



MOGALAKWENA LOCAL MUNICIPALITY

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

**DEPARTMENT OF FINANCE
ACCOUNTANT: BUDGET**

Duties:

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

- Budget preparation and consolidation
- Budget monitoring and reporting
- Annual financial statement inputs
- Staff supervision

Requirements:

- Grade 12 with National Diploma in Accounting/Cost Management Accounting or equivalent
- Municipal Financial Management Act Programme Certification
- No criminal record
- 2 – 3 years' relevant experience

Salary Scale: R 397 062, 00 – R 438 426, 00 per annum

ACCOUNTANT: REVENUE

Duties:

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

- Prepare monthly billing for revenue collection
- Prepare debtors control journals
- Prepare reconciliation
- Manage cash collected
- Staff supervision

Requirements:

- Grade 12 plus National Diploma in Finance/Accounting/ Cost & Management Accounting/ Internal Auditing or Equivalent
- Municipal Finance Management Act Programme Certification
- No criminal record
- 2 – 3 years' relevant experience

Salary Scale: R 397 062, 00 – R 438 426, 00 per annum

ACCOUNTANT: SALARY

Duties:

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

- Payroll processing
- Administer the payroll system
- Staff supervision

Requirements:

- Grade 12 plus National Diploma in Financial Management/Accounting or equivalent
- Municipal Finance Management Programme Certification
- No criminal record
- 2 – 3 years' relevant experience

Salary Scale: R 397 062, 00 – R 438 426, 00 per annum

**DEPARTMENT OF TRAFFIC AND EMERGENCY SERVICES
DIVISIONAL HEAD: TRAFFIC**

Duties:

Reporting directly to the Manager Traffic and Emergency Services, the incumbent will perform the following duties:

- Traffic management and enforcement
- Manage human resources in the section
- Manage the division's budget
- Manage communication of the division
- Integrated development planning

Requirements:

Grade 12 plus B Tech/ B. Degree in Traffic Management or ITO 3

Valid drivers' license

5 years relevant experience (of which 3 years should be at supervisory level)

Salary Scale: R 508 770, 00 per annum

SUPERINTENDENT: TRAFFIC (Ref.No.2012TE)

Duties:

Report directly to the Senior Superintendent Traffic, the incumbent will perform the following traffic duties:

- Provide efficient performance of operational tasks in the section.
- Perform administrative tasks
- Supervise personnel in the section.

Requirements:

Grade 12 plus National Diploma Traffic Management / ITO 2 or equivalent and registration as a traffic officer / peace officer

Valid Driver's license (code B)

No criminal offence a

3 - 4 years' experience

Salary: R 294 867, 00 – R 387 336, 00 per annum

SENIOR TRAFFIC OFFICERS (Ref.No.2012TE)

3 posts

Duties:

Report directly to the Superintendent Traffic, the incumbent will perform the following traffic duties:

- Ensuring the visibility of patrolling officers on road networks.
- Controlling and arranging traffic.
- Identifying and reporting problem areas and shortcomings in the existing infrastructure regarding the traffic flow.
- Removing posters.
- Ensuring the prosecution of trespassers according to relevant legislation.
- To ensure that an adequate traffic control function is provided.
- Collaborate, and ensure the collaboration of officers, with other law enforcement officials by
- Setting-up of speed traps to enforce speed limits.

Requirements:

Grade 12 plus Basic Traffic Diploma plus ITO 1.

Driver's license Code B.

Be registered as traffic officer.

