

EXTERNAL ADVERTISEMENT NOTICE

EPHRAIM MOGALE LOCAL MUNICIPALITY

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



Leeuwfontein Office (013) 261 8409
Elandskraal Office (013) 268 8406
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 : OFFICE OF THE MUNICIPAL MANAGER
POSITION : CHIEF INTERNAL AUDITOR
REPORTING TO : MUNICIPAL MANAGER
REMUNERATION : R406.396.52 P/A PLUS BENEFITS: 850 KM TRAVELLING ALLOWANCE AND CELL PHONE ALLOWANCE, PENSION FUND, MEDICAL AID AND 13th CHEQUE
DURATION : PERMANENT

REQUIREMENTS: Grade 12 or Matric, Bachelor's Degree in Internal Audit /Accounting or Equivalent, Registration with the Institute for internal Auditors, Code B driver's License, No criminal record, 5 years relevant experience of which 3 years were at the Supervisory level, Conflict management and labour relations skills, MFMP/CPMD Certificate of Competency as per MFMA will be an added advantage.

Responsibilities/Duties: Reporting to the Municipal Manager, the successful candidate will: Develop a flexible annual audit plan using an appropriate risk-based methodology, and submit such plan to the Audit Committee for review and approval, Investigate suspected fraudulent activities with the Municipality and notify Management and the Audit Committee about the results, Analyse policies to ascertain that adequate insurance cover is maintained over Council assets and report to Council any involved risks, Manage the staff within the section to meet the objectives of the Municipal Audit Action Plan in an effective and focused manner, Ensure that insurance claims are lodged timeously, Ensure that the asset register is kept up-to-date, Manage and effectively control the resources at his/her disposal, Ensure that the Department develops appropriate strategies, policies and plans for all relevant areas and that such are linked to the IDP of the Municipality, Monitor all implementations and prepare monthly reports to the Audit Committee and Council, Investigate and report on possible cases of negligence where staff is involved, Ensure that significant financial managerial and operating information is accurate and reliable, Ensure that Council's actions are in compliance with policies, standards, procedures and applicable laws and regulations, Ensure that resources are acquired economically and used efficiently and adequately, Coordinate internal audit activities with Council's external auditors in order to best achieve auditing objectives, Write reports to the Municipal Manager

ALLE KORRESPONDENSIE MOET AAN DIE
MUNISIPALE BESTUURDER GERIG WORD

MANGWALO KA MOKA A LEBANTSHWE
GO MOLAODI WA MASEPALA

ALL CORRESPONDENCE TO BE ADDRESSED
TO THE MUNICIPAL MANAGER

and Audit Committee, Attend all meetings with Management to ensure that internal audit is part of management and to keep Management abreast of all new developments and policies, Attend to meetings with other departments in order to implement new policies and control measures.

DEPARTMENT : **PLANNING AND ECONOMIC DEVELOPMENT**
POSITION : **1 X MANAGER TOWN PLANNING**
REPORTING TO : **DIRECTOR PLANNING AND ECONOMIC DEVELOPMENT**
REMUNERATION : **R406, 396.52 P/A PLUS BENEFITS: 850 KM TRAVELLING ALLOWANCE AND CELL PHONE ALLOWANCE, PENSION FUND, MEDICAL AID AND 13th CHEQUE**
DURATION : **PERMANENT**

REQUIREMENTS: Grade 12 or Matric, An appropriate Degree in Town and Regional/Urban Planning, A minimum of 5 years' experience in the town planning field of which 3 years were at the Supervisory level, Registration as a Professional Planner with the South African Council for Planners (SACPLAN) PPA, Act 36 of 2002, Proven successful professional development in town and regional planning / developmental studies. Good knowledge and understanding of spatial planning and land use management in relation to the Spatial Planning Land Use Management Act 16, 2013, MFMP/CPMD Certificate of Competency as per MFMA will be an added advantage.

DUTIES/TASKS: Reporting to the Director Planning and Economic Development the successful candidate will direct and manage spatial planning activities, Prepare monthly, quarterly and annual reports to provincial office and Council, and comply with all legislative requirements on Land Use, Spatial, Rural and Regional Planning, Township Establishment and Land Tenure Upgrading Projects, Co-ordinate and Manage Housing matters, Manage Building control division, Prepare Township Registers for the local authority, Draft and prepare various municipal planning by-Laws, Ensure that all planning procedures are in accordance with the relevant legislations, the successful candidate will perform activities that will assist the municipal planning tribunal.

DEPARTMENT : **CORPORATE SERVICES**
POSITION : **MANAGER LEGAL SERVICES**
REPORTING TO : **DIRECTOR CORPORATE SERVICES**
REMUNERATION : **R406.396.52 P/A PLUS BENEFITS: 850 KM TRAVELLING ALLOWANCE AND CELL PHONE ALLOWANCE, PENSION FUND, MEDICAL AID AND 13th CHEQUE**
DURATION : **PERMANENT**

REQUIREMENTS Grade 12 or Matric, LLB Degree or any Four years Law Degree, 5 years'

relevant experience of which 3 years were at the Supervisory level, Ability to apply Legal knowledge to resolve matters, Proven track record of providing accurate and effective Legal Counsel, Proven track record of adding value to an Organization through the development of comprehensive contract documents that mitigate risk and penalties, Demonstrated success in managing and conducting a variety of legitimation matters, Good planning and organizing skills, Strong leadership and managerial skills, Proven ability to solve sensitive matters, Conflict management and labour relations skills, MFMP/ CPMD Certificate of Competency as per MFMA will be an added advantage.

