



Mogale City Local Municipality is committed to equal employment opportunity as contemplated in the Employment Equity Act 55 of 1998 for the advancement of previously disadvantaged and disabled persons. Mogale City Local Municipality is situated in the West Rand, Gauteng.

Mogale City Local Municipality
P O Box 94
KRUGERSDORP
1740

DATE: 1/27/09 11:03 AM

DEPARTMENT: OFFICE OF THE EXECUTIVE MAYOR

POST: EXECUTIVE SECRETARY TO THE EXECUTIVE MANAGER

Salary level 8-6 (R 133 920 – R 187 740) excluding benefits

Requirements: Grade 12 or equivalent. Administration or secretarial diploma or equivalent. 5 years or personal assistance experience

Attribute: Fluent in two or more official languages (including English). Highly proficient in use of a personal computer (PC). Commitment and ability to work under pressure. Must be self starter, diplomatic and professional. Must have a high level confidentiality. Assertive and customer service oriented. Time management skills. Business etiquette and communication skills are essential.

Key performance areas: Provide general administrative support. Coordinate the development and maintenance of administrative systems and processes. Management of information with both internal and external stakeholders. Coordinate procurement of products and services. Planning and scheduling of important appointments, events, functions and meetings. Preparation of minutes for meetings. Diary management. Reception/ telephone services.

OFFICE OF THE EXECUTIVE MAYOR

POST: ADMINISTRATIVE OFFICER

Salary Level 6-5 (R 170 160 – R 212 496) excluding benefits

Requirements: A relevant degree or National Diploma. At least six (6) years experience in the Local Government. Advanced computer literacy. Knowledge of financial management, human resource and supply chain management prescripts.

Attributes: Extensive experience in supervision and staff management. Results oriented. Good communication skills conceptual skills. Interpersonal skills. Numerate. Planning and organizing skills. Problem solving skills, analysis, client orientation. Advanced computer literacy.

Key performance areas: To manage all communication with the Managers. Ensure that all

information regarding the operational plans of the unit is collected. Organize the management meetings and provide support to the Executive Manager, Promote and enhance the corporate image of the various Departments. Provide inputs relating to the expenditure of the budget as well as the compiling of the budget. Provide a secretarial role for all meetings assist in aligning staff competency development plans and personal goals with the Departments strategies objectives. Ensure that communications and stakeholders relations run smoothly in the Department. Assist with organization transformation process and manage the challenges.

OFFICE OF THE CHIEF OPERATING OFFICER

SECTION: MARKETING AND COMMUNICATION

POST: SPECIALIST: MARKETING

Salary: Level 5-4 (R 192 516 .00 – R 240 504) excl. benefits

REQUIREMENTS: National Diploma or Bachelors Degree in Marketing Management or any equivalent qualification in a relevant field. Knowledge and or experience in the application of core marketing principles. Good interpersonal skills. Sound communication, facilitation and presentation skills. Sound commercial and client service orientation with credible experience and knowledge in the Marketing discipline. An understanding of the Municipal work environment and relevant municipal legislation will an added advantage. Valid drivers license. Computer literacy and good report writing skills.

ATTRIBUTES: an assertive team player with strong management and leadership skills. Ability to work under pressure. Leadership skills with sound ability in problem solving. ability to interact confidently and effectively at all levels

KEY PERFORMANCE AREAS: Reporting to the Manager: Marketing, Communications and CRM, the role looks after the general management of the Marketing section including personnel and financial management responsibilities. The incumbent will be expected to maintain and control staff, functions and resources of the Marketing section. Contribute to the development and implementation of the Marketing and Communication Strategy. Manage the marketing mix. Create activity schedules and timing plans. Assist in identifying and pursuing joint ventures to achieve municipal objectives. Analyse trends regarding all marketing applications. Complete measurement reports. Set up project documentation. Procure external resources to meet project demands. Set up internal and external advertising campaigns. Assist in the general drive to meet Departmental targets and objectives. Assist in the editing capacity of the Department. Take part and advise in the implementation of events.

POST: SPECIALIST: COMMUNICATION

Salary: Level 5-4 (R 192 516 .00 – R 240 504) excl. benefits

Requirements: National Diploma or Bachelors Degree or any equivalent qualification in a relevant field or relevant experience and knowledge. Knowledge and or experience of newspaper, magazine or online journalism. Good interpersonal skills. Sound communication facilitation and presentation skills. Sound commercial and client service orientation with credible experience and knowledge in the Communication discipline. Valid drivers licence. Computer literate and report writing skills. Desktop Publisher (DTP). An understanding of the municipal work environment, including relevant municipal legislation will be an added advantage.

