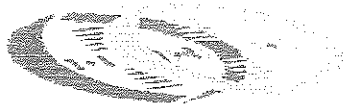


INTERNAL VACANCIES



Mogale City

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

DATE: 4/15/24 2:18 PM

ECONOMIC DEVELOPMENT SERVICES

DIVISION: ENTERPRISE & RURAL DEVELOPMENT
SUB-DIVISION: RURAL & AGRICULTURE DEVELOPMENT
POST: 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.

DIVISION: ENTERPRISE & RURAL DEVELOPMENT
SUB-DIVISION: BUSINESS DEVELOPMENT
POST: ASSISTANT OFFICER: BUSINESS DEVELOPMENT X2
SALARY BAND 10-8(R259 392.00 – R408 228.00) PER ANNUM EXCLUDING BENEFITS

REQUIREMENTS: National Diploma/NQF Level 6 (240 credits) in Business Management & Computer Literacy: MS Office. Valid driver's license. 0-2 years' experience.

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

KEY PERFORMANCE AREAS: Projects & programs implementation. Business registration & compliance. Business awareness. Business Monitoring.

DIVISION: ENTERPRISE & RURAL DEVELOPMENT
SUB-DIVISION: BUSINESS DEVELOPMENT SERVICES
POST: ADMINISTRATIVE SUPPORT CLERK: BUSINESS DEVELOPMENT SERVICES
SALARY BAND 12-11 (R200 688.00 – R253 632.00) PER ANNUM EXCLUDING BENEFITS

REQUIREMENTS: Grade 12. Computer Literacy: MS Office. 0-2 years working experience in Secretarial Services/ Office Management/ Personal Assistant.

ATTRIBUTES: Written Communication. Oral Communication. Attention to detail. Business Processes. Use of Technology. Data Processing & Analysis. Influencing. Ethics & Professionalism. Organizational awareness. Problem solving. Planning & organizing.

KEY PERFORMANCE AREAS: Office support services. Diary Management. Telephone administration. Customer service. Management of correspondence. Meeting co-ordination. Procurement of goods & services. Filing management. Reporting.

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: 23 April 2024



L. FAKAZI
ACTING EXECUTIVE MANAGER: CORPORATE SUPPORT SERVICES

DATE: 15/04/2024