

## 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:** 4/24/23 9:43 AM

### **DEPARTMENT: COMMUNITY DEVELOPMENT SERVICES**

**DIVISION: SPORT, ARTS, CULTURE AND RECREATION**

**SUB-DIVISION: SPORTS AND RECREATION**

**POST: ASSISTANT MANAGER: SPORTS AND RECREATION**

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

**REQUIREMENTS:** National Diploma/ NQF Level 6 (240 credits) in Sport and Recreation Management / Facilities Management or equivalent. Valid driver's license (Code B or C1). 5 – 7 Years working experience within the Sport and Recreation sector, (3) years which should be at supervisory level.

**ATTRIBUTES:** Interpersonal relationships. Action oriented. Communication. Resilience. Change readiness. Learning orientation. Service delivery orientation. Problem solving. Accountability and ethical. Direction setting. Coaching and mentoring. Team orientation.

**KEY PERFORMANCE AREAS:** Project management. Program and project delivery and management. Development and revision of policies. Management of Sport and Recreation. Turf management. Asset management. Facility management. Risk management. Change management. Occupational Health and Safety (OHS) site visits. Report. Stakeholder Relations. Leadership, controlling and organizing. Performance management of the Sub-division. Human resource management. Compliance: Legal Regulatory, and statutory framework and processes. Financial management. Continuous improvement to service delivery.

**DIVISION: SPORTS, ARTS, CULTURE AND RECREATION**

**SUB-DIVISION: LIBRARY SERVICES**

**POST: ASSISTANT MANAGER: LIBRARY SERVICES**

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

**REQUIREMENTS:** B.Bibl / B.LIS / B. Tech: LIS / B. Inf (Hons) or PG Dip LIS or equivalent (4) years post matric qualification. Computer literacy; and Registered member of LIASA. Valid driver's license (Code B or C1). 5-8 years relevant experience with supervisory experience.

**ATTRIBUTES:** People Management. Organizational awareness. Attention to detail. Interpersonal relationships. Accountability and Ethical conduct. Communication. Resilience. Service Delivery Orientation. Management of learning (Learning Orientation). Client Orientation and Customer Focus. Conceptual thinking. Professional/technical proficiency. Coaching and mentoring. Impact and influence (advocacy skills)

**KEY PERFORMANCE AREAS:** Project plan development. Project delivery and management. Development and revision of policies. Management of Library and Information Services. Occupational Health and Safety (OHS) site visits. Asset management. Risk Management. Procurement processes. Management of the external funding. Customer relations. Stakeholder relations. Reports. Leadership, controlling and organizing. Performance management of the Sub-Division. Human resource management. Change management.

Compliance: Legal, regulatory, and statutory framework and processes. Financial management. Continuous improvement on service delivery.

**DEPARTMENT: OPERATIONS MANAGEMENT**

**DIVISION: MUNICIPAL GOVERNANCE SUPPORT SERVICES**

**SUB-DIVISION: SPECIAL PROGRAMMES**

**POST: ASSISTANT MANAGER: SPECIAL PROGRAMMES**

**SALARY BAND 4 - 4b (R553 788.00 – R738 696.00) PER ANNUM ALL EXCLUSIVE PACKAGE**

**REQUIREMENTS:** National Diploma /NQF level 6 in Social Sciences. Plus General Management and Leadership Programme. Valid driver's license (Code B or C1). (5) years working experience in Disability Management Environment. (3) years of which should be at Middle management Level.

**ATTRIBUTES:** Customer service orientation. Accountability and ethical conduct. Technical/ research ability. Strategic thinking. Ability to work independently and in a team. Ability to conduct presentations and surveys. Ability to develop and make appropriate applications of policies and procedures. Ability to communicate at all levels. Ability to assess potential problems and make sound judgment. Networking and influencing abilities.

**KEY PERFORMANCE AREAS:** Project Management. Program and Project delivery and management. Development and Revision of policies. Mainstreaming of Gender Equity. Mainstreaming Disability issues. Capacity building programmes for employees with disabilities. Monitoring and evaluation physical and intellectual accessibility within MCLM. Stakeholder Relations. Leadership, controlling and organizing. Performance management of the section. Human resource management. Compliance: Legal, regulatory, and statutory framework and processes. Financial Management. Continuous improvement on service delivery.

**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. Valid driver's license (Code B or C1). (5-8) years relevant experience in ICT Infrastructure Support / Operations required of which (2) years must be at senior level.

