



## EPHRAIM MOGALE LOCAL MUNICIPALITY

Ephraim Mogale Local Municipality invites applications for the under-mentioned position. Ephraim Mogale Local Municipality is committed to employment practices as enshrined in the Employment Equity Act.55 of 1998.

**Applications are hereby invited from suitably qualified persons to fill the following vacant positions:**

**DEPARTMENT:** COMMUNITY SERVICES  
**POSITION:** DIRECTOR COMMUNITY SERVICES  
**REPORTING TO:** MUNICIPAL MANAGER  
**REMUNERATION:** NEGOTIABLE

**REQUIREMENTS:** • An appropriate B-Degree or Certificate in Municipal Finance Management (SAQA Qualification ID No. 48965) • Minimum of five (5) years experience in middle management • Management experience in Local Government and in disciplines outlined below will be an added advantage • A 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 license

**KEY PERFORMANCE AREAS:** • Leading, directing and managing 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 • Preparing, monitoring and controlling of 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 preparing monthly reports to the Municipal Manager and relevant political structures about the activities/issues of the department • Managing/supervising the following sections/programs: Social Services; Parks and Cemeteries, Solid Waste, HIV/AIDS programmes, Sports, Arts, Culture and Recreation, Traffic, Libraries and other community services

**DEPARTMENT:** INFRASTRUCTURE SERVICES  
**POSITION:** ONE (01)  
**JOB TITLE:** SECRETARY INFRASTRUCTURE SERVICES  
**REPORTING TO:** DIRECTOR INFRASTRUCTURE SERVICES  
**REMUNERATION:** R 83 104.44 p.a.

**REQUIREMENTS:** • Grade 12 • Secretarial /Office Administration Diploma or Equivalent • Computer literacy (MS Word and Excel) • Good communication Skills • Good interpersonal Skills • Telephone Etiquette • Two (2) years experience

**DUTIES/TASKS:** • Scheduling and updating appointments for the Director of Infrastructure • Arranging of travel and accommodation • Arranging and scheduling meetings with internal and external departments • Attending to filing of documents • Receiving and communicating with guests • Handling complaints from the members of the Public • Answering of telephone calls, taking and conveying messages

**DEPARTMENT:** BUDGET AND TREASURY  
**POSITION:** ONE (01)  
**JOB TITLE:** SECRETARY BUDGET AND TREASURY  
**REPORTING TO:** CHIEF FINANCIAL OFFICER  
**REMUNERATION:** R83 104.44 p.a.

**REQUIREMENTS:** • Grade 12 • Secretarial /Office Administration Diploma or Equivalent • Computer literacy (MS Word and Excel) • Good communication Skills • Good interpersonal Skills • Telephone Etiquette • Two (2) years experience

**DUTIES/TASKS:** • Scheduling and updating of appointments for the Chief Financial Officer • Arranging of travel and accommodation • Arranging and scheduling meetings with internal and external departments • Attending to filing of documents • Receiving and communicating with guests • Handling complaints from the members of the Public • Answering of telephone calls, taking and conveying messages

**DEPARTMENT:** COMMUNITY SERVICES  
**POSITION:** ONE (01)  
**JOB TITLE:** EXAMINER OF DRIVER'S LICENSES  
**REPORTING TO:** SUPERINTENDENT TESTING  
**REMUNERATION:** R143 383.95 p.a.

**REQUIREMENTS:** • Grade 12 • Examiner of Drivers License Diploma • Code EC Drivers License • Relevant experience in the same field will be an added advantage

**DUTIES/TASKS:** • Coordinates and controls the application of procedures associated with the drivers' testing and licensing • Applying written testing sequence, moderating results and informing applicants of the outcomes • Conduct eye testing • Updating schedules and registers reflecting licensing and testing applications processed

**Note:** Employment Equity candidates are encouraged to apply: Security clearance (vetting) and/or reference check will be conducted on shortlisted candidates.

Application letters accompanied by certified copies of qualifications, ID copy, driver's license where applicable and detailed CV, must be addressed to: The Acting Municipal Manager, Ephraim Mogale Local Municipality, P O Box 111, Marble Hall, 0450.

Applications can also be hand-delivered to the reception of the Municipal Head Office in Marble Hall town. For more information: Contact the office of the Acting Municipal Manager or Human Resources division at (013) 261 8400 during working hours.

Closing date 21 February 2014. Ephraim Mogale Local Municipality reserves the right to fill or not to fill these positions. Should applicants not hear from the Municipality within three (3) months after the closing date, they must consider their application as unsuccessful as no further correspondence will be entered into.

**P.J.PHAHLAMOHLAKA  
ACTING MUNICIPAL MANAGER**