



EPHRAIM MOGALE LOCAL MUNICIPALITY

The Ephraim Mogale Local Municipality invites suitably qualified applicants to apply for the undermentioned positions. The Ephraim Mogale Local Municipality is committed to employment practices as enshrined in the Employment Equity Act. People living with disabilities, Coloureds, Indians and women are encouraged to apply.

Department: Budget and Treasury

Accountant: Revenue

Remuneration: R213 419.35 per annum

Requirements: • Bachelor's degree/National Diploma in Accounting or equivalent with Accounting as a major subject • Computer literacy that includes a good working knowledge of Microsoft Office products • At least 2 years' relevant experience • Driver's licence • Ability to communicate with various stakeholders • Ability to work independently and under pressure • Knowledge of the MFMA and other municipal legislation • Ability to manage, plan and organise.

Duties/tasks: Reporting to the Manager: Financial Accounting, the incumbent will: • Coordinate and control the application of accounting procedures by attending to verification, reporting, processing and reconciliation of accounts receivable transactions to support analysis • Identify and recover overdue accounts, guide the development of personnel on processing sequences and attend to specific administrative processes associated with the related payment • Coordinate and control sequences associated with the verification and provision of information related to revenue transactions • Coordinate the recording and processing of procedures of income transactions against services rendered • Execute the above duties in compliance with the MFMA and related prescripts.

Department: Infrastructure

PMU Technician

**Remuneration: R180 774.00 all-inclusive package per annum
(3-year employment contract)**

Requirements: • National Diploma in Civil Engineering (BTech in Civil Engineering will be an added advantage) • Project management qualification with a minimum 2 years' relevant experience • Valid Code B (08) driver's licence • Willingness to work overtime due to workload.

Duties/tasks: Reporting to the PMU Manager, the incumbent will: • Ensure project compliance with all applicable legislation, policies and conditions applicable to MIG • Conduct project performance and cash flow reviews • Liaise with the Provincial and the Senior MIG Manager as well as other line function departments through formal regular evaluation/progress meetings and on an ad hoc basis as instructed by the PMU Manager • Submit monthly, quarterly, bi-annual, annual and ad hoc reports to CoGSTA as determined in applicable legislation or as required by the National MIG Unit as instructed by the PMU Manager • 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 • Implement the Expanded Public Works Programme and report on EPWP • Compile MIG expenditure reports and PMU monthly reports • Perform any other duties given by the PMU Manager and Director: Infrastructure Services • Financial management • Project identification/feasibility process • Contract administration • Programme/project management • Project monitoring and evaluation • Community liaison/development.

Department: Internal Audit and Risk Management

Security Management Officer

Remuneration: R153 119.72 per annum

Requirements: • Grade 12 • National Diploma in Public Safety or equivalent NQF Level 5 Diploma • Security Grade C qualification • 2 years' relevant experience • Valid Code B (08) driver's licence • Computer literacy • Willingness to work overtime due to workload • Ability to communicate with various stakeholders • Ability to work independently and under pressure • Ability to supervise, plan and organise.

Duties/tasks: Reporting to the Chief Internal Auditor, the incumbent will: • Supervise the security staff and council assets to ensure that the Municipality is a safe place to work in and that Council property is safeguarded • Supervise the security matters related to the firearms of the Municipality • Supervise the security procedures followed when collecting money from Council's collection points eg Budget and Treasury, Traffic Licensing, etc and between these points and the bank • Control access to Council buildings and make sure that the necessary access control measures are implemented • Monitor that the alarm systems work properly, are serviced timeously, repair existing equipment and make orders for replacements • Facilitate for the installations, testing, monitoring, maintenance and reaction to security/alarm systems in all Council buildings • Investigate reported cases of internal security offences, misconduct, criminal activities and assist in arresting trespassers in the Municipality • Communicate with law enforcement authorities such as SAPS for the formulation of security measures • Monitor and keep control over the illegal gatherings and linked to the Gatherings Act meetings • Communicate and monitor the work done by private security firms chain to the Council to ensure that they adhere to service level agreement • Conduct security inspections and sign off payment to private security firms on good service provided as per Service Level Agreements (SLAs) • Identify all risks and threats to the security of the institution, as well as vulnerabilities in the institution's capacity to counter these • Develop security plan based on the risk level • Keep record of all security incidents (eg leakages, theft/burglaries, tampering with security systems, etc) • Prepare and manage work schedules for security guards and outline the responsibilities of the security guards • Oversee the security officers who patrol or guard at specific areas, municipal buildings, prevent fire, prevent trespassing, theft or vandalism.

