

**EXTERNAL ADVERTISEMENT NOTICE
(AS PER THE APPROVED POLICY)**

**EPHRAIM MOGALE
LOCAL MUNICIPALITY**

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



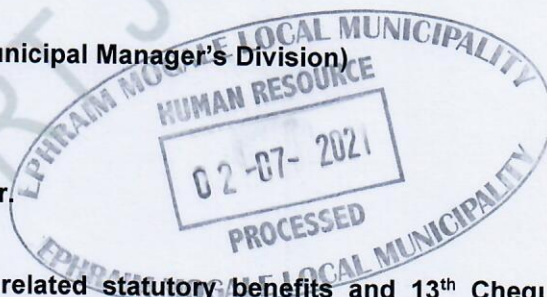
Leeuwfontein Office (013) 261 8509
Elandskraal Office (013) 268 8506
Zamenkomst Office (013) 973 9160
Traffic Section (013) 261 8400

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.

CORPORATE SERVICES DEPARTMENT

POST NO. 01

Department : Corporate Services (Municipal Manager's Division)
No. of Post : One (01)
Job Title : Legal Advisor
Immediate Supervisor : Legal Services Manager
Duration : Permanent.
Remuneration : R398 853.57 p.a Plus related statutory benefits and 13th Cheque, Medical Aid, subject to meeting qualifying criteria.
Status : Employment Equity target candidate.



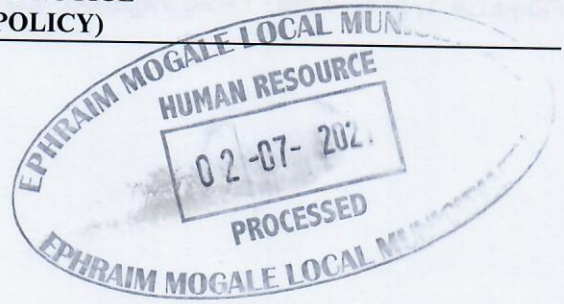
REQUIREMENTS

Candidate must have Grade 12, LLB. Degree or 4 years recognized legal/ law degree(NQF Level 7) ; LLB Honours (NQF Level 8) will be an advantage with 2 years relevant experience, Computer knowledge and skills, Good interpersonal relations, Conflict Management Skills, Good Communication Skills, Knowledge of labour relations matters, Policy development, and legislative frameworks related to local government. CPMD/MFMP Certificate of competency as per MFMA and valid driver's licence will be an added advantage.

DUTIES/TASKS

Provide legal opinion to the municipality. Bring new and amended legislations as well as policies of relevant departments. Coordinate an awareness regarding amendments made to legislations. Facilitate staff training on new amendments to new employees and other stakeholders on current legislation where necessary. Communicating with manager legal and other managers on issues pertaining to identify policy gaps and by-laws within the municipality. Amendment to the existing council policies and by-laws.

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POST NO. 02

Department : Corporate Services
No. of Post : One (01)
Job Title : ICT Support Officer
Immediate Supervisor : Manager Information, Communication & Technology (ICT)
Duration : Permanent.
Remuneration : R225 748, 87p.a Plus related statutory benefits and 13th Cheque, Medical Aid, subject to meeting qualifying criteria.
Status : Employment Equity target candidate.

REQUIREMENTS

Candidate must have Grade 12, National Diploma in Information Technology/Computer Studies or B. Degree in Information Technology or equivalent (NQF Level 6); B.Tech in Information Technology /Computer Studies (NQF Level 7) will be an advantage, 2 years' relevant experience in ICT support. Knowledge of computer systems and skills, Network maintenance, Good interpersonal relations, Ability to handle confidential information, Good Communication Skills. Valid driver's licence will be an added advantage.

DUTIES/TASKS

To provide Plan, and the Information Systems technical support; Troubleshoot of Local Area Network (LAN) / Wireless Area Network (WAN) related problems. Support and maintain workstation and notebooks on the network and stand alone. Guide users with using computers, printers and scanners- logging on to the network, using email, and operating software. Install and configure and maintain computer hardware and software applications, including peripherals. Create and connect users to the network and provide initial training in facilities to ensure that users are well acquainted with the system. Operate and administer the Chamber Audio Visual System to ensure that there is proper record of all official meetings held at the Municipality Chamber.

POST NO. 03

Department : Corporate Services
No. of Post : One (01)
Job Title : EAP Officer
Immediate Supervisor : Manager Human Resource
Duration : Permanent.
Remuneration : R266 521.18 p.a Plus related statutory benefits and 13th Cheque, may also include travelling Allowance 750km per month, Medical Aid, subject to meeting qualifying criteria.
Status : Employment Equity target candidate.

