

EPHRAIM MOGALE LOCAL MUNICIPALITY

111 Marble Hall | 0450 | Tel: 013-261 8400 | Fax: 013-261 2985

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 disabilities; Colored; Indians, youth and women are encouraged to apply.

MUNICIPAL MANAGERS' DEPARTMENT**POST NO. 01**

Department : Municipal Manager's Office
 Post : One (01)
 Job Title : Internal Auditor
 Reporting to : Senior Internal Auditor
 Duration : Permanent

Remuneration: R304 991.81 Plus related statutory benefits and 13th Cheque, Medical Aid, cellphone allowance, subject to meeting qualifying criteria.

Requirement: Grade 12, Diploma in Internal Audit/Accounting (Commerce) or equivalent qualifications (NQF Level 6). Registration with the Institute for Internal Auditors. Three (03) years relevant experience of which one (1) year in supervisory level. **Duties/Tasks:** Implement internal audit strategies/policies. Conduct operations relating to implementation of internal audit processes. Carry out basic audit fieldwork to establish audit findings. Conduct continuous monitoring and evaluation of the progress against the approved internal audit objectives plan. Coordination of internal audit workshops etc.

POST NO. 02

Department : Office of the Municipal Manager
 No. of Post : One (01)
 Job Title : PMS Officer
 Immediate Supervisor : Manager PMS & IDP
 Duration : Permanent

Remuneration: R304 991.81 Plus related statutory benefits and 13th Cheque, may also include 750km travelling Allowance pm, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

REQUIREMENTS: Candidate must have Grade 12, National Diploma in Development Studies/ HRM/ Public administration or equivalent, 2 years' relevant experience. **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. Monitor individual PMS etc.

POST NO. 03

Department : Office of the Municipal Manager
 No. of Post : One (01)
 Job Title : Admin Officer
 Immediate Supervisor : Manager in the Speaker's Office
 Duration : Permanent

Remuneration: R304 991.81 Plus related statutory benefits and 13th Cheque, may also include 750km travelling Allowance pm, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

REQUIREMENTS: Candidate must have Grade 12, National Diploma in Financial Management/Development Studies/ Public administration or equivalent qualification. 2 years' relevant experience. **DUTIES/TASK:** Verification of registered indigent applications forms. Verify application for indigent support are received and assessed. Submission of free basic electricity to ESKOM. Indigent communication plan. Liaise with various community groups and address public complaints and concerns. Provides support to the financial department etc.

CORPORATE SERVICES DEPARTMENT**POST NO. 04**

Department : Corporate Services
 No. of Post : One (01)
 Job Title : Labour Relations Officer
 Immediate Supervisor : Manager HRM
 Duration : Permanent

Remuneration: R304 991.81 Plus related statutory benefits and 13th Cheque, may also include 750km travelling Allowance pm, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

REQUIREMENTS: Candidate must have Grade 12, National Diploma in Labour Relations or Equivalent (NQF level 6). 2 years relevant experience. **DUTIES/TASK:** Prepare reports on Disciplinary / Grievance cases referred and attended to, outline outcomes/ awards for submission to the Manager; Human Resources and specific Committees for perusal and comment. Represent Council in relevant labour forums, structures, working groups and at Bargaining Council level. Coordinate the services with stakeholders and briefing/ outlining investigational findings, procedural and substantive issues and mitigating factors to support a favourable outcome. Provide practical training and guidance to employees on Industrial Relations processes etc.

POST NO. 05

Department : Corporate Services
 No. of Post : One (01)
 Job Title : ICT Support Officer
 Immediate Supervisor : Manager ICT
 Duration : Permanent

Remuneration: R258 334.28 Plus related statutory benefits and 13th Cheque, Cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

REQUIREMENTS: Candidate must have Grade 12, National Diploma in Information Technology/Computer Studies or equivalent (NQF Level 6). 2 years' relevant experience in ICT support. **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 etc.

