



The city is a heritage and an eco-tourism destination that incorporates a variety of tourist attractions ranging from beautiful scenery, natural vegetation, heritage and culture hence our tagline “Experience World Heritage, where Leisure and Adventure Awaits”.

Mogale City Local Municipality, situated on the West Rand, Gauteng, invites applications for the following posts:

CHIEF AUDIT EXECUTIVE (REF:01)
5-Year Performance Based Fixed Term Contract
Salary: R1 354.200 to R1 876.176

Purpose: • To advise the Accounting Officer on matters pertaining to internal audit functions • To report to the Audit Committee on matters pertaining to internal audit functions • To ensure that the Municipality properly manages public resources • To provide an opinion of whether the municipality's internal controls are effective • To undertake corporate ethics management functions.

Key Performance Areas: • Implement effective processes and support the compilation of the Integrated Development Plan (IDP), Budget and Service Delivery and Budget Implementation Plan • Implement the Municipality's Integrated Development Plan (IDP) and monitor progress with implementation of the plan • Provide assurance on performance information and use of resources • Manage employees and administer the performance management system for all direct reports to the CAE • Define a concise performance improvement approach linked to accountability methods • Follow up audit action plans and AG's action plans implementation • Budget and financial management • Analyse the reports compiled by internal audit and the audit committee • Knowledge and information management • Promote and maintain a high standard of professional ethics • Implement measures and controls that fight fraud, corruption, and other acts of dishonesty • Support Council on separation of powers • Empower MMCs on governance and municipal risk related issues and advice Council on accountability issues • Advocate for governance and compliance in all legislative and regulations requirements as applicable in local government legal framework as well as embodied in the King Report on Corporate Governance • Political astuteness/awareness • Pursue, establish and maintain collaborative relationships and partnerships with internal and external stakeholders to achieve organizational objectives • Effective human resource management • Customer focus and results orientation • Policy conceptualisation and formulation • Change management • Oversee the evaluation and provision of assurance on performance management processes • Ensure that appropriate internal control and audit systems are established.

Qualifications and Experience: Essential: • Bachelor's degree in Internal Auditing • Added advantage: NQF Level 6 Financial Management Qualification in terms of the National Treasury Requirements • Postgraduate Diploma in Criminal Justice and Forensic Auditing • 5 years' intergovernmental experience in internal auditing - 5 years of which should be at senior management level in Local Government.

Preferred: • Honours Degree/Post Graduate Degree/in Internal Auditing preferred • Professional Membership: Institute of Internal Auditors of South Africa • 10 years' intergovernmental experience in internal auditing - 5 years of which should be at senior management level in Local Government audit and risk management experience.

CHIEF FINANCIAL OFFICER (REF:02)
5-Year Performance Based Fixed term contract
Salary: R1 354.200 to R1 876.176

Purpose: • To strategically direct and manage the provision of financial management support services to the Mogale City Local Municipality - with particular emphasis placed on: • Being administratively in charge of the Budget and Treasury Division of the institution • Assisting the accounting officer to carry out his or her financial management responsibilities (in line with delegations), in areas ranging from budget preparation to financial reporting and the development and maintenance of internal control policies and procedures • Implementing relevant financial reforms at the direction of the accounting officer, with the assistance of appropriately skilled finance staff; and undertaking specific responsibilities as a member of the top management team.