Key performance areas: Reporting to the Manager: Manager, Communications and CRM, the role looks after the general management of the Communications section including personnel and financial management responsibilities. The incumbent will be expected to maintain and control staff, functions and resources of the Communications section. Contribute to the development and implementation of Marketing and Communications Strategy. Writing, editing media liaison, compiling the external and the staff newsletter and other Departmental publications as well as the maintenance of the website and intranet. Assist in ensuring the performance of the Department against its objectives and mentoring thereof. Implementing communication strategy related to the Departments strategic objectives and operational needs. Assisting in the editing capacity of the Department.

Attributes: An assertive team player with strong management and leadership skills. Ability to work under pressure. Leadership skills with sound ability in problem solving. ability to interact confidently and effectively at all levels

POST: OFFICER-KEY CUSTOMER

SALARY: R 8-6 (R 133 920 – 187 740) excl. benefits.

REQUIREMENTS: National Diploma or Bachelors Degree or any equivalent qualification in a relevant field or relevant experience and knowledge. Knowledge and / or experience of key accounts management. Knowledge and / or experience of stakeholder relations and management. Good interpersonal skills. Sound communication facilitation and presentation skills. Sound commercial and client service orientation with credible experience and knowledge in the Key Accounts and Stakeholder Relations and Management. Valid drivers licence. Computer literate and report writing skills. An understanding of the municipal work environment, including relevant municipal legislation will be an added advantage.

ATTRIBUTES: An assertive team player with strong management and leadership skills. Ability to work under pressure. Leadership skills with sound ability in problem solving. ability to interact confidently and effectively at all levels

KEY PERFORMANCE AREAS: Reporting to the Specialist: Customer Relations, the role looks after key accounts and stakeholder relations on behalf of the municipality as a whole. The incumbent will be expected to analyse, assess and identify strategic partnerships on behalf of the municipality. Contribute to the development and implementation of Marketing and

Communications Strategy to the extent to which it involves key accounts, stakeholder relations and strategic partnering. Assist in ensuring the performance of the Department against its objectives. Implementing the Department's strategic objectives and operational needs.

MUNICIPAL FINANCIAL SERVICES

POST: SPECIALIST: DEBT MANAGENT

SALARY: R 5-4 (R 192 516 – R 240 504) excl. benefits.

REQUIREMENTS: Grade 12 plus relevant degree/ National Diploma. Computer Literacy. Two to three years experience in the debt management environment. Understanding of basic accounting.

ATTRIBUTES: Customer Relations. Interpersonal skills. Report Writing. Result oriented. Analytical skills. Communication skills.

KEY PERFORMANCE AREAS: Authorize journals. Authorize reconnections and disconnections of services. Prepare and issue out final warning and cut –off notices. Authorize arrangements. Reconcile guarantees. Manage credit control staff attendant register. Prepare accounts for hand over. Authorize refunds. Supervises credit control staff. Flag insolvent/ liquidations and late estates. Assists with indigent management. Authorize payment to debt collectors. Assist with audit queries and prepares management response. Any other duties related to collection of outstanding debt. Any other duties as may be required by management.

OFFICE OF THE MUNICIPAL MANAGER

SECTION: INTERNAL AUDIT

POST: SENIOR INTERNAL AUDITOR

SALARY LEVEL 6-5 (R 170 160 – R 212 496) excl. benefits

REQUIREMENTS: Appropriate relevant Degree or National Diploma in Internal Auditing. Sufficient experience and knowledge with regards to Internal audit. Local government financial management, accounting and general management skills are required. Computer literacy is an added advantage.

ATTRIBUTES: Leadership skills, People management, time management, multi-tasking and customer relationship management skills. Good problem solving and negotiating skills, analytical, and decision -making skills. Sound knowledge of internal audit best practices.

