



EPHRAIM MOGALE LOCAL MUNICIPALITY

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Ephraim Mogale Local Municipality invites suitably qualified applicants to apply for the under-mentioned positions. 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.

RE-ADVERTISEMENT (ONLY FOR DIRECTOR PLANNING AND ECONOMIC DEVELOPMENT POSITION)

DIRECTOR

DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT

REPORTING TO: MUNICIPAL MANAGER

REMUNERATION: R588 430.00 per annum

Appointment to this position will be based on a five year fixed term contract as contemplated in section 57 of the Municipal Systems Act, as amended by the Municipal Systems Amendment Act No. 7 of 2011.

N.B. For the position of Director, applicants must duly complete application forms as per the Local Government Regulations on appointment and conditions of employment of the Senior Managers, stated in the Government Gazette No. 21 dated the 17th of January 2014, forms of which may be obtained from Ephraim Mogale Local Municipality offices or its website (or from any South African municipality).

Applicants who applied previously for this position may also apply.

Requirements: • A minimum qualification of an appropriate Bachelor Degree in Building or Development Studies • Regional Planning or Equivalent • Minimum of five (5) years experience at a local government or related experience • Have proven successful Professional Development/Town or Regional Planning experience • Good knowledge and understanding of relevant policy documents • Good knowledge of supply chain management • Knowledge of geographical information systems • Knowledge of spatial, town and development planning • Be at management level • The ability to provide strategic and innovative leadership • A proven ability to communicate and negotiate in all spheres of Government, private sector and with international donors • Project Management Skills • Requirements for senior officials e.g. CPMD/MFMP/ELMDP will be an advantage • Computer literacy • A valid driver's license

Duties/Tasks: Directs and manages activities of Department Planning & Economic Development which includes responsibilities such as: • Coordination and facilitation of strategic planning of the Economic Development Process as well as the management of LED • Initiatives for SMME's, tourism development, economic policy and research (including investments and trade promotions) • Development and implementation of land management • Strategies and spatial plans • Town planning and township establishment • Housing matters • Poverty alleviation • Promotion of social and economic development • Develop organisational and departmental vision and strategies and ensures implementation thereof • Direct and manage performance of employees in the department • Direct, plan and manage utilization of resources in order to perform relevant departmental activities • Direct, develop and monitor systems, policies, procedures and processes to ensure correct working operations and practices within the department

MANAGER IDP

DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT

REPORTING TO: DIRECTOR PLANNING AND ECONOMIC DEVELOPMENT

REMUNERATION: R292 081.00 per annum

Requirements: • NQF level 5 qualification on Development and Planning • The need for interpretation and understanding of strategic objectives • Knowledge of Integrated Development Plan • 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

Duties/Tasks: • Manages the functional key performance areas, processes and procedures associated with the planning, drafting and review of the Integrated Development Plan • Interpreting and aligning objectives towards the accomplishment of specific outcomes through the establishment and implementation of a reliable performance management system and reporting on the application • Intervention and achievement of developmental initiatives in order to ensure that the broader aims of Local Government in respect of service delivery are realised • To monitor and coordinate the implementation of Integrated Development Plan programmes within the municipality in terms of key Local Government Legislation and the Constitution of South Africa • Ensure that the community actively participate in the formulation of IDP document and review thereof

MANAGER LED AND TOURISM

DEPARTMENT: PLANNING AND DEVELOPMENT

REPORTING TO: DIRECTOR PLANNING AND ECONOMIC DEVELOPMENT

REMUNERATION: R292 081.00 per annum

Requirements: • A Diploma in tourism or relevant tertiary qualification equivalent to NQF Level 5 • Knowledge of management and administering of the economic development function • Fluent in local languages • Knowledge of geographical areas • A valid Driver's license

Duties/Tasks: • To manage the Local Economic Development function • Develop the return on investment and performance management • Coordinate and control tasks /activities associated with controlling personnel performance and productivity • Defining skills gap and training needs and activates procedural sequences aimed at capacitating individuals • Coordinate specific project requirements in respect of LED and tourism events • Attend to the administrative recording, reporting and record keeping

SECRETARY

DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT

REPORTING TO: DIRECTOR PLANNING AND ECONOMIC DEVELOPMENT

REMUNERATION: R83 104.44 per annum

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 Director of Planning and Economic Development • Arranging for travel and accommodation • Arranging and scheduling of meetings with internal and external departments • Attend 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

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME (MFMP)

DURATION OF INTERNSHIP: 24 MONTHS CONTRACT

DEPARTMENT: BUDGET AND TREASURY

REMUNERATION: R 100 000.00 per annum

Minimum qualifications: • B.Com Degree or National Diploma in Accounting • High level of computer literacy • Ability to communicate effectively • Willingness to rotate within budget and treasury department divisions

Responsibilities/Duties: • Prepare the annual budget in conjunction with the Integrated Development Plan (IDP) • Coordinate all budget inputs from management • Captures in financial management system • Prepare monthly, quarterly and annual reports to organ of state and council • Comply with all legislative requirements • Process expenditure claims and ensure 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

Please forward your APPLICATION FORMS obtainable from any municipality in South Africa, accompanied by a CV, certified copies of required qualifications, Identity document and driver's license where applicable to: the Acting Municipal Manager, Ephraim Mogale Local Municipality, P.O. Box 111, MARBLE HALL, 0450. People living with disabilities as well as females are encouraged to apply. 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: 30 May 2014. 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.

N.S.MASHAMBA
ACTING MUNICIPAL MANAGER