

**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 who falls within the definition of designated group in terms of the Act are encouraged to apply for any advertised vacant position in the institution.

**EXTENSION OF INTERNAL ADVERTISEMENT
INFRASTRUCTURE DEPARTMENT**

POST NO. 01

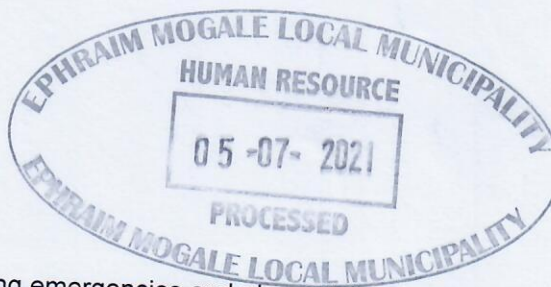
Department : Infrastructure Services.
No. of Posts : One (01)
Immediate Supervisor : Superintendent Electrical.
Job Title : General Worker.
Duration : Permanent.
Remuneration : R 103 741.81 p.a Plus related statutory benefits and 13th Cheque.
Status : N/A

REQUIREMENTS

Candidate must have Grade 10.
Be honest.
Be a hard worker.
Be physically fit and healthy.
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

Performs all manual physical labour tasks in the electrical division.
Cleaning of Vehicle and equipment.
Loading and offloading of equipment.



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POST NO. 02

Department : **Infrastructure Services.**
No. of Posts : **Two(02)**
Immediate Supervisor : **Artisan Roads and Storm Water.**
Job Title : **Small plant operator.**
Duration : **Permanent.**
Remuneration : **R 106 229.40 p.a Plus related statutory benefits and 13th Cheque.**
Status : **N/A**

REQUIREMENTS

- Candidate must have Grade 12.
- Code 08 Drivers License.
- Be honest.
- Be a hard worker.
- Be physically fit and healthy.
- 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

- Operating of all small plant including Small Compactor, small dumper truck and saw cutting machine
- Undertakes the operation of small plants and equipment during road-works, storm-water drainage, road maintenance
- Loading; off- loading; compaction; sawing of concrete; asphalt and tar
- Prepare for the day's work ensuring that all machines are in good working condition.
- Maintains allocated small plant and equipment in a clean and functional condition.
- Ensure Occupational Health and Safety Act Regulations are compiled with.
- Receiving instructions from supervisor.

POST NO. 03

COMMUNITY SERVICES

Department : **Community Services.**
No. of Posts : **One (01)**
Immediate Supervisor : **Manager Licensing**
Job Title : **Cashier**
Duration : **Permanent**
Remuneration : **R 111 388.85 p.a Plus related statutory benefits and 13th Cheque.**
Status : **N/A**

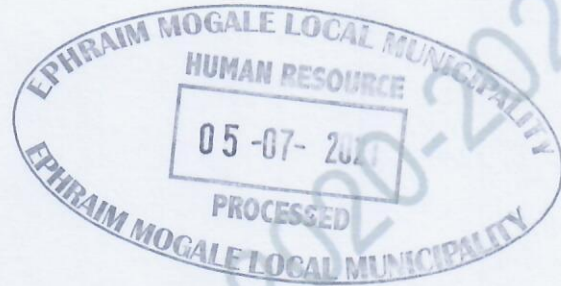
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REQUIREMENTS

- Candidate must have Grade 12.
- Computer Literate (MS Excel, outlook and Power point).
- Computer Certificate or Equivalent will be an added advantage.
- 1 year of working experience.
- Be honest and a hard worker.

DUTIES/TASKS

- Receive money for vehicle permit.
- Ensure that consumers get receipts for payment.
- Do end day calculations on daily earnings.
- Balance money received.
- Operate the Natis.
- Report on traffic fines.



CORPORATE SERVICES

RE-ADVERT

APPLICANTS WHO APPLIED BEFORE SHOULD RE-APPLY

POST NO. 04

Department	:	Corporate Services
No. of Post	:	One (01)
Job Title	:	MPAC Reseacher
Immediate Supervisor	:	Council Support Manager
Duration	:	Permanent.
Remuneration	:	R266 521, 18 p.a Plus related statutory benefits and 13th Cheque.
Status	:	N/A

REQUIREMENTS:

Candidate must have Grade 12, National Diploma in Public Administration or equivalent NQF level 6. Degree in Public Administration. Law or equivalent (NQF Level 7). 2 years relevant experience. Driver's license will be an added advantage,

DUTIES/TASK:

Prepare annual schedules/Programme of Action for MPAC and submitting to Council for adoption. Conduct research on behalf of the MPAC to substantiate information. Conduct research on matters that are not

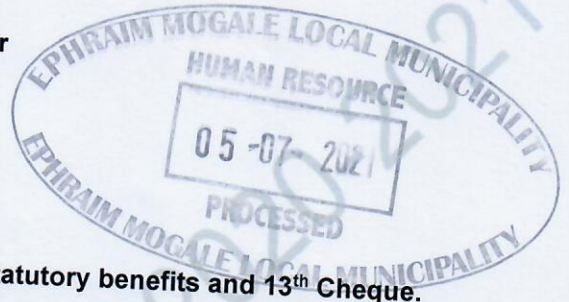
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recommended for approval or on matters that need further engagement. Set up recording system to ensure capturing of meeting on audiotape and store recordings for enquiry and safekeeping. Communicate with internal departments and/ or external service providers in respect of the catering requirements and/ or stationery and equipment needed for specific sessions.

OFFICE OF THE MUNICIPAL MANAGER

POST NO. 05

Department	:	Office of the Municipal Manager
No. of Post	:	One (01)
Job Title	:	PMS Officer
Immediate Supervisor	:	Municipal Manager
Duration	:	Permanent.
Remuneration	:	R 266 521, 18 p.a Plus related statutory benefits and 13 th Cheque.
Status	:	N/A



REQUIREMENTS:

Candidate must have Grade 12, Bachelor Degree in Development Studies or equivalent (NQF Level 7). Honours Degree in Development Studies or equivalent (NQF Level 8). 2 years relevant experience. Driver's license will be an added advantage,

DUTIES/TASK:

Coordinate the PMS system framework. Performance monitoring and review. Monitoring the municipality's progress against the IDP and inform the Municipal Manager of the progress against the plan. Performance reporting and stakeholder relations. Aligning the report with the reporting form required by the national treasury and MEC for COGHSTA. Coordinate functions in the PMS Section.

IMPORTANT NOTICE

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 the Municipal Office during operating days of **Monday to Friday**. Applications must be accompanied by 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 Acting 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 the only email created for this purpose; ephmlmhumanresource@emogalelm.gov.za or by hand at the HR Office upon adherence to Covid-19 Protocols.**

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More information can be obtained from the telephone number (013) 261 8425 or (013) 261-8431 during office hours on **Monday to Thursday**. Ephraim Mogale local municipality reserves the right to fill or not to fill these posts.

Closing date: Wednesday the 07 JULY 2021 at 16:00. 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.

05/07/2021

DATE


HM PHAAHLA
ACTING MUNICIPAL MANAGER

