

EXTERNAL ADVERTISEMENT NOTICE

EPHRAIM MOGALE LOCAL MUNICIPALITY

☎ 111
MARBLE HALL
0450
☎ 013-261 8400
☎ 013-261 2985



Leeuwfontein Office (013) 261 8509
Elandskraal Office (013) 261 8506
Zamenkomst Office (013) 973 9160
Traffic Section (013) 261 8400

Ephraim Mogale Local Municipality invites suitably qualified applicants to apply for the under-mentioned positions.

Ephraim Mogale Local Municipality is committed to employment practices as enshrined in the Employment Equity Act. People living with disabilities; Coloureds; Indians and women are encouraged to apply.

DEPARTMENT : COMMUNITY SERVICES
POSITION : 1 X MANAGER TRAFFIC AND LICENSING SERVICES
REPORTING TO : DIRECTOR COMMUNITY SERVICES
REMUNERATION : R 406 396, 52 P/A PLUS BENEFITS: 850KM TRAVELLING ALLOWANCE AND CELL PHONE ALLOWANCE, PENSION FUND, MEDICAL AID AND 13th CHEQUE

REQUIREMENTS: Grade 12, Traffic Diploma ITMPO3 Road Transport Management Diploma (Institute of Traffic and Municipal Police Officers), Must be registered with the Department of Transport, Valid Driver's license, ECA Supervisory skills, Communication skills. Conflict and labour relations skills, Problem solving skills. Computer literacy. Total combination of 5 year's relevant experience in Traffic and licensing sections, MFMP/CPMD Certificate of competency as per MFMA will be an added advantage.

DUTIES/TASKS:

Management of the Traffic Control and Law Enforcement Division and the subordinates to ensure the effective and efficient utilization of resources. Manage the quality and cost-effective traffic and law enforcement services to the community and safe roads for everyone. Ensure compliance in terms of the National Road Traffic Act. Review reports from Superintendent relating to statistics, recommendations, and analysis of trends, research, and policies. Legal and technical issues regarding the activities within the Traffic Section. Allocate work to reporting staff. Approve shift schedules and rosters. Manage and coordinate municipal traffic services functions, law enforcement, Deal with traffic transgression and municipal by-Laws. Manage and ensure that any risk to public safety or contravention to traffic regulations and laws are identified and corrective measures enforced on offenders, Manages and audit the issuing of Driver's licenses to ensure that all procedures and national standards are complied with, Deal with corruption and bribes, if any, in vehicle licensing and

registration services to ensure that all corrupt and illegal activities are brought to book, Manages the payment on monthly basis, reconciliation's of Licensing and Testing grounds to the Directorate Budget and Treasury, Represent the Municipality at various meetings with relevant stakeholders, Liaise with Provincial Department of Transport on Licensing related matters.

DEPARTMENT : **CORPORATE SERVICES**
JOB TITLE : **1x MANAGER INFORMATION& TECHNOLOGY (IT)**
REPORTING TO : **DIRECTOR CORPORATE SERVICES**
REMUNERATION : **R 406 396.52 P/A PLUS BENEFITS: 850KM TRAVELLING ALLOWANCE AND CELL PHONE ALLOWANCE, PENSION FUND, MEDICAL AID AND 13th CHEQUE**

REQUIREMENTS: Grade 12; National Diploma in Information Technology or equivalent; A Degree in Information Technology will be an added advantage, 5 years' relevant experience, Computer Literacy, Ability to handle confidential information, Good Communication Skills; Valid driver's licence; MFMP/CPMD Certificate of competency as per MFMA will be an added advantage.

DUTIES/TASKS

Provide Information Technology strategic support to the municipality, Management of Information technology management systems functions, Management of information system acquisition, Information system security and risk management by overseeing the performance of security audits, Monitor the implementation of security intrusions, detection systems and procedures, Oversee implementation of disaster recovery and support systems, Develop IT security policy and systems access controls and procedures for firewalls and internet protocol, Keep up with web threats, viruses and hacker activity, Manage compliance to IT standard regulations and processes to mitigate risk, Monitoring of contractor performance, maintaining optimum IT system and network operating functionality, Development and review of IT related policies, Management of the subordinates.

DEPARTMENT : **CORPORATE SERVICES**
JOB TITLE : **1 x MANAGER COMMUNICATION SERVICES**
REPORTING TO : **DIRECTOR CORPORATE SERVICES**
REMUNERATION : **R 406 396.52 P/A PLUS BENEFITS: 850KM TRAVELLING ALLOWANCE AND CELL PHONE ALLOWANCE, PENSION FUND, MEDICAL AID AND 13th CHEQUE**

REQUIREMENTS: Grade 12; National Diploma in Public Relations or Communications Management or Journalism or equivalent; A Degree in Public Relations or Communications Management or Journalism will be an added advantage, 5 years' relevant experience, Computer Literacy, Ability to handle confidential information, Good Communication Skills, Valid driver's licence; MFMP/CPMD Certificate of competency as per MFMA will be an added advantage.