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REQUIREMENTS

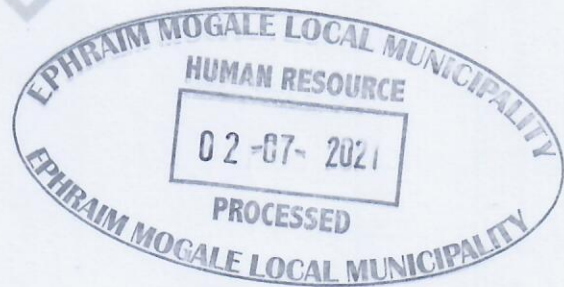
Candidate must have Grade12, B. Degree in Social Work/Psychology (NQF 7) Honours in Social Worker/ Psychology will be an added advantage. Professional registration with the Council for Social Work Professional/HPCSA / Employee Assistance Programme Certificate will be an added advantage. 2 years' work experience in counseling or EAP.

DUTIES/TASKS

Conduct a needs analysis through consultation with employees and facilitation of an Employees Satisfaction Survey. Communicate the approved policies, procedures and guidelines to staff and conduct awareness workshops across the Municipality. Induct all new employees on the EAP policies, procedures and guidelines approved by council. Provide a counselling support service for staff members on employee wellness matters. Receive referrals or identify teams or individuals with personal or work related problems and carry out assessment of problems to determine the appropriate course of action. Coordinate training programmes / workshops, in consultation with HRD, to equip staff with knowledge and resources available to support employee wellness etc.

POST NO. 04

Department : **Corporate Services**
No. of Post : **One (02)**
Job Title : **OHS Intern**
Immediate Supervisor : **OHS Officer**
Duration : **12 Months Contract**
Remuneration : **R4 500.00p.m**



REQUIREMENTS

- Recent Graduate in Bachelors' degree or National Diploma with majors in Occupational Health and Safety or Safety Management or equivalent (NQF LEVEL 6).
- Good interpersonal, communication and problem-solving skills.
- Basic knowledge OHS Acts and regulations.
- Ability to work extended hours to meet deadlines.

RESPONSIBILITIES

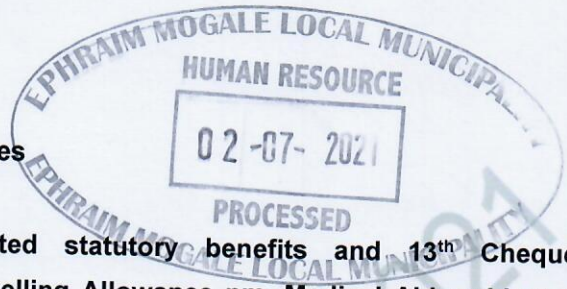
- Performing OHS Duties in the Municipality.
 - Reporting the findings to the OHS Officer.
 - Performing any duties assigned by the OHS Officer.
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INFRASTRUCTURE DEPARTMENT

POST NO. 05

Department : Infrastructure Services
No. of Post : One (01)
Job Title : PMU Manager
Immediate Supervisor : Director Infrastructure Services
Duration : Three year contract.
Remuneration : R459 863.06 p.a Plus related statutory benefits and 13th Cheque.
May also include 850km travelling Allowance pm, Medical Aid, subject to meeting qualifying criteria.
Status : Employment Equity target candidate.



REQUIREMENTS:

Candidate must have Grade 12, B.Degree in Civil Engineering plus Project Management Certificate or equivalent (NQF Level 7) ;Honors in Civil Engineering plus Project Management certificate or equivalent will be an added advantage, Registered as a Professional Technician. Valid driver's license .5 years relevant experience of which 3 years in a supervisory level, MFMP/CPMD Certificate of competency as per MFMA will be an added advantage.

DUTIES/TASK:

Render technical support for and evaluating proposed projects on alignment with respective Municipal IDP. Manage compliance with all applicable legislation, policies and conditions applicable to Municipal Infrastructure Grant (MIG). 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. Manage the implementation of infrastructure capital projects of the Municipality. Manage MIG Management information system (MIG- MIS) for registration of projects. Monitor 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.

POST NO. 06

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

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REQUIREMENTS:

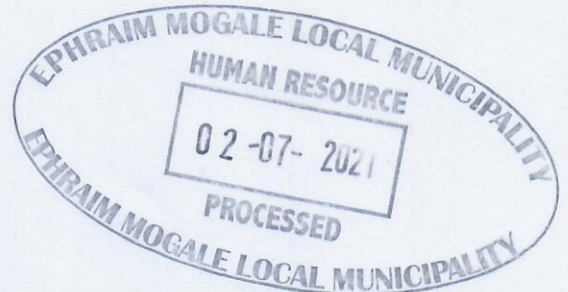
Candidate must have Grade 12, National Diploma in Civil Engineering or equivalent (NQF Level 6); B.Tech in Civil Engineering will be an added advantage (NQF Level 7), Project Management Qualification with a minimum of 3 years relevant experience, willingness to work overtime due to the nature of the 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. Manage MIG Management information system (MIG- MIS) for registration of projects. 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.

POST NO. 07

Department	:	Infrastructure Services.
No. of Post	:	One (01).
Job Title	:	Admin Clerk (Electrical).
Immediate Supervisor	:	Manager Electrical Services.
Duration	:	Permanent.
Remuneration	:	R 130 842.67 p.a Plus related statutory benefits and 13th Cheque.
Status	:	N/A



REQUIREMENTS

Candidate must have Grade 12. Computer knowledge – Office Applications – Word, Excel. Certificate in Administration. 6 months relevant administrative experience. Knowledge of GIS and CAD will be an added advantage. National Diploma in office Administration or Driver's license will be an added advantage. Ability to pay attention to details.

