

MOGALAKWENA LOCAL MUNICIPALITY

hereby invites applications from experienced, qualified, innovative, committed, energetic individuals with vision for appointment to the following positions:

OFFICE OF THE MUNICIPAL MANAGER CHIEF INTERNAL AUDITOR (Ref. No. 1001MM)

Duties:

Reporting directly to the Municipal Manager, the incumbent will perform the following duties:

- Manage the internal audit function
- Co-ordinate specific processes to support the formulation of the Audit Plan and Program
- Monitor compliance and conducting investigations to determine the extent of variation or non-conformance to statutory requirements, policies and procedures
- Preparing and presenting comments and opinions and providing guidance on the interpretation of principles to enable re-alignment of functions
- Manage staff within the section
- Perform any other reasonable task.

Requirements:

Diploma in Internal Auditing or B Comm Internal Auditing and 3 years' experience in local government and auditing. Basic knowledge of MFMA, Municipal Systems Act and Preferential Procurement Act.

Salary Scale: R 317 842, 00 per annum

DIVISIONAL HEAD: PERFORMANCE MANAGEMENT SYSTEMS (RE-ADVERTISEMENT – those that have applied before need not re-apply as they will be considered)

Duties

Reporting directly to the Chief Operations Officer, the incumbent will perform the following duties:

- Develop institutional service delivery and budget implementation (SDBIP) which is aligned to the IDP
- Roll out PMS to all levels in the institution
- Ensuring that section 56 managers prepare quarterly reports in line with the institutional SDBIP
- Develop a document to be used for quarterly reporting
- Develop policy / procedure to review performance as per SDBIP
- Review quarterly reports submitted by section 56 managers
- Prepare a consolidated report on performance quarterly and annually
- Review the SDBIP after adjustment budget to ensure alignment
- Compile performance annual report and non-financial census report of the municipality
- Perform any other reasonable tasks.

Requirements:

A tertiary qualification in Public management / Local government or equivalent qualification and at least 4 years' experience in local government. Computer literacy and a possession of a valid driver's license. Knowledge of the MFMA, Municipal Systems Act, Municipal Structures Act, Preferential Procurement Act and other legislation governing local government.

Salary Scale: R 317 842, 00 per annum

MANAGER IN THE OFFICE OF THE MAYOR (Contractual to the term of the current mayor)

Duties:

Reporting directly to the Mayor, the incumbent will perform the following duties:

- Planning and overseeing implementation of projects
- Managing and co-ordination of special programmes at local level
- Develop departmental vision and strategy and ensures implementation
- Monitor and supervise activities of staff
- Plan and supervise utilization of resources
- Brief Mayor on political and special programmes matters of concern and secures information required for proper action
- Promote district commitments on special programmes (disability, traditional affairs, HIV/AIDS awareness and gender affairs) to arrange special programmes of the council
- Raise awareness about special programmes issues and advocate for special programmes sensitively and equality
- Handles the advising, researching, advocacy and monitoring of legislation / policy/ strategy that relate to special programmes development
- Responsible for the financial administration of the special programmes
- Perform any other reasonable task.

Requirements:

An appropriate degree / diploma or equivalent. NQF level 6 and possess management skills, strategic planning skills, good interpersonal relations and budgetary skills and experience in working with communities.

Salary Scale: R 317 842, 00 together with a role playing allowance

**DRIVER TO THE MAYOR
(Contractual to the term of the current mayor)**

Duties:

Reporting directly to the Mayor, the incumbent will perform the following duties:

- Drive Mayor by keeping strictly to the roster assigned;
- Comply with Occupational Health and Safety requirements by ensuring safe operation of the vehicle;
- Maintain vehicle by ensuring it is serviced on time;
- Perform any other reasonable task.

Requirements:

Grade 10 plus a valid driver's license, ability to communicate clearly and 2 years experience

Salary Scale: R 134 956, 00 – R 151 163, 00 together with a role playing allowance

**SECRETARY TO THE SPEAKER
(Contractual to the term of the current speaker)**

Duties:

Reporting directly to the Speaker, the incumbent will perform the following duties:

- Act as personal assistant and receptionist • Perform general administrative functions • Keep record of meetings
- Provide an efficient and reliable secretarial function
 - Provide an efficient and friendly reception function
- Typing of reports and correspondences • Maintain office procedures • Maintain the Speaker's diary • Perform any other reasonable task.

Requirements:

Grade 12 plus appropriate qualification and experience. Computer literacy is a pre-requisite. Potential applicants must at least be able to maintain a typing speed of 35 w.p.m. Candidates will be tested for typing skills and speed.

Skills: Knowledge of Planning, Organizing, Communication, Time Management and Filing skills.

Salary Scale: R 154 300, 00 – R 175 553, 00 together with a role playing allowance

**SECRETARY TO THE CHIEF WHIP
(Contractual to the term of the current chief whip)**

Duties:

Reporting directly to the Chief Whip, the incumbent will perform the following duties:

- Act as personal assistant and receptionist • Perform general administrative functions • Keep record of meetings
- Provide an efficient and reliable secretarial function
 - Provide an efficient and friendly reception function
- Typing of reports and correspondences • Maintain office procedures • Maintain the Chief Whip's diary • Perform any other reasonable task.

Requirements:

Grade 12 plus appropriate qualification and experience. Computer literacy is a pre-requisite. Potential applicants must at least be able to maintain a typing speed of 35 w.p.m. Candidates will be tested for typing skills and speed.

Skills: Knowledge of Planning, Organizing, Communication, Time Management and Filing skills.

