

## 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**

### **DEPARTMENT: ECONOMIC DEVELOPEMNT SERVICES**

#### **DIVISION: SPECIAL ECONOMIC INITIATIVES**

#### **SUB-DIVISION: INNER CITY REDEVELOPMENT PROGRAMME**

#### **POST: ASSISTANT MANAGER – INNER CITY REDEVELOPMENT PROGRAMME**

#### **SALARY BAND 4-4B(R450 756.00 – R601 284.00) PER ANNUM EXCLUDING BENEFITS**

**The applicant must have the following requirements:** National Diploma/ NQF Level 6 (240 Credits) in Development Planning/Town Planning. 5 years' experience in the built environment particularly in inner city redevelopment, 3 years of which will have been in managing land use projects.

**The applicant must have the following attributes:** Pay attention to detail, Client Orientation and Customer Focus. Should be able to work independently and or in a team. Must be proactive and creative and be able to communicate at all levels and be able to use own discretion in decision making. Good level of initiative and sense of urgency. Ability to work under pressure with networking capabilities. Professional attitude with a good understanding and interpretation of Co-operative governance. Must be able to adapt to change.

**KEY PERFORMANCE AREAS:** Project Management. Development and revision of policies. Project design and facilitation. Coordinate resources. Financial Management. Monitoring and review. Stakeholder relations. Planning, Leadership, controlling and organising. Supervision of subordinates. Reports. Corporate governance within the section. Human resource management. Continuous improvement to service delivery.

#### **DIVISION: BUILDING DEVELOPMENT MANAGEMENT**

#### **SUB-DIVISION: BUILDING CONTROL REGION A**

#### **POST: ASSISTANT MANAGER – BUILDING CONTROL REGION A**

#### **SALARY BAND 4-4B (R450 756.00 – R601 284.00) PER ANNUM EXCLUDING BENEFITS**

**The applicant must have the following requirements:** National Diploma/ NQF Level 6 (240 Credits) in Built Environment. The applicant must have a five (5) year experience in Built Environment, three (3) years of which should be at Supervisory Level.

**The applicant must have the following attributes:** Pay attention to detail, Client Orientation and Customer Focus. Should be able to work independently and or in a team. Must be proactive and creative and be able to communicate at all levels and be able to use own discretion in decision making. Good level of initiative and sense of urgency. Ability to work under pressure with networking capabilities. Professional attitude with a good understanding and interpretation of Co-operative governance. Must be able to adapt to change.

**KEY PERFORMANCE AREAS:** Project Management. Development and revision of policies. Coordinate building projects compliance processes. Operational Process. Coordinating of building plans for all building projects. Corporate governance, integrated and coordination. Supervision of subordinates. Leadership and organising. Performance management of sub-division. Human resource management. Compliance: Legal regulatory and statutory framework and processes. Financial Management. Stakeholder relations. Continuous improvement to service delivery. Knowledge and application of all applicable legislation, acts and by laws.

**DIVISION: BUILDING DEVELOPMENT MANAGEMENT**

**SUB-DIVISION: OUTDOOR ADVERTISING**

**POST: ASSISTANT MANAGER – OUTDOOR ADVERTISING**

**SALARY BAND 4-4B (R450 756.00 – R601 284.00) PER ANNUM EXCLUDING BENEFITS**

**The applicant must have the following requirements:** National Diploma/ NQF Level 6 (240 Credits) in Built Environment/ Town and Regional Planning/ Development Studies. Five (5) years working experience in outdoor advertising environment, three (3) years of which should be at Supervisory Level.

**The applicant must have the following attributes;** Pay attention to detail, Client Orientation and Customer Focus. Should be able to work independently and or in a team. Must be proactive and creative and be able to communicate at all levels and be able to use own discretion in decision making. Good level of initiative and sense of urgency. Ability to work under pressure with networking capabilities. Professional attitude with a good understanding and interpretation of Co-operative governance. Must be able to adapt to change.

**KEY PERFORMANCE AREAS:** Project Management. Operational Process. Corporate governance, integration and coordination. Supervision of subordinates. Leadership, controlling and organizing. Monitoring performance management of sub-division. Ensure compliance based on legal regulatory and statutory framework processes. Financial Management. Stakeholder relations management in enhancing continuous improvement to service delivery. Developing Revision of policies. Coordinate outdoor advertising projects. Coordinate approval of building plans for all Outdoor Advertising applications.

