



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.

**DEPARTMENT: CORPORATE SUPPORT SERVICES**

**• DIVISION: LEGAL SERVICES**

**• SUB-DIVISION: LITIGATIONS EMPLOYEE RELATIONS MANAGEMENT**

**ASSISTANT MANAGER: LITIGATIONS AND EMPLOYEE RELATIONS MANAGEMENT**

**SALARY BAND 4-4B : R613 320.00 – R778 584.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • A 4-year Bachelor's Degree/LLB • Must be admitted as an Attorney or Advocate • Computer literacy: MS Office • 8 years' or more relevant legal experience required.

**Attributes:** • Written communication/drafting • Oral communication • Advocacy/Negotiation • Ethics and Professionalism • Organisational awareness • Litigation Management • Research and Analysis.

**Key performance areas:** • Project plan development • Development and revision of Standard Operation Procedures (SOP) • Bargain Council/CCMA • Labour Court • Litigation matters • Review and control of the council's Insurance Portfolio • Management of Insurance Claims • Management of Investigation for Misconduct • Management of Disciplinary cases • Management of grievance processes • Management disciplinary appeal • Management of conciliations • Facilitation and monitoring of the attendance to the memorial services • Administration of agreements • Development and management of strike and contingency plan • Reports • Stakeholder Relations • Change Management • Leadership controlling and organising • Performance management of the Sub-Division • Human Resource Management • Financial Management • Continuous Improvement on services delivery.

**LEGAL ADVISOR: LITIGATION**

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

**Requirements:** • A Bachelor's Degree in Law/NQF Level 7 (360 credits) (LLB advantageous) • Computer literacy: MS Office • 2-5 years' relevant legal experience required • A valid driver's licence.

**Attributes:** • Written communication/drafting • Oral communication • Advocacy/Negotiation • Ethics and Professionalism • Organisational awareness • Litigation Management • Research and Analysis.

**Key performance areas:** • Arbitration matter • Disciplinary hearing • Advise on Labour matters • Grievance processes • Labour Court matters • Reports.

**OFFICER: EMPLOYEE RELATIONS MANAGEMENT (2 POSTS)**

**SALARY BAND 8 - 6 : R369 552.00 – R518 076.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • A relevant 3-year tertiary qualification preferably a Bachelor's Degree in Law/LLB • Computer literacy: MS Office • 2-5 years' relevant Legal experience required • A valid driver's licence.

**Attributes:** • Written communication/drafting • Oral communication • Advocacy/Negotiation • Ethics and Professionalism • Organisational awareness • Litigation Management • Research and Analysis.

**Key performance areas:** • Investigation of misconduct cases • Management and safe keeping of exhibits • Formal disciplinary cases • Informal disciplinary cases • Grievance processes • Disciplinary appeal • Local Labour Forum meeting • Conciliations processes • Arbitration processes • Strike and lock-outs • Awareness training • Employee Relations Management data.

**• DIVISION: LEGAL SERVICES**

**• SUB-DIVISION: CORE DEPARTMENTAL ADVISORY SERVICES**

**LEGAL ADVISOR CORE DEPARTMENTAL ADVISORY SERVICES (4 POSTS)**

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

**Requirements:** • A Bachelor's Degree in Law/NQF Level 7 (360 credits) (LLB advantageous) • Computer literacy: MS Office • A valid driver's licence • 2-5 years' relevant legal experience required.

**Attributes:** • Written Communication/ Drafting • Oral communication • Advocacy/Negotiation • Ethics and Professionalism • Organisational awareness • Litigation Management • Research and Analysis.

**Key performance areas:** • Litigation processes • Environmental Legislations Management, Contract and Tender Document Management • Assist and support in the drafting and vetting of MOU's and Lease Agreements • Contract Management Process • Labour matters • Compliance: Legal regulatory and statutory framework and processes • Continuous improvement on services delivery.

**• DIVISION: HUMAN CAPITAL MANAGEMENT**

**• SUB-DIVISION: RECRUITMENT AND HUMAN CAPITAL ADMINISTRATION**

**ASSISTANT MANAGER: RECRUITMENT AND HUMAN CAPITAL ADMINISTRATION**

**SALARY BAND 4-4B : R613 320.00 – R778 584.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • A 3-year tertiary qualification in Human Resource Management or related field • 8 years' relevant experience in Recruitment and Human Capital Administration required • Knowledge of Municipal Staff Regulation is required • Knowledge and experience in Pay Day System will be added advantage.

**Attributes:** • Organisational awareness • Consulting • Planning and organising • Monitoring and control • Negotiation • Oral and written communication • HR Technology/Information Management • HR Services Delivery • Strategic HR Management • Talent Management • Compensation and Benefits Management.

**Key performance areas:** • Project plan development • Development and revision of Recruitment and Administration related policies • System management • Employee benefits management • Administration of Payroll • Leave management • Exit interview • Notch increment • Garnishee orders • Handling Administration and Recruitment related quires and disputes • Developing and implementing Human Resources Plan • Plan and implement Recruitment and Selection process • Employee secondment and transfers • Induction process • Risk management • Reporting • Stakeholder Relations • Change management • Leadership controlling and organising • Performance management of the sub-division • Human resource management • Compliance: Legal regulation and statutory framework and processes • Financial Management • Continuous improvement on services delivery.

**DEPARTMENT: FINANCIAL MANAGEMENT SERVICES**

**• DIVISION: PROPERTY VALUATIONS**

**• SUB-DIVISION: PROPERTY VALUATIONS REGION 1**

**ASSISTANT MANAGER: PROPERTY VALUATIONS REGION 1**

**SALARY BAND 4-4B : R613 320.00 – R778 584.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • A Bachelors' Degree/NQF Level 7 (360 credits) in Real Estate/Property Studies • Registered as a Professional Associated Valuer in terms of the Property Valuers Profession Act • 8 years' experience across all property valuation areas • A valid driver's licence.

**Attributes:** • Written communication • Organisational awareness • Compilation of general and supplementary valuation rolls, maintenance of valuation roll • Task management • Discipline specific skills • Management of objections and appeals • Information management • Project management • Financial management.

**Key performance areas:** • Programme Plan Development • Program project delivery and management • Development and revision of policies • Value properties for rating purposes • Value properties for training purposes • Processing of objections • Processing of Appeals through the Valuation Appeal Board (VAB) • Valuations for acquisition, disposal expropriation purposes • Resolution of queries • Stakeholder relations • Change management • 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.

**• DIVISION: REVENUE MANAGEMENT**

**• SUB-DIVISION: ACCOUNTS RECEIVABLE**

**ASSISTANT MANAGER: ACCOUNTS RECEIVABLE**

**SALARY BAND 4-4B : R613 320.00 – R778 584.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • A Bachelors' Degree/B.Com NQF Level 7 (360 credits)/National Diploma/NQF Level 6 (240 credits) in Financial Management/Accounting/Auditing/Cost and Management Accounting • Computer literacy: MS Office • 8 years' or more relevant experience covering all aspects of accounts receivable and the management of financial information or having gained specialist experience in finance discipline or financial environment • A valid driver's licence.

**Attributes:** • Accounting • Oral and written communication • Financial management • Organisational awareness • Financial reporting • Problem solving • Financial process management • Planning and organising.

**Key performance areas:** • Program and project delivery and management • Development and Revision of policies • Reconciliation of debtor accounts • Cash management • Accounts receivable Sub-division registers • Journals, Payments requisitions and Procurement • Compiling Statistics for Management • Reconciliation of Sundry and Loan Account • Billing records and integration to General Ledger • Sundry Deposit refunds • Accounting for sales of immovable property, loans and bulk contributions • Debt collections • Debtor's statement • Resolution of queries • Reconciliation for financial year-end • Reporting • Change management • 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 on service delivery.

**DEPARTMENT: FINANCIAL MANAGEMENT SERVICES**

**• DIVISION: EXPENDITURE MANAGEMENT**

**• SUB-DIVISION: GRANTS MANAGEMENT**

**ASSISTANT MANAGER: GRANTS MANAGEMENT**

**SALARY BAND 4-4B : R613 320.00 – R778 584.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • A Bachelor's Degree/B.Com NQF Level 7 (360 credits) with financial accounting as major subject • Computer literacy: MS Office • 8 years' or more relevant experience covering all aspects of the relevant financial process and the management of financial information or having gained specialist experience in finance discipline • 5 years of which should be at Junior Management Level • A valid driver's licence.

