

**INTERNAL & EXTERNAL ADVERTISEMENT NOTICE
(AS PER THE APPROVED POLICY)**

**EPHRAIM MOGALE
LOCAL MUNICIPALITY**

☎ 111
MARBLE HALL
0450
☎ 013-261 8400
☎ 013-261 2985



Leeuwfontein Office (013) 261 8509
Elandskraal Office (013) 268 8506
Zamenkomst Office (013) 973 9160
Traffic Section (013) 261 8400

Ephraim Mogale Local Municipality invites suitably qualified applicants to apply for the under-mentioned positions. The Municipality further commit to employment practices that promote the spirit as treasured in the Employment Equity Act, 1998 (Act 55 of 1998) as amended. People living with disabilities; Coloured; Indians, youth and women are encouraged to apply.

MUNICIPAL MANAGERS' DEPARTMENT

POST NO. 01

Department : **Municipal Manager's Office**
Post : **One (01)**
Job Title : **Chief Risk Management Officer**
Reporting to : **Municipal Manager**
Duration : **Permanent**
Remuneration : **R586 135.42 Plus related statutory benefits and 13th Cheque, Medical Aid, car allowance, cellphone allowance, subject to meeting qualifying criteria.**

Requirement:

Grade 12, Relevant professional qualification preferably with courses or specialization in Accounting/ Risk Management . Eight (08) years relevant experience.

Duties/Tasks:

Plans, coordinates and implements the key performance areas and result indicators associated with the Risk Management & Compliance functionality by implementing risk management policies and procedures, investigating trends and current techniques and monitoring, evaluating and reporting on the appropriateness and benefits prior to introduction; monitoring and reviewing the implementation of risk management processes in keeping with Auditing standards, ITS Regulatory Framework to ensure the proactive assessment of the current state of controls, and facilitating risk identification and assessment.

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POST NO. 02

Department : **Municipal Manager's Office**
Post : **One (01)**
Job Title : **Manager IDP & PMS**
Reporting to : **Municipal Manager**
Duration : **Permanent**
Remuneration : **R586 135.42 Plus related statutory benefits and 13th Cheque, Medical Aid, car allowance, cellphone allowance, car allowance, subject to meeting qualifying criteria.**

Requirement:

Grade 12, A relevant 3 year tertiary qualification preferably with courses or specialization in Public Administration or Performance Management or Project Management or B Degree or B Tech; and • Computer literacy: MS Office. Eight (08) years relevant experience.

Duties/Task

Facilitate the IDP process to ensure that all budgeting process are aligned to the needs of the IDP throughout the municipality. Manage the organization and individual performance in the municipality. Manage Align the IDP review with annual budget planning. Manage progress of the IDP against measurement and ensure that the reports detailing progress are available for inspection. Coordinate responses to comments on the IDP as received from the public or other spheres of government etc.

INFRASTRUCTURE SERVICES DEPARTMENT

POST NO. 03

Department : **Infrastructure Services.**
No. of Post : **One (01).**
Job Title : **Admin Clerk (Electrical).**
Immediate Supervisor : **Manager Electrical Services.**
Duration : **Permanent.**
Remuneration : **R166 770.35 p.a Plus related statutory benefits and 13th Cheque.**

REQUIREMENTS

Candidate must have Grade 12. Computer knowledge – Office Applications – Word, Excel. 0-2 years relevant administrative experience.

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DUTIES/TASKS

Checking the accuracy of details recorded on transactional documentation and updating work in progress information/ data on specific applications/ systems of the division. Merging, copying and transferring data from applications, formatting/ generating forms/ transactional documentation for approval. Filing completed work orders in alpha-numeric or chronological sequence and/ or retrieves files/ folders on request from artisans. Attending to applications, enquiries and complaints received by the electrical department etc.

POST NO. 04

Department : **Infrastructure Services**
Post : **One (01)**
Job Title : **Electrical Engineering Technician**
Reporting to : **Manager Electrical Services**
Duration : **Permanent**
Remuneration : **R401 049.25 Plus related statutory benefits and 13th Cheque, Medical Aid, cellphone allowance and allowance ,subject to meeting qualifying criteria.**

Requirement:

Grade 12. National Diploma in Electrical Engineering .Trade Tested Artisan or Technical / Professional qualification. Computer Literacy: MS Office. Drivers License C1. 5 years or more experience in a supervisory technical position required.

Duties/Tasks:

Contributes to various professional electrical engineering functions. Has operational control and responsibility over a number of installations, plants, large and diverse workshops, depots or areas. Draws up operational work plans and maintenance programs. Can have supervisory control over Superintendents or Foreman / Senior and Artisans. Responsible for general administrative duties, including the budget; and Works independently within works / maintenance program and with less regular report-backs to the Manager.

