

## 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:** 8/15/23 11:19 AM

### **DEPARTMENT: ECONOMIC DEVELOPMENT SERVICES**

**DIVISION: BUILDING DEVELOPMENT MANAGEMENT**

**SUB-DIVISION: BUILDING CONTROL REGION A**

**POST: SENIOR BUILDING INSPECTOR: REGION A**

**SALARY BAND 6-5 (R469 572.00 – R586 404.00) PER ANNUM ALL EXCLUDING BENEFITS**

**REQUIREMENTS:** A relevant National Diploma qualification as stipulated in the national building regulations. Computer literacy: MS Office and Code EB driver's license. Eligible to be registered as a Peace Officer (Law Enforcement Officer). 5 -8 Years working experience in Building environment.

**ATTRIBUTES:** Building Development Control. Building Inspectorate Customer Centricity. Organisational Awareness. Assist with site inspections Problem solving. Legal Administration. Planning and Organising. Information Management. Negotiation and influencing. Ethics and Professionalism.

**KEY PERFORMANCE AREA:** Site inspections. Excavation/ Foundation inspection. Building inspections. Open plumbing inspection. Roof inspection. Final plumbing inspection. Final Completion inspection. Business license applications inspection. Stakeholder Relations. Operational Process. Continuous improvement to service delivery. Compliance Legal, regulatory and statutory framework and processes. Financial Management.

**DIVISION: TOURISM DEVELOPMENT**

**SUB-DIVISION: TOURISM INFORMATION & TRANSFORMATION**

**POST: TOURISM OFFICER: PRODUCT DEVELOPMENT & IMPLEMENTATION**

**SALARY BAND 7-6 (R417 924.00 – R518 076.00) PER ANNUM ALL EXCLUDING BENEFITS**

**REQUIREMENTS:** Certificate/ N6 in Tourism & Travel/ Hospitality/ Marketing/ Business Development or Equivalent Computer Literacy: MS Office. Valid Drivers License. 2 years working experience in Tourism Environment

**ATTRIBUTES:** Research and Analysis. Public Consultation. Strategic Planning and Strategy Formulation. Programme and Project Management. Financial Management. Socio- Economic/Socio Political Awareness. Planning and Organising. Information Products and Reporting. Resilience.

**KEY PERFORMANCE AREA:** Tourism Implementation Plan. Tourism programme and project implementation. Product development and implementation support. Tourism capacity building. Tourism Research and Audits. Project Co-ordination and events Management. Report on performance. Compliance Legal, regulatory and statutory framework and processes. Financial Management.

**DIVISION: BUILDING DEVELOPMENT MANAGEMENT**  
**SUB-DIVISION: BUILDING CONTROL REGION A**  
**POST: BUILDING INSPECTOR: REGION A**  
**SALARY BAND 8-7 (R369 552.00 – R458 700.00) PER ANNUM ALL EXCLUDING BENEFITS**

**REQUIREMENTS:** A relevant National Diploma qualification as stipulated in the national building regulations; Computer literacy: MS Office; and Code EB driver's license. Eligible to be registered as a Peace Officer (Law Enforcement Officer). 3-5 Years experience in building environment.

**ATTRIBUTES:** Building Development Control. Organisational Awareness. Building Inspectorate Customer Centricity. Assist with site inspections. Problem solving. Legal Administration. Planning and Organising. Information Management. Negotiation and influencing. Ethics and Professionalism.

**KEY PERFORMANCE AREA:** Site inspections. Excavation/ Foundation inspection. Building inspections. Open plumbing inspection. Roof inspection. Final plumbing inspection. Final Completion inspection. Business license applications inspection. Stakeholder Relations. Operational Process. Corporate governance within the division.

**DEPARTMENT: STRATEGIC INVESTMENTS PROGRAMME**

**DIVISION: CATALYTIC INVESTMENTS PROGRAMME**  
**SUB-DIVISION: PROJECT IMPLEMENTATION SUPPORT**  
**POST: OFFICER: PROJECT IMPLEMENTATION SUPPORT**  
**SALARY BAND 8-6 (R369 552.00 – R518 076.00) PER ANNUM EXCLUDING BENEFITS**

**REQUIREMENTS:** A relevant B. Engineering or BSc Engineering degree. Computer literacy: MS Office. 3 – 5 Years relevant experience in Civil engineering, Project Management and Financial Management. Valid drivers license.

