



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. Women, whites and people living with disabilities are encouraged to apply for any advertised vacant position in the institution.

OFFICE OF THE MUNICIPAL MANAGER

POST NO. 01
Department: Office of the Municipal Manager
No. of Post: One (01)

Job Title: **PMS Officer**

Immediate Supervisor: Municipal Manager
Duration: Permanent.
Remuneration: R 266 521, 18 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.

POST NO. 02
Department: Office of the Municipal Manager
No. of Post: Two (02)

Job Title: **Intern**

Immediate Supervisor: Chief Internal Auditor
Duration: 24 Months Contract
Remuneration: R 100 000.00
Status: N/A

REQUIREMENTS: National Diploma or Bachelors' degree with majors in Accounting, Internal Auditing or Risk Management. Good interpersonal, communication and problem-solving skills. Basic knowledge of MFMA and other Municipal Acts and regulations. Ability to work extended hours to meet deadlines.

DUTIES/TASK: Performing the audit on different departments in the Municipality. Reporting the findings to the Chief Internal Auditor. Performing any duties assigned by the Chief Internal Auditor.

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.ephraimmogalelm.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. Hand delivery 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:

- a) Ephraim Mogale Local Municipality reserves the right to fill or not to fill the post.
- b) Reference check (Security clearance or vetting) may be conducted on the shortlisted candidates.

Closing date: 22 DECEMBER 2021, 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.