Key Performance Areas: • These are to: • Manage the performance reporting process to ensure measurability, accuracy, validity, reliability and timeliness of submissions • Guide effective, efficient and economic financial management and administration in line with the MFMA, Financial Regulations and Treasury Instructions • Prepare multi-year revenue and expenditure forecasts, strategic plans, budgets and estimates; and advise the impact thereof on service delivery, performance and the financial position of the Municipality • Support the accounting officer in overseeing the financial management, tax implications and performance of service delivery mechanisms, both internal and external (including municipal entities) and outsourced • Lead and manage the budget preparation, adjustment, and implementation process • Develop and manage the Municipality's system for managing revenue, including billing, collection and debt recovery in line with legislative requirements and relevant standards • Develop and implement appropriate strategies for enhancing the revenue of the Municipality and/or reducing revenue losses • Regulate and maintain cash flow and the short-, medium- and long-term viability of operations • Financial performance and reporting • Oversee supply chain management • Develop and implement a supply chain management strategy for the Municipality • Assets and liabilities management • Audit and assurance • Governance and risk management • Financial risk management • Lead the effective and efficient management of intergovernmental relations within area of responsibility • Human resources management and development • Supports and contributes to the formulation of financial policy and municipal by-laws • Implements, manages and oversees the implementation of financial legislation • Maintenance of stakeholder relations • Management of financial projects • Change management.

Qualifications and Experience: Essential: • Degree in Finance/Economics/Accounting from a recognised tertiary institution • Certificate in Municipal Finance Management or Certificate Program in Municipal Development (CPMD) in line with Notice 29967 of 15 June 2007 on Municipal Regulation on minimum competency levels • 5 years hands-on financial management working experience and related expertise at middle management level in Local Government – with particular reference to intermediate cities • With proven successful organizational transformation and turnaround of a large/medium Corporate/Public Sector Organization.

Preferred: • Bachelor of Commerce or equivalent qualification, preferred 5-7 years' working experience in management, 5 years' of which should be at middle management level in Local Government • Proven past performance of managing financial management services • Good understanding of performance management systems applicable to Local Government • Extensive and practical knowledge of the Local Government environment and audit and risk management experience.

EXECUTIVE MANAGER: CORPORATE SUPPORT SERVICES (REF:03)
5-Year Performance Based Fixed Term Contract
Salary: R1 354.200 to R1 876.176

Purpose: • To (a) provide professional, efficient and effective corporate and administrative support services at Mogale City, (b) to innovatively reposition and strengthen corporate services as “centres of excellence” across the City, and (c) to make Mogale City an employer of choice and a high performance organisation by attracting and retaining top and committed officials. • This entails the provision of Human Capital Management, Legal Services, Corporate Administration, Information Communication Technology and Knowledge and Information Management.

Key Performance Areas: • Technical championship of the development of the City's Organisational Structure and Strategy – informed by the IDP • Overseeing the management of efficient and effective provision of human capital management, legal services, corporate administration, information communication technology and knowledge and information management • Ensure consistent application of policies and procedures within the Department • Initiate municipal transformation and change in order to successfully implement new initiatives and service delivery commitments • Proper financial management of assigned financial resources • Continually review, develop and improve systems, processes and services in order to support the achievement of the municipality's SDBIP.

Qualifications and Experience: Essential: • A Bachelors Degree in Law/Administration/Management • A Postgraduate Diploma in Labour Law would provide an additional advantage • 5 years' management experience at a strategic level within the Corporate Support Services function – inclusive of both public and private sector • Extensive experience of local government with particular emphasis placed on management and union relations.

Preferred: • Masters Degree in Public Administration/Management/Law • 7 years' in the Corporate Support Services field at senior management levels.

EXECUTIVE MANAGER: ECONOMIC DEVELOPMENT SERVICES (REF:04)
5-Year Performance Based Fixed Term Contract
Salary: R1 354.200 to R1 876.176

Purpose: • To plan, organize, facilitate and implement economic development and spatial development services across Mogale City with the intended outcome of reducing unemployment, creating economic growth and spatial transformation.

Key Performance Areas: • Facilitating Enterprise Development and Rural Economic Development • Driving development planning across the city thereby ensuring that there is an appropriate and efficient land use system • Maintenance of appropriate building development standards of safety, cleanliness, and orderliness across the city • Facilitate special economic initiatives • Economic development policy and planning • Oversee that Capacity Building of SMME's is done and ensure their readiness for procurement opportunities • Informal trading co-ordination • Overseeing that the Integrated Rural Subsistence and Small-Scale Agriculture plan is developed in accordance with standards • Rural settlement planning and development • Land use management and building control • Management of Municipal owned land • Agriculture development • Rural development • Effective and efficient stakeholder relations management • Effective and efficient Human Capital Management • Report on performance of the Department • Ensure adherence to corporate governance within the Department • Financial management • Continuous improvements to service delivery.