COMMUNITY SERVICES DEPARTMENT**POST NO. 06**

Department : Community Services
 No. of Post : One (01)
 Job Title : Manager Solid Waste
 Immediate Supervisor : Director Community Services
 Duration : Permanent

Remuneration: R 526 241.36 p.a Plus related statutory benefits and 13th Cheque, may also include 850km travelling Allowance pm, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

Requirements: B Degree in Environmental Management or equivalent qualifications (NQF Level 7). Registered with HPCSA. 5 years' relevant experience of which three (3) years in supervisory role. **Duties/Task:** Contributing to the development of the IDP and its review processes through all its phases and to the compilation of the subsequent annual budget. Develop Service Delivery and Budget Implementation Plan (SDBIP) of the division. Manage the solid waste and verges by approving work schedules and activities. Inspect solid waste disposal measures to ensure the application of prescribed health measures at the dumping sites. Plan and manage all municipal projects in an environmentally conscious manner which embraces sustainable development.

POST NO. 07

Department : Community Services
 No. of Post : Two (02)
 Job Title : Traffic Officer
 Immediate Supervisor : Superintendent Traffic and Law Enforcement
 Duration : Permanent

Remuneration: R 229 458.54 p.a Plus related statutory benefits and 13th Cheque, may also include 750km travelling Allowance pm, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

REQUIREMENTS Candidate must have Grade 12, Traffic Officer Diploma. Valid Driver's License Code A & EC. No criminal record. **DUTIES/TASKS** Responsible for road safety. Respond to incident calls to attend to road incidents inclusive of traffic bottlenecks, breakdowns, and accidents. Secure the incident area and control the traffic flow for accidents. Identify and create alternative routes to direct traffic flow and to minimize congestion. Conduct joint operations with the relevant sector department to conduct routine stop and searches to curb criminal activity. Responsible for all policing activities etc.

POST NO. 08

Department : Community Services
 No. of Post : One (01)
 Job Title : Superintendent Traffic and Law Enforcement
 Immediate Supervisor : Manager Traffic and Law Enforcement
 Duration : Permanent

Remuneration: R360 068.16 p.a Plus related statutory benefits and 13th Cheque, may also include 750km travelling Allowance pm, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

REQUIREMENTS Candidate must have Grade 12, Diploma Traffic Management. ITO 3. Traffic Diploma and traffic registration certificate. EC and A Drivers licence (with PDP). No Criminal Record. 4 years' relevant experience. **DUTIES/TASKS** Responsible for road safety. Monitor the response to incident calls to attend to road incidents inclusive of traffic bottlenecks, breakdowns, and accidents. Monitor calls to attend to road incidents inclusive of traffic bottlenecks, breakdowns and accidents. Monitor the identification of alternative routes to direct traffic flow to minimize congestion. Conduct joint operations with the relevant sector department to conduct routine stop and searches to curb criminal activity. Responsible for all policing activities etc.

BUDGET AND TREASURY DEPARTMENT**POST NO. 09**

Department : Budget and Treasury
 No. of Post : One (01)
 Job Title : Senior Supply Chain Officer
 Immediate Supervisor : Manager SCM
 Duration : Permanent

Remuneration : R 360 068.16 p.a Plus related statutory benefits and 13th Cheque, Cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

Requirement: Grade 12, Degree in Supply Chain Management/Accounting (Commerce) or Equivalent qualifications. Three (03) years relevant experience of which two (02) year in supervisory level. **Duties/Tasks:** Monitor the supply of tender documents to appropriate companies or service providers after advertising of tenders. Verify the filing requirements of orders numerically in the filing system. Monitor the procurement of goods and services in accordance with the SCM Policy and Procedures. Monitor the preparation of adverts for public notice and submit for review and authorization by the SCM Manager. Verify compliance of invoices from service providers. Maintain staff discipline in accordance with Municipal codes and procedures. etc.

POST NO. 10

Department : Budget and Treasury
 No. of Post : One (01)
 Job Title : Senior Salary Clerk
 Immediate Supervisor : Accountant Expenditure
 Duration : Permanent

Remuneration : R 258 334.28 p.a Plus related statutory benefits and 13th Cheque, Medical Aid, subject to meeting qualifying criteria.