**Attributes:** • Accounting • Oral and written communication • Financial Management • Organisational awareness • Financial reporting • Financial process management • Problem solving • Planning and organising.

**Key performance areas:** • Program and project delivery and management • Development and revision of policies • Grants and Subsidies Management • Audit Pack • Management of VAT on Grant Expenditure • National Provincial Treasury reports • Stakeholder relations • Management of all Retentions Management of Bulk Purchases • Maintenance of Commitment Register • Other Adhoc tasks • Change management • Reporting • Leadership, controlling and organizing • Performance management of the Sub-division • Ensure adherence to Corporate Governance within the Grants Sub-division • Human resource management • Compliance Legal, regulatory and statutory framework and processes • Financial Management • Continuous improvement of service delivery.

**• DIVISION: SUPPLY CHAIN MANAGEMENT**

**• SUB-DIVISION: DEMAND MANAGEMENT**

**SENIOR PRACTITIONER: DEMAND MANAGEMENT**

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

**Requirements:** • A Bachelor's Degree/B. Tech/NQF Level 7 in Supply Chain Management/Logistics Management • Computer literacy: MS Office • 5-8 years' working experience in Supply Chain Management across SCM processes including 2 years of supervisory experience.

**Attributes:** • Oral and written communication • Procurement of Tenders • Information management • Organisational awareness • Problem solving • Task management • Project management • Planning and organising • Financial process management • Service delivery orientation Ethics and accountability.

**Key performance areas:** • Evaluation of tenders and quotations • Bid Adjudication Committee coordination • Awards Contracts • Stakeholder Relations • Performance Management of the Unit.

**DEPARTMENT: STRATEGIC INVESTMENT PROGRAMMES**

**• DIVISION: HUMAN SETTLEMENTS**

**• SUB-DIVISION: SOCIAL AND AFFORDABLE HOUSING**

**ASSISTANT MANAGER: SOCIAL AND AFFORDABLE HOUSING**

**SALARY BAND 4- 4B : R613 320.00 – R778 584.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • A relevant 3-year tertiary qualification/Bachelor's Degree/ LLB will be added advantage/ Human Rights • Computer literacy • 8 years' relevant experience required in Housing environment/ Legal advisory/Project Management/Contract Management/Human Right Knowledge/Community and Supplier Liaison with a minimum of 2 years' supervisory experience • A valid driver's licence.

**Attributes:** • Oral and written communication • Organisational awareness • Problem solving • Planning and organising • Knowledge • Information management • Task management • Project management • Financial process management.

**Key performance areas:** • Provision of integrated Housing Development • Project plan development • Greenfield Development • Special Project Implementation • Programme Support • Stakeholder Meetings • Planning, leadership, controlling and organizing • Effective and efficient supervision of subordinates • Report on Performance of the section • Ensure adherence to corporate governance within the section • Human resource management • Financial management • Continuous improvement to services delivery.

**DEPARTMENT: OPERATIONS MANAGEMENT**

**• DIVISION: CORPORATE COMMUNICATION & CUSTOMER CARE**

**• SUB-DIVISION: MEDIA & PUBLIC RELATIONS**

**COMMUNICATION SENIOR PRACTITIONER**

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

**Requirements:** • A relevant 3-year tertiary qualification • Preferably a Diploma/National Diploma or Degree in Communications/Marketing/Public Relations • 5- 8 years' relevant experience at a senior practitioner level is required • A valid driver's licence.

**Attributes:** • Communication • Organisational awareness • Conceptual thinking • Project management • Financial management • Information measuring and monitoring • Technology usage.

**Key performance areas:** • Production of News • Website management • Content editing • Daily media monitoring and reporting • News gathering • Departmental engagement • Social media management • External Stakeholder/Departmental engagement • Change management • Reports • Continuous improvement on services delivery.