Qualifications and Experience: Essential: • Bachelor's degree in Town and Regional Planning/Bachelor of Science Degree in Architecture or Building Science • Post graduate qualifications and certificate in project management/public management will be an added advantage • A minimum of 5 years' experience at Senior Management Services and Town and Regional Planning • Hands-on knowledge and proven experience of spatial and economic planning, intergovernmental planning and donor funding experience • Good knowledge and interpretation of policy and legislation; good knowledge of performance management system; good governance; and good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

Preferred: • Masters Degree in Town and Regional Planning • Compliance with the MFMA: Minimum Competency Levels in unit standards as per Government Notice No 29967 of June 2007 and Government Notice No 21, Gazette 37245 of 17 January 2014 • Added advantage: Registration with a relevant professional body • 5-7 years' experience on a senior management level with good knowledge and interpretation of policy and legislation; good knowledge of performance management system; good institutional governance systems and performance management; and good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); knowledge of geographical information systems; and knowledge of spatial, town and development planning.

EXECUTIVE MANAGER: COMMUNITY DEVELOPMENT SERVICES (REF:05)
5-Year Performance Based Fixed Term Contract
Salary: R1 354.200 to R1 876.176

Purpose: • To plan, organize, facilitate and implement community development services across Mogale City - with the intended outcome of promoting a safe, secure and productive City.

Key Performance Areas: • Provide public safety, security and protocol services • Effective and integrated enforcement of by-laws and other regulatory requirements • Provide licensing and vehicle testing services • Provide citywide social cohesion through arts, culture, sports and heritage • Provide community development facilities • Provide library services • Improvement of access by households to social support mechanisms • Provision of accessible quality emergency services.

Qualifications and Experience: Essential: • A Bachelors Degree or equivalent • A certificate in Basic Disaster Management would serve as an additional advantage • Minimum of 5 years' senior management experience at Local Government – within the community development services sector • Extensive experience of Intermediate City hands-on in community development services.

Preferred: • Masters Degree in Management • 10 years' experience at senior management level • Experience in the community development services sector at Local Government.

EXECUTIVE MANAGER: INTEGRATED ENVIRONMENT MANAGEMENT (REF:06)
5-Year Performance Based Fixed Term Contract
Salary: R1 354.200 to R1 876.176

Purpose: • To promote sustainable environmental management through management of biodiversity, solid waste, air quality management and environmental compliance • Provide activities and services that promote high level biodiversity, a clean and healthy environment.

Key Performance Areas: • Service delivery and infrastructure development • Local economic development • Biodiversity management • Good governance and public participation • Environmental management and planning • Develop change vision and strategy • Monitor and evaluate change impact • Financial viability and management • Oversee the evaluation and provision of assurance on institutional performance management processes within the Department.

Qualifications and Experience: Essential: • A Bachelors Degree in Environmental Management from a recognized tertiary institution • 5 years' or more working experience in environmental management, at least 5 years' of which should be at middle management level in Local Government • With proven successful organizational transformation and turnaround of a large/medium Corporate/Public Sector Organization.

Preferred: • Honours Degree/Post Graduate Degree in Environmental Management would serve as an additional advantage • Proven successful organizational transformation and turnaround of a large/medium Corporate/Public Sector Organization.

For all the above executive management roles the candidate must meet all National Treasury competency requirement for Senior Managers e.g., Certificate in Management Development for Municipal Finance (CPMD/Municipal Finance Management Programme (MFMP)/Executive Leadership Municipal Development Programme (ELMDP) OR be eligible to obtain the National Treasury competency requirements within 18 months upon appointment into the position. Executive Managers will be required to sign a 5 year employment contract, a performance agreement, disclosure of financial interests and undergo security vetting.

