



Ephraim Mogale
Local Municipality

EPHRAIM MOGALE LOCAL MUNICIPALITY

CAREER

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

MANAGER PMU (X1)

DEPARTMENT: INFRASTRUCTURE SERVICES
REMUNERATION: R 379 809.83 (NEGOTIABLE)

REPORTING TO: DIRECTOR INFRASTRUCTURE
TERM: 3 YEARS FIXED TERM CONTRACT

REQUIREMENTS: B –Tech: Civil Engineering, Knowledge of Project Management • Computer Literacy • Valid Driver's License • 3 years relevant experience Knowledge of report writing.

DUTIES/TASKS: Provide project management support for implementation of all projects for municipal infrastructure development • Manage assigned MIG Capital expenditure projects • Prepare detailed construction cost estimates for MIG Projects as well as estimating guidelines • Monitor tendering processes and respond to the contractor's questions • Verifying and signing payments certificates • Liaise with architects, consultants and contractors for the planning, design and implementation of new projects • Dealing with complaints, queries and problems arising from the projects • Compiling monthly, quarterly and annual reports for the PMU Unit.

MANAGER: ASSETS MANAGEMENT (X1)

DEPARTMENT: BUDGET AND TREASURY
REMUNERATION: R 379 809.83

REPORTING TO: CHIEF FINANCIAL OFFICER

REQUIREMENTS: B degree in Commerce or any relevant equivalent qualification, Relevant Post Graduate Degree and CPMD/MFMP will be an added advantage, 3 years relevant experience, Communication and report writing skills, Good human relations, Computer Literacy, Valid Driver's License.

DUTIES/TASKS: Manage the status of records associated with movable assets • Deal with asset planning, including the assessment of existing movable assets and planned acquisition • Evaluate movable asset performance • Implement the operations and safeguarding of assets • Manage and control the movement of assets • Develop and review an asset management replacement plan • Ensure appropriate procurement of stores items • Ensure that delivered items are as per required specifications • Ensure that all receipts are issued electronically and processed • Ensure that information on the system and that on the floor are reconciled • Prepare motivation for write-off and sale of assets through auction or other prescribed means of disposal • Conduct appraisals to measure performance and objective accomplishments against agreed targets and, reviewing goals and setting new objectives • Staff management and Monitoring of the adequacy of current training interventions supporting personnel development, and reporting on workplace conflict and/ or instituting corrective measures and consultation processes to address deviation from the standards • Manage the budget of the division • Recommend disciplinary action and undertake preliminary investigations.

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME (MFMP) (X3)

DEPARTMENT: BUDGET AND TREASURY

REMUNERATION: R 100 000.00 P/A.

MINIMUM QUALIFICATIONS: B com degree or Diploma in Accounting, Majoring in Accounting • High level of computer literacy • Ability to communicate effectively, willingness to rotate within budget and Treasury divisions.

RESPONSIBILITIES/DUTIES: Prepare the annual budget in line with the integrated development plan and coordinate all budget inputs from Management and captures in financial management system • Prepare monthly, quarterly and annual reports to organs of state and Council, and comply with all legislative requirements • Process expenditure claim and ensures that transactions are completed accurately in accordance with laid down accounting procedures and practices • Reconcile all credit accounts and claims • Perform ad hoc duties provided by mentorship coordinator.

You are required to duly complete Application form for Non-Senior posts obtainable from the municipal website (www.ephraimmogale.gov.za). Applications must be accompanied by CV; certified copies of required qualifications; Identity document and driver's license where applicable, 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 posts.

NB: Fraudulent qualifications or documentation, including driver's license, will immediately disqualify any applicant. A candidate who canvasses any Councillor or Municipal Officials for preference will immediately be disqualified from the selection process and/or from appointment.

Note that Reference check and Security clearance or vetting will be conducted on the shortlisted candidates.

CLOSING DATE: 07 MARCH 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.

MATHEBELA MM - MUNICIPAL MANAGER

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13/02/2019

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