



CORPORATE SUPPORT SERVICES

- **DIVISION: CORPORATE ADMINISTRATION**
- **SUB-DIVISION: COMMITTEE SUPPORT**

COORDINATOR: COMMITTEES SUPPORT

SALARY BAND 6 - 5 (R469 572.00 - R586 404.00) P.A. EXCLUDING BENEFITS

Requirements: • A National Diploma/NQF Level 6 (240 credits) in Public Administration/ Political Science/Communication/ Public Management • Computer literacy: MS Office • A valid driver's licence • More than 5 years' administrative experience is required of which 3 years' or more must be supervisory experience.

Attributes: • Use of technology • Written communication • Planning and organising • People management • Task management.

Key performance areas: • Meeting coordination • Oversight visits (site visits) (Joint site visits, unannounced site visits, pre-visits, Post site visits) • Financial management • Information management • Petitions management • Capacity building of Councilors • Public participation • Stakeholder management • Reporting • Continuous improvement on services delivery.

- **DIVISION: INFORMATION COMMUNICATION TECHNOLOGY**
- **SUB-DIVISION: SUPPORT ENGINEERING**

ADMINISTRATOR SUPPORT ENGINEERING

SALARY BAND 8 - 6 (R369 552.00 – R518 076.00) P.A. EXCLUDING BENEFITS

Requirements: • National Diploma/NQF Level 6/(240 Credits) in Information Technology (IT) • Application Plus (A+), Networking Plus (N+), Microsoft Certified Professional (MCP) • 2 - 5 years' relevant experience • General IT problem solving and troubleshooting 1st and 2nd level support • A valid driver's licence.

Attributes: • Business communication • Organizational awareness • Consulting • Planning and organising • Monitoring and controlling • Negotiation • Oral communication • Written communication • Information Strategy • Advice and guidance • Business and IS&T planning • Technical strategy and planning • Business change management • Data conversion • Operations • Installation and integration • User support.

Key performance areas: • Hardware/Software maintenance and support • End user or Desktop support • Continuous improvement • General administration.

- **DIVISION: INFORMATION COMMUNICATION TECHNOLOGY**
- **SUB-DIVISION: NETWORK ENGINEERING**

ADMINISTRATOR: NETWORK ENGINEERING

SALARY BAND 8 - 6 (R369 552.00 – R518 076.00) P.A. EXCLUDING BENEFITS

Requirements: • National Diploma/ NQF Level 6/ (240 Credits) in Information Technology (IT) • Plus, valid CCNA, A+, N+ • 3 - 5 years' relevant experience • Network maintenance support/ IT support • Working in Cisco Environment • Voice over Internet Protocol (VoIP) Support • General IT problem solving and troubleshooting • A valid driver's licence.

Attributes: • Business communication • Organizational awareness • Consulting • Planning and organising • Monitoring and controlling • Negotiation • Oral communication • Written communication • Information Strategy • Advice and guidance • Business and IS&T planning • Technical strategy and planning • Business change management • Data conversion • Operations • Installation and integration • User support.

Key performance areas: • Network maintenance and support • Network documentation • Business continuity • General IT administration.

INTEGRATED ENVIRONMENTAL MANAGEMENT

- **DIVISION: BIODIVERSITY MANAGEMENT**
- **SUB-DIVISION: PARKS MANAGEMENT**

ASSISTANT MANAGER: CEMETERIES

SALARY BAND 4 - 4B (R583 692.00 - R778 584.00) P.A. EXCLUDING BENEFITS

Requirements: • A relevant tertiary qualification, preferably a bachelor's degree/NQF level 7 (360 credits) in Cemetery/ Crematorium management • Computer literacy: Ms Office • A valid driver's licence • 5 years' or more working experience in a Cemeteries environmental, 2 years' of which should be at the Junior management level.

Attributes: • Managing work • Planning and organizing Work safety • Interpersonal relationships • Action and orientation • Communication • Service delivery orientation • Resilience • Change readiness • Learning orientation • Accountability and ethical conduct • Direction setting • Impact and influence • Coaching and mentoring • Team orientation • Problem solving.

Key performance areas: • Management of the burial ground & graves (BGG) Unit's operations (Cemeteries Management Sub-Division) • Stakeholder management • Project management • Human Resources Management (People Management) • Financial management.

- **DIVISION: BIODIVERSITY MANAGEMENT**
- **SUB-DIVISION: PARKS MANAGEMENT**

HORTICULTURIST: GARDEN AND LANDSCAPING

SALARY BAND 8-7 (R369 552.00 - R458 700.00) P.A. EXCLUDING BENEFITS

Requirements: • A relevant tertiary qualification, preferably a National Diploma in Horticulture or related qualifications in facilities management • Computer literacy: Ms Office • A valid driver's licence • 3 or more years' relevant experience in Parks Management.

Attributes: • Managing work • Planning and organizing Work safety • Interpersonal relationships • Action and orientation • Communication • Service delivery orientation • Resilience • Change readiness • Learning orientation • Problem solving • Accountability and ethical conduct • Direction setting • Impact and influence • Coaching and mentoring • Team orientation.

Key performance areas: • Parks maintenance • Arboriculture activities • Garden and landscaping plan • Administration and benchmarking • Human Resource Management • Occupational Health and Safety • Financial management • Stakeholder relations.

FINANCIAL MANAGEMENT SERVICES

- **DIVISION: SUPPLY CHAIN MANAGEMENT**
 - **SUB-DIVISION: DEMAND AND ACQUISITION MANAGEMENT**
- ASSISTANT MANAGER: DEMAND AND ACQUISITION MANAGEMENT**

SALARY BAND 4 - 4B (R583 692.00 - R778 584.00) P.A. EXCLUDING BENEFITS

Requirements: • A Bachelor's Degree/ B.Tech/NQF Level 7 in Supply Chain Management/ Logistics Management • Computer literacy: MS Office • 5-8 years' working experience in Supply Chain Management across SCM processes including 2 years' of supervisory experience • A valid driver's license.

Attributes: • Oral communication • Written communication • Organisational awareness • Problem solving • Planning and organising • Procurement of tenders • Information management • Task management • Project management • Financial process management.

Key performance areas: • Project management • Development and revision of policies • Demand management (strategic sources) • Management of tender procedures and Bid Specification Committee meetings • Bid Evaluation Committee • Vendor database • Other Adhoc tasks • Reporting • Change management • Stakeholder relations • Leadership controlling and organising • Performance management of the Sub-Division • Human resource management • Compliance: Legal regulatory and statutory framework and processes • Financial Management • Continuous improvement on services delivery.

- **DIVISION: EXPENDITURE MANAGEMENT**
- **SUB-DIVISION: PAYROLL**

ASSISTANT MANAGER: PAYROLL

SALARY BAND 4 - 4B (R583 692.00 - R778 584.00) P.A. EXCLUDING BENEFITS

Requirements: • A relevant 3-year tertiary qualification, preferably a B.Com with financial Accounting as a major subject • Computer literacy: Ms Office • 5 years' or more relevant experience covering all aspects of the relevant financial processes and the management of financial information or having gained specialist experience in a finance discipline.

Attributes: • Accounting • Financial management • Financial reporting • Organisational awareness • Financial process management • Problem solving • Cognitive ability • Planning and organizing • Interpersonal relationships • Action and outcome orientation • Oral and written communication • Communication • Service delivery orientation • Resilience • Change readiness • Learning orientation • Direction setting • Impact and influence • Coaching and mentoring • Team orientation.

Key performance areas: • Proper maintenance and reconciliation of Payroll • Audit queries (AG) • Termination of employees • Monthly, SARS reconciliations and returns • Annual and Bi-annual SARS Reconciliations and Returns • Compiling of Annual Financial Year information • Compilation and submission of the Return of Earnings (ROE) to compensation Commissioner • Submission of Quarterly Employment statistics to STATSA • Monitoring of Personal Interim Payments Control Account • 13th cheques and bonus structuring • Ensure accurate and successful salary payroll to the bank • Effective and efficient supervision of subordinates • Ensure adherence to corporate governance within the section • Confirm the successful salary payroll to the Bank • Reporting • Stakeholder relations • Planning, leading, controlling and organizing • Performance management of the subdivision • Human Resources Management • Financial management • Continuous improvement on service delivery • Other adhoc tasks.

COMMUNITY DEVELOPMENT SERVICES

- **DIVISION: SPORTS, ARTS, CULTURE AND RECREATION**
- **SUB-DIVISION: LIBRARY SERVICES**

LIBRARIAN

SALARY BAND 8 - 7 (R369 552.00 - R458 700.00) P.A. EXCLUDING BENEFITS

Requirements: • A National Diploma/NQF Level 6 (240 Credits) in Library and Information Science • Plus general management and leadership programme • Membership registration with Library and Information Association of South Africa (LIASA) • 3 years' working experience as a Senior Library Assistant or Library Assistant.

Attributes: • Client orientation and customer focus • Honestly and integrity • Highly motivated • Assertiveness • Time management • Maintaining a professional image • Good judgment and ability to assess a situation and give sound advice • Flexibility and adaptability • Good level of initiative • Sense of urgency • Ability to manage self • Ability to work independently and in a team • Ability to work under pressure • Attention to detail • Self-confident • Self-discipline • Ability to develop self and others • Networking abilities • Stress management.

Key performance areas: • Administration of library operations • Library collection management • Management of Bibliographic Control work • Marketing and promotion of library services • Outreach programmes • Customer relations • OHS site visits • Stakeholder Relations • Leadership, controlling and organizing • Effective and efficient supervision of subordinates • Reporting • Adhering to corporate governance within the section • Human Resource Management • Financial management • Continuous improvement on services 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 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: (011) 951 2585 / (011) 951 2019 / (011) 951 2501 / (011) 951 2592.

CLOSING DATE: 24 NOVEMBER 2023.

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.

INFRASTRUCTURE DEVELOPMENT SERVICES

- **DIVISION: ENERGY SERVICES**
- **SUB-DIVISION: LOW VOLTAGE MAINTENANCE AND TRAFFIC PUBLIC LIGHTING**

SENIOR TECHNICIAN: TRAFFIC & PUBLIC LIGHTING

SALARY BAND 6 - 5 (R469 572.00 - R586 404.00) P.A. (ALL EXCLUDING BENEFITS)

Requirements: • A relevant National Diploma in Engineering and registration as a Pr Techni Eng • Computer literacy: MS Office • A valid driver's licence (Code C1 with PrDP) • At least 8 years' relevant experience working as a qualified Electrician in electricity distribution sector or industrial sector.

Attributes: • Organizational Awareness • Attention to detail • Operations and maintenance.

Key performance areas: • Traffic & Public Lighting Operation and Maintenance • Traffic Lights and Public Lighting Control Systems configuration settings and applications • Service Delivery Performance of Traffic Lights and Public Lighting Infrastructure • Occupational Health and Safety (OHS) regulations compliance • Stakeholders' relations • Report • Leadership, controlling and organizing • Performance management of the unit • Human resource management • Compliance: Legal regulatory framework and processes • Financial Management • Continuous improvement on service delivery.

- **DIVISION: ENERGY SERVICES**

- **SUB-DIVISION: LOW VOLTAGE MAINTENANCE AND TRAFFIC PUBLIC LIGHTING**

SENIOR ELECTRICIAN: LOW VOLTAGE DISTRIBUTION

SALARY BAND 6 - 5 (R469 572.00 - R586 404.00) P.A. (ALL EXCLUDING BENEFITS)

Requirements: • A relevant National Diploma in Engineering and registration as a Pr • Techni Eng • A valid driver's licence (Code C1 with PrDP) • Computer literacy: MS Office • At least 8 years' relevant experience working as a qualified Electrician in electricity distribution sector or industrial sector.

Attributes: • Organizational Awareness • Attention to detail • Operations and maintenance.

Key performance areas: • Low Voltage Operation and Maintenance • Revenue Protection services • Service Delivery Performance of LV installations Infrastructure • Occupational Health and Safety (OHS) regulations compliance • Stakeholders' relations • Report • Leadership, controlling and organizing • Performance management of the unit • Human resource management • Compliance: Legal, regulatory and statutory framework and processes • Financial Management • Continuous improvement on service delivery.

- **DIVISION: ENERGY SERVICES**

- **SUB-DIVISION: TESTING DIAGNOSTICS AND MAJOR MAINTENANCE**

SENIOR TECHNICIAN: ELECTRICAL TEST & COMMISSIONING

SALARY BAND 6 - 5 (R469 572.00 - R586 404.00) P.A. (ALL EXCLUDING BENEFITS)

Requirements: • A National Diploma in Electrical Engineering (Heavy Current) and registration with ECSA • Computer literacy and familiar with MS Office • 6 or more years' of experience in control and instruments or electrical commissioning post qualification.

Attributes: • Organizational Awareness • Attention to detail • Operations and maintenance.

Key performance areas: • Oversee or carry out testing and commissioning of power • Transformer and switchgears with a primary voltage of Media Voltage category or level • Installation, Configuration and Maintenance of the electricity demand meters for large power users (LPU) Including meter data management systems • Installation, inspection, testing and configuration of Electronic Intelligent Devices for electrical control and protection • Occupational Health and safety (OHS) regulations compliance • Stakeholder relations • Report • Leadership, controlling, and organizing • Performance management of the unit • Human resource management • Compliance: Legal regulatory and statutory framework and processes • Financial Management • Continuous improvement on service delivery.

- **DIVISION: WATER SERVICE**

- **SUB-DIVISION: SCIENTIFIC AND QUALITY CONTROL SERVICES**

QUALITY SCIENTIST: SCIENTIFIC SERVICES

SALARY BAND 9-7 (R310 848.00 - R458 700.00) P.A. (ALL EXCLUDING BENEFITS)

Requirements: • Relevant tertiary qualification preferably a National Diploma (in a Science Field) or B.Sc Science degree preferably in Analytical Chemistry, Chemical Science, Microbiology, Environmental or related Science qualification, Eligible to register with SANCNASP • Computer literacy: Ms Office • Be in possession of a driver's license (Code B) • 5 - 8 years' relevant experience.

Attributes: • Team orientation • Cognitive ability • Learning orientation • Client orientation and customer focus • Monitor and control • Research and development • Stakeholder liaison • Attention to detail • Raw material inventory • Sampling analyses • Planning and organizing • Interpersonal relationships • Action and outcome orientation • Written communication • Service delivery orientation • Resilience • Communications • Change readiness • Direction setting • Impact and influence • Coaching and mentoring.

Key performance areas: • Quality management system • Continuous improvement on service delivery • Stakeholder relations • Customer service • Training • Report.

STRATEGIC INVESTMENT PROGRAMME

DIVISION: HUMAN SETTLEMENTS & REAL ESTATE MANAGEMENT

- **SUB-DIVISION: PROPERTY DEVELOPMENT & REAL ESTATE**

ASSISTANT MANAGER: PROPERTY DEVELOPMENT & REAL ESTATE

SALARY BAND 4 - 4B (R583 692.00 – R778 584.00) P.A. EXCLUDING BENEFITS

Requirements: • A relevant tertiary qualification, preferably a Diploma or B. Degree in Property Assets Management/Business management/Finance/Property valuation • Computer literacy: MS Office • A valid driver's licence • 8 years' relevant experience required, preferably in Property Assets Management in middle management.

Attributes: • Influencing • Technical communication • Organisational awareness • Conceptual thinking • Project management • Financial management • Information measuring and monitoring • Technology usage.

