



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.

ERRATUM

Please note the following corrections made to the advert posted on the 12th of November 2023.

INTEGRATED ENVIRONMENTAL MANAGEMENT

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

ASSISTANT MANAGER - CEMETERIES

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

Requirements: • Relevant tertiary qualification, preferably a Bachelor's Degree/NQF level 7 (360 credits) in Horticulture or Landscape or equivalent, accompanied by 5 years' or more working experience in a Cemetery and Crematorium management environment, of which 2 years' should be at the Junior Management level • Computer literacy: Ms. Office • Code 8/C2 or above valid driver's license • Candidates registered with SACLAP and/or relevant organizations will be given preference.

STRATEGIC INVESTMENT PROGRAMME

- **DIVISION: HUMAN SETTLEMENTS AND REAL ESTATE MANAGEMENT**
- **SUB-DIVISION: PROPERTY DEVELOPMENT AND REAL ESTATE**

ASSISTANT MANAGER: PROPERTY DEVELOPMENT AND REAL ESTATE

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

Requirements: • A Degree in property development, real estate development, property/construction economics • 5 years' or more of relevant experience in real estate/property development.

- **DIVISION: HUMAN SETTLEMENTS AND REAL ESTATE MANAGEMENT**
 - **SUB-DIVISION: INFORMAL SETTLEMENTS**
- #### **ASSISTANT MANAGER: INFORMAL SETTLEMENTS**

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

Requirements: • A Degree in housing/human settlement or town/urban and regional planning (urban management)

CORPORATE SUPPORT SERVICES

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

COORDINATOR: COMMITTEES SUPPORT

SALARY: 6-5B (R469 572.00 – R586 404.00) P.A. EXCLUDING BENEFITS

Requirements: • B. Proc/B. Uris/LLB or relevant Legal qualification • 5 years administrative experience, 3 years of which must be company secretary and/or legal related • Computer literacy: MS Office • Valid driver's license.

COMMUNITY DEVELOPMENT SERVICES

- **DIVISION: SOCIAL DEVELOPMENT**
 - **SUB-DIVISION: SOCIAL DEVELOPMENT PROGRAMMES**
- #### **SOCIAL AUXILIARY WORKER**

SALARY: 12-11B (R200 688.00-R253 632.00) P.A. EXCLUDING BENEFITS

Requirements: • Grade 12/NQF Level 4 • Plus, Certificate in Social Auxiliary Work • Current registration with South African Council for Social Services Professions (SACSSP) • Computer Literacy: MS Office • 1-3 years' relevant experience.

Attributes: • Conceptual Thinking • Organisational Awareness • Attention to Detail • Monitoring and controlling • Planning and organizing • People Management • Professional/Technical Proficiency.

Key performance areas: • Community profiling • Social Development programmes identification and support • Early Childhood Development (ECD) audits • Gender, Youth, People with Disabilities (PWDs) and the Elderly for training coordination • Special groups' programme needs assessment • Indigent burial and grave-site application verification and home assessments • Non-Governmental Organizations (NGO), Community based Organisation (CBO) monitoring and evaluation • Intake and referrals • Events coordination • Community education, advocacy and awareness campaigns coordination • Reporting • Stakeholder relations.

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.

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.

The Municipality reserves the right to appoint or not to appoint.

All enquiries can be directed to: (011) 951 2585/(011) 951 2019/(011) 951 2501/(011) 951 2592.

CLOSING DATE: 24 NOVEMBER 2023