

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
DIVISIONAL HEAD: PERFORMANCE MANAGEMENT SYSTEMS**

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

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

Duties:

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

- Provide sufficient and effective administrative services and support to the office of the Mayor
- Administration of incoming and outgoing mail of the Mayor
- Handle the Mayor's invitations and arrange travelling logistics in consultation with the Mayor and other officials in the office
- Manage the diary of the Mayor
- Manage budget for refreshments in the office of the Mayor
- Handle of office stationery and filing
- General typing in the Mayor's office
- 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.

Must be familiar with service delivery issues in Mogalakwena Municipality

Skills: Organizing executive meetings, Communicating with stakeholders, Time Management and Filing skills.

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

INTERNAL AUDIT INTERN (2 years fixed-term contract)

Duties:

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

- Assist the audit team in conducting internal audits in line with the audit methodology
- Reporting the audit findings to the Chief Internal Auditor
- Assist in compiling draft audit reports to management summarizing audit findings, root causes, risk and making recommendations
- Assist in compiling audit committee packs
- Perform any other reasonable task.

Requirements:

A tertiary internal auditing qualification or equivalent, with internal auditing / Auditing and financial accounting as major subjects. Practical knowledge of MS Office. No experience is required. Preference will be given to Mogalakwena local residents.

Salary Scale: R102 918-00 per annum

**PLANNING AND DEVELOPMENT SERVICES
DIVISIONAL HEAD: TOWN PLANNING**

Duties:

Reporting directly to the Deputy Manager Planning & Development Services, the incumbent will perform the following duties:

- Manage land use by conducting forward planning in terms of availability of land
- Report to council on planning issues
- Promote development by advising potential investors
- Manage the personnel function by allocating tasks and providing guidance
- Manage the divisions budget
- Perform any other reasonable task.

Requirements:

Grade 12 plus an appropriate degree / national diploma in town and regional planning. Technical expertise is required. Must be computer literate (GIS program). 3-4 years relevant experience is required.

Salary Scale: R 317 842, 00 per annum

**DEPARTMENT OF COMMUNITY SERVICES
SECRETARY (Ref. No. 0004CS)**

Duties:

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

- Provide an efficient and reliable secretarial function
- Provide an efficient personal assistant function to the Manager Community Services
- Maintain office procedures
- Perform general administrative function
- Typing of reports and correspondences
- Keep record of meetings and maintaining the manager's diary
- Perform any other reasonable task.

Requirements:

Grade 12 plus a three year appropriate qualification and 3 years secretarial experience. Computer literacy and extensive knowledge of WORD and EXCEL is a pre-requisite. Potential applicants must at least be able to maintain a typing speed of 40 w.p.m. Candidates will be tested for typing skills and speed and other relevant secretarial functions.

Salary Scale: R 154 300, 00 – R 175 553, 00 per annum

ACCESS CONTROLLER (Ref.No.1105EE)

Duties:

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

- Control vehicles entering the dumping site
- Control waste
- Control refuse dump site
- Ensure safety compliance within the dumping site
- Perform any other reasonable tasks.

Requirements:

Grade 12 and must be able to compile systematic records and communicate.

Salary: R 76 825, 00 per annum

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

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

PROCUREMENT OFFICER (Ref. No.1201FD)

Duties:

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

- Manage the procurement program
- Manage municipal stores and stocks by ensuring effective distribution of goods and delivery of services
- Providing all departments with information regarding suppliers from the database
- Identify and implement control measures and procedures with regard to streamlining supply chain management and areas of identified weaknesses
- Perform any other reasonable tasks

Requirements:

Appropriate Diploma / B Degree in Finance or Supply Chain Management and two years appropriate proven experience in the field of local government finance, procurement and tender administration. The applicant must also have good oral and written communication skills and be computer literate.

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

ACCOUNTANT: BUDGET & TREASURY (Ref. No.3002FD)

Duties:

Reporting directly to the Divisional Head: Budget & Treasury, the incumbent will perform the following duties:

- Ensuring that bank reconciliations are done
- Balancing the interest rates
- Balancing of investments
- Implementation of the MFMA
- Ensuring compliance with GAMAP
- Perform any other reasonable tasks

Requirements:

Appropriate Diploma / B Degree in Finance and three years appropriate proven experience in the field of local government finance. The applicant must be computer literate.