Department: Corporate Services

EAP Officer

Remuneration: R180 774.54 per annum

Requirements: • Grade 12 or Matric • National Diploma in Behavioural Science such as Psychology, Industrial Psychology or Social Work or equivalent NQF Level 5 • Registration with relevant statutory body will be an added advantage • At least 2 years' experience in the relevant field • Computer literacy • Valid driver's licence • Ability to communicate with various stakeholders • Ability to work independently and under pressure • Knowledge of municipal legislation • Ability to manage, plan and organise.

Duties/tasks: Reporting to the Manager: Human Resource, the incumbent will: • Provide confidential, accessible services to individual employees and restore and strengthen the health and productivity of employees at the workplace • Diagnose and evaluate patients' state of health, including the physiological and physical health and address the situation accordingly and appropriately • Advise immediate manager on issues relating to EAP • Develop, plan and manage EAP sub-programmes such as wellness, alcohol and rehabilitation programmes/counselling, financial planning and life skills training • Sensitise all levels of staff on EAP • Establish effective referrals system within both internal and external service providers.

PMS Officer

Remuneration: R180 774.54 per annum

Requirements: • National Diploma in Human Resource Management or Development or equivalent NQF Level 5 • Computer literacy • At least 2 years' relevant experience • Valid driver's licence • Ability to communicate with various stakeholders • Ability to work independently and under pressure • Knowledge of municipal legislation • Ability to manage, plan and organise.

Duties: Reporting to the Human Resources Manager, the incumbent will: • Diagnose and administer all Directorate's performance issues and report the outcomes to the immediate manager • Coordinate and facilitate the communication to all staff on performance issues, including the preparation of reports for managers • Administer the development and implementation of monitoring systems for Directorate's performance indicators and standards, including ensuring quality data and compliance with internal and external audit requirements • Maintain overall filing system for the division • Provide inputs regarding budget compilation of divisional budget • Keep record of sectional control sheets, attendance register, overtime and time off records, PMS register (copies of documents, CD roms and e-mails) • Type and compile documents and reports • Maintain overall filing system for the division on PMS • Monitor adherence to procedural requirements related to the accessing and issuing of resolutions and/or coordinating sequences to facilitate document/file retrieval • Draft correspondence to departments/general public as directed by the immediate superior, referring to policies and resolutions • Schedule meetings/workshops and arrange and confirm venues and confirm/report deviations from plans • Draft agendas, notices and take minutes for divisional meetings • Photocopy documents and circulate notifications, agendas and minutes of meetings to role-players and relevant officials as may be directed by the immediate manager • Communicate with internal and/or external departments/role-players/service providers with respect to catering requirements, and/or stationery and equipment needed for specific sessions • Record and update registers of attendees and extract and forward information on request in respect of absenteeism of role-players to the immediate superior • Update files and record attendance registers, notification, correspondence and minutes in accordance with established referencing sequences • Advise immediate superior on performance of employees in relation to PMS • Advise and submit plans for approval on utilisation of resources in order to perform activities • Perform human resources and administrative activities.

Ephraim Mogale Local Municipality reserves the right to fill or not to fill these positions.

Note: Reference checks (security clearance or vetting) will be conducted on the short-listed candidates.

Please send your application letter accompanied by completed application form, CV, certified copies of required qualifications, Identity Document and driver's licence where required, to the Municipal Manager, Ephraim Mogale Local Municipality, PO Box 111, Marble Hall 0450. Faxed and e-mailed applications will not be accepted.

More information can be obtained from (013) 261-8400, (013) 261-8425 or (013) 261-8431 during office hours.

Closing date: 24 July 2015

Should applicants not be notified of the outcome of their application within 3 months of the closing date, they should regard their application as unsuccessful, as there will be no further correspondence.

MM Mathebela – Municipal Manager