

EXTERNAL VACANCIES



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: 6/5/23 9:46 AM

CORPORATE SUPPORT SERVICES

DIVISION: INFORMATION AND COMMUNICATION TECHNOLOGY

SUB-DIVISION: ICT INFRASTRUCTURE

POST: ASSISTANT MANAGER: ICT INFRASTRUCTURE

SALARY BAND 4 – 4b (R553 788.00 – R738 696.00) PER ANNUM EXCLUDING BENEFITS

REQUIREMENTS: National Diploma/ NQF Level 6 (240 credits) in Information Technology (IT). Microsoft Certified IT Professional (MCITP): System Administrator. ITIL Foundation Certification. (5-8) years relevant experience in ICT Infrastructure Support / Operations required of which (2) years must be at senior level. Valid driver's license.

ATTRIBUTES: Business communication. Organisational awareness. Information Strategy. Advice and Guidance. Business and IS&T Planning. Consulting. Technical Strategy and Planning. Business Change Management. Planning and organizing. Monitoring and control. Data Conversion. Operations. Negotiations. Installation and Integration. Oral communication. Written communications. User Support. Interpersonal relationships. Communication. Services Delivery. Action Orientation. Resilience. Cognitive ability. Learning orientation. Impact and influence. Team orientation. Direction setting. Coaching and mentoring

KEY PERFORMANCE AREAS: Project Management. Microsoft Office 365 Cloud & Email Administration. Software application and database Administration (HR & Audit-Risk Systems, Document Management, GIS, Meter Management, Intranet). ICT Infrastructure Environmental Controls. General IT Administration. Procurement Processes. Licensing of Software Applications. Risk Assessment and Treatment. Change Management. Stakeholder Relations. Leadership, Controlling and Organising. Performance Management of the Subdivision. Human Resource Management. Compliance: Legal, Regulatory and Statutory Framework and Processes. Financial Management. Continuous improvement on service delivery

NB: APPLICANTS WHO PREVIOUSLY APPLIED NEED NOT TO APPLY

DIVISION: INFORMATION AND COMMUNICATION TECHNOLOGY

SUB-DIVISION: NETWORK ENGINEERING

POST: ASSISTANT MANAGER: NETWORK ENGINEERING

SALARY BAND 4 – 4b (R553 788.00 – R738 696.00) PER ANNUM EXCLUDING BENEFITS

REQUIREMENTS: National Diploma/ NQF Level 6 (240 credits) in Information Technology (IT) plus valid Cisco Certified Network Professional (CCNP-Network), valid CCNA, A+, N+; Microsoft Certified System Engineer (MCSE). 5-8 years' or more relevant experience required of which 2 must be at senior level. Valid driver's license.

ATTRIBUTES: Impact and Influence. Team Orientation. Direction Settings. Coaching and Mentoring Interpersonal Relationship. Communication. Service Delivery Orientation. Action Orientation. Resilience. Cognitive Ability. Learning Orientation. Business communication. Organisational Awareness. Consulting. Planning and Organising. Monitoring and Control. 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: Project management. Program and Project delivery and management. Development and Revision of policies. Network Infrastructure maintenance. Network systems administration. Procurement processes. Network software maintenance and support. Information. Technology administration. Licensing of software applications. Information Technology Service Continuity management. Risk Assessment and Treatment. Change Management. Administration of exchange environmental. Report . Stakeholder Relations. Leadership, controlling and organizing. Performance management of the Sub Division. Human resource management. Financial Management. Continuous improvement on service delivery

OPERATIONS MANAGEMENT

DIVISION: CORPORATE COMMUNICATIONS & CUSTOMER CARE

SUB-DIVISION: MEDIA & PUBLIC RELATIONS

POST: ASSISTANT MANAGER: MEDIA & PUBLIC RELATIONS

SALARY BAND 4 - 4B (R553 788.00 – R738 696.00) PER ANNUM EXCLUDING BENEFITS

REQUIREMENTS: Relevant 3- year tertiary Qualification, preferably a National Diploma or Degree in Communication/ Marketing/ Public Relations. 5-8 Year's relevant experience at a senior practitioner level is required. Valid driver's license.

ATTRIBUTES: Communication. Organisational Awareness. Conceptual Thinking. Project Management. Financial Management. Information Measuring and Monitoring. Technology Usage.

KEY PERFORMANCE AREAS: Project Management. Development and Revision of policies. Development and implementation of External Communications Strategy. External Communication Plans and Interventions. External Stakeholder/ Departmental Engagement. Photography Image Library co-ordination and Project Management. External Publications. Media and PR Management. Content Management. Overall Management of the Website. Change Management. Reports. Leadership, controlling and organising. Performance management support of the Sub-division. Compliance Legal, Regulatory and statutory framework and processes. Financial Management. Continuous improvement on services delivery.

INFRASTRUCTURE DEVELOPMENT SERVICES

DIVISION: FLEET AND WORKSHORP MANAGEMENT

SUB-DIVISION: FLEET MANAGEMENT

POST: FLEET CONTROLLER X3

SALARY BAND 9- 8 (R294 924.00 – R387 312.00) PER ANNUM EXCLUDING BENEFITS

REQUIREMENTS: A relevant post matric qualification, preferably a Certificate/ Diploma or equivalent diploma in Fleet Management/ Public Administration/ Transport Management. 2-5 Years relevant experience required. Valid Driver's License.

ATTRIBUTES: Influencing. Technical. Communication. Organizational Awareness. Conceptual Thinking. Project Management. Financial Management. Information Measuring and Monitoring. Technology Usage. Services Delivery Orientation. Interpersonal Relationships. Communication Client Orientation and Customer Focus. Action Orientation. Resilience. Change Readiness. Learning Orientation. Problem Solving. Accounting and Ethical Conduct. Direction Setting. Impact and Influence. Coaching and Mentoring. Team Orientation.

KEY PERFORMANCE AREAS: Vehicle Inspection. Vehicle Utilization. Administration of Incidents/ Accidents. Training Development. Vehicle services and maintenance. License & Traffic fines. Customer Services

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: 13 June 2023