

# EPHRAIM MOGALE

## LOCAL MUNICIPALITY

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



Leeuwfontein Office (013) 261 8509  
Elandskraal Office (013) 261 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 position. Ephraim Mogale Local Municipality is committed to employment practices as enshrined in the Employment Equity Act. People living with disabilities; Colored; Indians and women are encouraged to apply.**

**EMPLOYMENT PERIOD : A FIXED TERM EMPLOYMENT CONTRACT FOR A FIXED TERM OF FIVE YEARS. THE INCUMBENTS WILL SIGN AND CONCLUDE AN EMPLOYMENT CONTRACT, PERFORMANCE CONTRACT AND DISCLOSURE OF FINANCIAL INTEREST IN TERMS OF MUNICIPAL SYSTEMS ACT 32 OF 2000 AS AMENDED.**

**DEPARTMENT : PLANNING AND ECONOMIC DEVELOPMENT  
(MARBLEHALL)**  
**POST : ONE (01)**  
**DURATION : 05 YEARS**  
**JOB TITLE : DIRECTOR PLANNING AND ECONOMIC DEVELOPMENT**  
**REPORTING TO : MUNICIPAL MANAGER**  
**REMUNERATION : MINIMUM MID-POINT MAXIMUM**  
**R 846,307 .00 R950, 907. 00 R1, 040,327.00**

### **REQUIREMENTS:**

Bachelor of Science Degree in Building Sciences / Architect / Degree in Town and Regional Planning or Development Studies or equivalent. Certificate in Municipal Finance Management Programme (MFMP-SAQA Qualification ID No. 48965). Minimum of 5 years' experience at middle management level, Proven successful professional development/ town or regional planning experience; Computer Literacy and Valid driver's license.

### **KNOWLEDGE:**

Good knowledge and understanding of relevant policy documents; Good knowledge of Supply Chain management; Knowledge of geographical information system; Knowledge of spatial town and development planning at management level; Ability to provide strategic and innovative leadership. Proven ability to communicate and negotiate in all spheres of Government, private sector and with international donors; Project Management skills; Requirement for senior officials to have Certificate in Municipal Finance Management Development (CPMD) or Municipal Finance Management Programme (MFMP); Executive Leadership Management Development Programme (ELMDP) will be an added advantage.

## KEY PERFORMANCE AREAS

Reporting to Municipal Manager, the incumbent will direct and manage activities of Department. Planning and Economic Development which include responsibilities such as Coordinating and facilitating for strategic planning of the economic development process as well as management of LED. Initiatives for SMME's tourism development, economic policy and research including investments and trade promotions. Developing; implementing and managing strategies and spatial plans; Town Planning and Township establishment as well as Housing matters. Poverty alleviation. Promoting social and economic development. Developing organizational and departmental vision and strategies and ensuring implementation thereof. Leading, Directing and Managing performance of employees in the Department. Directing planning and managing utilization of resources in order to perform relevant departmental activities. Directing; developing and monitoring systems, policies, procedures and processes to ensure correct working operations and practices within the Department.

Good knowledge and understanding of institutional governance systems and performance management.

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<b>DEPARTMENT</b>	<b>: BUDGET AND TREASURY (MARBLE HALL OFFICE)</b>		
<b>POSITION</b>	<b>: ONE (01)</b>		
<b>DURATION</b>	<b>: 05 YEARS</b>		
<b>JOB TITLE</b>	<b>: CHIEF FINANCIAL OFFICER</b>		
<b>REPORTING TO</b>	<b>: MUNICIPAL MANAGER</b>		
<b>REMUNERATION</b>	<b>: <u>MINIMUM</u></b>	<b><u>MID-POINT</u></b>	<b><u>MAXIMUM</u></b>
	<b>R 846.307.00</b>	<b>R950.907. 00</b>	<b>R1, 040.327.00</b>

### REQUIRMENTS:

B.Com Degree in the field of Accounting, Finance or Economics. Certificate in Municipal Finance Management Programme (MFMP-SAQA Qualification ID No. 48965); A qualification as Chartered Accountant (CA) will be an added advantage. Minimum of five (5) years' experience at middle management levels. Computer Literacy and Valid driver's license.

### KNOWLEDGE:

The incumbent must have core managerial and occupational competencies as described in the Local Government Regulation: Municipal Performance Regulations for Municipal Managers and Managers Directly Accountable to Municipal Managers, of 2006. Comprehensive knowledge and understanding of Municipal Finance Management Act, Treasury Regulations and Guidelines and other Local Government Primary Legislation; The incumbent must have competencies as described in the Minimum Competency levels Regulation Gazette No. 29967 of 2007, Sound understanding of computer packages (MS Word, Excel, and PowerPoint etc.). Valid driver's license. Analytical, co-ordination, communication and inter-personal skills, Executive Leadership Management Development Programme (ELMDP) will be an added advantage.

### KEY PERFORMANCE AREAS:

Responsible and accountable for the overall management of the Budget and Treasury Department. Advice the Accounting Officer and other Senior Managers on the exercise of power and duties assigned to them in terms of the Municipal Finance Management Act. Develop and implement financial plans. Prepare Annual Financial Statements. Compile the Budget in terms of appropriate standards. Maintain and update the Asset Register. Ensure the implementation of GRAP standards. Responsible and accountable for all the income, expenditure, assets and liabilities of the Municipality.

