

EPHRAIM MOGALE LOCAL MUNICIPALITY

111 MARBLE HALL 0450 • Tel: (013) 261 8400 • Fax: (013) 261 2985
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Ephraim Mogale Local Municipality invites applications for the under-mentioned positions. Ephraim Mogale Local Municipality is committed to employment practices as enshrined in the Employment Equity Act.55 of 1998.

RE-ADVERTISEMENT (ONLY FOR DIRECTOR PLANNING AND ECONOMIC DEVELOPMENT POSITION)

MUNICIPAL MANAGER

SALARY: R661 990 – R735 540 – R809 100

Minimum Requirements: • A Degree in Public Administration/Political Science/ (SAQA ID: 48965) will be an added advantage) • A minimum of 5 years relevant experience at Senior Management Level • Proven successful institutional transformation within public or private sector • Basic understanding of municipal environment will be an added advantage • Extensive knowledge and understanding of municipal policies and local government legislation • Advanced understanding on institutional governance systems and performance management system • Advanced understanding of council operations and delegations of powers • Knowledge of good governance • Knowledge of audit and risk management • Knowledge of budget and financial management • Strong leadership and people management skills • Proven ability to communicate and negotiate at all levels of Government • Service delivery innovations and strategic capabilities • Computer literacy will be an added advantage • A valid driver's license • Well developed interpersonal skills • A high level of professional ethics and integrity

Key Performance Areas: • **Strategic Leadership and Management:** Provide and direct a vision of the institution and deploy on others to deliver on strategic institutional mandate; Be able to formulate and influence short, medium and long term service delivery plans to deliver on municipal strategies and goals • **Strategic Financial Management:** Be able to guide management at effective economic and finance functions, supported by effective financial management policies and practices; Be able to forecast revenue and expenditure and assess the impact thereof of a municipality's financial position and performance • **Operational Financial Management:** Be able to commission and operate financial systems; Maintain sufficient working capital (cash flow/short term liquidity) to meet the needs of the municipality; Manage the budget and implementation processes of the municipality • **Governance, ethics and values in financial management:** Support and implement good governance within the area of responsibility • **Financial and Performance Reporting:** Implement and manage the performance reporting process of the municipality • **Risk and Change management:** Be able to understand risk and guide the management of risk for the municipality within the area of responsibility • **Legislation and policy implementation:** Support and contribute to the formulation of policies and by-laws by the municipal council; Implement; manage and oversee the implementation of legislation and policies within the area of responsibility • **Stakeholder relations:** Be able to guide; within the area of responsibility; establish and maintain appropriate stakeholder relations • **Supply Chain Management:** Manage and oversee a fair equitable, transparent, competitive and cost effective supply chain management function

Applications must be submitted on the Official Application Form as prescribed in terms of Government Notice no. 37245 for Regulations on Appointment and Conditions of Employment of Senior Managers. Applications forms can be obtained from the municipality website, any municipality in the country and National department of COGHTA and Provincial Department of COGHTA for the position of Municipal Manager. The form must be accompanied by a detailed CV, certified copies of certificates and other supporting documents. The applications must be submitted to the Human Resources Management Offices at Ephraim Mogale Local Municipality at No. 13 Ficus Street Marble-Hall or they can be posted to: Acting Municipal Manager, Ephraim Mogale Local Municipality, P.O. Box 111, MARBLE HALL, 0450.

PROJECT MANAGER

DEPARTMENT: INFRASTRUCTURE SERVICES

REMUNERATION: NEGOTIABLE

DURATION: 3 YEAR CONTRACT

Requirements: • National Diploma in Civil Engineering • Project Management skills with experience of not less than 2 years in Civil Engineering contracts • Accreditation with NQF level 7 and/or 5 years in Managing Labour Intensive Construction Projects Unit Standards will be an added advantage • Well-developed communication skills and ability to lead projects through various phases • Knowledge of Municipal Infrastructure Grant (MIG) policies, guidelines and procedures applicable in the local sphere of government • Valid code driver's license

