

**INTERNAL ADVERTISEMENT NOTICE  
FOR 7 DAYS (AS PER THE APPROVED POLICY)**

**EPHRAIM MOGALE  
LOCAL MUNICIPALITY**

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



Leeuwfontein Office (013) 261 8509  
Elandskraal Office (013) 268 8506  
Zamenkomst Office (013) 973 9160  
Traffic Section (013) 261 8400

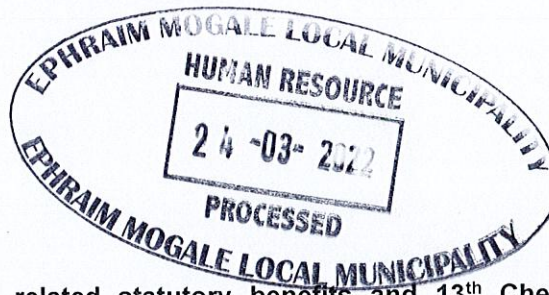
Ephraim Mogale Local Municipality invites suitably qualified applicants to apply for the under-mentioned positions.

The Municipality further commit to employment practices that promote the spirit as treasured in the Employment Equity Act, 1998 (Act 55 of 1998) as amended. People living with disability, women and youth are encouraged to apply for any advertised vacant position in the institution.

**INFRASTRUCTURE DEPARTMENT**

**POST NO. 01**

<b>Department</b>	:	<b>Infrastructure Services</b>
<b>No. of Post</b>	:	<b>One (01)</b>
<b>Job Title</b>	:	<b>PMU Technician</b>
<b>Immediate Supervisor</b>	:	<b>PMU Manager</b>
<b>Duration</b>	:	<b>Permanent.</b>
<b>Remuneration</b>	:	<b>R275 849.42 p.a Plus related statutory benefits and 13<sup>th</sup> Cheque. Car Allowance.</b>



**REQUIREMENTS:**

Candidate must have Grade 12, National Diploma in Civil Engineering or equivalent (NQF Level 6); B.Tech in Civil Engineering and Project Management Certificate will be an added advantage (NQF Level 7). A minimum of 3 years relevant experience, willingness to work overtime due to the nature of the work. Valid Driver's license.

**DUTIES/TASK:**

Ensure project compliance with all applicable legislations, policies and condition applicable to MIG. Conduct project performance and cash flows reviews. Liaise with other line function departments through formal regular evaluation/progress meetings and on an *ad hoc* basis as instructed by the PMU Manager. Develop monthly, quarterly, bi-annual, annual and *ad hoc* reports to the PMU Manager for submission to COGHSTA as determined by applicable legislation or as required by the National MIG unit. Inspect projects on sites for progress and quality assurance. Coordinate the implementation of infrastructure capital projects of the Municipality. Facilitate the capturing of backlog information, monitor and prepare all necessary reports. Perform financial management; project identification / feasibility process and contract Administration; Programme/ project management, project monitoring and Evaluation, and Community Liaison/ Development. Contribute to drafting of annual budget and its management after approval thereof. Contribute to the drafting of annual SDBIP and ensure implementation of approved KPIs related to the division and the department at large.

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**POST NO. 02**

**Department** : Infrastructure Services.  
**No. of Posts** : Six (06)  
**Immediate Supervisor** : Artisan (Civil Services).  
**Job Title** : General Assistant  
**Duration** : Permanent.  
**Remuneration** : R 107 372.77 p.a Plus related statutory benefits and 13<sup>th</sup> Cheque.

**REQUIREMENTS**

Candidate must have Grade 10. Be honest. Be a hard worker. Be physically fit and healthy. Be prepared to walk long distance and operate in different weather conditions. Required to work outside normal working hours during emergencies and planned overtime. Be prepared to enter into confined areas. Be able to work in a dusty environment and in an unfavorable weather.

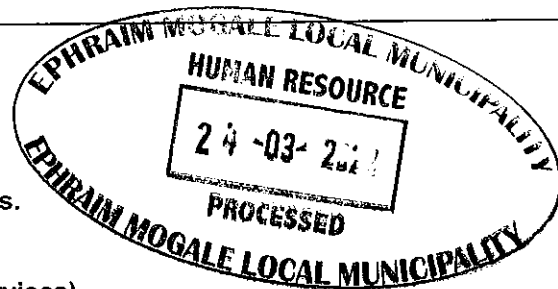
**DUTIES/ TASKS:**

Road and stormwater drainage activities. Excavating and backfilling trenches and ancillary road-works. Receiving instructions/ guidance from the artisan etc.

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**POST NO. 03**

**Department** : Infrastructure Services.  
**No. of Posts** : Two (02)  
**Immediate Supervisor** : Artisan (Electrical Services).  
**Job Title** : General Assistant.  
**Duration** : Permanent.  
**Remuneration** : R 107 372.77 p.a Plus related statutory benefits and 13<sup>th</sup> Cheque.