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**DEPARTMENT** : CORPORATE SERVICES (MARBLE HALL)  
**POST** : ONE (01)  
**DURATION** : 05 YEARS  
**JOB TITLE** : DIRECTOR CORPORATE SERVICES  
**REPORTING TO** : MUNICIPAL MANAGER  
**REMUNERATION** : MINIMUM                      MID-POINT                      MAXIMUM  
                                  R 846,307 .00                      R950, 907. 00                      R1, 040,327.00

**REQUIREMENTS:**

Bachelor Degree in Public Administration/ Management Science/Law or equivalent qualifications. Certificate in Municipal Finance Management Programme (MFMP-SAQA Qualification ID No. 48965). A minimum of five (5) years' experience at middle management level. Have proven successful management experience in administration. Computer literacy (MS Word and Excel). Negotiation and problem-solving skill, A valid Driver's license.

**KNOWLEGE:**

Good knowledge and understanding of relevant policy and legislations. Good Knowledge and understanding of institutional governance system and performance management. **Good knowledge of corporate support services including** Human Capital Management. Legal Services. Facilities management. Information communication technology. Council support. Good knowledge of supply chain management regulations and the preferred procurement policy framework act; 2000 (act 5 of 2000). Good governance. Labour Relations Act and other labour related prescript. Legal background and human capital management.

**KEY PERFORMANCE AREAS:**

Provide strategic guidance and leadership pertaining to Corporate Services. Ensure the efficient and effective management and utilization of human capital. Ensure management of administration and legal division. Deliver auxiliary support services to council. Provide corporate image marketing services. Manage the department of corporate services in accordance with the relevant municipal legislation. Implement the relevant part of the municipality's integrated development plan and monitoring the progress with regard to implementing of the services delivery and budget implementation plan (SDBIP). Take overall responsibility for the department and its sub-sections so that the key strategic objective services are rendered.

**DEPARTMENT** : COMMUNITY SERVICES (MARBLE HALL OFFICE)  
**POSITION** : ONE (01)  
**DURATION** : 05 YEARS  
**JOB TITLE** : DIRECTOR COMMUNITY SERVICES  
**REPORTING TO** : MUNICIPAL MANAGER  
**REMUNERATION** : MINIMUM                      MID-POINT                      MAXIMUM  
                                  R 846.307.00                      R950.907. 00                      R1, 040.327.00

**REQUIRMENTS:**

Bachelor's in Social Sciences/ Public Administration/Law or equivalent (NQF Level 7). Certificate in Municipal Finance Management Programme (MFMP-SAQA Qualification ID No. 48965); Minimum of five (5) years' experience at middle management levels. Computer Literacy and Valid driver's license. **ADDED ADVANTAGE:** Registration with the South African Council for Social Services Professionals (SACSSP) or similar recognized relevant professional body will be an added advantage.

**KNOWLEDGE:**

Good knowledge and understanding of relevant policy band legislation\*Comprehensive knowledge and understanding of Municipal Finance Management Act,\* Good knowledge and understanding of

institutional governance systems and performance management,\*The incumbent must have competencies as described in the Minimum Competency levels Regulation Gazette No. 29967 of 2007, Sound understanding of computer packages (MS Word, Excel, and PowerPoint etc.),\*understanding of council operations and delegation of powers, as well as- Health Service Management ,cemetery management; public safety; parks and recreation management. Analytical, co-ordination, communication and inter-personal skills, Executive Leadership Management Development Programme (ELMDP) will be an added advantage.

#### **KEY PERFORMANCE AREAS:**

Responsible and accountable for the overall management of the Community Services Department. 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 and mission and values of the municipality. Preparing, monitoring, and controlling of the community services department budget, \* Understanding delegation of power, as well as; Social services, Parks and cemetery, Solid Waste, HIV/AIDS programs, sports Arts, Culture and recreation, traffic, libraries, and other community services. Monitor all implementations and preparing monthly reports to the Municipal Manager and relevant political structures about the activities/issues of the department.

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#### **IMPORTANT INFORMATION**

Interested candidate for the positions are welcomed to forward applications on a **duly completed APPLICATION FORM for Senior Managers**. The application forms are obtainable from the Municipal Website: [www.ephraimmogalelm.gov.za](http://www.ephraimmogalelm.gov.za) and 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 Municipal Manager, Ephraim Mogale Local Municipality, P.O. Box 111, MARBLE HALL, 0450. **Faxed applications will not be accepted. However, due to Covid-19 Protocols applications will be received through a dedicated email created for this purpose; [ephmlmhumanresource@emogalelm.gov.za](mailto:ephmlmhumanresource@emogalelm.gov.za) or by hand at the HR Office upon adherence to Covid-19 Protocols.** Telephonic enquiries related to the positions can be referred to **Mr. C Madisha/ Ms. S Mamahlodi** at (013) 261 8425 or **Ms. Q Mashilo** 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) Kindly take note that candidates recommended for appointment to these positions of Senior Managers must undergo a competency assessment in accordance with **Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers; Chapter 3 section 16 (1)**.
  - b) Reference check (Security clearance or vetting) may be conducted on the shortlisted candidates.

**Closing date: 16 February 2022, 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.

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**S.T MATLADI**  
**MUNICIPAL MANAGER**

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**DATE**