

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

**EPHRAIM MOGALE
LOCAL MUNICIPALITY**

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



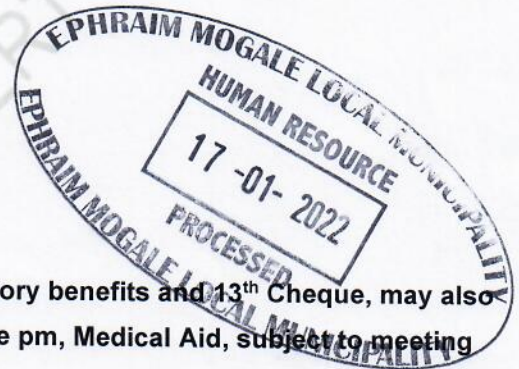
Leeuwfontein Office (013) 261 8509
Elandskraal Office (013) 268 8506
Zamenkomst Office (013) 973 9160
Traffic Section (013) 261 8400

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

CORPORATE SERVICES DEPARTMENT

POST NO. 01

Department : Corporate Services
No. of Post : One (01)
Job Title : Manager Communications
Immediate Supervisor : Director Corporate Services.
Duration : Permanent.
Remuneration : R475 958.27 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 Public Relations or Communications Management, Journalism, local government / development studies or equivalent (NQF Level 7); A B.Tech Degree in Public Relations or Communications Management or Journalism (NQF Level 8) will be an advantage, Good understanding of local government / development studies 5 years relevant experience of which 3 years was at supervisory level, Computer knowledge and skills, Good interpersonal relations, Ability to handle confidential information, Good Communication Skills; Good article writing skills. MFMP/CPMD Certificate of competency as per MFMA and/or valid driver's licence will be an added advantage.

DUTIES/TASKS

Provide communication services strategic support to the municipality. Manage internal and external communication and liaison in promoting the municipality's integrated communication strategies. Serve as the Spokesperson for the municipality. Lead and manage municipal Newsletter production, quality and circulation

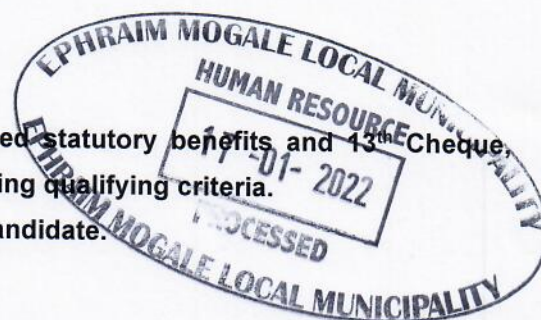
**INTERNAL & EXTERNAL ADVERTISEMENT NOTICE
(AS PER THE APPROVED POLICY)**

thereof, (including articles and newsletters). Speech writing, editing and drafting of communications documentation. Develop, review, maintain and implement Communication Strategy and related policies and procedures. Promote the municipal brand to ensure that marketing materials are presented to internal and external stakeholders. Prepare and gain approval for all media correspondence and releases so that the interests and opinions of the municipality are accurately reflected. Develop internal and external Communication Strategies and channels for the effective dissemination of information to staff and the stakeholders. Design educational and promotional materials in support of identified programmes, exhibitions and initiatives. Oversee effective management of advertising functions and service providers (including brochures and publications) in order to ensure that the municipality is appropriately represented. Manage the content of the Municipal website and social media platforms. 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.

MUNICIPAL MANAGER'S OFFICE

POST NO. 02

Department	:	Municipal Manager's Office
No. of Post	:	One (01)
Job Title	:	Legal Advisor
Immediate Supervisor	:	Legal Services Manager.
Duration	:	Permanent.
Remuneration	:	R 412 813.44 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.

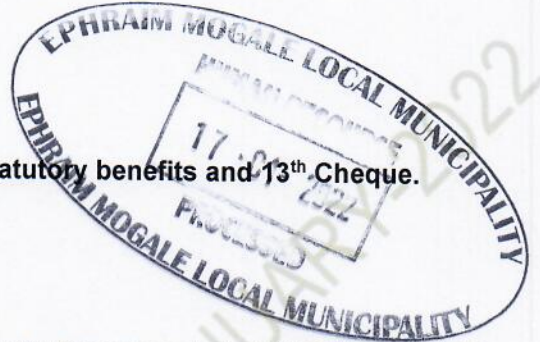
INTERNAL & EXTERNAL ADVERTISEMENT NOTICE
(AS PER THE APPROVED POLICY)

ERRATUM ON THE REMUNERATION

(CANDIDATES WHO APPLIED IN DECEMBER 2021, PLEASE DO NOT RE-APPLY)

POST NO. 03

Department : Office of the Municipal Manager
No. of Post : One (01)
Job Title : PMS Officer
Immediate Supervisor : Municipal Manager
Duration : Permanent.
Remuneration : R275 849.42 p.a Plus related statutory benefits and 13th 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.

PLANNING AND ECONOMIC DEVELOPMENT

POST NO. 04

Department : Planning & Economic Development
Job Title : Land Use Officer
No. of Post : ONE (1)
Immediate Supervisor : Manager Development & Town Planning
Duration : Permanent.
Remuneration : R275 849.42 p.a Plus related statutory benefits and 13th Cheque,
Car allowance, Medical Aid, subject to meeting qualifying criteria.
Status : N/A

REQUIREMENTS

Candidate must have Grade 12, National Diploma in Town Planning/ Regional Planning (NQF Level 6), and registered as a candidate Planner with SACPLAN. BTech in Town Planning / Regional Planning (NQF Level 7) will be an added advantage. 02 years' work related experience. Valid driver's license.

DUTIES/TASKS

Process land use applications. Compile reports on land use applications. Finalization of approved/ not approved applications. Upkeep of Town Planning Registers

INTERNAL & EXTERNAL ADVERTISEMENT NOTICE
(AS PER THE APPROVED POLICY)

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.ephraimogalelm.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:**
- 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: 02 February 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.



ST MATLADI
MUNICIPAL MANAGER

13/01/2022
DATE

