



EPHRAIM MOGALE

LOCAL MUNICIPALITY

The Ephraim Mogale Local Municipality invites suitably qualified applicants to apply for the undermentioned positions. 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

Manager: Financial Reporting

Remuneration: R333 747.36 per annum

Requirements: • At least NQF level 5 in the fields of Accounting, Finance or Economics OR National Diploma: Public Finance Management and Administration or equivalent with 4 years' experience of which at least 1 year must have been at middle management level • Computer literacy • Ability to handle confidential information • Good communication skills • Valid driver's licence • MFMP/CPMD Certificate of Competency as per MFMA will be an added advantage • Knowledge of Munsoft and Caseware systems will be an added advantage • Experience in compilation of financial statements and budget.

Duties/tasks: Reporting to the Director: Budget and Treasury (CFO), the incumbent will: • Manage daily activities for accounting, account payables and cost accounts • Manage monthly closing processes, including reconciliations and analysis of related accounts • Coordinate, develop and update written policies and procedures over the financial reporting process • Supervise staff • Conduct appraisals to measure performance and objective accomplishments against agreed targets, and review goals and set new objectives • Evaluate and recommend on the applicability of specific key performance indicators and measures against outcomes detailed in the department's Business and Strategic Plan • Manage the Reporting division • Manage the process on compilation of Annual Financial Statements in terms of Chapter 12 of the MFMA • Compile credible monthly, quarterly, mid-year and annual reports and GRAP-compliant Financial Statements • Perform monthly audit readiness by coordinating on a monthly basis the preparation of the audit file • Coordinate and facilitate all internal control procedures associated with the compilation of Annual Financial Statements • Keep and control the Loans Register • Assist in the handling of Commitment Register and Retention Register • Ensure that all ledger accounts are reconciled • Perform the bank reconciliation • Assist with the compilation and monitoring of the audit action plan • Report on relevant matters • Perform bank reconciliation • Assist in the compilation of SDBIP.

Manager: Budget

Remuneration: R333 747.36 per annum

Requirements: • At least NQF level 5 in fields of Accounting, Finance or Economics OR National Diploma: Public Finance Management and Administration or equivalent with 4 years' experience of which at least 1 year must have been at middle management level • Computer literacy • Ability to handle confidential information • Good communication skills • Valid driver's licence • MFMP/CPMD Certificate of Competency as per MFMA will be an added advantage • Knowledge of Munsoft and Caseware systems will be an added advantage • Experience in compilation of Financial Statements and Budget.

Duties/tasks: Reporting to the Director: Budget and Treasury (CFO), the incumbent will: • Control the budget • Supervise staff • Provide guidance to ensure alignment of municipal budget to integrated Development Plans • Facilitate and monitor the municipal budgetary preparation process • Monitor the implementation of the municipal budget and give advice on redirection of resources to ensure effective, efficient and economic utilisation • Capacitate Ephraim Mogale Local Municipality on budget-related matters • Ensure multi-year allocations to municipalities are tabled to Council • Analyse monthly department budgeting and accounting report to maintain expenditure controls • Consult with Management to ensure that budget adjustments are made in accordance with programme changes • Manage the Budget division • Prepare and monitor the implementation of the budget • Keep and control the Investment Register and the Grants Register • Compile credible monthly, quarterly, mid-year and annual reports • Perform monthly audit readiness by coordinating on a monthly basis the preparation of the audit file • Coordinate and facilitate all internal control procedures associated with the municipal budget • Assist with the compilation and monitoring of the audit action plan • Report on relevant matters • Assist in the compilation of SDBIP.

Chief Fleet Officer

Remuneration: R228 358.71 per annum

Requirements: • Grade 12 • National Diploma in Public Administration or equivalent • 2 years' relevant experience • Valid driver's licence • Computer literacy • Good communication skills • Any Mechanical or Fleet Management course or qualification will be an added advantage.