**REQUIREMENTS**

Candidate must have Grade 10. Be honest. Be a hard worker. Be physically fit and healthy. Be prepared to walk long distance and operate in different weather conditions. Required to work outside normal working hours during emergencies and planned overtime. Be prepared to enter into confined areas. Be able to work in a dusty environment and in an unfavorable weather.

**DUTIES/ TASKS:**

Electrical services activities. Physically loading materials and other equipment's in the vehicle. Digging of holes and receiving instructions/ guidance from the artisan etc.

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**PLANNING AND ECONOMIC DEVELOPMENT**

**POST NO. 04**

**Department** : Planning & Economic Development.  
**Job Title** : EPWP Coordinator  
**No. of Post** : ONE (1).  
**Immediate Supervisor** : Manager LED.  
**Duration** : Permanent.  
**Remuneration** : R 135 422.17 p.a Plus related statutory benefits and 13<sup>th</sup> Cheque.

**REQUIREMENTS**

Candidate must have Grade 12. Diploma in Social Science, Administration or Equivalent (NQF Level 6) .1 year relevant experience. Degree in Social Sciences, Administration or Equivalent will be an added advantage.

**DUTIES/TASK:**

Coordinate EPWP programmes. Facilitates the recruitment and appointment of EPWP participants. Facilitate and coordinate the implementation of EPWP programme within the municipality. General office administration.

**POST NO. 05**

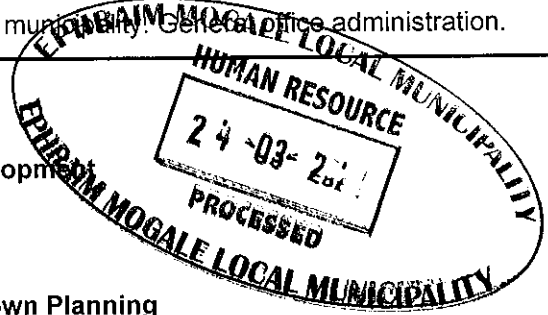
**Department** : Planning & Economic Development  
**Job Title** : GIS Officer  
**No. of Post** : ONE (1)  
**Immediate Supervisor** : Manager Development & Town Planning  
**Duration** : Permanent.  
**Remuneration** : R 275 849.42 p.a Plus related statutory benefits and 13<sup>th</sup> Cheque.

**REQUIREMENTS**

Candidate must have Grade 12, National Diploma in Geographic Information Science, Computer Science, Engineering Technology or Equivalent (NQF Level 6), 2 years' work related experience. Knowledge of GIS practices, legislation and interpretation. Valid drivers license will be an added advantage.

**DUTIES/TASKS**

Provide GIS support services to the Municipality, Attend to user enquiries with regard to GIS, Coordinate the repair and maintenance of GIS equipment, Safe guard original documents relating to GIS, Participate in the collection of data in the field using Global positioning System units, Support the daily input and editing of municipal infrastructure, Control the conversation, Import and export data in and out of GIS system, Perform proactive maintenance, trouble shooting, tuning and planning on GIS system, Contribute to the implementation of new IT infrastructure technologies to replace old production servers. Maintain and optimize IT GIS and operations.



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**COMMUNITY SERVICES DEPARTMENT**

**POST NO. 06**

Department : Community Services.  
No. of Post : One (01).  
Job Title : Superintendent Waste Management.  
Immediate Supervisor : Manager Social Services.  
Duration : Permanent.  
Remuneration : R 207 533.46 p.a Plus related statutory benefits and 13<sup>th</sup> Cheque.

**REQUIREMENTS**

Candidate must have Grade 12, National Diploma in Environment Health/ Environmental Management/ Waste Management (NQF Level 6). Degree in Environmental management / Waste management and relevant training in landfill site development and management will be an added advantage. 2 years relevant experience, Valid Driver License, Registration with National Institute of Waste Management will be an added advantage.

**DUTIES/TASK:**

Coordinate the formulation of effective and efficient waste disposal plans. Supervise collection and disposal of waste from house holds. Waste sorting and recycling. Oversee the operation of large mechanized solid waste collection trucks and other equipment effectively, safely, and in a timely manner along commercial or residential routes and rural areas.

**POST NO. 07**

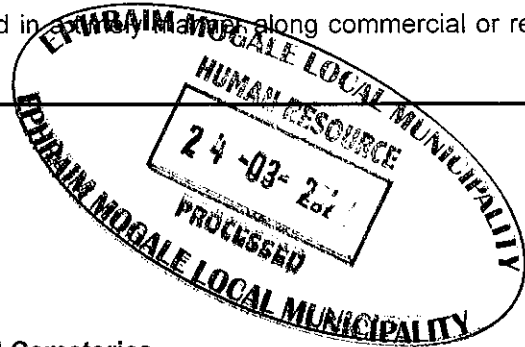
Department : Community Services.  
No. of Post : One (01).  
Job Title : Superintendent Parks and Cemeteries.  
Immediate Supervisor : Manager Social Services.  
Duration : Permanent.  
Remuneration : R 207 533.46 p.a Plus related statutory benefits and 13<sup>th</sup> Cheque.