Key Performance Areas: • Technical support and evaluation of proposed projects in line with the municipal IDP • Manage labour in line with EPWP framework and related reporting requirements • Arrange for monthly project meetings • Ensure compliance to all aspects and conditions as required by different spheres of government • Conduct site visits to ensure compliance to business plan conditions • Manage cash flow and committed project expenditure • Verify contractors and consultants payment certificates and preparation for monthly payment schedule documentation • Maintain project performance data on national database • Assist with other related infrastructure programmes

PMU TECHNICIAN X 2

DEPARTMENT: INFRASTRUCTURE DEPARTMENT SERVICES

REMUNERATION: R 180 774.54 per annum

DURATION: 3 YEAR CONTRACT

Requirements: • National Diploma in Civil Engineering and B Tech in Civil Engineering (will be an added advantage) / Project management qualification with a minimum 2 to 3 years relevant experience, Valid Code B (8) driver's License

Duties/Tasks: • Ensuring project compliance with all applicable legislation, policies and conditions applicable to MIG • Conducting project performance and cash flows reviews • Liaising 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 • Submitting 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 • Inspection of projects on sites for progress and quality assurance • Coordinating the implementation of infrastructure Capital projects of the municipality • Management of MIG Management Information System (MIG – MIS) for registration of projects, facilitating the capturing of backlog information, monitoring and preparation of all necessary report • Implementation of the Expanded Public Works Programme and reporting on EPWP • Compilation of MIG expenditure reports and PMU monthly reports • Any other duties given by the PMU Manager and Director Infrastructure Services • Willingness to work overtime due to work load • Financial Management • Project Identification / Feasibility process • Contract Administration • Programme / Project Management • Project Monitoring and Evaluation • Community Liaison / Development

2 GRADER OPERATORS

DEPARTMENT: INFRASTRUCTURE

REMUNERATION: R 70396.00 per annum

REPORTING TO: ARTISAN

Requirements: • Code EB and Public Driving Permit • Competency certificate in heavy machinery • Knowledge of heavy machinery • Ability to operate heavy construction machine • Be prepared to undergo a practical test • 1 years experience

Duties/Tasks: • Performs specific tasks associated with the operation of heavy specialized mechanical plant (e.g. Grader) • Driving and maneuvering heavy mechanical plant and engaging controls to operate mechanism to enable grading and levelling sequences • Grading of access road and internal roads in villages within the Municipal area • Inspecting safety devices controls lubricants levels • Cleaning of machines and storage facilities • Be prepared to work under challenging conditions.

2 TLB OPERATORS

DEPARTMENT: INFRASTRUCTURE

REMUNERATION: R 70396.00 per annum

REPORTING TO: ARTISAN

Requirements: • Code EB and PDP • Competency certificate in heavy machinery • Knowledge of heavy machinery • Ability to operate heavy construction machine • Be prepared to undergo a practical test • 1 years experience

Duties/Tasks: • Performs specific tasks activities associated with the operation of TLB during roads and storm water maintenance activities • Inspecting safety devices controls lubricants levels • Cleaning of machines and storage facilities • Be prepared to work under challenging conditions

Applications accompanied by CV and certified copies of qualifications and driver's license where applicable must be addressed to the Acting Municipal Manager, Ephraim Mogale Local Municipality, P.O.Box 111, MARBLE HALL, 0450 or hand-delivered at 13 Ficus Street, MARBLE HALL. Faxed and e-mailed applications will not be accepted (application forms may be obtained from this office or accessed at the municipal website or the nearest municipality. More information can be obtained from the Human Resource Officer division at telephone number (013) 261 8400, (013) 261 8425 or (013) 261 8431 during office hours.

Closing date: 29 August 2014. Should applicants not be notified of the outcome of their application within three (3) months after the closing date, they should regard their application as unsuccessful, as there will be no further correspondence. **NB: This municipality reserves the right to fill or not to fill these positions.**

N.S.MASHAMBA
ACTING MUNICIPAL MANAGER