MANAGER: EXECUTIVE AND MANAGEMENT SUPPORT (REF:07)
Permanent

Entry: R1 350.000 Middle: R1 450.000 and Upper Limit: R1 540.000

Purpose: • To manage, lead and provide executive, management and general administrative functions to the office of the Municipal Manager: Mogale City - in order to provide better services and to ensure that executive and management decisions/actions/programmes of actions are implemented.

Key Performance Areas: • Provide executive and management support to the municipal management and contribute towards the overall management of the organization • Co-ordinate the business planning process • Co-ordinate reporting within Municipal Management and reporting to relevant structures within the City • Oversee the implementation of the performance management system in the Departments • Manage and provide general administrative functions and all other relevant support • Provide a secretarial role to the Strategic Investments Programme (as a Convener) • Perform an oversight and service delivery monitoring function to municipal management.

Qualifications and Experience: Essential: • Bachelors Degree in Public Management and/or Management • A certificate in Senior Leadership Development Programme would serve as an additional advantage • 5 years' or more experience of management support at middle management level.

Preferred: • Post graduate qualification such as Masters in Public Administration or related fields, Masters in Business Administration and Masters in Business Leadership • 3-5 senior management experience.

MANAGER: BIODIVERSITY MANAGEMENT (REF:08)
Permanent

Entry: R1 350.000 Middle: R1 450.000 and Upper Limit: R1 540.000

Purpose: • To provide strategic and operational direction and support to ensure effective parks and cemetery services, planning, development and maintenance service delivery within Mogale City.

Key Performance Areas: • Align divisional strategy to the corporate strategy plan, IDP and SDBIP • Monitoring and evaluation of policy development review and implementation • Ensure compliance with National Environmental Management: Biodiversity Act (NEM:BA) Develop and manage MCLM local and regional parks (Parks Management) Implement MCLM park management policies • Change management • Preparing and submitting progress reports of the Division • Stakeholder relations • Achieving the Division's goals by reaching the highest possible output with the lowest possible input of resources • Performance management of the Division • Human resource management • Compliance • Legal, regulatory and statutory framework and processes • Financial Management • Continuous improvement on service delivery.

Qualifications and Experience: Essential: • Bachelor's degree(360 Credits)/Advanced Diploma/B Tech/ NQF level 7 in Parks/Horticulture plus General Management and Leadership Programme • 8 years' working experience in Parks Management, 5 years' of which should be a junior management level.

Preferred: • Honours Degree/Post Graduate Degree/NQF Level 8 in Parks Management/Horticulture plus General Management and Leadership Programme • 9-12 years working experience in Biodiversity Management, 5 years of which should be at middle management level.

MANAGER: HUMAN SETTLEMENTS AND REAL ESTATE (REF:09)
Permanent

Entry: R1 350.000 Middle: R1 450.000 and Upper Limit: R1 540.000

Purpose: • To provide technical championship on the planning, development and implementation of sustainable human settlements and real estate across Mogale City • Functionally, the function entails the initiation, planning, directing, and managing the Human Settlement and Real Estate Division.

Key Performance Areas: • Provide strategic leadership in line with Human Settlement Programmes and Real Estate • Financial management of the Division • Human resources management • Planning rural settlement development • Facilitating the creation of sustainable Human Settlements • Provide strategic direction to informal settlement upgrading • Project planning and implementation • Land acquisition and disposal • Administration and contract management of lease assets • Statutory compliance and Council Resolution implementation • Planning, leadership, controlling and organising • Stakeholders relations.

Qualifications and Experience: Essential: • Property Development Programme/Town and Regional Planning NQF 7 Qualification • 5-8 years' extensive working experience in the Housing Environment and housing sector experience in the West Rand, 5 years of which should have been at management level • Experience in developing and implementing Human Settlement policies, strategies and project management in the built environment.