DUTIES/TASKS

Checking the accuracy of details recorded on transactional documentation and updating work in progress

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information/ data on specific applications/ systems of the division. Merging, copying and transferring data from applications, formatting/ generating forms/ transactional documentation for approval. Filing completed work orders in alpha-numeric or chronological sequence and/ or retrieves files/ folders on request from artisans. Attending to applications, enquiries and complaints received by the electrical department. Keep register, collect information and provide feedback. Filing all documents. Compile files and portfolios. Updating personnel records and registers (leave/ sick leave, attendance) of artisans and other staff. Submitting and collecting documents to and from other Departments such as request for goods, invoices etc.

COMMUNITY SERVICES

POST NO. 08

Department	:	Community Services.
No. of Posts	:	Seven (07)
Immediate Supervisor	:	Superintendent Solid Waste. Superintendent Parks & Cemetry
Job Title	:	General Assistant Waste (05). General Assistant Parks (02).
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.
- 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

Cleaning of the areas as per the supervisor instruction, Sweeping walkways, open areas and paved areas using a broom and other equipment, Picking up litter lying on the open spaces, Removing and replacing refuse bags from collection bins in public areas. Loading and offloading of refuse bags from a vehicle or the truck.

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PLANNING AND ECONOMIC DEVELOPMENT

POST NO. 09

Department : Planning & Economic Development
Job Title : GIS Officer
No. of Post : ONE (1)
Immediate Supervisor : Manager Development & Town Planning
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 Geographic Information Science, Computer Science, Engineering Technology, National Diploma in Town Planning or Equivalent (NQF Level 6), 3 years' work related experience. Knowledge of GIS practices, legislation and interpretation. Valid drivers license will be an added advantage.

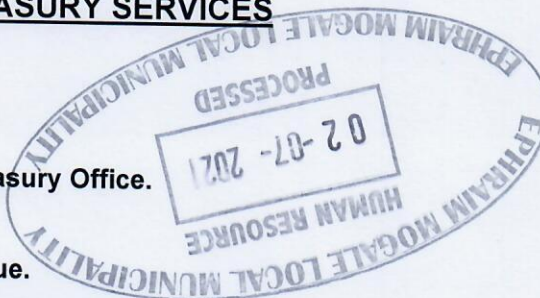
DUTIES/TASKS

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.

BUDGET AND TREASURY SERVICES

POST NO. 10

Department : Budget and Treasury Office.
No. of Post : One (01).
Job Title : Manager Revenue.
Immediate Supervisor : Chief Financial Officer.
Duration : Permanent.
Remuneration : R459 863.06 p.a Plus related statutory benefits and 13th Cheque, may also include 850km travelling Allowance pm, Medical Aid, subject to meeting qualifying criteria.
Status : Employment Equity target candidate.



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REQUIREMENTS

Candidate must have Grade 12, a B.Com Degree in or equivalent (NQF Level 7); Bcom Honours will be an advantage, 5 years' relevant experience of which minimum of 3 years was at supervisory level, MFMP/CPMD Certificate of competency as per MFMA and/or valid driver's licence will be an added advantage.

DUTIES/TASKS

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. Develop and monitor implementation of internal controls for timeous billing and rendering of accounts. Formulate and implement the Credit Control and Debt Collection Policy. Produce Revenue Management Reports for submission to the CFO for approval

IMPORTANT INFORMATION

Interested candidate for the position are welcomed to forward applications on a **duly completed APPLICATION FORM for Non-Senior Managers**. The form is obtainable from the Municipal Website: 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 a 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 a dedicated email created for this purpose; ephmlmhumanresource@emogalelm.gov.za or by hand at the HR Office upon adherence to Covid-19 Protocols.**

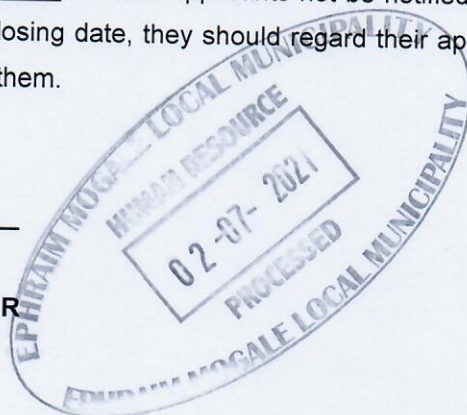
Telephonic enquiries related to the positions can be referred to **Mr. C Madisha**, or **Ms. S Mamahlodi** at (013) 261 8425 or **Ms Q Mashilo** at (013) 261-8431 during office hours on **Monday to Friday 07:30 – 16:30**.

- 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: 16 JULY 2021, 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.



MR. HM PHAAHLA
ACTING MUNICIPAL MANAGER



02/07/2021

DATE