



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

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

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.