Duties/tasks: Reporting to the Supply Chain Manager, the incumbent will: • Ensure that there is proper timeous coordination for fleet and assets control, repairs and maintenance • Give inputs into preparation of the Fleet Management section's budget • Ensure that stock and material in the workshop are kept safely and properly utilised • Keep supervision and control over the section's resources • Assist in the monitoring of the proper implementation of the sectional budget • Compile credible monthly, quarterly, mid-year and annual reports • Coordinate and facilitate for all internal control procedures associated with the fleet, stock and assets management • Ensure that internal transactions such as log sheets, timesheets and related forms are properly completed and kept in a safe place.

Procurement Officer

Remuneration: R193 428.76 per annum

Requirements: • Grade 12 • National Diploma in Procurement or equivalent • Computer literacy • Good interpersonal skills • Numerical skills • Accuracy and ability to give attention to details • 1 year's relevant experience.

Duties/tasks: Reporting to the Supply Chain Manager, the incumbent will: • Buy stock for the municipal stores as well as purchasing of goods for departments • Purchase items on computer using Munsoft Program • Receive memos from stores or departments requesting items • Obtain quotation or tenders where applicable and place orders based on most favourable one • File requisitions of orders numerically in the filing system • Send orders to creditors • Send orders to stores for verification • Supply tender documents to appropriate companies or service providers after advertising of tenders.

Accountant: Asset Management

Remuneration: R 193 428.76 per annum

Requirements: • Grade 12 • National Diploma in Public Finance Management and Administration or degree in Municipal Finance or equivalent • 3 years' experience in the relevant field • Computer literacy.

Duties/tasks: Reporting to the Supply Chain Manager, the incumbent will: • Manage and coordinate the maintenance of the assets register according to asset policy and GAMAP requirements • Be responsible for coding of assets for purchase • Take stock of annual assets inventory items • Arrange, in accordance with Council, decisions, auctions and selling of redundant and worn-out assets following departmental reports • Be responsible for the formulation and implementation of maintenance plans of movable and immovable Council assets.

Credit Control Officer

Remuneration: R163 838.10 per annum

Requirements: • Grade 12 • National Diploma in Accounting or equivalent • 2 years' experience in the relevant field • Computer literacy.

Duties/tasks: Reporting to the Accountant: Revenue, the incumbent will: • Execute Council control and debt collection policy, negotiate with the consumers regarding arrear debts • Make suitable arrangements with arrear debts, serve debtors with queries regarding arrear debts, check that arrangements are honoured, and explain credit and debt collection policy • Apply credit control policy by controlling pre-paid electricity and conventional meters • Verify if services and rates are paid up; if not, ensure pre-paid electricity and conventional meters are blocked until the payment arrangements are made • Issue notices to arrear debtors, after which credit control lists are prepared and handed over to the Legal department to comply with the Council's debt policy.

Principal Clerk: Revenue

Remuneration: R114 803.10 per annum

Requirements: • Grade 12 • National Diploma in Financial Management or equivalent • Computer literacy • Good interpersonal skills • Numerical skills • Accuracy and ability to give attention to details • 1 year's relevant experience.

Duties/tasks: Reporting to the Accountant: Revenue, the incumbent will: • Be responsible for consumers: New connection/disconnections • Capture meter readings and issue clearance certificates • Perform valuations of properties, issue monthly billing, month-end reports and print statements and reports • Build tariff report • Build consumer control report • Monitor credit control and do daily back-ups • Report to the Manager: Financial Accounting and attend to all queries related to consumer accounts.

Assistant Mechanic

Remuneration: R80 438.69 per annum

Requirements: • Grade 12 • Knowledge of mechanical repairs • Knowledge of a workshop environment • Physically fit and healthy • 2 years' experience • Any valid mechanical qualification or certificate will be an added advantage.

Duties/tasks: Reporting to the Senior Mechanic, the incumbent will: • Perform specific mechanical activities supporting the colleagues and immediate superior during maintenance • Repair plant and vehicles • Remove and replace worn-out/punctured tyres • Detect defective components, loosen and fasten bolts • Flush and clean engines.