Preferred: • Degree in Real Estate/Town and Regional Planning/Property Development • 10-12 years' working intense experience in the development and implementation of Human Settlement Policy and strategies • Housing environment, 5 years' of which should be at a senior management.

MANAGER: SUPPLY CHAIN MANAGEMENT (REF:10)
Permanent

Entry: R1 350.000 Middle: R1 450.000 and Upper Limit: R1 540.000

Purpose: • To implement supply chain management policy and to reduce the cost of doing business by managing demand and acquisition management effectively • Manage, monitor and control the open and fair, cost effective, competitive, and transparent functioning of all Supply Chain Management activities as prescribed by legislation, policies and procedures.

Key Performance Areas: • Align the divisional strategy to the corporate strategy plan, IDP and SDBIP • Develop and revise policies and procedures • Implement policies and procedures • Establish and operate the centralised and standardised Supply Chain Management function • Logistics management • Comply with legal administration in the contract management • Resolution of queries • Manage effective and efficient recording of daily activities of the Division • Performance management of the Division • Human resource management • Compliance • Legal, regulatory and statutory framework and processes • Financial management • Continuous improvement on service delivery.

Qualifications and Experience: Essential: • A Bachelors Degree/Advanced Diploma/B Com/B-Tech/NQF Level 7 (360 Credits) in Supply Chain Management/Business Management/Logistics Management • Contract law and or Leadership Programme Certificate Programme in Management Development will be an added advantage • 5-8 years' working experience in Supply Chain Management, 5 years' of which should be at junior management level.

Preferred: • Honours Degree/Post Graduate Degree/NQF Level 8 in Supply Chain Management/Business Management/B Com Logistics Management • Registered with CIPS (Chartered Institute of Purchasing and Supply) will be an added advantage • 9-12 years working experience in Supply Chain Management, 4 years' of which should be at middle management level.

MANAGER: SPORT, ARTS, CULTURE AND RECREATION (REF:11)
Permanent

Entry: R1 350.000 Middle: R1 450.000 and Upper Limit: R1 540.000

Purpose: • To plan a proactive role in the promotion of the Sport, Arts, Culture, Recreation, Heritage, Library Services methods and standards, implementation of good standards and practices; the planning; implementing and monitoring of programmes and projects • Ensuring that the Sport, Arts, Culture and Recreation, Heritage, Library Services framework and sub-processes are functional within Mogale City Local Municipality (MCLM) and aligned to MCLM strategic objectives • Ensure compliance to contractual and statutory requirements of Provincial Department of S&CR and National Department of Arts and Culture.

Key Performance Areas: • Align the divisional strategy to the corporate strategy plan and SDBIP • Develop and revise policies and procedures • Implement policies and procedures • Deliver service for Sport, Arts, Culture and Recreation in line with SDBIP and within approved budget • Manage and maintain facilities • Stakeholder relations management • Leadership, controlling and organising • Performance management of the Division • Human resource management • Corporate governance compliance within the Division • Financial management • Benchmarking against best practice • Prepare and submit reports of the Division as required.

Qualifications and Experience: Essential: • A Bachelors Degree/NQF level 7 in Library & Information Science/Heritage; Arts & Culture; Sport Management; Sports Sciences plus General Management and Leadership Programme in Environmental Management from a recognized tertiary institution • 8 years' working experience in the Sport; Arts; Culture/Library environment, 5 years' of which should be at junior management level.

Preferred: • Honours Degree/Post Graduate Degree/NQF level 8 in Library & Information Science/Heritage; Arts & Culture; Sport Management; Sports Sciences • 9-12 years' working experience in the Sport, Arts, Culture/Library environment, 5 years' of which should be at middle management level.