**ATTRIBUTES:** Interpersonal relations. Action and outcome oriented. Communication. Resilience. Change readiness. Learning orientation. Accountability and ethical. Direction setting. Team orientation. Cognitive ability. Impact and influence.

**KEY PERFORMANCE AREAS:** Project Management. Development and revision of policies. Programme planning and reporting. Contract management. Operational management. Risk management. Leadership, controlling and organizing. Performance management of the section. Compliance: legal regulatory and statutory framework and processes. Financial data analysis. Financial management. Stakeholder relations.

**DEPARTMENT: FINANCIAL MANAGEMENT SERVICES**

**DIVISION: BUDGET AND TREASURY**  
**SUB-DIVISION: FINANCIAL REPORTING**  
**POST: ASSISTANT MANAGER – FINANCIAL REPORTING**  
**SALARY BAND 4- 4B (R583 692.00 – R778 584.00) PER ANNUM EXCLUDING BENEFITS**

**Requirements:** A relevant 3 tertiary qualification, preferably a National Diploma or B Com with financial accounting as major subject. Computer literacy: MS Office. Certificated Programme in Municipal Finance Development. 6 years or more relevant experience covering all aspects of the relevant financial process and the Management of financial information or having gained experience in a finance discipline. Experience in Local Government finance.

**Attributes:** Oral Communication. Written Communication. Accounting. Organisational Awareness Procurement. Problem Solving. Budgeting. Financial Management. Planning and organizing. Costing Financial Reporting. Financial Process Management.

**Key Performance Areas:** Project plan development. Program Project delivery and management. Development and Revision of principles. Trial balance. Financial Statements. General Recognised Practices. Standards. Caseware Financial Statement software. External Audits (AGSA). Operational Clean Audit. Financial Management. Capability Maturity Module. Statutory reports. Change Management. Stakeholder

Relations. Leadership, Controlling and organizing. Performance management of the Subdivision.

**DIVISION: SUPPLY CHAIN MANAGEMENT**

**SUB-DIVISION: CONTRACT MANAGEMENT**

**POST: 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. Valid driver's license.

**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.

**DIVISION: PROPERTY VALUATIONS**

**SUB-DIVISION: PROPERTY VALUATIONS**

**POST: ASSISTANT VALUER: PROPERTY VALUATIONS**

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

**REQUIREMENTS:** A relevant 3-year tertiary qualification NQF Level 6 (240 credits) in Real Estate/ Property Studies. Registration with South African Council for the Property Valuers Profession as a Candidate Valuer. 2 years post registration experience as a Candidate Valuer. Valid drivers license.

**ATTRIBUTES:** Ability to develop. Ability to work in a team. Self-Management abilities. Client orientation and customer focus. Honesty and integrity. Self-confident. Confidentially. Networking and influencing abilities. Ability in implementing strategies and concepts.

**KEY PERFORMANCE AREAS:** Value properties for rating purposes. Processing of Objections. Processing of Appeals through the valuation Appeal Board (VAB). Resolving queries. Valuations for Acquisition, disposal, expropriation, and rental purposes.

## **DEPARTMENT: CORPORATE SUPPORT SERVICES**

**DIVISION: INFORMATION COMMUNICATION TECHNOLOGY**

**SUB-DIVISION: SECURITY ENGINEERING**

**POST: ASSISTANT MANAGER: IT SUPPORT ENGINEERING**

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

**REQUIREMENTS:** Bachelor's Degree/ B Tech/ NQF Level 7 (360 credits) in Information Technology (IT). Information Technology Infrastructure Library (ITIL) Foundation Certificate. Plus, one or more of these certificates (CompTIA A+, Microsoft Certified System Administrator, Microsoft Certified System Engineer (MCSE) or similar. 5-8 years relevant experience in information technology- technical support/ operations. 2 years at supervisory level. Experience in administering Microsoft 365 cloud environment. Valid Driver's License.

**ATTRIBUTES:** 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 Information Communication Technology Security related policies. Physical security. Network Security. Access Control. Risk Assessment and Treatment. Information Security incident management. IT Service Continuity management. Information Technology Administration. Procurement

processes. Licensing of software applications. Change Management. Reporting. Stakeholder Relations. Leadership Controlling and organising. Compliance: Legal regulatory and statutory framework and processes. Financial Management. Continuous improvement on service delivery.