Municipal Finance Management Internship Programme (MFMP)

Duration of Internship: 24-month Contract

Remuneration: R100 000 per annum

Requirements: • BCom degree or National Diploma in Accounting • High level of computer literacy • Ability to communicate effectively • Willingness to rotate within the Budget and Treasury Department divisions.

Duties/tasks: • Prepare the annual budget in conjunction with the Integrated Development Plan (IDP) and coordinate all budget inputs from Management and capture in the financial management system • Prepare monthly, quarterly and annual reports to organs of State and Council, and comply with all legislative requirements • Process expenditure claim and ensure that transactions are completed accurately in accordance with laid down accounting procedures and practices • Reconcile all credit accounts and claims • Perform ad hoc duties provided by mentorship coordinator • Develop improvement strategies for consideration, coordinate sequences with respect to the implementation of procedures pertaining to the scoping, award and monitoring of contractor performance, and maintain optimum system and network operating functionality.

Department: Infrastructure

Foreman: Roads and Storm Water

Remuneration: R145 524.83 per annum

Requirements: • Grade 12 • National Diploma in Civil Engineering or equivalent • 3 years' relevant supervisory experience • The physical attributes required for the performance of tasks associated with specific key performance areas in the post necessitates that the incumbent be physically fit and able-bodied • Valid driver's licence.

Duties/tasks: Reporting to the Manager: Civil Services, the incumbent will: • Coordinate tasks/activities associated with the implementation of procedures, monitoring and reporting on sequences/outcomes • Plan, prioritise and schedule roads and storm-water projects and maintenance work • Coordinate and control tasks/activities associated with controlling personnel performance, productivity and discipline • Monitor and evaluate progress with regard to repair, construction, installation and maintenance-type work (eg construction asphalt/gravel roads, installation of underground pipeline, kerb-laying, lines and signs, etc) • Perform specific administrative tasks/activities associated with the updating and maintaining of records/information related to the activities/operations at the section.

PMU Technician

(3-year employment contract)

Remuneration: R193 428.76 all-inclusive package per annum

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

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 • Carry out inspections of 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, and 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 allocated 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.

TLB Operator

Remuneration: R80 438.69 per annum

Requirements: • Code EB driver's licence and PDP • Competency certificate in heavy machinery • Knowledge of heavy machinery • Ability to operate heavy construction machinery • Be prepared to undergo a practical test • 1 year's experience • Be prepared to work under challenging conditions.

Duties/tasks: Reporting to the Foreman: Roads and Storm Water, the incumbent will: • Perform specific tasks/activities associated with the operation of TLB during roads and storm-water maintenance activities • Inspect safety devices and control lubricants levels • Clean machine and storage facilities.

Department: Community Services

Disaster Management Coordinator

Remuneration: R163 838.10 per annum

Requirements: • Grade 12 • Computer literacy • Relevant training completed in First Aid will be an added advantage • Crisis management and emergency services experience will be an added advantage • Be capable of operating under extreme hazards and traumatic conditions.

Duties/tasks: Reporting to the Director: Community Services, the incumbent will: • Coordinate disaster management services within the Ephraim Mogale Local Municipality by conducting risk assessments, developing disaster management plans, mobilising and educating stakeholders and coordinating activities during disasters to ensure the preparation of local areas for disasters • Respond to reported calls of disaster-related incidents • Investigate and communicate with the immediate superior or Disaster Management Centre on the nature, severity of the disaster and resources required to control • Communicate with the immediate supervisor regarding operational requirements (public safety, disaster control maintenance, etc).

Department: Corporate Services

Manager: Council Support

Remuneration: R 333 747.36 per annum

Requirements: • Grade 12 • NQF Level 5 National Diploma Public Administration or equivalent with 4 years' experience of which at least 1 year must have been at middle management level • Computer literacy • Ability to handle confidential information • Good communication skills • Valid driver's licence • MFMP/CPMD Certificate of Competency will be an added advantage.

