



EPHRAIM MOGALE LOCAL MUNICIPALITY

The Ephraim Mogale Local Municipality invites suitably qualified 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. People living with disabilities and women are encouraged to apply.

Department: Community Services

Director: Community Services

Remuneration: R529 590-R588 430-R647 280 per annum

Requirements: • An appropriate B degree or Certificate in Municipal Finance Management (SAQA Qualification ID No 48965) • A minimum of 5 years' experience at Middle Management level • Management experience in Local Government and in disciplines outlined below will be an added advantage • Proven successful institutional transformation within the public or private sector • The proven ability to communicate and negotiate in all spheres and levels of Government • Advanced leadership skills, such as excellent interpersonal skills, managerial skills, strategic focus and ability to review concepts holistically • A valid driver's licence • Registration with the South African Council for Social Service Professionals (SACSSP) or similar recognised relevant professional body will be added advantage • An understanding of council operations and delegation of power, as well as: Social Services; Parks and Cemeteries, Solid Waste, HIV/AIDS programmes, Sports, Arts, Culture and Recreation; Traffic; Libraries; and other community services.

Responsibilities/duties: Reporting to the Municipal Manager, the successful candidate will: • Lead, direct and manage staff within the Department to meet the objectives of the Municipal IDP in an effective and focused manner, displaying sound business orientation and endorsing the vision, mission and values of the Municipality • Prepare, monitor and control the Community Services Department's budget • Ensure the development of appropriate strategies, policies and plans for all relevant areas in the Department, linked to the IDP of the Municipality • Monitor all implementations and prepare monthly reports to the Municipal Manager and relevant political structures about the activities/issues of the Department.

Department: Municipal Manager's Department

Chief Internal Auditor

Remuneration: R311 913.42 per annum

Requirements: • An appropriate B degree or equivalent • A certificate in Municipal Finance Management (SAQA Qualification ID No 48965) will be an added advantage • A minimum of 4 years' experience, of which one year should have been at Middle Management level • Management experience in Local Government and in disciplines outlined below will be an added advantage • The ability to effectively communicate and negotiate with colleagues (both seniors and subordinates) • The ability to scrutinise and analyse related documents, and review them • A valid driver's licence.

Responsibilities/Duties: Reporting to the Municipal Manager, the successful candidate will: • Develop a flexible annual audit plan using an appropriate risk-based methodology, and submit such plan to the Audit Committee for review and approval • Investigate suspected fraudulent activities within the Municipality and notify Management and the Audit Committee about the results • Analyse policies to ascertain that adequate insurance cover is maintained over Council assets and report to Council any involved risks • Manage the staff within the section to meet the objectives of the Municipal Audit Action Plan in an effective and focused manner • Ensure that insurance claims are lodged timeously • Ensure that the asset register is kept up-to-date • Manage and effectively control the resources at his/her disposal • Ensure that the Department develops appropriate strategies, policies and plans for all relevant areas and that such are linked to the IDP of the Municipality • Monitor all implementations and prepare monthly reports to the Audit Committee and Council • Investigate and report on possible cases of negligence where staff is involved • Ensure that significant financial, managerial and operating information is accurate and reliable • Ensure that Council's actions are in compliance with policies, standards, procedures and applicable laws and regulations • Ensure that resources are acquired economically and used efficiently and adequately • Coordinate internal audit activities with Council's external auditors in order to best achieve auditing objectives • Write reports to the Municipal Manager and Audit Committee • Attend all meetings with Management to ensure that internal audit is part of management and to keep Management abreast of all new developments and policies • Attend to meetings with other departments in order to implement new policies and control measures.

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.

Application forms, obtainable from any Municipality in South Africa, accompanied by an application letter, CV, certified copies of required qualifications, Identity Document and driver's licence should be submitted to the Municipal Manager, PO Box 111, Marble Hall 0450. Faxed and e-mailed applications will not be accepted.

Further information may be obtained from the Human Resource Division at (013) 261-8431/8400/8425/8400 during office hours.

Closing date: 8 May 2015

Should applicants not be notified of the outcome of their applications 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