Requirements: Grade 12, National Diploma in Financial Accounting or equivalent (NQF Level 6). No Criminal Record. 2 years relevant experience. **Duties/Tasks:** Administer and review the payment of all employees' salaries subject to approved policies, procedures and legislative requirements. Review the capturing of overtime, contributions, UIF, skills development levy, pension, medical aid, insurances, trade union fees, garnishee orders, housing, and travelling to comply with all compulsory payments per employee. Balance the salary control account by interfacing payroll system with financial system. Review salaries, third party payments; leave payments, bonuses, etc. to interface the payroll system with the finance system. Balancing the salary control account by interfacing payroll system with financial system. Handle personal or telephonic enquiries from employees pertaining to any payroll deductions (e.g. garnishee orders, loans, insurance, etc.).

PLANNING AND ECONOMIC DEPARTMENT**POST NO. 11**

Department : Planning and Economic Development
 No. of Post : One (01)
 Job Title : Manager Town Planning
 Immediate Supervisor : Director Planning and Economic Development
 Duration : Permanent

Remuneration: R 526 241.36 p.a Plus related statutory benefits and 13th Cheque, may also include 850km travelling Allowance pm, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

Requirements: Bachelor degree in Town Planning/Regional Planning or equivalent (NQF Level 7). Registration with the SACPLAN. 5 years' relevant experience of which three (3) years in supervisory role. **Duties/Task:** Contributing to the development of the IDP and its review processes through all its phases and to the compilation of the subsequent annual budget. Develop Service Delivery and Budget Implementation Plan (SDBIP) of the division. Compile reports and action land use findings. Review the final land use management file and prepare review notes, to resolve land use and spatial matters that were not completely addressed by Town Planners. Provide town planning comments on building plan submissions due to possible complications and legal action against the Municipality. Manage the execution of appropriate applications and/or analyse and synthesize relevant information to support detailed physical planning. Identifying appropriate spatial locations for specific land use need. Coordinate compliance of building inspection functions in terms of quality and performance. Provide town planning services for the Municipality.

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.

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

NB

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

Closing date: 18 October 2023, 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.



MOROPA M.E. - MUNICIPAL MANAGER

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POST NO 06

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 Duration : Permanent.

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 Duration : Permanent.

Remuneration: R360 068.16 p.a Plus related statutory benefits and 13th Cheque, may also include 750km travelling Allowance pm, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

REQUIREMENTS Candidate must have Grade 12, Diploma Traffic Management, ITO 3, Traffic Diploma and traffic registration certificate. EC and A Drivers licence (with PDP). No Criminal Record. 4 years' relevant experience. **DUTIES/TASKS** Responsible for road safety. Monitor the response to incident calls to attend to road incidents inclusive of traffic bottlenecks, breakdowns, and accidents. Monitor calls to attend to road incidents inclusive of traffic bottlenecks, breakdowns and accidents. Monitor the identification of alternative routes to direct traffic flow to minimize congestion. Conduct joint operations with the relevant sector department to conduct routine stop and searches to curb criminal activity. Responsible for all policing activities etc.

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PLANNING AND ECONOMIC DEPARTMENT

POST NO 11

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 No. of Post : One (01)
 Job Title : Manager Town Planning
 Immediate Supervisor : Director Planning and Economic Development
 Duration : Permanent.

Remuneration: R 526 241.36 p.a Plus related statutory benefits and 13th Cheque, may also include 850km travelling Allowance pm, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

Requirements: Bachelor degree in Town Planning/Regional Planning or equivalent (NQF Level 7). Registration with the SACPLAN. 5 years' relevant experience of which three (3) years in supervisory role. **Duties/Task:** Contributing to the development of the IDP and its review processes through all its phases and to the compilation of the subsequent annual budget. Develop Service Delivery and Budget Implementation Plan (SDBIP) of the division. Compile reports and action land use findings. Review the final land use management file and prepare review notes, to resolve land use and spatial matters that were not completely addressed by Town Planners. Provide town planning comments on building plan submissions due to possible complications and legal action against the Municipality. Manage the execution of appropriate applications and/or analyse and synthesize relevant information to support detailed physical planning. Identifying appropriate spatial locations for specific land use need. Coordinate compliance of building inspection functions in terms of quality and performance. Provide town planning services for the Municipality.

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04/10/2023
 [Signature]