DUTIES / TASK: Reporting to Director Corporate Services, the incumbent will manage the Execution of litigation, by-laws, contract management and evaluation of services rendered to the Municipality, Manage staff, Provide general and administrative direction in the division, Review and provide Legal advice on Legal courses and tender documents, Establish standards of behavior for others and motivate and empower individuals through leadership and supervision, Work strategically to attain organizational goals, Review progress of outstanding litigation and liaise with external lawyers.

DEPARTMENT : CORPORATE SERVICES
POSITION : MANAGER ICT
REPORTING TO : DIRECTOR CORPORATE SERVICES
REMUNERATION : R406.396.52 P/A PLUS BENEFITS: 850 KM TRAVELLING ALLOWANCE AND CELL PHONE ALLOWANCE, PENSION FUND, MEDICAL AID AND 13th CHEQUE

REQUIREMENTS; Grade 12 or Matric, Bachelor's Degree in Information Technology or Computer Science, 5 year's relevant experience of which 3 years were at supervisory level, Planning and organizing skills, Strong leadership and managerial skills, Ability to handle and solve confidential and sensitive matters, MFMP/ CPMD Certificate of Competency as per MFMA will be an added advantage.

DUTIES/TASKS

Provide information technology strategic support to the Municipality, Formulate required annual plans (SDBIP) in accordance with Municipal mandate, Develop an information system framework and an annual strategic plan, Evaluate overall information technology operations, Monitor adherence to applicable laws and regulations relating to IT system operation. Establish lines of control for current and proposed information systems. Promote and oversee strategic relationships between internal IT resources and external entities. Develop IT security policy and systems access controls and procedures for firewalls and internet protocol, Keep up with web threats, viruses and hacker activity. Identify staff development and training needs to achieve overall objectives.

DEPARTMENT : BUDGET AND TREASURY
POSITION : 1 X FLEET MANAGEMENT SUPERVISOR

REPORTING TO : **MANAGER ASSETS**
REMUNERATION : **R 235 533.77 P/A**
DURATION : **PERMANENT**

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 that the itinerary has been approved for the trip, Coordination of authorizations and issue of vehicles to drivers and staff members, Coordinate allocation of 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, Report writing, 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 and service of fleet in accordance with supply chain management policy. Coordinate the payment for repair and maintenance work.

DEPARTMENT : **INFRASTRUCTURE SERVICES**
POSITION : **2 x PMU TECHNICIAN**
REPORTING TO : **PMU MANAGER**
REMUNERATION : **R235 533 .77 P/A**
DURATION : **PERMANENT**

REQUIREMENTS: Grade 12 or Matric, National Diploma in Civil Engineering (B Tech in Civil Engineering will be an added advantage), Project management qualification with a minimum 2 years relevant experience, Code B (8) driver's License, Willing to work overtime due to work load.

DUTIES/TASKS: Ensuring project compliance with all applicable legislation, policies and conditions applicable to MIG, Conducting project performance and cash flows reviews, Liaising with the Provincial and the Senior MIG Manager as well as other line function departments through formal regular evaluation/progress meetings and on an ad hoc basis as instructed by the PMU Manager, Submitting monthly, quarterly, bi – annual, annual and ad hoc reports to CoGHSTA as determined in applicable legislation or as required by the National MIG Unit as instructed by the PMU Manager, Inspection of projects on sites for progress and quality assurance, Coordinating the Implementation of infrastructure Capital projects of the municipality, Management of MIG Management Information System (MIG – MIS) for registration of projects, facilitating the capturing of backlog information, monitoring and preparation of all necessary reports. Implementation of the Expanded Public Works Programme (EPWP) and reporting thereon, Compilation of MIG expenditure reports and PMU monthly reports, Any other duties given by the PMU Manager and Director Infrastructure Services. Financial Management; Project Identification / Feasibility process and Contract

Administration; Programme / Project Management, Project Monitoring and Evaluation, Community Liaison / Development.

DEPARTMENT : **COMMUNITY SERVICES**
POSITION : **1 X LIBRARIAN**
REPORTING TO : **MANAGER SOCIAL SERVICES**
REMUNERATION : **R 235 533.77- P/A**
DURATION : **PERMANENT**

REQUIREMENTS: Grade 12 or Matric, National Diploma in Library Services or Post Graduate Diploma in Library Services (PGDLIS) or B Tech in LIS , 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 library statistics, Compile reports for inputs into monthly library meetings, Complete returns for Provincial / National Department as required, Initiate training for subordinates, Attend to routine personnel administrative matters, Supervision of subordinates, 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.

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 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 positions.

Closing date: 26th October 2018. 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.



M.M. MATHEBELA
MUNICIPAL MANAGER

04/10/18
Date