



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.

**DEPARTMENT: ECONOMIC DEVELOPMENT SERVICES**

• **DIVISION: ENTERPRISE & RURAL DEVELOPMENT**

• **SUB-DIVISION: RURAL & AGRICULTURE DEVELOPMENT**

**ASSISTANT MANAGER: RURAL & AGRICULTURE**

**SALARY BAND 4- 4B : R583 692.00 – R778 584.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • Relevant 3-year tertiary qualification in Agriculture or Rural Development • Computer Literacy: MS Office • 2-5 years' relevant working experience in Rural & Agricultural development environment.

**Attributes:** • Research & Analysis • Strategic Planning & Strategy Formulation • Programme & Project Management • Financial Management • Public Consultation • Socio-Economic/Socio political Awareness • Planning & organizing • Financial Management • Information Products & Reporting • Resilience.

**Key performance areas:** • Project management • Program & Project delivery & Management • Development & revision policies • Rural & Agriculture strategy • Land reform project • Land tenure • Awareness campaigns • Agriculture Development • Provision of Rural Development • Change Management • Leadership, controlling & organizing • Performance management of the sub-division • Stakeholder relations • Human resource management • Compliance: Legal, regulatory & statutory framework & processes • Financial Management • Continuous improvement to service delivery.

**DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER**

• **DIVISION: EXECUTIVE & MANAGEMENT SUPPORT**

• **SUB-DIVISION: NONE**

**EXECUTIVE SUPPORT COORDINATOR**

**SALARY BAND 6-5 : R469 572.00 - R584 404.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • National Diploma/NQF Level 6 (240 Credits) in Public Administration/ Management or Office Management • Computer literacy: MS Office • 5-8 years' working experience in Office Administration.

**Attributes:** • Written communication • Oral communication • Attention to detail • Influencing • Ethics & Professionalism • Use of technology • Data processing & analysis • Organizational awareness • Problem solving • Planning & organizing • Business processes.

**Key performance areas:** • Council Resolution • Office administration • Coordinating submission of division budget • Monitoring capital & operational projects • Reporting • Record keeping • Stakeholder relations.

**PERSONAL ASSISTANT TO THE MUNICIPAL MANAGER**

**SALARY BAND 6-5 : R469 572.00 - R584 404.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • Grade 12 • Computer literacy: MS Office • A relevant secretarial certificate • 5-8 years' working experience in Secretarial services or as a Personal Assistant.

**Attributes:** • Written communication • Oral communication • Attention to detail • Business processes • Use of Technology • Attention to detail • Data processing & analysis • Influencing • Ethics & Professionalism • Organizational awareness • Problem solving • Planning & organizing.

**Key performance areas:** • Efficient & effective office administration • Diary management • Meeting coordination • Good telephone etiquette • Travelling & accommodation arrangements • Stakeholder relations.

**DEPARTMENT: FINANCIAL MANAGEMENT SERVICES**

• **DIVISION: SUPPLY CHAIN MANAGEMENT**

• **SUB-DIVISION: CONTRACT MANAGEMENT**

**SENIOR PRACTITIONER: SUPPLY CHAIN  
MANAGEMENT COMPLIANCE**

**SALARY BAND 6-5 : R469 572.00 – R586 404.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • A relevant (3) years tertiary qualification, preferably in SCM/Logistics/Procurement • Computer literacy: MS Office • 5-8 years' relevant experience across SCM processes including (2) years' of supervisory experience.

**Attributes:** • Procurement • Financial reporting • Financial process management • Organizational awareness • Problem solving • Planning and organizing.

**Key performance areas:** • Contract management • Contract management administration • Performance management (Service Providers) • Contract risk management • Change management • Reporting • Stakeholder relations • Planning, controlling, and organizing • Performance management of the unit • Human resource management • Financial management • Continuous improvement on service delivery.

**DEPARTMENT: INFRASTRUCTURE DEVELOPMENT SERVICES**

• **DIVISION: WATER SERVICES**

• **SUB-DIVISION: WASTEWATER TREATMENT WORKS**

**SENIOR PLANT SUPERINTENDENT – WWT  
MAGALIESBURG / HEKPOORT**

**SALARY BAND 6-5 : R469 572.00 – R586 404.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • A Professional qualification in Engineering • Trade Test Artisan or Technical / professional qualification • Computer literacy: MS Office • 5 years' or more experience in a supervisory technical position required.

**Attributes:** • Team orientation • Organizational awareness • People management • Problem solving • Planning and organizing • Ethics and accountability • Workplace safety • Discipline Specific skills • Interpersonal relations • Budgeting • Action and outcome orientation • Communications • Resilience • Service delivery orientation • Impact and influence • Direction settings • Coaching and mentoring • Task Management.

**Key performance areas:** • Operation and maintenance • Administrative duties • Procurement and maintenance of equipment and material • Monitoring projects • Occupational Health and Safety (OHS) regulations compliance • Stakeholder relations • Report on performance of the Wastewater Treatment unit • 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.

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

**SPECIAL WORKMAN: LV DISTRIBUTION**

**SALARY BAND 9- 8 : R310 848.00-R408 228.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • N2 Electrical Engineering (Heavy Current) • A valid EC driver's licence + a valid Pr. DP. • A valid truck-mounted crane operating certificate • Electrical Trade Test Certificate • 3-4 years' experience working in an electrical infrastructure maintenance environment.

**Attributes:** • Action and outcome orientation • Interpersonal relationship • Communications • Resilience • Change readiness • Cognitive ability • Service delivery orientation • Impact and influence • Direction settings • Coaching and mentoring • Learning orientation • Accountability and ethical Conduct • Operations and maintenance • Attention to details • Organizational awareness • Design • Project Management • Construction.

**Key performance areas:** • Transport of material and equipment • Soil excavation of cable trenches • Line inspection • Cleaning of sub-station yards • Occupational Health and safety (OHS) regulations compliance • Stakeholders' relations • Report.

• **SUB-DIVISION: TESTING, DIAGNOSTIC AND MAJOR MAINTENANCE  
TECHNICIAN: PROTECTION RELAYS**

**SALARY BAND 7- 6 : R417 924.00 - R518 076.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • A relevant National Diploma in Engineering • Computer literacy: Ms. Office • 3-5 years' relevant.

**Attributes:** • Team orientation • Action and outcome orientation • Interpersonal relationship • Communications • Resilience • Change readiness • Service delivery orientation • Impact and influence • Direction settings • Coaching and mentoring • Accountability and ethical Conduct • Attention to details • Organizational awareness • Design • Project Management • Construction.

**Key performance areas:** • Power transformer and switchgears maintenance • Large power users (LPU) and meter data management • Configuration of electronic intelligent devices for electrical control and protection • Occupational Health and Safety (OHS) • Stakeholder relations • Report • Compliance: Legal, regulatory and statutory framework and processes • Continuous improvement on service delivery.

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: on the following contact numbers (011) 951 2585/ (011) 951 2019/ (011) 951 2501/ (011) 951 2592.

**CLOSING DATE: 03 MAY 2024.**