KEY PERFORMANCE AREAS: Reporting to the Specialist: Internal Auditor, the incumbent will be responsible for inter alia: Planning and conducting risk audits in accordance with Mogale City Local Municipality methodology and Institute of Internal Audit Standards. Manage, monitor and support performance of audit staff. Establish and maintain positive client relationships. Supervise and give guidance to internal audit staff on work performed and review of their working papers. Preparation of audit timetables and staff scheduling to meet the requirements of the approved audit plan. Assist in identification and prioritization of budgetary needs for the

internal audit section. Development of audit programs in line with the overall strategy and audit methodology. Analysis of the results of the fieldwork. Evaluation of the achievement of the intended results through the use of key performance indicators. Ensuring that programmes and audit field work performed meet requirements set by the IIA standards, i.e. address financial, operational and regulatory compliance objectives. Identification of the opportunities to improve the management and control of resources to ensure efficiency and effectiveness. Generation of value adding recommendations for the improvement of organizational processes and programmes. Compilation of qualitative risk audit reports and presentation of the draft / final reports to management.

DEPARTMENT OF SOCIAL SERVICES
SECTION:PUBLIC SAFETY
POST: TRAFFIC SUPERINTENDENT
SALARY LEVEL 7-6 (R 151 452 – R 187 740) excl. benefits.

REQUIREMENTS: Grade 12 and relevant degree or National diploma. At least 5 years relevant experience. Knowledge of National Road Traffic Act. Understanding of Labour Legislation. Excellent interpersonal and communication skills.

ATTRIBUTES: Innovation and planning abilities. Willingness to learn and teach. Strict and consistent application of the Code of Conduct. Duty consciousness and adherence to time frames. Ability to maintain corporate secrecy. Adopting participative leadership style. Good communication skills. Good interpersonal skills. Ability to work shifts. Good report writing skills. Ability to work with diverse groups.

KEY PERFORMANCE AREAS: Reporting to the Chief Superintendent. All duties as per the National Road Traffic Act. Enforcement of By-Laws. Control of shifts (Management). Maintenance of discipline. Report writing skills. Plan and initiate roadblocks. Attend meetings. Control sick leave, responsibility and annual leave officers. Manage the overtime resourcefully. Control of uniform and vehicles. Technical services. Road Safety and Training. Public gatherings Act. Uphold all Council Resolutions / Conditions of services. Discipline officers where necessary. Plan duty roster. All reasonable duties as per the Management of Traffic.

POST: TRAFFIC OFFICERS X4
SALARY LEVEL 11-9 (R 81 504 – R 130 620) excl. benefits

REQUIREMENTS: Grade 12. Traffic officers Diploma. At least Code 08 drivers license (EB). Criminal record free. Portray a high degree of discipline.

ATTRIBUTES: Excellent interpersonal relations. Professional and Ethical. Report writing skills. Uphold Batho Pele principles. Good communication skills. Willingness to work shifts. Good job performance.

KEY PERFORMANCE AREAS: Traffic Law enforcement. Promote Road Safety and Free flow of traffic. Respond to emergencies. Crime prevention. Inspect duty roster. Execution of lawful instruction. Escort VIP and other functions. By laws enforcement. Scholar patrol points. Public

gatherings (Act). Liaise with other stakeholder (SAP etc) Road blocks. All duties as per NRA 93 / 1996 Section 3

Applications with detailed Curriculum Vitae and the post you are applying for should be submitted through posted registered mail to:

Municipal Manager, Mogale City Local Municipality, P O Box 94, Mogale City, 1740 **OR** hand- delivered to the Human Resources Offices, Recruitment and Selection.

No e-mailed or faxed applications will be accepted. No late applications will be accepted. If you do not hear from us within 30days of the closing date, please consider your application unsuccessful.

People with disabilities and those designated groups who were previously disadvantaged are encouraged to apply.

All enquiries can be directed to: Nombasa Guwa/ Maureen Ramalatswa/ Fikile Makhaya on the following contact numbers (011) 951 2012/2422

CLOSING DATE: 28 January 2009

Application letter stating the post you are applying with detailed Curriculum Vitae and the post you are applying for should be submitted through posted registered mail to:

The Human Capital Management Manager, Mogale City Local Municipality, P O Box 94, Krugersdorp, 1740 **OR** hand- delivered to the Mogale City Human Resources Offices, Recruitment and Selection, Corner Market and Commissioner Street, Krugersdorp. **OR** e-mail- careers@mogalecity.gov.za.

No faxed applications will be accepted. No late applications will be accepted. If you do not hear from us within 30days of the closing date, please consider your application unsuccessful.

All enquiries can be directed to: Nombasa Guwa/ Maureen Ramalatswa on the following contact numbers (011) 951 2012/2517.

CLOSING DATE: