

**INTERNAL & 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 living with disability, women and youth are encouraged to apply for any advertised vacant position in the institution.

**INFRASTRUCTURE DEPARTMENT**

**POST NO. 01**

Department : Infrastructure Services.  
No. of Posts : Three (03)  
Immediate Supervisor : Artisan (Civil Services).  
Job Title : General Assistant Civil Services  
Duration : Permanent.  
Remuneration : R 112 634.04 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 Roadworks. Receiving instructions/ guidance from the artisan. Laying and compacting materials, Cleaning and removing blockages, alien vegetation from drainage systems.

**POST NO. 02**

Department : Infrastructure Services.  
No. of Posts : One [01]  
Immediate Supervisor : PMU Technician  
Job Title : PMU Admin Clerk  
Duration : Permanent.  
Remuneration : R 217 702.60 p.a Plus related statutory benefits and 13<sup>th</sup> Cheque.

**REQUIREMENTS:** Candidate must have Grade 12. National Diploma Office Administration [NQF Level 6] or equivalent. 2 years relevant experience. Bachelor of Administration, Project Management certificate and knowledge and understanding to complete theory and practice within the Project Management environment will be an added advantage.

**DUTIES/ TASKS:** Monitor filling of documents and management of incoming and outgoing correspondences. Capture the data MIG-MIS for registration of projects and submit to the PMU. Develop and update of project file. Liaises with District, Provincial and National Departments during monthly progress/evaluation meeting.



## **BUDGET AND TREASURY DEPARTMENT**

### **POST NO. 03**

Department : Budget and Treasury  
No. of Posts : One [01]  
Immediate Supervisor : Principal Revenue Clerk  
Job Title : Revenue Clerk  
Duration : Permanent.  
Remuneration : R142 057.85 p. a Plus related statutory benefits and 13<sup>th</sup> Cheque.

**REQUIREMENTS:** Candidate must have Grade 12. Certificate in Financial Management/ Accounting. Computer Literacy. To understand the theory and principles of Municipal Financial Management. Over 12 months relevant experience.

**DUTIES/ TASKS:** Balance receipts on cash draw and extract data to the financial system. Integrate receipts to the financial system. Count cash and ensure accuracy of cash receipted. Verify daily balancing of cash, cheques, and credit card from the cashiers. Distribute statements to customers via email or print statements for walk-in customers. Handle escalated customer enquiries on statements and escalate major enquiries to the immediate supervisor, as and when required.

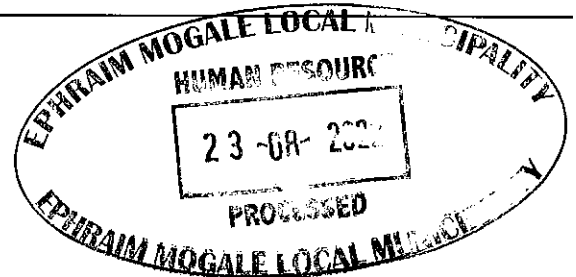
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### **POST NO. 04**

Department : Budget and Treasury  
No. of Posts : One [01]  
Immediate Supervisor : Fleet Management Supervisor  
Job Title : Driver Messenger  
Duration : Permanent.  
Remuneration : R120 936.54 p. a Plus related statutory benefits and 13<sup>th</sup> Cheque.

**REQUIREMENTS:** Candidate must have Grade 10 with valid Driver's License [Code 10] with PDP.1-year driving experience. Must be physically able to spend hours driving a motor vehicle or walking between offices. Be prepared to work after hours. Grade 12 valid Driver's License [Code EC].2 years relevant experience will be an added advantage.

**DUTIES/ TASKS:** Conduct pre-inspection of vehicle at start of daily shift, complete the book and submit to the immediate supervisor for sign off. Taking odometer reading before every trip is undertaken and when completing requisition form. Collect and deliver various articles or goods to the appropriate destination as per instruction and participating in the loading/ offloading thereof. Inserting the relevant information or details of activities. Receiving or forwarding requisitions of petrol to the relevant personnel for processing. Deliver orders and requisitions to suppliers. Deliver correspondence to Divisions internally as well as to Satellite Offices.



