



# EPHRAIM MOGALE LOCAL MUNICIPALITY

The Ephraim Mogale Local Municipality invites applicants to apply for the under-mentioned positions. The Ephraim Mogale Local Municipality is committed to employment practices as enshrined in the Employment Equity Act, 55 of 1998. People living with disability as well as females are encouraged to apply.

**Department: Budget and Treasury**

## Accountant: Bank Reconciliation

**Remuneration: R242 060.23 per annum**

**Requirements:** • Grade 12/Matric • National Diploma in Financial Management (or equivalent (NQF level 5) or BCom degree • Computer literacy • 2 years' relevant experience • Interpersonal and human relation skills • Ability to communicate with various diverse stakeholders • Ability to work independently and under pressure • Knowledge of MFMA, DORA, GRAP and other financial legislation • Knowledge of financial reporting and bank reconciliation functioning • Ability to plan and organise • Must be prepared to work overtime during peak periods when required.

**Duties/tasks:** Reporting to the Manager Budget, the incumbent will: • Manage the Municipality's cash flow • Request bank statements and perform regular bank reconciliation • Verify bank balances • Compile financial reports • Enforce the council's policy and procedures in respect of bank reconciliations and financial reporting • Coordinate and control tasks/activities associated with the control of subordinates' performance, productivity and discipline in the section • Submit to both Provincial Treasury and Auditor-General details of municipal bank account • Ensure proper control to the Municipality's bank account • Ensure periodical payment of instalment of interest and that the redemption on loans raised is correctly and timeously conducted • Compile the financial statements and audit notes in accordance with the relevant legislation for submission to the Auditor-General before 31 August of each year • Record transactions relating to moneys invested in a suitable register and verify the correctness and timeous payment of interest due to the Municipality • Perform ad hoc duties given by the Supervisor or Manager.

## Procurement Officer

**Remuneration: R205 034.48 per annum**

**Requirements:** • Grade 12/Matric, National Diploma in Public Finance Management, or degree in Municipal Finance • 1 year's experience in the relevant field • Computer literacy • Good interpersonal skills • Numerical skills • Accuracy • Ability to give attention to details.

**Duties/tasks:** Reporting to the Supply Chain Manager, the incumbent will: • Buy stock for Municipal Stores as well as purchase goods for the departments • Purchase items on computer using Microsoft program • Receive memos from stores or departments requesting items • Obtain quotations 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 of service providers after advertising of tenders.

**Department: Corporate Services**

## EAP Officer

**Remuneration: R205 034.48 per annum**

**Requirements:** • Grade 12/Matric, National Diploma in Behavioural Science such as Psychology, Industrial Psychology or Social Worker 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: HR, the incumbent will: • Provide confidential assessable services to individual employees and restore and strengthen the health and productivity of employees at the workplace • Diagnose and evaluate potential state of health, including the psychological and physical health and address the situation accordingly and appropriately • Advise the immediate manager on issues relating to EAP • Develop plan and manage EAP sub-programmes such as wellness, alcohol and rehabilitation programmes, counselling, medical planning and life skills training • Sensitise all levels of staff on EAP • Establish effective referral systems within both internal and external service providers.

**Department: Planning & Economic Development**

## Land Use Officer

**Remuneration: R205 034.48 per annum**

**Requirements:** • Grade 12 • National Diploma or BTech degree in Town and Regional Planning (NQF 6) • Computer literacy (MS Word, Excel) • CAD • GIS • Valid Code B driver's licence • 2 years' relevant experience in Town Planning within local government • Registration with the South African Council for Town and Regional Planners or be in process of being registered • Being acquainted and conversant with all legislation relating to local government.

**Duties/tasks:** Reporting to the Manager: Town Planning, the incumbent will: • Conduct development planning and facilitation of land use in terms of the town planning scheme • Implement development legislation and policies of the three tiers of Government • Ensure implementation of SPLUMA Act, 16 of 2013 • Amend/adjust and review policies and procedures against departmental statutory and audit guidelines • Provide project management knowledge in the execution of township establishment and formalisation of villages within the jurisdiction of the Municipality • Provide strategic planning in relation to Spatial Development Framework for the Municipality as part of the IDP process • Monitor the maintenance of activity and recordkeeping system and/or execute specific actions to facilitate the updating of township registers and schedules • Collect information on Land Use Management practices within the Municipality using survey and/or observational studies to establish land use activities in the jurisdiction of the Municipality.

## Internship/Experiential Learning Programme (2 Posts)

**(12-month contract)**

**Remuneration: R4 280.00 per month stipend**

**Requirements:** • National Diploma or degree in Town and/or Regional Planning • High level of computer literacy • Ability to communicate effectively • Willingness to rotate within the municipal department/divisions.

**Duties/tasks:** • Assist in the preparation of the Integrated Development Plan (IDP) in conjunction with the annual budget • Prepare monthly and annual reports to the Council and the provincial offices • Comply with all legislative requirements in connection with related functions • Deal with land use, spatial, rural and regional planning issues • Prepare Township Registers for the Municipality • Prepare relevant LED policies and coordinate LED projects • Prepare various municipal by-laws • Ensure that all planning procedures are in accordance with the relevant legislation • Perform ad hoc duties provided by Mentorship Coordinator.

## Handyman (Town Planning)

**Remuneration: R81 315.59 per annum**

**Requirements:** Grade 12 (NQF 4) with general knowledge of repairs in office environment • Physically fit and healthy to be able to fulfill duties of lifting of objects • Be honest • Be a hard worker • 24-36 months' relevant experience • Valid driver's licence will be an added advantage.

**Duties/tasks:** • Carry out minor general maintenance work on council offices and buildings • Ensure that the electrical and plumbing system are maintained • Remove and replace door, door locks and tighten screws to furniture • Repair defective blinds, carpets and flooring tiles that are lifting • Carry out minor interior decorating works and minor brick construction • Assist with the removal of furniture during the relocation of offices • Follow instructions as determined by the Line Manager.

**Department: Infrastructure Services**

## Electrical Handyman (Electrical Division)

**Remuneration: R100 657.14 per annum**

**Requirements:** • Grade 12 or Standard 10 • 2 years' relevant electrical experience • Be physically fit and healthy • Be honest and be a hard worker • Any electrical certificate or knowledge of electrical environment and equipment will be an added advantage • Valid driver's licence with Public Driving Permit (PDP) or be able to obtain Public Driving Permit within 3 months of his/her appointment • Not be afraid of heights.

**Duties/tasks:** Reporting to the Superintendent Electrical, the incumbent will: • Perform activities associated with the construction and installation of low voltage • Perform activities and functions associated with maintaining the functionality of low-voltage electrical reticulation and lighting systems • Store and clean equipment and tools, load and off-load materials prior to departure from work site.

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

Please forward your duly completed application form accompanied by a CV, certified copies of required documents, qualifications, Identity Document and driver's licence where it is a requirement, 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: 21 December 2016 at 12:00.

Should applicants not hear from this Municipality within 3 months, they should accept that their applications were unsuccessful as there will be no further correspondence.

MM Mathebela - Municipal Manager