



**Ephraim Mogale**  
Local Municipality

# EPHRAIM MOGALE LOCAL MUNICIPALITY

## CAREER

Ephraim Mogale Local Municipality invites suitably qualified applicants to apply for the under-mentioned posts. Ephraim Mogale Local Municipality is committed to employment practices as enshrined in the Employment Equity Act. People living with disabilities; Coloureds; Indians and women are encouraged to apply.

**DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER (MARBLE HALL)**

### DIRECTOR INFRASTRUCTURE (X1)

**REPORTING TO:** MUNICIPAL MANAGER

**REMUNERATION:** R 769 844.00 - R864 994.00 - R960 143.00 p/a

**EMPLOYMENT PERIOD:** A five year fixed term employment contract with the signing of employment contract; performance contract and disclosure of financial interest in terms of municipal systems act 32 of 2000 as amended by act 7 of 2011.

**Kindly take note that candidate/s recommended for appointment to the post of a senior manager must undergo a competency assessment test in accordance with Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers; Chapter 3 section 16 (1).**

**Requirements:** Bachelor of Science Degree in Engineering, B.Tech: Engineering/or equivalent • Minimum of five (5) years' experience at middle management level as a programme/project manager, and 3-4 years must be at professional/ management level of engineering experience • Good knowledge and understanding of relevant policies and legislation • Good knowledge and understanding of supply chain management regulations and Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) • Must have extensive knowledge of public office environment, and must be able to formulate engineering master planning, project management and implementation • A valid driver's license • Meeting minimum competency levels as per MFMA as well as competency requirement by MSA and Computer knowledge (MS Word and Excel) will be an added advantage • Certificate of competency as required in terms of General Machinery Regulations, 1988, or registration with a recognized relevant engineering professional body will be an added advantage.

**Competency requirements:** Strategic Direction and Leadership • People Management • Program and Project Management • Financial Management • Change Leadership • Governance Leadership Moral Competency, Planning and Organizing • Analyzing and Innovation • Knowledge and Information Management • Communication • Results and Quality Focus • Good governance • Knowledge of performance management system.

**Key responsibilities:** Management of the design, construction, monitoring and maintenance of municipal infrastructure • Knowledge of computer based on Civil Design Programmes • Provide strategic guidance and leadership pertaining to infrastructure services • Effective management and utilization of human capital • Manage the Department of Infrastructure Services in accordance with the relevant Municipal Legislations • Implement the relevant part of the Municipality's integrated development plan and monitor the progress with regard to implementing of the Service 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 • Lead, direct and manage staff within the Department so that they are able to meet the organizational objectives • Planning for the department • Budget compilation and implementation thereof • Policy development, implementation and monitoring • Management and monitoring of capital projects • Management and supervision of subordinates and service providers/consultants.

**DEPARTMENT: BUDGET AND TREASURY**

### DEPUTY CHIEF FINANCIAL OFFICER (X1)

**REPORTING TO:** CHIEF FINANCIAL OFFICER

**REMUNERATION:** R 516 950.24 p/a

**Requirements:** At least a National Diploma in fields of Accounting • Finance or Economics OR National Diploma: Public Finance Management and Administration or Equivalent with four years' experience of which at least one year must be at middle management level, Computer Literacy, Ability to handle confidential information, Good Communication Skills • A valid Driver's license • MFMP/CPMD Certificate of competency as per MFMA will be an added advantage • Knowledge on Munsoft and Caseware systems will be an added advantage • Experience in Compilation of Financial Statements.

**Duties / Tasks:** Deputize the Chief Financial Officer and therefore be responsible and accountable for all the functions of the Chief Financial Officer in his/her absence • Manage daily activities for accounting, account payables and cost account • Manage monthly closing processes, including reconciliations and analysis of related accounts • Coordinate, develop and update written policies and procedures over the financial reporting process • Staff Supervision • Conduct appraisals to measure performance and objective accomplishments against agreed targets and reviewing goals and setting new objectives • Evaluating and recommending on the applicability of specific key performance indicators and measures against outcomes detailed in the departments Business and Strategic Plan • Manage the reporting division • Manages the process on compilation of Annual Financial Statements in terms of Chapter 12 of the MFMA • Compile credible monthly, quarterly, mid-year and annual reports and GRAP compliant Financial Statements • Performs monthly audit readiness by coordinating on monthly basis the preparation of the audit file • Coordinate and facilitate all internal control procedures associated with the compilation of Annual Financial Statements • Keeps and control the Loans Register • Assist in the handling of Commitment Register and Retention Register • Ensures that all ledger accounts are reconciled • Perform the bank reconciliation • Assists with the compilation and monitoring of the audit action plan • Report on relevant matters • Assist in the compilation of SDBIP.

**For the post of Director Infrastructure please forward your application on the duly completed APPLICATION FORM for Senior Managers's post (which can be obtained from municipal website: [www.ephraimmogalelm.gov.za](http://www.ephraimmogalelm.gov.za) and also from any municipality in South Africa); and for Non-Senior post you are required to duly complete Application form for Non-Senior posts also obtainable from the above website. Applications must be accompanied by CV; certified copies of required qualifications; Identity document and driver's license where applicable, to the: Municipal Manager, Ephraim Mogale Local Municipality, P.O. Box 111, MARBLE HALL, 0450. Faxed and e-mailed applications will not be accepted. More information can be obtained from the telephone number (013) 261 8400; (013) 261 8425 or (013) 261 8431, during office hours. Ephraim Mogale local municipality reserves the right to fill or not to fill these posts.**

**NB: Fraudulent qualifications or documentation, including driver's license, will immediately disqualify any applicant. A candidate who canvasses any Councillor or Municipal Officials for preference will immediately be disqualified from the selection process and/or from appointment. Note that Reference check and Security clearance or vetting will be conducted on the shortlisted candidates.**

**CLOSING DATE: 20TH APRIL 2018.**

**Should applicants not be notified of the outcome of their application within three (3) months after the closing date, they should regard their application as unsuccessful, as there will be no further correspondence.**

**MATHEBELA MM - MUNICIPAL MANAGER**