



EXTERNAL VACANCIES

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: 3/2/20 11:53 AM

INTERNAL AUDIT

DIVISION: CORPORATE ETHICS

POST: ASSISTANT MANAGER: INVESTIGATION

SALARY BAND 4- 4B (R480 060.00 – R640 368.00) PER ANNUM EXCLUDING BENEFITS

The applicant must have the following requirements: National Diploma/ NQF Level 6 in Police Science/ Forensic Science/ Policing/ Forensic. Plus Certified Fraud Examiner/ Forensic Investigator Certificate or registered with any other recognized forensic investigation professional body. Five (5) years working experience in Investigation Environment. Three (3) years of which should be at Middle Management Level.

The applicant must have the following attributes: Ability to support and implement clear roles and responsibilities. Support the formulation of and responsibilities. Support the implement clear roles and responsibilities. Support the formulation of and implement code of conduct. Support the implementation of systems to encourage and enforce good governance Ensuring that investigations are conducted within 30 days of discovery of allegations. Ensuring that codes of conduct, roles and responsibilities and reporting lines are clearly communicated. Leading by example and promoting high standards of ethical behavior. Ability to pay attention to detail, work independently and in a team. Proactive and innovative. Client orientation and customer focus. Honesty and integrity. Self-confident. Ability to work under pressure. Ability to be proactive and creative. Ability to communicate at all levels. Networking and influencing abilities.

Key Performance Areas: Project plan development. Development and Revision of policies. Case Management. Investigations. Leadership, controlling and organising. Performance management of the section. Financial Management. Continuous improvement on service delivery. Knowledge and application of all applicable legislation, acts and by laws.

DIVISION: INTERNAL AUDIT

SUB-DIVISION: INTERNAL AUDIT

POST: INTERNAL AUDITOR X2

SALARY BAND 7- 6 (R333 720.00 – R413 676.00) PER ANNUM EXCLUDING BENEFITS

The applicant must have the following requirements: National Diploma in Internal Auditing (240 credits) Bachelor's degree in Auditing (360 credits)/ Bachelor of Commerce: Accounting (360 credits/ Bachelor of Management Sciences in Internal Auditing (360 credits)/ Accounting degree (360 credits)/ Bachelor of Accounting Sciences in Internal Auditing (360 credits)/ B Tech in Internal Auditing (with Auditing and Accounting as Major Subject). 3 years working experience in Auditing Environment.

The applicant must have the following attributes: Independence, Researching skills, Ethical Conduct, Multi-tasking skills, Basic financial management skills, Analytical thinking, Information and communication management skills, Excellent interpersonal skills, Report writing and presentation skills, People and diversity management skills, Planning, organising and coordination skills, Problem solving and analysis skills, Communication skills, Conflict resolutions skills, Facilitation skills and Stress management skill. Motivation management abilities. Honesty and Integrity. Flexibility and adaptability. Strong attention to detail. Ability to

work quickly, methodically and neatly. Team player. Time management skills. Pro-active. Open minded. Networking abilities.

Key Performance Areas: Internal Control systems. Risk management. Performance reports. Asset verification. Tender Openings. Filing management. Knowledge and application of all applicable legislation, acts and by laws.

FINANCIAL MANAGEMENT SERVICES

DIVISION: PROPERTY VALUATIONS

SUB-DIVISION: PROPERTY VALUATIONS REGION 2

POST: ASSISTANT MANAGER- PROPERTY VALUATIONS REGION 2

SALARY BAND 4- 4B (R480 060.00 – R640 368.00) PER ANNUM EXCLUDING BENEFITS

The applicant must have the following requirements: National Diploma / NQF Level 6 (240 credits) in Real Estate/Property Studies. PLUS Certificate in Programme Management Development/ General Management and Leadership Programme. Registered with South African Council for Property Valuers as a Professional Associate/Valuer.5 years working experience as a Professional Valuer in the Local Government.3 Years of which should be at a supervisory Level. Valid Driver's License.

The applicant must have the following attributes: Ability to assess potential problems and make sound judgment. Proactive and innovative. Client Orientation and Customer Focus. Honestly and Integrity. Self-confident. Ability to work under pressure. Ability to communicate at all levels. Networking and influencing abilities.

Key Performance Areas: Project management. Program and Project delivery and management. Development and revision of policies. Value properties for rating purposes. Processing of objections. Processing of Appeals through the Valuation Appeal Board (VAB). Valuations for Acquisition, disposal, expropriation purposes. Resolution of queries. Stakeholders Relations. Leadership, Controlling and Organising. Performance management of the Sub Division. Human Resource Management. Compliance: Legal regulatory and statutory frame and process. Financial Management. Reporting. Continuous improvement to service delivery. Knowledge and application of all applicable legislation, acts and by laws.

PUBLIC WORKS, ROADS AND TRANSPORT

DIVISION: ROADS AND TRANSPORT SERVICES

SUB-DIVISION: ROAD WORKS AND MAINTENANCE

POST: SENIOR TECHNICAL ASSISTANT : ROAD WORKS

SALARY BAND 8-6 (R295 092.00 – R413 676.00) PER ANNUM EXCLUDING BENEFITS

The applicant must have the following requirements: National Diploma in Civil Engineering (S4) plus valid Driver's License. 3 years working experience in Roads & Storm Water Maintenance /Construction environment and 1 year of which should be at Supervisory Level.

The applicant must have the following attributes: Ability to work in a team and independently. Self-management abilities. Client Orientation and Customer Focus. Honestly and Integrity. Must be able to meet deadlines and work under pressure. Time management. Networking and influencing abilities.

Key Performance Areas: Project management. Site inspection. Risk Management. Ensure adherence to corporate governance. Proper document and information control. Stakeholder Relations. Leadership, Controlling and Organising. Performance management of the unit. Human Resource Management. Compliance: Legal regulatory and statutory frame and process. Financial Management. Effective and Efficient supervision of subordinates. Reporting. Continuous improvement to service delivery. Knowledge and application of all applicable legislation, acts and by laws.

An Application letter stating the post you are applying for with attached detailed Curriculum Vitae, certified copies of ID and all the relevant qualification certificates and academic record or transcript should be submitted. Documents should be certified from original and certification should not be older than 3 months. Applications should be hand- delivered to Mogale City Local Municipality, Human Capital Management Offices, Corner Market and Commissioner Street, Krugersdorp or posted to P O Box 94, Krugersdorp, 1739.

Women and persons with disabilities are encouraged to apply. No faxed and e-mailed applications will be accepted. Late applications will NOT be accepted. If you do not hear from us within 90 days of the closing date, please consider your application unsuccessful.

The municipality reserves the right to appoint or not to appoint.

Shortlisted candidates may undergo criminal, credit and/reference checks & qualification verification where necessary. Failure to comply with instructions will result in the application not being considered.

All enquiries can be directed to: Sibusiso Mhlophe/ Fikile Makhaya on the following contact numbers (011) 951 2585/ (011) 951 2019.

CLOSING DATE: 16 MARCH 2020