

EPHRAIM MOGALE LOCAL MUNICIPALITY

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



Leeuwfontein Office (013) 261 8509
Elandsdraai 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 : BUDGET AND TREASURY
POSITION : 1 X ACCOUNTANT: BUDGET CONTROL
REPORTING TO : MANAGER BUDGET
REMUNERATION : R 278 067.17 P/A
DURATION : PERMANENT

REQUIREMENTS

National Diploma in Financial Management or equivalent, B. Com degree will be an added advantage, Two years relevant experience, Computer literacy. Ability to communicate with various diverse stakeholders to determine budget requirements. Ability to work independently and under pressure. Knowledge of MFMA and DORA. Knowledge of mSCOA. Knowledge in budgeting and reporting requirements. Ability to manage, plan and organize.

DUTIES/TASKS

Assist in compilation of the budget. Co-ordinate the budget process. Preparation of monthly and quarterly reports. Compile reports to various stakeholders. Monitor Council spending as per the approved Council budget. Maintain and update on regular basis Grants register. Collaborating with external departments (eg Treasury) on financial reporting. Attending to and addressing enquiries and queries related to budgetary provisions and or reporting. Ensure compliance with mSCOA. Adherence to Council policies and procedures. Co-ordinate and control tasks/ activities associated with controlling personnel performance, productivity and discipline.

ALLE KORRESPONDENSIE MOET AAN DIE
MUNISIPALE BESTUURDER GERIG WORD

MANGWALO KA MOKA A LEBANTSHWE
GOMOLADDI WA MASEPALA

ALL CORRESPONDENCE TO BE ADDRESSED
TO THE MUNICIPAL MANAGER

DEPARTMENT : BUDGET AND TREASURY
JOB TITLE : 1 X STORES OFFICER
REPORTING TO : MANAGER ASSETS
REMUNERATION : R 235 533.77 P/A
DURATION : PERMANENT

REQUIREMENTS

National Diploma in logistics or Financial Management or equivalent. Two years relevant experience, Code B Drivers License
No criminal record, B. Com degree will be an added advantage, Computer literacy. Ability to communicate with various stakeholders. Ability to work independently and under pressure. Knowledge of MFMA will be an added advantage. Ability to manage, plan and organize.

DUTIES/TASKS

Stock and Inventory Management by checking quality and quantity of goods as per order and specification, Attending to the return of any unsuitable items delivered and the claiming of refunds, Recording stock items on bill card and capture stock onto system, verifying that all stock items are easily identifiable with a unique bar-code, Issue stock to end user department, Address queries on the supply of stock items to end user departments, Conduct stock taking and physically verification of items available, Identify and account for misallocated or lost stock, Liaise with auditors to provide information on stock counts, Conduct stock taking and physically verification of items available, Maintain a clean and tidy warehouse and ensure stock is packed and safely secured with stock items classified as per policy, Generate an inventory report for submission to the Accountant Asset, Prepare reconciliations on inventory and assets, Staff Supervision.

DEPARTMENT : COMMUNITY SERVICES
POSITION : 1 X TEAM LEADER PARKS (MARBLE HALL)
REPORTING TO : SUPERINTENDENT PARKS
REMUNERATION : R115 630 09 P/A
DURATION : PERMANENT

REQUIREMENTS

Grade 12, Valid Driver's license and Public Driving Permit (PDP), Supervisory skills, Human relations and communication skills, Ability to give attention to details, Must be able to read, write and interpret plans to perform the job functions effectively.

DUTIES/TASKS

Supervises the performance of subordinates, Provide advice and direction, Recommend disciplinary action and undertake preliminary investigations, Ensures that health and safety procedures are adhered to, Transports workers, equipment and materials to and from work site, Identify training needs, Attend to routine personnel administrative matters.

DEPARTMENT : INFRASTRUCTURE SERVICES
JOB TITLE : 1 X GRADER OPERATOR
REPORTING TO : ARTISAN ROADS AND STORM WATER
REMUNERATION : R 115 630.09 P/A

REQUIREMENTS:

Grade 10
Code EB and Public Driving Permit
Competency certificate in heavy machinery
Knowledge of heavy machinery
Ability to operate heavy construction machine
Be prepared to undergo a practical test
1 year's experience.

DUTIES/ TASKS

Performs specific tasks associated with the operation of heavy specialized mechanical plant (e.g. Grader)
Driving and maneuvering heavy mechanical plant and engaging controls to operate mechanism to enable grading and levelling sequences
Grading of access road and internal roads in villages within the Municipal area
Inspecting safety devices controls lubricants levels.
Cleaning of machines and storage facilities.
Be prepared to work under challenging conditions

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: 30TH APRIL 2019. 10 May 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.

APPROVED
17/04/2019