



MOGALAKWENA LOCAL MUNICIPALITY

VACANCIES

“The Arterial City of Choice”

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

DEPARTMENT OF FINANCE
DIVISIONAL MANAGER: REVENUE SERVICES

Duties:
Reporting directly to the Deputy Chief Financial Officer, the incumbent will perform the following duties:
● Revenue management strategic support to the municipality ● Billing management oversight ● Management of Credit Control / Revenue Collection ● Oversee compilation of periodic General Valuations and related processes ● Assist in all areas of financial management within the department ● Human resource management in the division ● Management of prepaid vending system and Municipal Vendors Management of prepaid vending system and Municipal Vendors ● Implementation of the Indigent policy

Requirements: Must have Matric plus BCom degree, 5 years relevant experience, of which 3 should be at supervisory level. Managerial experience at Local Government will be added advantage, knowledge of municipal systems, computer literacy, ability to work under pressure, good interpersonal skills, and accuracy when working with figures. Valid driver's license. Must have clean criminal record.
Salary Scale: R 536 244.00 per annum

FINANCIAL MANAGEMENT INTERNS (2 years fixed contract)

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: Must have a Bachelor's Degree / National Diploma or equivalent qualification majoring in Accounting. The applicant must also have good oral and written communication skills and be computer literate.
Applicants must be from previously disadvantaged community and graduates who are unemployed. Preference will be given to Mogalakwena local residents.

Salary Scale: R 102 000.00 per annum

DEPARTMENT OF COMMUNITY SERVICES
SUPERINTENDENT: WASTE MANAGEMENT

Duties:
Reporting directly to the Divisional Head: Waste Management, the incumbent will perform the following duties:
● Coordination and management of refuse collection ● Develop service plans for waste management services ● Ensure that safe working procedures are applied by performing spot inspections on plant and equipment's ● Community liaison and education ● Perform quality control on services rendered by physical observation and spot inspections and addressing non adherence to, with the service providers ● Landfill management ● Street and public ablution management ● Perform administrative and human resources related activities

Requirements: Grade 12 plus National Diploma in Environmental Science / Health or equivalent. Code B drivers' license and 2 – 3 years relevant experience.

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

SUPERINTENDENT – PARKS & RECREATION

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 - 3 years' experience in management (National Diploma or equivalent an added advantage).

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

SUPERVISOR - LANDFILL

Duties:
Reporting directly to the Superintendent Waste management, the incumbent will perform the following duties:
● Supervise staff in the section ● Landfill supervision ● Facilitate the registration of informal recyclers ● Coordinate access and permits in the landfill ● Monitor maintenance of all tools and equipment's

Requirements:
Grade 12 and National Certificate in Environmental Science / Management / Health? Waste Management or equivalent, a valid driver license and 1 year experience.

Salary Scale: R 260 325, 00 – R 296 184, 00 per annum

SUPERVISOR - SPORTS

Duties:
Reporting directly to the Swimming Pool Caretaker, the incumbent will perform the following duties:
● Maintain sports facilities of the municipality ● Supervise staff function in the section ● Maintain and ensure that machinery is always in good order ● Maintain vehicles in the section

Requirements: Grade 12 and National Certificate in Horticulture or equivalent. A valid drivers' license and 1-year relevant experience.

Salary Scale: R 260 325, 00 – R 296 184, 00 per annum

OPERATOR (EXCAVATOR)

Duties:
Reporting directly to the Supervisor, the incumbent will perform the following duties:
● Construct landfill cells ● Obtain cover materials ● Control runoff water ● Control equipment's

Requirements: Grade 10 plus heavy machine operator's license, 6 – 12 months experience

Salary Scale: R 227 685, 00 – R 255 033, 00 per annum

LAWNMOWER OPERATOR (30 POSTS)

Duties:
Reporting directly to the Team Leader, the incumbent will perform the following duties:
● Mow the lawn according to the set standards ● Operate and maintain small plant equipment's ● Report all hazards / incidents / near misses ● Maintain a quality and professional level of customer service ● Maintain specialized tools and equipment's

Requirements: Grade 12 plus lawnmower operation certificate
1 year experience

Salary: R 141 213, 00 – R 146 685, 00 per annum

DEPARTMENT OF ELECTRICAL SERVICES
GENERAL WORKER (11 posts)

Duties:
Reporting directly to the Driver / Team Supervisor, the incumbent will perform the following duties:
● Perform manual labour tasks by:
a) Digging cable trenches, lay cables in trenches and close the trenches
b) Manually load and offload material and equipment
c) Identifying electrical tools;
c) Vegetation control near overhead power lines
d) Clean the area where work had been performed
e) Clean council's vehicles and substations

Requirements: Grade 10 plus 6 – 12 months experience.

Salary Scale: R 130 266,00 – R 133 688, 00 per annum

DEPARTMENT OF TECHNICAL SERVICES
MAINTENANCE FOREMAN

Duties:
Reporting directly to the Engineering Technician – Stormwater Management, the incumbent will perform the following duties:
● Supervise staff within the sub section ● Perform administrative tasks ● Executing maintenance tasks ● Control the utilization of materials

Requirements:

N4 certificate in Engineering Studies, a trade test certificate will be an added advantage, Code C1 driver's license. 1 – 2 years' relevant experience.

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

HANDYMAN

Duties
Reporting directly to the Maintenance Foreman, 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

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. 1 year relevant experience

Salary: R 146 685, 00 – R 160 251, 00 per annum

DRIVER (7 posts)

Duties:
Reporting directly to the Artisan (SDA), the incumbent will perform the following duties:
Responsible for driving trucks and other vehicles Ensuring that work is completed and provide guidance where required Ensuring the safety and security of staff and equipment Transporting equipment site

Requirements: Grade 10 and a driver's license Code 14/EC plus PDP and above.
6 – 12 months experience.

Salary Scale: R 160 251, 00 – R 176 322, 00 per annum

Closing date: 05 August 2024

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.

M.M MALULEKA
MUNICIPAL MANAGER

54 RETIEF STREET
MOKOPANE
0601

NOTICE NUMBER
158/2024