No criminal record

2 - 3 years' experience

Salary: R 246 987, 00 – R 340 099, 00 per annum

TRAFFIC OFFICER (Ref. No. 2103TE)

2 posts

Duties:

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

- Perform the duties of a traffic officer in accordance with the traffic division policy procedures as well as the road and traffic act and fire legislation
- Perform traffic duties by patrolling roads networks, arranging and controlling traffic
- Identifying and reporting problem areas and shortcomings in the existing infrastructure regarding the traffic flow
- Collaborate with other law enforcement officials by setting speed traps to enforce speed limits
- Setting road blocks in conjunction with SAPS and SADF for law enforcement and to promote awareness of traffic law enforcement
- Provide a fire brigade service by fighting fires and protecting property
- Respond to all emergencies, incidents and complaints by answering telephone calls and responding to direct linked alarm systems
- Control equipment by ensuring that all vehicles are always clean, filled up and in good running condition

Requirements:

Grade 12 plus traffic diploma and in depth knowledge and understanding of traffic. 1 year relevant experience and must not have a criminal record. Driver's license Code B.

Salary Scale: R 216 021, 00 – R 281 010, 00 per annum

DIVISIONAL HEAD: LICENSING

Duties:

Reporting directly to the Manager Traffic and Emergency Services, the incumbent will perform the following duties:

- Management of testing, registration and licensing
- Management of systems and administration
- Stakeholder management
- Manage staff in the division
- Manage the division's budget
- Identification of key deliverables and immediate goals of the division

Requirements:

Bachelor's degree in Public Administration / Management or equivalent.

Valid drivers' license

5 years relevant experience (of which 3 years should be at supervisory level)

Salary Scale: R 508 770, 00 per annum

MANAGEMENT REPRESENTATIVE

Duties:

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

- Develop and implement operational plan/s and workflow for the driver/learner testing section
- Driver and learner testing management
- Investigation of corruption and bribes
- Human resources management on a daily basis.

Requirements:

Grade 12 plus Examiner of Vehicles Diploma, Registration as an Examiner of Driver's License, EC Driver's License.

Registration as an E-Natis full end user

No criminal record

2 – 3 years' relevant experience

Salary Scale: R 397 062, 00 – R 438 426, 00 per annum

LICENSING ADMINISTRATION OFFICER (Ref. No. 3202TE)

3 posts

Duties:

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

- Provide an efficient, reliable and effective Licensing service in accordance with relevant laws and by-laws
- Processing and issuing licenses
- Marking card licenses;
- Registration and renewals of motor vehicle licenses
- Keeping record of ISS forms and keeping registers
- Keeping cash float and cashing up at the end of the day
- Answering telephonic enquiries and assisting public

Requirements:

Grade 12 plus National certificate in Licensing / Public Administration and 1 - 2 years' experience.

Registration as e-Natis user with full end use course.

No criminal record

Salary Scale: R 246 987, 00 – R 281 010, 00 per annum

TESTING OFFICER (Ref. No. 3102TE)

Duties:

Reporting directly to the Management Representative, the incumbent will perform the following duties:

- Provide an efficient, reliable and effective testing services
- Ensure that licenses are issued in accordance with legislation
- Testing applicants for learners licenses and drivers licenses
- Conducting learners classes and marking tests
- Conducting eye tests
- Maintenance of the Testing Station
- Evaluate municipal drivers by testing them
- Supervise staff
- Perform administrative task

Requirements:

Grade 12 plus Examiner of Driver's License Diploma Grade A. Be a registered Testing Officer, Clean record at the criminal center SAPS and be willing to be subjected to criminal verification.

1 – 2 years' experience.

Salary Scale: R 246 987, 00 – R 281 010, 00 per annum

CLERICAL ASSISTANT (Ref.No.3203TE)

2 posts

Duties:

Reporting directly to the Information Clerk, the incumbent will perform the following duties:

- Liaise by assisting the public in driving and vehicle section
- Perform administrative duties by assisting with filing, typing and updating of records on systems.

Requirements:

Grade 12 and no criminal record
1 year experience.

Salary Scale: R 152 040 – R 167 289, 00 per annum

Closing date: 17 February 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 or hand deliver at the Frontdesk / Reception area of 54 Retief Street Mokopane. 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.

Municipal Manager

M.M Maluleka

54 Retief Street

Box 34

MOKOPANE

0600

Notice number: 19/2023