**REQUIREMENTS**

Candidate must have Grade 12, National Diploma in Parks Management/ Horticulture or equivalent (NQF Level 6). 2 years relevant experience in Parks and Cemetery management. Valid Driver License, Registration with National Institute of Waste Management will be an added advantage.

**DUTIES/TASK:**

Monitor the maintenance of public parks , town entrances and all open spaces in accordance with a park Maintenance plan. Propose and implement strategies to constantly improve customer satisfaction and parks and landscaping development. Horticulturist services. Monitor and coordinate gardening service. Plan the provision of



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terrain/ grounds cleaning services and supervise the terrain workers to carry out the tasks. Monitor and maintain the cemeteries services and grave digging.

**BUDGET AND TREASURY SERVICES**

**POST NO. 8**

**Department** : Budget and Treasury Office.  
**No. of Post** : One (01).  
**Job Title** : Principal Revenue Clerk.  
**Immediate Supervisor** : Accountant Revenue.  
**Duration** : Permanent.  
**Remuneration** : R 163 721.11 p.a Plus related statutory benefits and 13<sup>th</sup> Cheque.

**REQUIREMENTS**

Candidate must have Grade 12, National Diploma in Accounting (NQF Level 6). Degree in Accounting will be an advantage. 2 years' relevant experience.

**DUTIES/TASK:**

Customer statements and queries. Capturing of journals. Verify journals captured for refunds on transfer of property, for incorrect payments to the to the municipality's account or for the transfer of money to another account. General debtor administration. Allocation work to subordinates as directed by immediate supervisor.

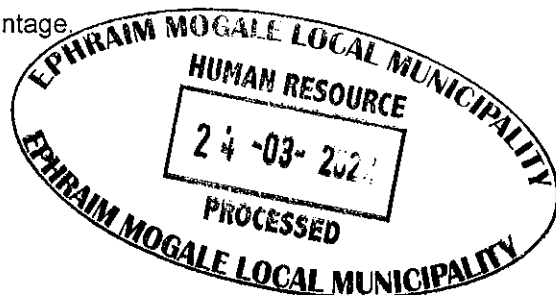
**POST NO. 9**

**Department** : Budget and Treasury Office.  
**No. of Post** : One (01).  
**Job Title** : Accountant Bank Reconciliation.  
**Immediate Supervisor** : Deputy CFO.  
**Duration** : Permanent.  
**Remuneration** : R 325 663.15 p.a Plus related statutory benefits and 13<sup>th</sup> Cheque.

**REQUIREMENTS**

Candidate must have Grade 12, B.Com Degree in Accounting or equivalent (NQF Level 7); honours Degree in Accounting will be an advantage, 3 years relevant experience. MFMP/CPMD Certificate of competency as per MFMA and/or valid driver's licence will be an added advantage.

**DUTIES/ TASKS**



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Accounting and reconciliation control. Enforcing council's policies and procedures with respect to bank reconciliation. Capturing journals. Performing bank reconciliation statements. Monitor investment portfolio. Preparation of investments register. Monitoring lease agreements.

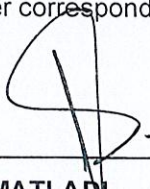
**IMPORTANT INFORMATION**

Interested candidate for the position **must** forward applications on a **duly completed APPLICATION FORM for Non-Senior Managers**. The form is obtainable from the Municipal Website: [www.ephraimmogalelm.gov.za](http://www.ephraimmogalelm.gov.za) and also from the Municipal Office during office hours between **07:30 – 16:30 Monday to Friday**. Applications must be accompanied by an Municipal Application Form, CV; Certified copies of required qualifications, copies of Identity Document and driver's license where applicable, (certifying stamp must not be older than 6 months at the time of submission) and be forwarded to the Municipal Manager, Ephraim Mogale Local Municipality, P.O. Box 111, MARBLE HALL, 0450. **Faxed applications will not be accepted. However because of Covid-19 Protocols applications will be received through a dedicated email created for this purpose; [ephmlmhumanresource@emogalelm.gov.za](mailto:ephmlmhumanresource@emogalelm.gov.za) or by hand at the HR Office upon adherence to Covid-19 Protocols.**

Telephonic enquiries related to the positions can be referred to **HR office on (013) 261 8425 or (013) 261-8431** during office hours on **Monday to Friday 07:30 – 16:30**.

- NB:**
- a) Ephraim Mogale Local Municipality reserves the right to fill **or** not to fill the post.
  - b) Reference check (Security clearance or vetting) may be conducted on the shortlisted candidates.

**Closing date: 08 April 2022, 16:30.** Should applicants not be notified of the outcome of their application within THREE (03) months after the closing date, they should regard their application as unsuccessful, as there will be no further correspondence with them.



**MS ST MATLADI  
MUNICIPAL MANAGER**

24/03/2022  
DATE

