

**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
Elandsdraal 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; Colored; Indians, youth and women are encouraged to apply.

MUNICIPAL MANAGERS' DEPARTMENT

POST NO. 01

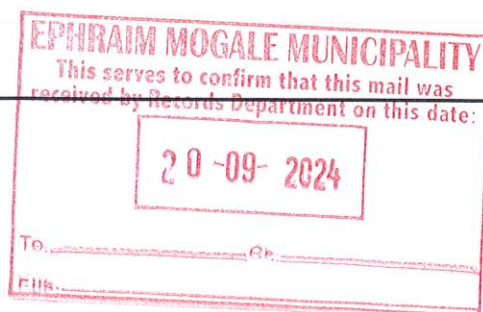
Department : Office of the Municipal Manager
No. of Post : Two (02)
Job Title : Driver of the Speaker
Immediate Supervisor : Manager in the Speaker's Office
Duration : Linked to the term of office of the Speaker.
Remuneration : R133 203.14 Plus related statutory benefits and 13th Cheque, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

REQUIREMENTS:

Candidate must have Grade 10 or equivalent qualification. Valid Drivers License with PDP. No criminal record. 1 year driving experience.

DUTIES/TASK:

Provide transportation services for the speaker to attend events. Liaise with Protocol and VIP Protection to ensure necessary forward arrangement for the Speaker has been made. Communicate with the Manager in respect of the Programme/ schedule of meetings etc.



ME

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POST NO. 02

Department : Office of the Municipal Manager
No. of Post : One (01)
Job Title : Driver of the Mayor
Immediate Supervisor : Manager in the Mayor's Office
Duration : Linked to the term of office of the Mayor.
Remuneration : R133 203.14 Plus related statutory benefits and 13th Cheque, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

REQUIREMENTS:

Candidate must have Grade 10 or equivalent qualification. Valid Drivers License with PDP. No criminal record. 1 year driving experience.

DUTIES/TASK:

Provide transportation services for the Mayor to attend events. Liaise with Protocol and VIP Protection to ensure necessary forward arrangement for the Mayor has been made. Communicate with the Manager in respect of the Programme/ schedule of meetings etc.

INFRASTRUCTURE DEPARTMENT

POST NO 03

Department : Infrastructure Services.
No. of Post : One (01)
Job Title : Manager PMU
Immediate Supervisor : Director Infrastructure Services
Duration : 3 years Fixed contract
Remuneration : R 549 922.22 p.a Plus related statutory benefits and 13th Cheque, may also include 850km travelling Allowance pm, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

Requirements:

B Degree in Civil Engineering or relevant (NQF Level 7). Registered with a Professional Body will be an added advantage. 5 years' relevant experience of which three (3) years in supervisory role.

Duties/Task:

Contributing to the development of the IDP and its review processes through all its phases and to the compilation of the subsequent annual budget. Develop Service Delivery and Budget Implementation Plan (SDBIP) of the division. Manage the PMU division. Plan and manage all municipal projects etc.

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CORPORATE SERVICES DEPARTMENT

POST NO. 04

Department : Corporate Services
No. of Post : One (01)
Job Title : Manager Communications
Immediate Supervisor : Corporate Services Director
Duration : Permanent.
Remuneration : R 549 922.22 p.a Plus related statutory benefits and 13th Cheque, may also include 850km travelling Allowance pm, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

REQUIREMENTS

Candidate must have Grade 12, B. Degree in Public Relations, Communications Management, Journalism or equivalent (NQF Level 7). 5 years' relevant experience of which minimum of 3 years was at supervisory level.

DUTIES/TASKS

Provide communication services strategic support to the municipality. Manage internal and external communication and liaison in promoting the municipality's integrated communication strategies. Serve as the Spokesperson for the municipality. Lead and manage municipal Newsletter production, quality and circulation thereof, (including articles and newsletters. Contribute to the drafting of annual SDBIP and ensure implementation of approved KPIs related to the division and the department at large etc.

RE-ADVERT

CORPORATE SERVICES DEPARTMENT

POST NO. 05

Department : Corporate Services
No. of Post : One (01)
Job Title : ICT Support Officer
Immediate Supervisor : Manager ICT
Duration : Permanent.
Remuneration : R269.959.32 Plus related statutory benefits and 13th Cheque, may also include 750km travelling Allowance pm, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

REQUIREMENTS

Candidate must have Grade 12, National Diploma in Information Technology/Computer Studies or equivalent (NQF Level 6). 2 years' relevant experience in ICT support.

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DUTIES/TASKS

To provide Plan, and the Information Systems technical support; Troubleshoot of Local Area Network (LAN) / Wireless Area Network (WAN) related problems. Support and maintain workstation and notebooks on the network and stand alone. Perform ICT functions in the municipality.