POST NO. 05

Department : **Infrastructure Services**
Post : **Two (02)**
Job Title : **Electrician**
Reporting to : **Manager Electrical Services**
Duration : **Permanent**
Remuneration : **R287 736.55 Plus related statutory benefits and 13th Cheque, Medical Aid, cellphone and data allowance ,subject to meeting qualifying criteria.**

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Requirement:

Grade 12. N5 in Electrical Engineering. Trade Certificate. Certificate for medium voltage cable joining (11kV) and ORHVS(operating regulations for high voltage systems) are an added advantage. 2-3 years relevant experience. Drivers' licence C1.

Duties/Tasks:

Installation of new electrical infrastructure. To ensure that standard operating procedures are applied and correctly followed during all electrical works. To ensure that all electrical equipment is maintained, operated and tested. Provide support to electrical artisans is provided during electrical maintenance services. Testing circuits and the functionality of new components using testing and fault detection equipment and communicating outcomes to the immediate superior. Operating/switching/maintaining and inspecting low voltage and medium voltage network equipment.

BUDGET AND TREASURY DEPARTMENT

POST NO 06

Department : Budget and Treasury
No. of Post : One (01)
Job Title : Manager Financial Reporting
Immediate Supervisor : Chief Financial Officer
Duration : Permanent
Remuneration : R586 135.42 p.a Plus related statutory benefits and 13th Cheque, Cellphone allowance, car allowance, Medical Aid, subject to meeting qualifying criteria.

Requirement:

Grade 12. A relevant 3 year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. Computer literacy: MS Office. MFMP. 8 years or more relevant experience.

Duties/Tasks:

Provides expert financial advice. Responsible for managing financial information according to prescribed norms and standards. May supervise and manage team responsible for the financial reporting. Extensive understanding and knowledge of the application of local government legislation (e.g. MSA, MFMA, and others as applicable).etc.

POST NO 07

Department : Budget and Treasury
No. of Post : One (01)
Job Title : Salary Clerk
Immediate Supervisor : Senior Salaries Clerk
Duration : Permanent.
Remuneration : R166 770.35 p.a Plus related statutory benefits and 13th Cheque, Medical Aid, subject to meeting qualifying criteria.

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Requirements:

Grade 12, Certificate in Financial Management/ Accountancy or equivalent qualification. No Criminal Record. 0-2 years relevant experience.

Duties/Tasks:

Capture the payment of all employees' salaries subject to approved policies, procedures and legislative requirements. Capturing of overtime, contributions, UIF, skills development levy, pension, medical aid, insurances, trade union fees, garnishee orders, housing, and travelling to comply with all compulsory payments per employees. Capture salaries, third party payments; leave payments, bonuses, etc. Handle personal or telephonic enquiries from employees pertaining to any payroll deductions (e.g. garnishee orders, loans, insurance, etc.).

POST NO. 08

Department : **Budget and Treasury Services.**
No. of Post : **One (01).**
Job Title : **Senior Creditors Clerk.**
Immediate Supervisor : **Accountant Expenditure.**
Duration : **Permanent.**
Remuneration : **R201 620.07 p.a Plus related statutory benefits and 13th Cheque.**
Status : **N/A**

REQUIREMENTS

Candidate must have Grade 12, National Certificate in Financial Management or equivalent (NQF Level 5), Accounting. Computer Literate. 2-5 years relevant experience.

DUTIES/TASKS

Handle petty cash in accordance with policy and procedures, Issue petty cash and Prepare petty cash report. Check for correctness and accuracy of source payment documentation received by Supply Chain Management and verify compliance therein. Capture payment statement on to the financial system for recommendation by Accountant Expenditure and be approved by Manager.

IMPORTANT INFORMATION

Interested candidate for the position are welcomed to forward applications on a **duly completed APPLICATION FORM for Non-Senior Managers**. The form is obtainable from the Municipal Website: www.ephraimmogalelm.gov.za and also from the Municipal Office during office hours between **07:30 – 16:30 Monday to Friday**. Applications must be accompanied by a CV; Certified copies of required qualifications, copies of Identity Document and driver's license where applicable, (certifying stamp must not be older than 6 months at the time of submission) and be forwarded to the Acting Municipal Manager, Ephraim Mogale Local Municipality, P.O. Box 111, MARBLE HALL, 0450. **Faxed applications will not be accepted.**

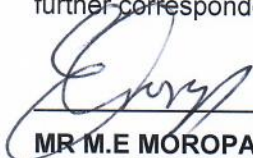
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Telephonic enquiries related to the positions can be referred at (013) 261 8425 or at (013) 261-8431 during office hours on **Monday to Friday 07:30 – 16:30**.

- NB:**
- a) Ephraim Mogale Local Municipality reserves the right to fill or not to fill the post.
 - b) Reference check (Security clearance or vetting) may be conducted on the shortlisted candidates.

Closing date: 05 May 2026, 16:30. Should applicants not be notified of the outcome of their application within THREE (03) months after the closing date, they should regard their application as unsuccessful, as there will be no further correspondence with them.



MR M.E MOROPA
MUNICIPAL MANAGER

10/04/2026

DATE