### COMMUNITY DEVELOPMENT SERVICES

**DIVISION: LICENSING**

**SECTION: DRIVER LICENSE TESTING CENTRE**

**POST: EXAMINER GRADE A: DRIVER LICENSE TESTING CENTRE**

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

**REQUIREMENTS:** Grade 12/NQF Level 4 plus Examiner for Driving Licenses and Examiner of Vehicles Diploma, plus code A and EC License. Registration with the Department of Transport as an Examiner for driving licenses and Vehicles Grade A. 3 Years working experience as Examiner for Driving Licenses and Vehicles.

**ATTRIBUTES:** Ethical conduct. Ability to work in a team. Self-management abilities. Client orientation and customer focus. Honesty and integrity. Self-confident. Ability to work under pressure.

**KEY PERFORMANCE AREAS:** Eye testing for learner's license booking. Computerized Learner's License Testing (CLLT). Driving License examination booking. Testing for Driving license. Renewal of driving license and Professional Driving Permit (PrDP). Motor vehicle Roadworthiness examination. Weighing of motor vehicles. Record keeping. Control of motor vehicle testing station. Customer relations. Fraud and corruption. Reporting. Adherence to corporate governance. Office support. Health and Safety Procedure. Knowledge and application of all applicable legislation.

**DIVISION: SOCIAL DEVELOPMENT**

**SUB-DIVISION: SOCIAL DEVELOPMENT PROGRAMMES**

**POST: SOCIAL WORKER**

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

**REQUIREMENT:** Bachelors Degree in Social Work. Current Registration with South African Council for Social Services Professions (SACSSP). Computer Literacy: MS Office. Valid Driver's License. 3-5 years relevant experience.

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

**KEY PERFORMANCE AREA:** Programme Planning. Social Research. Monitoring and Evaluation. Programme capacity building. Grant in Aid implementation. Psychosocial counselling. Community education, advocacy, and awareness campaigns. Student Social Worker and Social Auxiliary Worker supervision. Change Management. Reporting. Stakeholder Relations. Planning, Controlling, and organizing. Performance Management of the Subdivision. Human resource management. Financial Management. Continuous improvement on services delivery.

### INFRASTRUCTURE DEVELOPMENT SERVICES

**DIVISION: WATER SERVICES**

**SUB-DIVISION: SCIENTIFIC AND QUALITY CONTROL SERVICES**

**POST: SENIOR SUPERINTENDENT EFFLUENT**

**SALARY BAND 6-5 (R469 572.00-R586 404.00) PER ANNUM EXCLUDING BENEFITS**

**REQUIREMENTS:** Relevant 4-year tertiary qualification preferably in Analytical Chemistry, Chemical Engineering, Microbiology, Environmental or other related Science qualification. Registration with SACNASP as Pr.Sci.Nat will be an added advantage; and computer literacy. 2-5 years of relevant experience post professional registration or 2-5 years post graduate research experience. Applicable legal vehicle driver's license.

**ATTRIBUTES:** Planning. Project Management. Organizational Awareness. Discipline specific skills. Data process and analysis. Attention to detail. Use of technology. Resilience. Change readiness. Cognitive ability. Service. Direction setting. Coaching and mentoring. Communication. Service Delivery orientation. Interpersonal relationships. Action and Outcome orientation. Learning orientation. Impact and influence. Team orientation.

**KEY PERFORMANCE AREAS:** Site inspection. Industrial sampling and surveillance. Complaints from users. Occupational Health and Safety (OHS) regulations compliance. Stakeholder relations. Report. Leadership, controlling and organizing. Performance management of the unit. Human Resource Management. Compliance: Legal, Legal, regulatory, and statutory framework and process. Financial Management. Continuous improvement on services delivery.

**DIVISION: WATER SERVICES**

**SUB-DIVISION: SCIENTIFIC AND QUALITY CONTROL SERVICES**

**POST: LABORATORY ANALYST: SCIENTIFIC SERVICES X2**

**SALARY BAND 9-7 (R310 848.00-R458 700.00) PER ANNUM EXCLUDING BENEFITS**

**REQUIREMENTS:** Relevant tertiary qualification preferably a National Diploma (in a science field) or Bsc Science degree. Eligible to register with SACNBASP as a Candidate Natural Scientist, and computer literacy. Be in possession of driver's license. 3-5 years' relevant work or scientific research experience. Applicable legal vehicle driver's license.