Key performance areas: • Project plan management • Development and revision of policies • Programme planning and reporting • Monitoring Municipal Properties, and Real Estate • By-Laws • Risk management • Land acquisition and disposal strategy • Land regularisation • Change management • Stakeholder relations • Leadership controlling and organising • Performance management of the Sub-division • Compliance: Legal regulatory and stator framework and processes • Human resource management • Financial management • Continuous improvement on services delivery • Management.

DIVISION: HUMAN SETTLEMENTS & REAL ESTATE MANAGEMENT

- **SUB-DIVISION: INFORMAL SETTLEMENTS**

ASSISTANT MANAGER: INFORMAL SETTLEMENTS

SALARY BAND 4 - 4B (R583 692.00 – R778 584.00) P.A. EXCLUDING BENEFITS

Requirements: • A relevant Three-year tertiary qualification, preferably a National Diploma or B. Degree in Community Development/Social Science/NQF Level 7 (360 Credits) • Code EB driver's licence • Computer literacy: MS Office • Physical fitness • 5 - 8 years' experience of which at least 2 years' include supervisory exposure.

Attributes: • Written and oral communication • Influencing • People management • Problem solving • Planning and organising • Written communication • Illegal land invasion • Legal process administration • Relocation processes • Surveying Data Management • Disaster operations.

Key performance areas: • Project plan management • Development and revision of policies • Programme planning and reporting • Site visit & community engagement • Settlement database • Informal settlement GIS plan • Settlement assessments & categorization • Land invasion • Relocating process • Land acquisition processes • Land regulation • Risk management • Change management • Stakeholder relations • Leadership controlling and organising • Performance management of the Sub-division • Compliance: Legal, regulation and stator • Framework and processes • Human resource management • Financial management • Continuous improvement on service delivery.

DIVISION: HUMAN SETTLEMENTS & REAL ESTATE MANAGEMENT

- **SUB-DIVISION: INFORMAL SETTLEMENTS**

PROJECT OFFICER: INFORMAL SETTLEMENTS

SALARY BAND 8 - 6 (R369 552.00 – R518 076.00) P.A. EXCLUDING BENEFITS

Requirements: • A National Diploma in Community Development/Social Science • Code EB driver's licence • Physical fitness • 0 - 2 years' relevant experience.

Attributes: • Written communication • Oral communication • Influencing • People management • Problem solving • Planning and organising • Illegal land invasion • Legal process administration • Relocation processes • Surveying data management • Disaster operations.

Key performance areas: • Provision of project support • Project management • Providing professional support • Providing programme support • Reporting • Stakeholder relations.

ECONOMIC DEVELOPMENT SERVICES

- **DIVISION: ENTERPRISE & RURAL DEVELOPMENT**
- **SUB-DIVISION: EPWP/CWP**

COORDINATOR: EPWP

SALARY BAND 6 - 5 (R469 572.00 - R586 404.00) P.A. EXCLUDING BENEFITS

Requirements: • National Diploma/NQF Level 6 (240 Credits) in Project Management/ Development Studies/Socia Studies/Public Administration • 4 years' working experience in Project management environment, 3 years' of which should be at supervisory level • A valid driver's licence.

Attributes: • Accountability and ethical conduct • Maintaining a professional image • Excellent customer services orientation • Good judgment and ability to assess a situation and give sound advice • Attention to detail • Ability to use own discretion in decision making • Flexibility and adaptability • Good level of initiative and sense of urgency • Ability to perform routine tasks • Ability to work independently and in a team • Ability to work under pressure • Honestly and integrity • Self-confident • Self-discipline • Ability to develop self and others • Networking abilities • Co-operative governance • Ability to adapt and respond to change • Knowledge Sharing and Transfer • Ability to accurately report the requested information to relevant stakeholders • Change leadership.

Key performance areas: • Project plan management • Program and project delivery and management • Development and revision of policies • Coordinate the implementation of EPWP • Awareness training for sector departments