CIVIC CENTRE BUILDING • C/O KERK & TAUTE STREET • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350
PO BOX 48 • ERMELO • MPUMALANGA • SOUTH AFRICA • 2350

WE ARE HIRING (VACANCIES)



INTERNAL & EXTENAL VACANCY

(Re-advert)

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned position.

Name of Department	PLANNING AND ECONOMIC DEVELOPMENT
Job Post Name	X1 Property Officer
Duration	Permanent
Task Grade 11	R 356 209.08 p/a
Reference Number	HUM/01/11/25
Location	Ermelo
Closing Date	08 MAY 2026 at 12h00pm

QUALIFICATIONS

- **Grade 12** or equivalent.
- **Diploma in Property Administration/ Property Management/Real Estate. NQF Level 6**
- **Computer literacy** (MS Office Suite)

EXPERIENCE

- Minimum of 1-2 years relevant experience.

KEY COMPETENCIES

- Good Communication Skills
- Attention to detail
- Good supervisory skills
- Ability to work under pressure
- Must be fluent in languages spoken in the Msukaligwa Local Municipality's area

KNOWLEDGE

- Good Knowledge of property administration policies and procedures.
- Batho Pele Principles

DUTIES

- Determine Market Values for purchase, sale and rental of Council.
- Manage and maintain the Municipal Valuation Roll



- Analyse prices of sold properties within Msukaligwa boundaries.
- Performing feasibility analysis to advise Council regarding the purchase or development.
- Determining replacement values of Council Properties for insurance purposes.

PLEASE NOTE

- **DUE TO LARGE NUMBER OF APPLICATIONS, WE ENVISAGE TO RECEIVE, APPLICATIONS WILL NOT BE ACKNOWLEDGED.**
- **SHOULD YOU NOT BE CONTACTED WITHIN THREE MONTHS AFTER THE CLOSING DATE, CONSIDER YOUR APPLICATION UNSUCCESSFUL. THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT ANY PERSON**
- **VETTING & EQUITY IS THE MUNICIPAL PRIMARY SELECTION CRITERIA; THEREFORE, ALL SUCCESSFUL APPLICANTS SHALL BE SUBJECTED TO VETTING INCLUDING REFERENCE CHECKING AGAINST SOCIAL MEDIA PROFILES. CANVASSING WILL LEAD TO DISQUALIFICATION**

Application forms and full details of the advertised position are available on the **Msukaligwa Local Municipality website** (www.msukaligwa.gov.za), the **official Facebook page**, or may be collected from the **Human Resources Office**. Applicants are required to submit a **completed application form**, a **detailed Curriculum Vitae**, and **certified copies** of their **Identity Document, Driver's Licence, and full qualifications**. Please note that **certification of documents must not be older than six (6) months**.

Applications must be posted or couriered to: Msukaligwa Local Municipality, P.O. Box 48, Ermelo, 2350, or hand-delivered to the Corporate Services Department (Human Resources Section), Corner Kerk and Taute Streets, Ermelo, for the attention of the Director: Corporate Services. For any further enquiries regarding the advertised position, please contact **Ms. L.P. Mnisi – Manager: Human Resources** at (017) 801 3584.

“IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER 3 MONTHS, CONSIDER YOUR APPLICATION UNSUCCESSFUL” THE MUNICIPALITY RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT ANY PERSON.

CLOSING DATE: 08 MAY 2026 at 12h00pm

Endorsed by.

MR. M KUNENE
MUNICIPAL MANAGER

DATE