## **COMMUNITY SERVICES DEPARTMENT**

### **POST NO. 05**

Department : Community Services  
No. of Posts : Three [03]  
Immediate Supervisor : Superintendent Parks and Cemetery  
Job Title : General Assistant Parks  
Duration : Permanent  
Remuneration : R112 634.04 p. a Plus related statutory benefits and 13<sup>th</sup> Cheque.

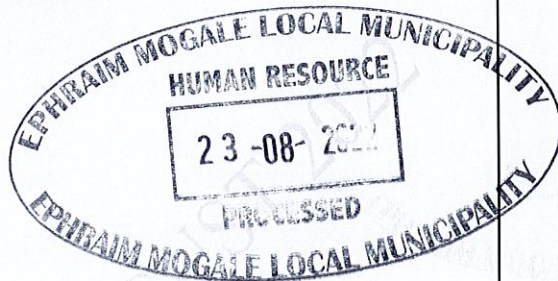
**REQUIREMENTS:** Candidate must have Grade 10. Be a hard worker. Be physically fit and healthy. Be prepared to walk long distance and operate in different weather conditions. Required to work outside normal working hours during emergencies and planned overtime. Be able to work in a dusty environment.

**DUTIES/ TASKS:** Cleaning of the areas as per supervisor instruction. Sweeping walkways, Open areas and paved areas using a broom and other equipment's. Cutting and trimming of plants.

### **CORPORATE SERVICES DEPARTMENT**

#### **POST NO. 06**


Department : Corporate Services  
No. of Posts : One [01]  
Immediate Supervisor : Manager in the Speaker Office  
Job Title : Driver to the Speaker  
Duration : Linked to term office of the Speaker.  
Remuneration : R120 936.54 p. a



**REQUIREMENTS:** Candidate must have Grade 12 or an equivalent qualification. Valid driving license [Code 10] with PDP.No criminal record. 1-year driving experience. Ability to travel long distances extensively. Confidentiality. Professionalism and Dress in a presentable manner.

**DUTIES/ TASKS:** Provide transport services for the Speaker to attend events. Liaise with VIP Protection to ensure necessary forward arrangement for the Speaker has been made. Communicate with the Administration Support Manager in respect of the programme/ schedule of meetings. Identify with locations and venues and establishes routes, taking into consideration risk/ safety aspects.

Applicants applying for this position must submit the fully completed and signed official "Application Form for Employment Non-Senior Managers Post(s)" which can be downloaded from the Ephraim Mogale Local Municipality's website on [www.ephraimogalelm.gov.za](http://www.ephraimogalelm.gov.za) or obtainable from the HR Office and must be accompanied by their detailed Curriculum Vitae with proven experience and competencies, contactable references, registration with a relevant professional body, disclosing full details of any dismissal for misconduct and any disciplinary actions, whether pending or finalized instituted against such applicant from current and previous employment, **original certified copies of academic qualifications as well as Identify Documents (ID) (not older than 3 months)**. Faxed, e-mailed or Late applications made on the official application form shall not be considered. Canvassing to any Councilors(s) or Official(s) for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by South African Qualifications Authority. Failure to submit all the required documents shall render the application invalid. Should you not hear from the Municipality within 90 working days after the Closing Date, regard your application as unsuccessful. The Municipality reserves the right of appointment on these positions. Enquiries shall be directed to The Office of Director Corporate Services MR Rampedi @ 013 261 8411 or 013 261 8425 and applications forwarded to: The Municipal Manager Ephraim Mogale Local Municipality, P O Box 111 Marble Hall 0450. Hand Delivered to Office of The Director Corporate Services, 13 Ficus Street Marble Hall, 0450.

 People Living with Disability are encouraged to apply for these positions.

The Closing Date for the position shall be : 12 September 2022 at 16h30.

  
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**ST MATLADI**  
**MUNICIPAL MANAGER**

23/08/2022  
**DATE**