MANAGER: PERFORMANCE MONITORING & EVALUATION (REF:12)
Permanent

Entry: R1 350.000 Middle: R1 450.000 and Upper Limit: R1 540.000

Purpose: • Co-ordination of the implementation of all the planning activities in respect of monitoring and evaluation management processes, programmes and projects • Ensuring that the Monitoring and Evaluation (M&E) legislated legal frameworks are implemented and adhered to.

Key Performance Areas: • Align divisional objectives to the corporate strategy plan, IDP and SDBIP • Develop and revise policies and procedures • Implement policies and procedures • Implement municipal strategies and projects • Prepare and submit monthly and quarterly progress reports to the Executive Manager • Maintain relations with stakeholders • Leadership controlling and organising • Performance management of the Division • Human resource management • Compliance • Legal regulatory and statutory framework and processes • Financial management • Improve service delivery.

Qualifications and Experience: Essential: • A Bachelors Degree/Post graduate Diploma/NQF level 7 in Human Resources Management/Public Administration with a postgraduate diploma in Monitoring and Evaluation • 5 years' working experience in Monitoring and Evaluation Management – with entry level management experience.

Preferred: • Honours degree/Post Graduate Degree/NQF level 8 in Business Administration Management or Business Administration plus General Management and Leadership • 8-10 years' working experience in Monitoring and Evaluation Management, 5 years of which should be in performance monitoring and evaluation.

MANAGER: HUMAN CAPITAL MANAGEMENT (REF:13)
Permanent

Entry: R1 350.000 Middle: R1 450.000 and Upper Limit: R1 540.000

Purpose: • To plan, provide Human Capital Management strategy, operational direction, and support; to ensure effective attraction, retention, development, application, and management of talent • Also ensure that the Human Resources Policies and Procedures are administered in such a way as to protect the interests of both the municipality and its employees.

Key Performance Areas: • Human Capital Management (HCM) strategic plan • Monitoring and evaluation of policy development review and implementation • Manage, develop and review HCM Policies/SOPs aligned with the Legislative Frameworks • Workforce strategies and plans • Oversee employee wellness assessment programs • Skills development planning • Occupational health and safety reporting • Organisational development and design planning • Oversee recruitment and human capital administration planning and processes • Manage change management control procedures • Maintain stakeholder relations and stakeholder engagement planning • Leadership, controlling and organising • Human resource management • Performance management of the Division • Human Resource Planning • Compliance • Legal, regulatory and statutory framework and processes • Financial management • Improve on service delivery.

Qualifications and Experience: Essential: • A Bachelor of Science/Social Science Degree/B Tech in Human Resource Management/Bachelor of Administration/Industrial Psychology/Labour Relations/Business Management/Public Management • General Management and Leadership Programme • 8 years' working experience in Human Resource environment, 5 years' of which should be at supervisory level in Local Government/Municipal environment/Private sector • Extensive experience in Human Resource Planning.

Preferred: • Master of Social Science/Business Management/Public Management • 9-12 years' working experience in Human Resource environment, 5 years' of which should be at middle management level.

Applications for both executive managers and managers must be filed through an application form available on our website: www.mogalecity.gov.za together with a comprehensive Curriculum Vitae, copies of documents (ID, driver's licence and relevant qualifications) should be certified from originals and certification should not be more than three months old.

Applications can be forwarded to the following email addresses quoting the Reference Number.

**Ref.1, Ref.2, Ref.3 and Ref.4 – samuelp@pinpointone.co.za
 Ref.5, Ref.6, Ref.7 and Ref.8 – candicek@pinpointone.co.za
 Ref.9, Ref.10, Ref.11, Ref.12 and Ref.13 – khoathosom@pinpointone.co.za**

Enquiries: Lucia Mabasa, tel. (011) 325 5101

Closing date: Sunday, 18th September 2022.

Applicants who have not received any correspondence from us within three months from the closing date can consider their application unsuccessful.

Security vetting will be conducted on all prospective employees.

It is the applicants' responsibility to have foreign qualification evaluated by the South African Qualification Authority (SAQA) and to provide proof of such evaluation.