**DIVISION: BUILDING DEVELOPMENT MANAGEMENT**

**SUB-DIVISION: BUILDING CONTROL REGION B**

**POST: SENIOR BUILDING INSPECTOR: REGION B**

**SALARY BAND 6-5 (R352 068.00 – R439 656.00) PER ANNUM EXCLUDING BENEFITS**

**The applicant must have the following requirements:** National Diploma/ NQF Level 6 (240 Credits) in Built Environment; with at least four (4) years working experience in Built Environment in Local Government.

**The applicant must have the following attributes;** Pay attention to detail, Client Orientation and Customer Focus. Should be able to work independently and or in a team. Must be proactive and creative and be able to communicate at all levels and be able to use own discretion in decision making. Good level of initiative and sense of urgency. Ability to work under pressure with networking capabilities. Professional attitude with a good understanding and interpretation of Co-operative governance. Must be able to adapt to change.

**KEY PERFORMANCE AREAS:** Must conduct, among others, the following inspections, on site, excavation/foundation, on buildings, related to open plumbing, on roofs and on final completion. Must also inspect business license applications. Stakeholder relations management in enhancing

continuous improvement to service delivery. Ensure compliance based on legal regulatory and statutory framework processes. Financial Management.

**DIVISION: DEVELOPMENT PLANNING**

**SUB-DIVISION: LAND USE DEVELOPMENT REGION A**

**POST: SENIOR TOWN PLANNER – LAND USE DEVELOPMENT REGION A AND REGION B X2**

**SALARY BAND 6-5 (R352 068.00 – R439 656.00) PER ANNUM EXCLUDING BENEFITS**

**The applicant must have the following requirements:** National Diploma/ NQF Level 6 (240 Credits) in Town and Regional Planning/development studies with at least three (3) years' experience in Town Planning in Local Government, experience in formulation of spatial plans and precinct plans.

**The applicant must have the following attributes:** Pay attention to detail, Client Orientation and Customer Focus. Should be able to work independently and or in a team. Must be proactive and creative and be able to communicate at all levels and be able to use own discretion in decision making. Good level of initiative and sense of urgency. Ability to work under pressure with networking capabilities. Professional attitude with a good understanding and interpretation of Co-operative governance. Must be able to adapt to change.

**KEY PERFORMANCE AREAS:** Development Application. Functional Co-ordination. Stakeholder Relations. Corporate governance, integrated and coordination. Planning, leadership, controlling and organizing Effective and Efficient supervision of subordinates. Report. Human resource management. Financial Management. Continuous improvement to service delivery. Knowledge and application of all applicable legislation, acts and by laws.

**DIVISION: HUMAN SETTLEMENTS & REAL ESTATE MANAGEMENT**

**SUB-DIVISION: SOCIAL AND AFFORDABLE HOUSING**

**POST: PROJECT CO-ORDINATOR - SOCIAL AND AFFORDABLE HOUSING**

**SALARY BAND 6-5 (R352 068.00 – R439 656.00) PER ANNUM EXCLUDING BENEFITS**

**The applicant must have the following requirements:** National Diploma/ NQF Level 6 (240 Credits) in Town Planning/ Development Planning/ construction or Recognized certificate in the built environment, with at least three (3) years' experience in the built environment. Project.

**The applicant must have the following attributes:** Pay attention to detail, Client Orientation and Customer Focus. Should be able to work independently and or in a team. Must be proactive and creative and be able to communicate at all levels and be able to use own discretion in decision making. Good level of initiative and sense of urgency. Ability to work under pressure with networking capabilities. Professional attitude with a good understanding and interpretation of Co-operative governance. Must be able to adapt to change. Knowledge and application of all applicable legislation, acts and by laws

**KEY PERFORMANCE AREAS:** Implementation of Policy and strategy. Coordination of programmes and or projects. Provision of administrative and technical support on projects. Stakeholder relations management. Planning, leadership, controlling and organizing. Human resource management. Corporate governance within the section

**DIVISION: HUMAN SETTLEMENTS & REAL ESTATE MANAGEMENT**  
**SUB-DIVISION: INTEGRATED HUMAN SETTLEMENT POLICY, RESEARCH AND PROGRAMMES**  
**POST: PROJECT OFFICER - INTEGRATED HUMAN SETTLEMENT POLICY, RESEARCH & PROGRAMMES**  
**SALARY BAND 8-6 (R277 080.00 – R388 428.00) PER ANNUM EXCLUDING BENEFITS**