COMMUNITY SERVICES DEPARTMENT

POST NO 06

Department : Community Services
No. of Post : One (01)
Job Title : Manager Solid Waste
Immediate Supervisor : Director Community Services
Duration : Permanent.
Remuneration : R 549 922.22 p.a Plus related statutory benefits and 13th Cheque, may also include 850km travelling Allowance pm, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

Requirements:

B Degree in Environmental Management/ Environmental Health or relevant (NQF Level 7). Registered with HPCSA. 5 years' relevant experience of which three (3) years in supervisory role.

Duties/Task:

Contributing to the development of the IDP and its review processes through all its phases and to the compilation of the subsequent annual budget. Develop Service Delivery and Budget Implementation Plan (SDBIP) of the division. Manage the solid waste and verges by approving work schedules and activities. Inspect solid waste disposal measures to ensure the application of prescribed health measures at the dumping sites. Plan and manage all municipal projects in an environmentally conscious manner which embraces sustainable development.

POST NO. 07

Department : Community Services
No. of Post : Two (02)
Job Title : Traffic Officer
Immediate Supervisor : Manager Traffic and Law Enforcement
Duration : Permanent.
Remuneration : R 239 784.18 p.a Plus related statutory benefits and 13th Cheque, may also include 750km travelling Allowance pm, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

REQUIREMENTS

Candidate must have Grade 12, Traffic Officer Diploma. Valid Driver's License. No criminal record.

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DUTIES/TASKS

Responsible for road safety. Respond to incident calls to attend to road incidents inclusive of traffic bottlenecks, breakdowns, and accidents. Secure the incident area and control the traffic flow for accidents. Identify and create alternative routes to direct traffic flow and to minimize congestion. Conduct joint operations with the relevant sector department to conduct routine stop and searches to curb criminal activity. Patrol shopping malls and observe the streets to identify non-conforming behaviours. Responsible for all policing activities etc.

POST NO.08

Department : Community Services
No. of Post : One (01)
Job Title : Superintendent Traffic and Law Enforcement
Immediate Supervisor : Manager Traffic and Law Enforcement
Duration : Permanent.
Remuneration : R376 271.22 p.a Plus related statutory benefits and 13th Cheque, may also include 750km travelling Allowance pm, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

REQUIREMENTS

Candidate must have Grade 12, Traffic Officer Diploma or equivalent qualification. Valid Drivers licence . No Criminal Record. 4 years' relevant experience.

DUTIES/TASKS

Responsible for road safety. Monitors the response to incident calls to attend to road incidents inclusive of traffic bottlenecks, breakdowns, and accidents. Monitor calls to attend to road incidents inclusive of traffic bottlenecks, breakdowns and accidents. Monitor the identification of alternative routes to direct traffic flow to minimize congestion. Conduct joint operations with the relevant sector department to conduct routine stop and searches to curb criminal activity. Responsible for all policing activities etc.

BUDGET AND TREASURY DEPARTMENT

POST NO 09

Department : Budget and Treasury
No. of Post : One (01)
Job Title : Senior Salary Clerk
Immediate Supervisor : Accountant Expenditure
Duration : Permanent.
Remuneration : R 269 959.32 p.a Plus related statutory benefits and 13th Cheque, Medical Aid, subject to meeting qualifying criteria.

Requirements:

Grade 12, Certificate in Municipal Financial Management or equivalent qualification. No Criminal Record. 2 years relevant experience.

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Duties/Tasks:

Administer and review the payment of all employees' salaries subject to approved policies, procedures and legislative requirements. Review the 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 employee. Balancing the salary control account by interfacing payroll system with financial system. Review salaries, third party payments; leave payments, bonuses, etc. to interface the payroll system with the finance system. Balancing the salary control account by interfacing payroll system with financial system. Handle personal or telephonic enquiries from employees pertaining to any payroll deductions (e.g. garnishee orders, loans, insurance, etc.).

PLANNING AND ECONOMIC DEPARTMENT

POST NO 10

Department : Planning and Economic Development
No. of Post : One (01)
Job Title : Manager Town Planning
Immediate Supervisor : Director Planning and Economic Development
Duration : Permanent.
Remuneration : R 549 922.22 p.a Plus related statutory benefits and 13th Cheque, may also include 850km travelling Allowance pm, cellphone allowance, Medical Aid, subject to meeting qualifying criteria.

Requirements:

Bachelor degree in Town Planning/Regional Planning or equivalent (NQF Level 7). Registration with the SACPLAN. 5 years' relevant experience of which three (3) years in supervisory role.

Duties/Task:

Contributing to the development of the IDP and its review processes through all its phases and to the compilation of the subsequent annual budget. Develop Service Delivery and Budget Implementation Plan (SDBIP) of the division. Compile reports and action land use findings. Review the final land use management file and prepare review notes, to resolve land use and spatial matters that were not completely addressed by Town Planners. Provide town planning comments on building plan submissions due to possible complications and legal action against the Municipality. Manage the execution of appropriate applications and/or analyse and synthesize relevant information to support detailed physical planning. Identifying appropriate spatial locations for specific land use need. Coordinate compliance of building inspection functions in terms of quality and performance. Provide town planning services for the Municipality.

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**

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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.**

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: 30 September 2024, 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

12/09/2024

DATE