Salary Scale: R 154 300, 00 – R 175 553, 00 together with a role playing allowance

PERFORMANCE MANAGEMENT SYSTEMS OFFICER

Duties:

Reporting directly to the Divisional Head: Performance Management System, the incumbent will perform the following duties:

- Render support to departments
- Assist in the coordination of the performance management System activities
- Assist in the coordination processes of Performance management
- To ensure compliance

with legislative requirements • Render divisional management support • Compile reports regarding performance management • Perform any other reasonable task.

Requirements:

B.Degree or N. Diploma in Human Resources Management or public Management or Equivalent qualification. Must have 2 – 3 years experience in performance management.

Salary Scale: R 248 056, 00 – R 273 900, 00 per annum

COMMUNICATION OFFICER

Duties:

Reporting directly to the Divisional Head: Communication, the incumbent will perform the following duties:

- Prepare media invitations for the municipality • Prepares and writes media release during municipal events • Help and maintain positive reputation for the municipality • Working closely with Municipal Liaison Officer's • Develop and maintain relationship with journalist and media outlets; • Arranging networking sessions with the media • Perform photographic and videography duties • assist in writing content and updates for website • Perform any other reasonable task.

Requirements:

Tertiary qualification in Public Relations, Journalism or a related field. Extensive experience in copywriting and proofreading within a Public Relations, Journalism or Communications role. Previous experience in media relations and a track record in securing media coverage. Experience in online communications including: developing and implementing online strategies and maintaining websites.

Salary Scale: R 219 079, 00 – R 241 979, 00 per annum

**DEPARTMENT OF FINANCE
DIVISIONAL HEAD: SUPPLY CHAIN MANAGEMENT**

(RE-ADVERTISEMENT – those that have applied before need not re-apply as they will be considered)

Duties

Reporting directly to the Deputy Manager Finance, the incumbent will perform the following duties:

- Manage supply chain management section • Manage the budget for the section • Ensure that database is constantly updated • Set up effective supply partners and establish mutually beneficial contracts • Ensure effective distribution and delivery of goods and services • Compile evaluation reports, agendas and minutes for bid adjudication purposes for all projects approved on the budget • Perform any other reasonable task.

Requirements:

B. Degree or Diploma in supply chain management / procurement plus compliance with the municipal regulation on minimum competency levels, 2007.

3 years' experience in procurement management / administration preferable in local government.

Leadership and management skills, people management, procurement management, demand and strategy planning management & working knowledge of all the applicable legislation. Computer literacy.

Salary: R 317 842, 00 per annum

**DEPARTMENT OF COMMUNITY SERVICES
DIVISIONAL HEAD: CLEANSING (Ref.No.4001CS)**

Duties:

Reporting directly to the Manager Community Services, the incumbent will perform the following duties:

- Manage the division's budget and have a thorough knowledge of MFMA • Manage external contracts • Liaise with external / internal organizations / institutions • Perform administrative functions • Manage the personnel function in the division. Asset Management. Fleet Management. Manage the cleansing services • Manage Risk, Audit and PMS activities. Perform any other reasonable task.

Requirements:

An appropriate diploma or equivalent. NQF level 6 and possess management skills, strategic planning skills, operational planning skills, good interpersonal relations and budgetary skills and experience in working with communities.

Minimum of 6 years' experience in local government.

Salary Scale: R 317 842, 00 per annum

SUPERINTENDENT – PARKS & RECREATION (Ref.No.2002CS)

Duties:

Reporting directly to the Divisional Head: Parks & Recreation, the incumbent will perform the following duties:

- Supervise staff
- Asset Management. Fleet Management. Inventory Control. Perform administrative functions
- Liaise with subordinates about issues of Health & Safety
- Perform any other reasonable task.

Requirements:

Grade 12, be able to read, write and communicate clearly and 2 years' experience in management (National Diploma or equivalent an added advantage).

Skills: Knowledge of Planning, Organizing, Communication, Time Management and Filing skills.

Salary Scale: R 248 056, 00 – R 273 900, 00 per annum

DEPARTMENT TECHNICAL SERVICES ENGINEERING TECHNICIAN (Ref.No.1201TS)

Duties

Reporting directly to the Divisional Head: Water & Sanitation, the incumbent will perform the following duties:

- Supervise staff within section
- Control section's budget
- Perform administrative tasks
- Control municipal assets and inventory at Wastewater Treatment Plants and Pump Stations
- Ensure plant components are in good working condition
- Perform sampling and analysis of wastewater within the plant and from customers
- Perform any other reasonable task.

Requirements:

Grade 12 and a Diploma in Civil Engineering / Water Care or BSc in Water and Sanitation, plus five (5) years' experience in water treatment.

Salary Scale: R 248 056, 00 – R 310 044, 00 per annum

Closing date: 4 September 2015

Mogalakwena Municipality is committed to employment equity and applications from designated groups are encouraged.

NB: The language policy of the Council is English

Appointments on the above-mentioned positions will be on the competency of the Municipal Manager and no canvassing will be allowed.

Due to high crime rate/fraud enquiries should strictly be directed to:

Ms. K Bontsi – (015) 491 9634

Ms. S Baloyi – (015) 491 9794

The compulsory Mogalakwena Municipality's application form (obtainable from www.mogalakwena.gov.za or from the Mogalakwena municipal offices) and certified copies of qualifications should be sent to The Acting Manager: Corporate Support Services, P O Box 34, Mokopane, 0600. If there is insufficient space on the application form, a CV could be attached for additional information.

ONLY CANDIDATES WHO COMPLETE THE APPLICATION FORM IN FULL AND ATTACH CERTIFIED COPIES OF QUALIFICATIONS WILL BE CONSIDERED DURING SHORT LISTING.

PLEASE NOTE THAT FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED.

Should you not hear from us two months after the closing date you may assume that your application was unsuccessful. No further correspondence will be entered into with regard to this matter.



54 Retief Street
Box 34
MOKOPANE
0600

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