**ATTRIBUTES:** Planning and organising. Monitoring and controlling. Sampling analyses. Raw material inventory. Stakeholder liaison. Research and development. Client orientation and customer focus. Change readiness. Cognitive ability learning orientation. Attention to detail. Resilience. Change readiness. Cognitive ability. Direction setting. Coaching and mentoring. Written Communication. Service Delivery orientation. Interpersonal relationships. Action and outcome orientation. Learning orientation. Impact and influence. Team orientation.

**KEY PERFORMANCE AREAS:** Chemical and microbiological Analyses. Sampling of potable water. Health and safety. Maintenance, calibration and operation of equipment. Quality control. Continuous improvement on services delivery.

**DIVISION: WATER SERVICES**

**SUB-DIVISION: WASTEWATER TREATMENT WORKS**

**POST: PROCESS CONTROLLER: WWT FLIP HUMAN X12**

**SALARY BAND 10-9 (R259 392.00-R360 432.00) PER ANNUM EXCLUDING BENEFITS**

**REQUIREMENTS:** National Diploma Chemical Engineering or Water Care. Registered Class IV or higher process Controller with the Department of Water and Sanitation. Any applicable vehicle driver's license. 6 years or above experience in a the operation and maintenance of a Treatment Works, Medium to Large size WWTW preferably above 50 Megaliter per day. WWTW design. capacity. Valid drivers license.

**ATTRIBUTES:** Oral Communication. Written Communication. Problem Solving. Decision Making. Planning and Organising. Ethics and Professionalism. Discipline Specific Skills. Task Management. Use of process specific Technology/Equipment. Quality Orientation. Workplace Safety. People Management.

**KEY PERFORMANCE AREAS:** Process Cotrolling. Administrative Duties. Practical Duties.

**DIVISION: WATER SERVICES**

**SUB-DIVISION: SCIENTIFIC AND QUALITY CONTROL SERVICES**

**POST: INDUSTRIAL MONITORING AND SAMPLER**

**SALARY BAND 12-9 (R200 688.00-R360 432.00) PER ANNUM EXCLUDING BENEFITS**

**REQUIREMENTS:** Matric with Biology, Mathematics and Physical Science subjects. Computer literacy. Code 8 driver's license. Ability to read street and road maps, and competent in some job related sampling techniques. 1-3 years relevant experience in a similar field. Applicable legal vehicle drivers license.

**ATTRIBUTES:** Planning and controlling. Safety awareness. Information technology. Data capture. Operations and maintenance. Quality orientation. Change readiness. Cognitive ability. Attention to detail. Resilience. Communication. Service delivery orientation. Interpersonal relationships. Action and outcome orientation. Learning orientation. Direction settings. Coaching and mentoring.

**KEY PERFORMANCE AREAS:** Site inspection. Industrial sampling and surveillance. Spillage management. Occupational Health and Safety (OHS) regulations compliance.

**DIVISION: WATER SERVICES**

**SUB-DIVISION: SCIENTIFIC AND QUALITY CONTROL SERVICES**

**POST: POTABLE MONITOR AND SAMPLER**

**SALARY BAND 12-9 (R200 688.00-R360 432.00) PER ANNUM EXCLUDING BENEFITS**

**REQUIREMENTS:** Matric with Biology, Mathematics and Physical Science subjects. Computer literacy. Code EB drivers' license. No experience required. Applicable legal vehicle driver's license.

**ATTRIBUTES:** Planning and controlling. Safety awareness. Information technology. Data capture. Operations and maintenance. Quality orientation. Change readiness. Cognitive ability. Attention to detail. Resilience. Communication. Service delivery orientation. Interpersonal relationships. Impact and influence. Action and outcome orientation. Learning orientation. Direction settings. Coaching and mentoring. Team orientation.

**KEY PERFORMANCE AREAS:** Sample planning. Populate monitoring lists and labels. Sampling of water distribution reticulation system. On-site analyses. Inspection of sampling points. Complaints from users. Feedback to supervisor/management. Maintenance of equipment. Health and Safety.

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: (011) 951 2585/ (011) 951 2019/ (011) 951 2501/ (011) 951 2592.

**CLOSING DATE: 25 AUGUST 2023**