**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

**DEPARTMENT: FINANCIAL MANAGEMENT SERVICES**

**DIVISION: SUPPLY CHAIN MANAGEMENT**  
**SUB-DIVISION: CONTRACT MANAGEMENT**  
**POST: SENIOR PRACTITIONER: CONTRACT MANAGEMENT**  
**SALARY BAND 6 - 5 (R445 512.00 – R556 356.00) PER ANNUM EXCLUDING BENEFITS**

**REQUIREMENTS:** A relevant (3) years tertiary qualification, preferably in SCM/Logistics/Procurement. Computer literacy: MS Office. Valid driver's license (Code B or C1). (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: STRATEGIC MANAGEMENT PROGRAMME**

**DIVISION: TRADE AND INVESTMENT PROMOTION**  
**SUB-DIVISION: INVESTMENT PROMOTION**  
**POST: OFFICER: INVESTMENT PROMOTION**  
**SALARY BAND 8-6 (R350 616.00 – R491 532.00) PER ANNUM EXCLUDING BENEFITS**

**REQUIREMENTS:** National Diploma in Economics / Trade and Investment or equivalent / related Business Studies / Diploma in Facilities or Property related studies. Valid driver's license (Code B or C1). At least 2 years' experience working in local government, within the local economic development environment.

**ATTRIBUTES:** Ability to develop. Professionalism. Honesty and integrity. Team leadership. Co-operative governance. Adaptability and response to change. Knowledge sharing and transfer. Accurate reporting. Change management. Customer and quality focus. Problem solving and decision making. Communication. Tolerance of stress. Financial and business acumen. Drive and productivity.

**KEY PERFORMANCE AREAS:** Project management. Ensuring the institutionalization of investment applications and turnaround period. Trade and investment facilitation and retention. Stakeholder relations. Conduct primary and secondary market analysis (research). Optimization of economic infrastructure. Management of trade and investment infrastructure.

**DEPARTMENT: INFRASTRUCTURE DEVELOPMENT SERVICES**

**DIVISION: ENERGY SERVICES**  
**SUB-DIVISION: HIGH VOLTAGE SWITCHING OPERATIONS**  
**POST: ASSISTANT MANAGER: HIGH VOLTAGE SWITCHING OPERATIONS**  
**SALARY BAND 4 – 4B (R553 788.00 – 738 696.00) PER ANNUM EXCLUDING BENEFITS**

**REQUIREMENTS:** A National Diploma (Electrical Engineering) and registration as Professional Technician or a candidate with a Government Certificate of Competence (GCC) with Certified Professional Engineer. Valid driver's license (Code B or C1). Computer literacy including MS Office is essential. 6 years or more relevant experience in electricity distribution or industrial engineering services, 3 years of which should be as Supervisory Management Level.

**ATTRIBUTES:** Design. Project management. Construction. Operations and Maintenance. Interpersonal relationship. Communication. Service delivery orientation. Accountability and ethical conduct.

**KEY PERFORMANCE AREAS:** Program plan development. Development and revision of quality standard operating procedures and maintenance policy. High voltage (HV) operation maintenance. Medium voltage (MV) operation maintenance. Change Management. Reporting. Stakeholder Relations. Leadership,

controlling, and organising. Performance Management of the Sub-Division. Human Resource Management. Compliance: Legal, regulatory, and statutory framework and processes. Financial Management. Continuous improvement on service delivery.

**DIVISION: WATER SERVICES**

**SUB-DIVISION: WATER DISTRIBUTION NETWORKS**

**POST: ASSISTANT MANAGER: WATER DISTRIBUTION NETWORKS**

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

**REQUIREMENTS:** A relevant B Tech degree (NQF Level 7) In engineering or any other relevant water related qualification and eligible for professional registration with recognized professional Bodies, i.e. ECSA, or other relevant recognized professional bodies. Valid driver's license (Code B or C1). 8 years or more relevant working experience post completion of qualification in Water and Sanitation - Planning, Operation and Maintenance of Municipal Water Hydraulic Engineering Infrastructure. 5 years should be at Junior Management Level.

**ATTRIBUTES:** Planning. Design. Organizational awareness. Attention to detail. Communication. Resilience. Project Management. Construction. Operations and Maintenance. Interpersonal Relations. Service delivery orientation. Action and outcome orientation. Change readiness. Cognitive ability. Learning orientation. Accountability and ethical conduct. Team Orientation. Impact and influence. Direction setting. Coaching and mentoring.

**KEY PERFORMANCE AREAS:** Operational Plan Development and Implementation. Water conservation, water demand management and water loss monitoring and minimization. Statutory compliance and council resolution implementation. Maintenance and installation of Municipal water network infrastructure. Upgrade and refurbishment of Municipal water infrastructure. Upgrade and refurbishment of Municipal water infrastructure. Implementation of programmes. Change management. Stakeholder relations. Reporting. Leadership, controlling and organizing. Performance management of the sub-division Human Resource Management. Compliance: Legal, regulatory, and statutory framework and processes Financial Management. 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: 02 May 2023**