DUTIES/TASKS

Provide communication services strategic support to the municipality, Manage internal and external communication and liaison in promoting the municipality's integrated communication strategies, Serve as the Spokesperson for the municipality , Lead and manage municipal Newsletter production, quality and circulation thereof, Develop and implement communication policies, procedures, standards, systems and practices, Promote the municipal brand to ensure that marketing materials are presented to internal or external stakeholders, speech writing, editing and drafting of communications documentation (including articles and newsletters), Prepare and gain approval for all media correspondence and releases so that the interests and opinions of the municipality are accurately reflected, Develop internal and external Communication Strategies and channels for the effective dissemination of information to staff and the stakeholders, Design educational and promotional materials in support of identified programmes, exhibitions or initiatives, Attend business management meetings to identify, manage and implement communications resulting from business operations, Oversee the effective management of advertising functions and service providers (including brochures and publications) in order to ensure that the municipality is appropriately represented, Guide the Director Corporate Services in terms of communication and marketing of the Municipality, Management of the subordinates.

DEPARTMENT : **COMMUNITY SERVICES**
JOB TITLE : **1 x LIBRARIAN**
REPORTING TO : **MANAGER SOCIAL SERVICES**
REMUNERATION : **R 235.533-77 P/A**

REQUIREMENTS: Grade 12 or Matric, Minimum of Three years Bachelor of Library and/or information Studies degree or Bachelor's degree plus post graduate diploma in Library and /or Information Science or Equivalent. Membership of LIASA will be an added advantage, Computer literacy, Ability to communicate effectively, Ability to work under pressure and to adapt to various work situations, 2 years relevant experience in a public library, Valid Driver's license will be an added advantage.

DUTIES/TASKS:

Record daily and weekly statistics. Compile report for input into monthly library meetings. Complete required returns for Provincial / National Department as required. Initiate training for subordinates. Attend to routine personnel administrative matters. Recommend disciplinary action and undertake preliminary investigations. Process new books, magazines, CD's, etc using cello tape, plastic book covers, date slips, book cards, catalogue cards, labels. Bar code of all library books, CD's, magazines using barcodes. Capture (in stock taking) and catalogue new items on computer, catalogue cards. Sort and shelve items into different categories, e.g. fiction, non-fiction, juvenile- or adult books, etc using Dewey decimal system, alphabetical order. Search through the existing stock for possible repairs and replacement of items on own

discretion acknowledging the community's needs for certain information. Give input into annual events to encourage participation such as book week school visits, village visits, etc. Compile monthly, quarterly and annual reports for the section. Enforce library bylaws.

DEPARTMENT : **BUDGET AND TREASURY**
POSITION : **1 X FLEET MANAGEMENT SUPERVISOR (PERMANENT)**
REPORTING TO : **MANAGER ASSETS.**
REMUNERATION : **R 235.533.77. P/A**

REQUIREMENTS: National Diploma in logistics or Equivalent. Knowledge of fleet management, Two years relevant experience. Valid Driver's License. Computer Literacy. Good Communication Skills. Any mechanical or Fleet management or qualification will be an added advantage.

DUTIES/TASKS:

Coordinate fleet operations by confirming the itinerary has been approved for the trip, Authorizations and issue of vehicles to drivers and staff members, Allocate drivers for Municipal pool cars for the delivery of goods. Carry out vehicle inspections on all vehicles prior to use and complete the vehicle pre-checklist, Respond to emergency call out for break down and accidents. Hand over and collect keys and petrol cards at the start and end of each driving shift. Prepare a memo requesting maintenance, repair work service of fleet in accordance with supply chain management policy. Coordinate the payment for repair and maintenance work.

Please forward your application on the **duly completed APPLICATION FORM for Non-Senior positions** (which can be obtained from municipal website: www.ephraimmogalelm.gov.za and also from any municipality in South Africa). Applications must be accompanied by CV; certified copies of required qualifications; Identity document and driver's license where applicable, and be forwarded to the Acting Municipal Manager, Ephraim Mogale Local Municipality, P.O. Box 111, MARBLE HALL, 0450. **Faxed and e-mailed applications will not be accepted.** More information can be obtained from the telephone number (013) 261-8400; (013) 261 8425 or (013) 261-8431 during office hours. Ephraim Mogale local municipality reserves the right to fill or not to fill these posts.

CLOSING DATE: 04th of JUNE 2019. Should applicants not be notified of the outcome of their application within three (3) months after the closing date, they should regard their application as unsuccessful, as there will be no further correspondence.

Note: Reference check (Security clearance or vetting) will be conducted on the shortlisted candidates.

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