**DEPARTMENT: INFRASTRUCTURE DEVELOPMENT SERVICES**

**• DIVISION: WATER SERVICES**

**• SUB-DIVISION: WASTEWATER TREATMENT WORKS**

**MILLWRIGHT (2 POSTS)**

**SALARY BAND 8- 6 : R369 552.00 – R518 076.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • A Trade Test Certificate in Millwright • 3 - 5 years' post apprenticeship experience in Wastewater Treatment • A valid driver's licence.

**Attributes:** • Managing work • Problem solving • Planning and organizing • Workplace safety • Discipline specific skills • Quality orientation • Interpersonal relations • Action orientation • Communications • Resilience • Customer orientation and customer focus • Service delivery orientation • Impact and influence • Direction settings • Coaching and mentoring • Learning orientation • Accountability and ethical conduct • Team orientation • Coaching and mentoring.

**Key performance areas:** • Maintenance of mechanical electrical equipment • Administrative duties • Procurement and maintenance of equipment and material.

**• DIVISION: FLEET AND WORKSHOP MANAGEMENT**

**• SUB-DIVISION: FLEET AND WORKSHOP MANAGEMENT**

**VEHICLE EXAMINER**

**SALARY BAND 7- 6 : R417 924.00 – R518 076.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • An N6 in Mechanical/Motor Engineering, Trade Certificate in Petrol and Diesel • A valid driver's licence Code 10 with PRDP • 3 – 5 years' apprenticeship experience in Motor Mechanics • Experience in working with Hydraulics • Special Workman • 2 – 3 years' experience as a Diesel Mechanic • Experience as a foreman for a year.

**Attributes:** • Managing work • Problem solving • Planning and organizing • Quality orientation • Workplace safety • Discipline specific skills.

**Key performance areas:** • Diagnostic of Municipal fleet • Maintenance and services control • Risk management • Change management • Reporting • Human resource management • Compliance: Legal, regulatory, and statutory framework and processes • Continuous improvement on service delivery.

**• DIVISION: ROADS AND TRANSPORT SERVICES**

**• SUB-DIVISION: TRAFFIC ENGINEERING**

**SENIOR TECHNICAL ASSISTANT: TRAFFIC ENGINEERING**

**SALARY BAND 8-6 : R369 552.00 - R518 076.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • A relevant National Diploma in Engineering • Computer literacy: Ms Office • A valid driver's licence • 3-5 years' relevant experience.

**Attributes:** • Design • Attention to details • Project management • Construction • Operations and maintenance • Resilience • Communication • Cognitive ability • Learning orientation • Attention to detail • Accountability and ethical conduct • Coach and mentoring • Organisational awareness • Direction setting • Team orientation • Action and outcome orientation • Interpersonal relationship • Change readiness • Service delivery orientation • Impact and influence • Direction settings.

**Key performance areas:** • Traffic assessment • Engineering infrastructure design • Stakeholder relations.

**DEPARTMENT: INTEGRATED ENVIRONMENTAL MANAGEMENT**

**• DIVISION: BIODIVERSITY MANAGEMENT**

**• SUB-DIVISION: PARKS MANAGEMENT**

**HORTICULTURIST: GARDEN AND LANDSCAPING**

**SALARY BAND 8-7 : R369 552.00 - R458 700.00 PER ANNUM EXCLUDING BENEFITS**

**Requirements:** • A relevant tertiary qualification, preferably a National Diploma in Horticulture or related qualifications in facilities management • Computer literacy: MS. Office • A valid driver's licence • 3 or more years' relevant experience in Parks Management.

**Attributes:** • Managing work • Facility specific skills • Planning and organizing • Work safety • Interpersonal relationships • Action and orientation • Communication • Service delivery orientation • Resilience • Change readiness • Learning orientation • Problem solving • Accountability and ethical conduct • Direction setting • Impact and influence • Coaching and mentoring • Team orientation.

**Key performance areas:** • Parks maintenance • Arboriculture activities • Garden and landscaping plan • Administration and benchmarking • Human Resource Management • Occupational Health and Safety • Financial management • 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.

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 on the following contact numbers: (011) 951 2585/ (011) 951 2019/ (011) 951 2501/ (011) 951 2592

CLOSING DATE: 19 JULY 2024.