Duties/tasks: Reporting to the Director: Corporate Services, the incumbent will: • Supervise staff • Conduct appraisals to measure performance and objective accomplishments against agreed targets and review goals and set new objectives • Perform specific tasks/activities associated with the provision of Administration and Council and Committees Secretarial support • Manage the implementation of divisional financial controls/procedures and provide information to support financial planning sequences of the Council Support division • Compile credible monthly, quarterly, mid-year and annual reports • Manage, direct and control outcomes associated with utilisation, productivity and performance of personnel within the Council Support • Manage ward programmes; ward committees and liaison thereof as well as special programmes.

Manager:

Information Communication Technology

Remuneration: R333 747.36 per annum

Requirements: • Grade 12 • National Diploma NQF level 5 or degree in Information Technology or Communication or Media Studies or equivalent • 4 years' experience of which at least 1 year must have been at middle management level • Computer literacy • Ability to handle confidential information • Good communication skills • Valid driver's licence • MFMP/CPMD Certificate of Competency as per MFMA will be an added advantage.

Duties/tasks: Reporting to the Director: Corporate Services, the incumbent will: • Supervise staff • Manage the key performance areas and result indicators associated with the provision of quality and capable information technology • Manage communications and information system structures through investigation, analysis and interpretation of developmental requirements • Map out continuous improvement strategies for consideration • Manage the website • Develop content that includes website content • Produce newsletters • Write press statements and speeches • Coordinate sequences in respect of the implementation of procedures pertaining to the scoping, award and monitoring of contractor performance • Maintain optimum system and network operating functionality • Develop, implement and review a comprehensive Communication and ICT strategy • Provide supervision and management of staff and the budget within the ICT division.

Manager: Legal Services

Remuneration: R333 747.36 per annum

Requirements: • Grade 12 • LLB degree or any 4-year Law degree • 5 years' experience in the relevant field • Ability to apply legal knowledge to resolve matters • MFMP/CPMD Certificate of Competency as per MFMA will be an added advantage • Proven track record of providing accurate and effective legal counsel • Proven track record of adding value to an organisation through the development of comprehensive contract documents that mitigate risk and penalties • Demonstrated success in managing and conducting a variety of litigation matters • Good planning and organising skills • Strong leadership and managerial skills • Proven ability to delicately solve sensitive matters.

Duties/tasks: Reporting to the Director: Corporate Services, the incumbent will: • Manage the execution of litigation, by-laws and contract management and evaluation services in the Municipality • Supervise staff • Provide general and administrative direction in the division • Review and provide legal advices on legal cases and tender documents • Provide others with clear direction • Establish standards of behaviour for others and motivate and empower individuals through leadership and supervision • Work strategically to attain organisational goals, develop strategies, policies and take account of a wide range of issues that have impact on the organisation • Review progress of outstanding litigation and liaise with and manage external lawyers.

Manager in the Mayor's Office

Remuneration: R333 747.36 per annum

Requirements: • NQF level 5 National Diploma in Public Administration or equivalent • Appropriate 3-year degree will be an added advantage • Minimum of 3 years' relevant experience • Good communication (verbal and written) and stakeholder management skills • Computer literacy • Knowledge of Local Government legislation • Valid driver's licence • MFMP/CPMD Certificate of Competency as per MFMA will be an added advantage.

Duties/tasks: Reporting to the Director: Corporate Services, the incumbent will: • Provide executive support to the Mayor • Provide political advice to the Mayor • Act as the strategic advisor to the Mayor to ensure that the Mayor at all times is informed about the affairs of the community, regional and national developments that might influence the Council • Oversee speech writing services to ensure professional and well-researched speeches for the Mayor • Ensure adherence to the protocol manual during all official events and act as a chief link between the Office of the Mayor, the administration and all stakeholders • Maintain professional ethics and image of management in the office of the Mayor • Provide supervision and management of staff in the Mayor's Office.

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 forward 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: 22 December 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