

EXTERNAL AND INTERNAL ADVERTS

# EPHRAIM MOGALE

## LOCAL MUNICIPALITY

☎ 111

MARBLE HALL  
0450

☎ 013-261 8400  
013-261 2985



Leeuwfontein Office (013) 266 7025

Elandskraal Office (013) 268 0006

Zamenkomst Office (013) 974 7290

Traffic Section (013) 261

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

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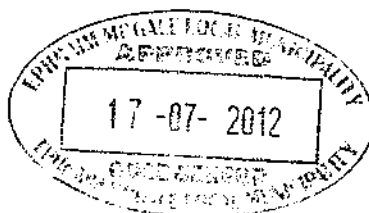
Job Title	:	Manager Council Support
Post	:	One
Reporting to	:	Director Corporate Services
Remuneration	:	R 255419.00 pa.

### REQUIREMENTS.

- NQF 5 Level 5(Public Management and Administration)
- Valid Driver's License
- Computer Knowledge
- 3 years' experience in the Management level.

### DUTIES/TASK

- Identifies and defines the immediate, short and long term objectives associated with the provision of administrative support.
- Identifying skills gap within the department and completes developmental plans for existing personnel.
- Evaluating and presenting reports to the Director Corporate Services detailing the Department's performance against specific measures.
- Supervising the preparing of agendas and minutes for Council and all its Committees.
- Record and take minutes during meetings of the Council and its Committees.
- Circulating the attendance register during the meetings.
- Develop and implement program in the office of the Mayor related to sports, youth and people living with disabilities.



**Department** : Technical Services.  
**Post** : One  
**Job title** : Fleet Management Supervisor  
**Remuneration** : **R148032.00 pa**  
**Reporting To** : Manager Civil Services

#### **REQUIREMENTS:**

- ❖ Mechanical Trade Tested Artisan
- ❖ Code C driving License
- ❖ Computer Literacy

#### **Duties/ Task**

- ❖ Control all assets, stock and material at the Mechanical workshop.
- ❖ Verify items with assets registers.
- ❖ Routine inspection of vehicle in Fleet Management Department.
- ❖ Interprets and co- ordinates specific work requirements with regards to installation, repairs, and predictive maintenance.
- ❖ Complete internal transactional documentation (e.g. time sheet, log sheet, progress and productivity field report.
- ❖ Co-ordinate activities and sequences with routine maintenance and testing of the fleet.

**Department:** Finance  
**Job Title:** Accountant- Bank and Investment Management  
**Remuneration:** **R174 764.00 pa.**  
**Reporting to:** Manager Financial Reporting

#### **Requirements:**

- ❖ Three (3) year B.com degree or National Diploma in Financial field.
- ❖ Minimum Two year experience in Municipal Environment.
- ❖ Experience in Bank Reconciliation will be an added advantage. Computer Skills (Excel)

#### **Duties/ Tasks**

- ❖ Perform monthly bank reconciliations.
- ❖ Perform duties related to the investment of excess fund
- ❖ Ensure that unmatched items on the Bank reconciliation reports are cleared monthly.

**Department** : Municipal Manager  
**Job title** : Risk Officer  
**Remuneration** : **R174 764.00 pa**  
**Reporting to** : Chief Internal Auditor

## REQUIREMENTS:

Bachelor Degree in Auditing  
Internal Control.  
Financial Management.  
3-5 relevant years' experience.

## DUTIES/TASKS

- Develop and implement the risk management program.
- Risk identification and control implementation.
- Coordinates training and education on risk management.
- Identify and discuss organizational risk issues.
- Implement adequate and effective fraud prevention plan.

**Job Title** : Accountant: Asset Management  
**Post** : One  
**Reporting to** : Manager Financial Management and Reporting  
**Remuneration** : **R 174764.00 per annum**

## REQUIREMENTS.

Three (3) year Bcom Degree or Equivalent Qualification. At least two years' compulsory experience in Asset Management. Working knowledge of Generally Recognized Accounting Practice. Knowledge of Municipal Finance Management Act; Asset Management Policy. Knowledge of Supply Chain Management Processes and procedures. Office procedures and administration skills. Computer Skills. Good communication skills and ability to communicate at all levels. Innovative. Diplomatic. Accurate.

## DUTIES:/TASK.

Keep record of register of assets. Monthly updating and reconciliation of the asset register to the general ledger. Perform quarterly asset verification. Ensure compliance with the requirements of GRAP and MFMA on Assets. Review and provide inputs on any asset related policies of the municipality. Monitor and report on the utilization and condition of assets.

**Department** : Corporate Services  
**Job Title** : Labour Relation Officer  
**Remuneration** : **R148.032.52 pa**  
**Reporting To** : Manager Human Resource.

## REQUIREMENTS

Grade 12  
Degree in Labour Law or Human Relations or Equivalent  
Relevant Experience 3 years as a Labour Relations Practitioner.  
A Valid Driver's license  
Computer literacy  
Good communication skills  
Management skills.

## DUTIES/TASK

Provide advice/ guidance on the interpretation of policies and procedure impacting condition of employment.  
Outlining roles and responsibilities of unions in the workplace.  
Preparing reports on disciplinary and grievance cases referred and attended to.  
Compiling and presenting reports referring to statistics to describe the industrial relations climate in the organisation.  
Maintaining cases files containing all documents, correspondence and Outcome retrieving information upon request.  
Coordinate labour forum meetings

Applications must be sent to the acting Municipal Manager, Ephraim Mogale Local Municipality, P.O. Box 111, MARBLE HALL, 0450. **Faxed and e-mailed applications will not be accepted and no application forms will be issued.** More information can be obtained from the acting Municipal Manager at (013) 261-8400 during office hours.

**NB:** Fraudulent qualifications or documentation, including driver's license, will immediately disqualify any applicant. A candidate who canvasses any Councilor or Municipal Officials for preference will immediately be disqualified from the selection process or from appointment. Ephraim Mogale Local Municipality reserves the right to fill or not to fill the positions.

**Closing date: 03 August 2012** should applicants not be notified of the outcome of their applications within three (3) months after the closing date, they should regard their applications as unsuccessful, as there will be no further correspondence.

  
**MR MJ Lekola**  
Acting Municipal Manager