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

FINANCIAL MANAGEMENT INTERNS (2 years fixed contract) 2 posts

Duties:

Reporting directly to the Divisional Head: Budget and Treasury, the incumbent will perform the following duties:

- Assist in the implementation of GRAP and budget reform;
- Developing statistical reporting module;
- Electronic data capturing and general financial administration;
- Assist in all areas of financial management within the department.

Purpose:

The project is an initiative of National Treasury's Financial Management and Budget Reform Program for the appointee to gain practical experience in local government financial management and geared towards a career in local government.

Requirements:

Applicants must be from previously disadvantaged community and graduates who are unemployed. Must also have a B Comm. Degree or equivalent preferably majoring in Accounting, Economics or Business Economics. The applicant must also have good oral and written communication skills and be computer literate. Preference will be given to Mogalakwena local residents

Salary Scale: R 102 918, 00 per annum

**DEPARTMENT OF CORPORATE SUPPORT SERVICES
INFORMATION TECHNOLOGY INTERN
(2 years fixed contract)**

Duties:

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

- Configuration and management of server's application and storage
- Backup and recovery
- Configuration and management of network
- Security management
- Installation of communication network
- User support
- Perform any other reasonable tasks.

Requirements:

A 3- year tertiary qualification in Information Technology. No experience is required. Preference will be given to Mogalakwena local residents

Salary Scale: R 102 918, 00 per annum

**DEPARTMENT OF ELECTRICAL SERVICES
TECHNICIAN (Ref.No.2201EE)**

Duties:

Reporting directly to the Divisional Head: Rural Maintenance and New Projects, the incumbent will perform the following duties:

- Manager safety procedures by checking that the distribution of electricity complies with the required standards and level of safety
- Perform installation, maintenance and repair tasks
- Ensure that all legal instructions, procedures, by-laws and council resolutions are complied with
- Control High Tension Switching up to 33000 volts
- Perform administrative tasks;
- Supervise staff;
- Perform any other reasonable tasks.

Requirements:

Electrician's trade certificate and National diploma in electrical engineering, N6 or T3 (S4) and 5 years relevant experience.

Salary Scale: R 287 817, 00 – R 310 044, 00 per annum

OPERATOR (Ref.No.1105EE)

Duties:

Reporting directly to the Driver / Team supervisor, the incumbent will perform the following duties:

- Operate specialized tools and equipment's (compressor, jackhammer, hoses, tarred road cutter, chainsaw etc.)
- Daily maintenance of tools i.e. inspection and cleaning
- Supervise tasks
- Perform general tasks by painting and boiler making
- Perform any other reasonable task.

Requirements:

Grade 10 plus Operator's certificate and two years' experience.

Salary Scale: R 86 945, 00 – R 94 983, 00 per annum

HANDYMAN ASSISTANT (Ref.No.2108EE)

Duties:

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

- Assist with manual labour tasks
- Clean the vehicles
- Assist the Handyman
- Perform any other reasonable task.

Requirements:

Grade 10 and be able to read and write and identify tool plus 2 years' experience.

Salary Scale: R 82 710, 00 – R 86 945, 00 per annum

**DEPARTMENT OF TECHNICAL SERVICES
SUPERVISOR**

Duties:

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

- Supervise staff within the sections
- Perform administrative tasks
- Perform maintenance tasks to the roads and storm water infrastructure.
- Perform any other reasonable task.

Requirements:

Grade 12 plus related certificate. Driver's License Code EB. Be able to read and write, take decisions. 3 years' experience.

Salary Scale: R 154 300, 00 – R 175 553, 00 per annum

**TEAM LEADER
(3 posts)**

Duties:

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

- Supervise allocated teams
- Compile daily production records
- Identify and quantify work
- Driving staff to and from site
- Submit prescribed reports to line function
- Perform any other reasonable task.

Requirements:

Grade 12 plus driver's license code C or higher. Be able to read and write. Be physically strong and be able to withstand pressure. 2 years' experience

Salary Scale: R 86 945, 00 – R 94 983, 00 per annum

**GENERAL WORKER (Ref.No.2113TS)
(7posts)**

Duties

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

- Perform manual tasks by digging trenches, doing road patching tasks and fixing pavements
- Perform any other reasonable task.

Requirements:

Grade 8, be able to read and write. Be physically strong and withstand all weather conditions

Salary: R 76 825, 00 per annum

BENEFITS: As application to local municipality

Closing date: 20 February 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**

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
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Notice number: 12/2015
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