**The applicant must have the following requirements:** National Diploma/ NQF Level 6 (240 Credits) in Town Planning. Recognized certificate in settlement/ policy/ research/ development planning or recognized certificate or any relevant qualifications; with at least three (3) years' experience in Settlements/Policy/Research/ Development Planning

**The applicant must have the following attributes:** Pay attention to detail, Client Orientation and Customer Focus. Should be able to work independently and or in a team. Must be proactive and creative and be able to communicate at all levels and be able to use own discretion in decision making. Good level of initiative and sense of urgency. Ability to work under pressure with networking capabilities. Professional attitude with a good understanding and interpretation of Co-operative governance. Must be able to adapt to change. Knowledge and application of all applicable legislation, acts and by laws

**KEY PERFORMANCE AREAS:** Provision of projects support. Project management. Providing professional support. Provision of administrative and technical support. Policy implementation. Providing Programme Support. Reporting. Stakeholder Relations Management. Planning, leadership, controlling and organizing. Report writing

**DIVISION: HUMAN SETTLEMENTS & REAL ESTATE MANAGEMENT**  
**SUB-DIVISION: INTEGRATED HUMAN SETTLEMENT POLICY, RESEARCH AND PROGRAMMES LAND USE DEVELOPMENT REGION A**  
**POST: CO-ORDINATOR: POLICY DEVELOPMENT**  
**SALARY BAND 6-5 (R352 068.00 – R439 656.00) PER ANNUM EXCLUDING BENEFITS**

**The applicant must have the following requirements:** National Diploma/ NQF Level 6 in Community Development/ Policy Development. Project Management; with three (3) years' experience in Policy/community development environment.

**The applicant must have the following attributes:** Pay attention to detail, Client Orientation and Customer Focus. Should be able to work independently and or in a team. Must be proactive and creative and be able to communicate at all levels and be able to use own discretion in decision making. Good level of initiative and sense of urgency. Ability to work under pressure with networking capabilities. Professional attitude with a good understanding and interpretation of Co-operative governance. Must be able to adapt to change. Knowledge and application of all applicable legislation, acts and by laws

**KEY PERFORMANCE AREAS:** Implementation of Policy and strategy. Provision of administrative and technical support. Benchmarking policies against best practice. Undertaking research and developing policies in line with the legislative requirements. Developing and/or aligning governance and compliance policies to identify and manage risk exposure liability. Presenting policy proposals or identifying problems and gaps in policies. Developing and ensuring the maintenance of a policy hub for all approved policies. Managing the communication of all approved policies to employees. Stakeholder relations management. Report on performance of the section. Ensure adherence to corporate governance within the section. Human resources management.

**DIVISION: BUILDING DEVELOPMENT MANAGEMENT**  
**SUB-DIVISION: BUILDING CONTROL REGION A**  
**POST: BUILDING INSPECTOR – REGION A**  
**SALARY BAND 8-7 (R277 080.00 – R343 920.00) PER ANNUM EXCLUDING BENEFITS**

**The applicant must have the following requirements:** Grade 12/ NQF Level 4 plus N5/N6 in Built Environment. 2 years working experience in the Built Environment.

**The applicant must have the following attributes:** Pay attention to detail, Client Orientation and Customer Focus. Should be able to work independently and or in a team. Must be proactive and creative and be able to communicate at all levels and be able to use own discretion in decision making. Good level of initiative and sense of urgency. Ability to work under pressure with networking capabilities. Professional attitude with a good understanding and interpretation of Co-operative governance. Must be able to adapt to change. Knowledge and application of all applicable legislation, acts and by laws.

**KEY PERFORMANCE AREAS:** Must conduct, among others, the following inspections, on site, excavation/foundation, on buildings, related to open plumbing, on roofs and on final completion. Must also inspect business license applications. Stakeholder relations. Operational Process. Corporate governance within the division.

An applicant must submit an application letter stating the post he/she is applying for, a detailed Curriculum Vitae with certified copies of ID and all the relevant qualification certificates. Documents should be certified from original and certification should not be older than three (3) months. Applications should be **hand-delivered** to Mogale City Local Municipality, Human Capital Management Offices, **Corner Market and Commissioner Streets** or by post at **P.O Box 94 Krugersdorp 1740**.

Women and persons with disabilities are encouraged to apply. No faxed, e-mailed or late applications will be accepted. If the applicant is not communicated with within 90 days of the closing date, the application must be considered 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 or Itumeleng Rakereng at 011 951 2501.

**CLOSING DATE: 24 June 2019**

**R RAMATLHAPE**  
**EXECUTIVE MANAGER: CORPORATE SUPPORT SERVICES**