



# Mogale City

## Local Municipality

*"The City  
of Human  
Origin"*

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.

### COMMUNITY DEVELOPMENT SERVICES

• **DIVISION: LICENSING**

• **SUB-DIVISION: MOTOR VEHICLE REGISTERING AUTHORITY**

## **ASSISTANT MANAGER: MOTOR VEHICLE REGISTERING AUTHORITY (MVRA)**

**SALARY BAND 4-4B: R613 320.00 - R778 584.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** Diploma/NQF Level 6 in Public Administration/General Management/Public Management (240 Credits) • 5 - 8 years' working experience in licensing environment, three (3) years' of which should be at supervisory level.

**Attributes:** • Conceptual Thinking • Organizational Awareness • Attention to detail • Monitoring and controlling • Ethics and Professionalism • Planning and organizing • People Management.

**Key performance areas:** • Project Plan Development, Implementation and Management • Development and Revision of Policies • Management of the Motor Vehicle Registering Authority (MVRA) • Fraud and Corruption Management • Daily Takings • General Administration in the MVRA • Asset Register Management • Customer Relations • Financial Management • Leadership, Controlling and Organizing • Reporting • Human Resource Management • Performance Management of the Sub-Division • Compliance: Legal Regulatory, Statutory Framework and Processes • Continuous improvement on service delivery • Stakeholder Relations.

### DEPARTMENT: CORPORATE SUPPORT SERVICES

• **DIVISION: HUMAN CAPITAL MANAGEMENT**

• **SUB-DIVISION: ORGANISATIONAL DESIGN AND DEVELOPMENT**

## **ASSISTANT MANAGER: ORGANISATIONAL DESIGN AND DEVELOPMENT (ODD)**

**SALARY BAND 4-4B: R613 320.00 - R778 584.00 PER ANNUM EXCLUDING BENEFITS**

**Requirement:** A relevant three (3) year tertiary qualification in Human Resource Management or Related field • Eight (8) years or more relevant experience covering a broad range of Human Resource Functions • Preferably Nine (9) years' of Organizational Design and Development experience and at least four (4) years' of which must be supervisory experience. Knowledge of Municipal Staff Regulation (MSR) will be an added advantage.

**Attribute:** • Organizational Awareness • Consulting • Planning and organizing • Monitoring and Control • Negotiation • Oral Communication • Written Communication • Change Management • HR Technology/Information • HR Service Delivery • Strategic HR Management • Performance Management.

**Key performance area:** • Programme and Project Management • Organizational Culture • Organizational Surveys • Policy Development and Review • Organizational Structure Design and Maintenance • Business Process Mapping • Job Descriptions (JD(s) Development and Reviews. Competency Analysis • Job Evaluation • Work-study Analysis • Productivity Analysis • Change Management Process • Employment Equity (EE) and Diversity Management • Stakeholder Relations • Leadership Controlling and Organizing • Individual Performance Management • Financial Management • Benchmarking against best practice.

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 and 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: 27 SEPTEMBER 2024.**

