

# EPHRAIM MOGALE LOCAL MUNICIPALITY

111 Marble Hall | 0450 | Tel: 013-261 8400 | Fax: 013-261 2985

**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, 1988, (Act 55 of 1998) as amended. People who falls within the definition of designated group in terms of the Act are encouraged to apply for any advertised vacant position in the institution.

**Department: Municipal Manager's Office (Audit) • Position: Interns (2) Posts**

**Duration: 24 Months Contract • Annual Salary: R100 000.00**

**Requirements:** • Bachelors' degree or National Diploma with majors in Accounting or Finance, Internal Auditing or Risk Management. • Good interpersonal, communication and problem-solving skills. • Basic knowledge of MFMA and other Municipal Acts and regulations. • Ability to work extended hours to meet deadlines. **Responsibilities:** • Performing the audit on different departments in the Municipality. • Reporting the findings to the Chief Internal Auditor. • Performing any duties assigned by the Chief Internal Auditor.

**Department: Finance • Position: Interns (5) Posts**

**Duration: 24 Months Contract • Annual Salary: R100 000.00**

**Requirements:** • A recent graduate with three years Bachelor's Degree or National Diploma in Accounting, Cost and Management Accounting or Auditing or Risk Management. • Knowledge of MS Word and Excel. **Skills and Competencies:** • Strong verbal and written communication skills. • Problem solving. • Good interpersonal relations. **Responsibilities:** • Rendering revenue management activities. • Rendering expenditure management activities. • Administering assets. • Rendering supply chain management • Rendering budget and reporting. • Rendering risk management activities.

**IMPORTANT INFORMATION:** Interested candidate for the position are welcome 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](http://www.ephraimmogalelm.gov.za) and also from the Municipality 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 (Certified stamp date 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. However because of 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. Charles Madisha, or Ms Susan Mamahlodi** at (013) 261-8425 or **Miss Pride Matlala** at (013) 261-8466 during office hours on **Monday to Friday 07:30-16:30**.

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

**Closing date: 01 April 2021, 16:30** 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 with them.



**MR. HM PHAAHLA - ACTING MUNICIPAL MANAGER**