



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

DEPARTMENT OF FINANCE
DEPUTY CHIEF FINANCIAL OFFICER

Duties

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

- Determine the strategic direction of the department based on the Municipalities Integrated Development Plan, the SDBIP and Operational Plans
- Evaluate the performance of the Finance Department in terms of municipal financial indicators, good practice financial indicators and determine the Municipalities targets for the long, medium and short term against the indicators
- Advise and assist the CFO with financial reporting, budget allocations and implementation
- Plan, develop and implement financial policies, controls and systems in order to effect and support good financial management and decision-making practices and compliance
- Forecast the revenue and expenditure requirements of the Municipality and assess the impact thereof on the municipality's financial position and performance and develop appropriate strategies to ensure the financial sustainability of the Municipality
- Communicate the Strategic objectives to the Department and delegate responsibility and accountability
- Monitor that all divisional managers have performance plans in accordance with the Municipalities Performance Management policies and practices
- Monitor and manage attendance, performance, discipline and grievances of staff in the office and of direct reports
- Determine staff levels and prepare motivations for the filling of vacancies to complement functional objectives and requirements
- Conduct appraisals to measure performance against agreed objectives, counsel and consult with personnel on developmental goals, career paths and short-term targets and standards.

Requirements:

Grade 12, Bachelor's Degree / B Tech in Financial Management / Financial Accounting, Certificate in Municipal Financial Management Programme (added advantage). 6 years' experience of which 4 years must be middle management in financial management. Knowledge of GRAP. Proven track record of operational financial management. Experience in financial and performance reporting. Computer literacy. Excellent communication and leadership.

Salary Scale: R842 925, 00 per annum

DEPARTMENT OF TECHNICAL SERVICES
TECHNICIAN – PMU

Duties:

Reporting directly to the Divisional Manager: PMU: the incumbent will perform the following duties:

- Project management
- Reporting and communication
- Achievement of Safety, Health, Environment, Risk and Quality (SHERQ) Standards for the projects.
- Staff supervision

Requirements:

B Degree in Civil Engineering or equivalent
Project Management certificate will added advantage
Registration as a Professional Technologist
Code B Driver's License
3 – 4 years' relevant experience

Salary Scale: R 485 589, 00 – R 523 083, 00 per annum

DEPARTMENT OF PLANNING AND DEVELOPMENT SERVICES
DIVISIONAL HEAD: LOCAL ECONOMIC DEVELOPMENT

Duties:

Reporting directly to the Manager Planning and Development Services: the incumbent will perform the following duties:

- Provide Local Community Development strategic support to municipality
- Co-ordinate and implement local business strategy to ensure economic development community
- Establish, manage and evaluate local business strategic investment initiatives and projects
- Registration and licensing of SMMEs.
- Coordination of SMME training or capacity building programs
- Provide operational divisional reports and manage stakeholder relationship
- Human resources management
- Management of division's budget
- Update the LED analysis during Integrated development planning (IDP) phases. Coordination of the LED strategy projects.
- Manage the outdoor advertising. Coordination of the Social Labour Plan and Corporate Social Investment by the mines.
- Manage and coordinate the tourism activities in the area.
- Organize the LED stakeholder forum. Management and Coordination of the flea market.
- Manage and coordinate activities relevant to the museum.

Requirements:

Bachelors' Degree in Business Administration / Economics or equivalent
Code B Driver's License
5 years relevant working experience of which 3 years must be in a supervisory level

Salary Scale: R 536 244, 00 per annum

PROFESSIONAL OFFICER

Duties:

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

- Conduct researches related to the museum on the history of the area.
- Marketing of the museum

to educate the public

- Develop and implement museum calendar activities
- Manage the day to day running of the museum facility
- Submission of monthly reports to the Divisional Head
- Supervision of staff
- Input into the sub-unit's budget.

Requirements:

National Diploma in Marketing / Public Management / Development Studies and Computer Literacy
Code B Driver's License
2 – 3 years relevant experience

Salary Scale: R 418 503, 00 – R 462 102, 00 per annum

COMMUNITY DEVELOPMENT COORDINATOR

Duties:

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

- Coordinate the facilitation of service delivery projects of the municipality
- Coordinate the establishment of the Project Steering Committees and appointment of the community liaison Officers for Capital projects
- Communicate all project stages to the established community structures
- Develop a standard working procedures for Institutional and Social Development
- Manage activities and procedures associated with monitoring personnel and performance
- Providing Advisory role to Service Delivery Departments and Management on social matters of all projects

Requirements:

Bachelor's Degree in Social Science or equivalent
Project Management certificate
Code B Driver's License
3 – 4 years relevant experience

Salary Scale: R 485 589, 00 – R523 083 per annum

COMMUNITY DEVELOPMENT OFFICER
(2 posts)

Duties:

Reporting directly to the Community Development Coordinator, the incumbent will perform the following duties:

- Conduct project awareness to communities
- Establish the project Steering committee and CLO appointments
- Facilitate the training of all project steering committees and community liaison officers for all projects during the implementation stage
- Formulating the Institutional and Social Development operating methodology and communication strategy
- Keep records of community Meetings

Requirements:

National Diploma in Public Management \ Development Studies and Computer Literacy
Code B Driver's License
2 – 3 years relevant experience

Salary Scale: R 418 503, 00 – R 462 102, 00 per annum

IDP DATA OFFICER

Duties:

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

- Collect all data related to IDP development from various sources
- Interpretation of the data into meaningful IDP information
- Capturing of information into IDP phases
- Keep record of all information in the IDP process plan
- Advise IDP Officer of any information that is outstanding in the development of the IDP
- Preparation of presentations on IDP for community participation

Requirements:

Grade 12 plus National Certificate in Office Admin / Public Admin plus Advanced Computer Literacy certificate.
1 year experience

Salary Scale: R 310 791, 00 – R 360 573, 00 per annum

Closing date: 10 November 2023

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 or Ms. S 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 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.