



EPHRAIM MOGALE LOCAL MUNICIPALITY

Ephraim Mogale
Local Municipality

CAREER

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

DEPARTMENT: CORPORATE SERVICES

DIRECTOR CORPORATE SERVICES (RE-ADVERT) (X1)

Reporting to: Municipal Manager

All inclusive Package is as follows:

- Minimum total remuneration package: R 726 954.00 • Midpoint total remuneration package: R 816 803.00
- Maximum total remuneration package: R 906 651.00

Employment terms: A FIVE years fixed term performance based contract. The incumbent will be expected to sign an employment contract, a performance agreement and disclosure of financial interest form, and will undergo a competency assessment. The remuneration package is as published in Government Gazette no. 40118 dated the 4th July 2016.

NB: Reference check (Security clearance or vetting) will be conducted on the shortlisted candidates. For this post please complete the Application Form for application for Senior Managers post which is available at the website www.ephraimmogalelm.gov.za or at any municipality in South Africa.

Requirements: Bachelor Degree in Public Administration / Management Sciences / Law or equivalent qualification

- Minimum of five (5) years' experience at middle management level
- Have proven successful management experience in administration
- Good knowledge and understanding of relevant policies and legislation
- Good knowledge and understanding of institutional governance systems and performance management
- Good knowledge of corporate support services including human capital management, Legal Services, Facilities management, Council Support, Information Communication Technology and Record Management
- Good knowledge of supply chain management regulations and the preferential procurement policy Framework Act, 2000 (Act no.5 of 2000)
- Labour Relations Act, and other labour-related prescripts, Legal background and human capital management and knowledge of coordination of and oversight of all specialised support functions
- Meet minimum competency levels as per MFMA as well as competency requirement by MSA
- Computer knowledge (MS Word and Excel)
- A valid driver's license.

Competency requirement: Strategic Direction and Leadership • People Management • Program and Project Management • Financial Management • Change Leadership • Governance Leadership Moral Competency • Planning and Organizing • Planning and Organizing • Analyze and Innovation • Knowledge and Information Management • Communication,

Key responsibility: Provide strategic guidance and leadership pertaining to Corporate Services • Ensure the efficient and effective management and utilization of human capital • Ensure management of Administrative and Legal Division.

NB: The detailed key responsibilities are available on Municipal website: www.ephraimmogalelm.gov.za

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME.

Applications are hereby invited from suitably qualified persons to fill the following vacancy.

Appointment to this position will be based on a 24 Months Contract for Municipal Finance Management Internship Programme.

DEPARTMENT: BUDGET AND TREASURY

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME (MFMIP) (x3)

Remuneration: R 100 000.00 P/A.

Minimum Qualifications: B com degree or Diploma in Accounting, Majoring in Accounting • High level of computer literacy • Ability to communicate effectively, willingness to rotate within budget and Treasury divisions.

Responsibilities/Duties: Prepare the annual budget in line with the integrated development plan and coordinate all budget inputs from Management and captures in 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 ensures 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.

DEPARTMENT: CORPORATE SERVICES

SKILLS DEVELOPMENT FACILITATOR (X1)

Remuneration: R 205 034.48 PA

Requirements: Grade 12 or Matric and National Diploma in Public Administration or Management, B. Degree in Public Administration or Management, or equivalent (NQF level 5) • 2 Years' experience • Computer literacy • Ability to communicate with various diverse stakeholders • Ability to work independently and under pressure • Knowledge of Skills Development Act and Skills Development Levies Act • Good human relations • Ability to organize, plan and organize.

Key Performance areas: Identifying skills needs in co-operation with departmental heads and compile a report • Identifying skills available in the organization in order to get the Skills gap, and then helping with the development of departmental Skills plans to address the skills gap • Develop training and development interventions to link with IDP and the overall Departmental Business Plans • Implementing Work Place Skills Plan (WSP) • Reviewing and analysing training to establish whether desired outcomes had been reached.

DEPARTMENT: CORPORATE SERVICES

MANAGER COUNCIL SUPPORT (RE-ADVERT) (X1)

Remuneration: R 353 772.20 P/A

Requirements: Grade 12 or Matric and National Diploma in Public Administration or Management, B. Degree in Public Administration or Management, or equivalent (NQF level 5) • 2 Years' experience • Computer literacy • Ability to communicate with various diverse stakeholders • Ability to work independently and under pressure • Knowledge of municipal legislation • Good human relations, report writing skills and the ability to organize, plan and to deal with details.

Key Performance areas: Supervising the preparing of agendas and minutes for specific meetings (Council/ Executive Committee and other council committees) and the distribution of documentation prior to scheduled meetings • Recording proceedings and or ensuring the recording during the Council, Executive Committee and other committees meetings and writing of minutes thereof • Circulating the attendance register during the meetings.

Please forward your application letter accompanied by completed Application Form, CV, certified copies of required qualifications, Identity document and driver's license where required to: The Municipal Manager, Ephraim Mogale Local Municipality, P.O. 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.

Ephraim Mogale local municipality reserves the right to fill or not to fill these positions.

CLOSING DATE: 17TH MARCH 2017.

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.

Note: Reference check (Security clearance or vetting) will be conducted on the shortlisted candidates and the detailed key responsibilities and duties of the positions are available on the Municipal Website: www.ephraimmogalelm.gov.za

MATHEBELA MM - MUNICIPAL MANAGER