



Mogale City

Local Municipality

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: OFFICE OF THE CHIEF AUDIT EXECUTIVE

• **DIVISION: CORPORATE ETHICS**

ASSISTANT MANAGER: INVESTIGATION

**SALARY BAND 4- 4B: R613 320.00 – R778 584.00 P.A.
EXCLUDING BENEFITS**

Requirements: • A Bachelor's degree/NQF Level 7 (360) credits in BA Law/Policing/Forensics/Police Science/Criminology/BA Forensic Science and Technology • 5-8 years' experience in a municipal environment • A valid driver's licence.

Attributes: • Written communication • Oral communication • Business process • Influencing • Ethics and professionalism • Organisational awareness • Problem solving • Planning and organising • Data processing & analysis • Attention detail • Investigation of complaints • Monitoring and evaluation • Technical report writing.

Key performance areas: • Project plan development • Development and revision of Policies • Case management • Investigations • Leadership controlling and organising • Performance management of the Section • Financial management • Continuous improvement on service delivery.

DEPARTMENT: COMMUNITY DEVELOPMENT SERVICES

• **DIVISION: SOCIAL DEVELOPMENT**

• **SUB-DIVISION: SOCIAL DEVELOPMENT
PROGRAMMES**

SOCIAL AUXILIARY WORKER

**SALARY BAND 12-11: R200 688.00 – R253 632.00 P.A.
EXCLUDING BENEFITS**

Requirements: • A 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 a training coordination • Special groups' programme needs assessment • Indigent burial and gravesite application verification and home assessments • Non-Governmental Organizations (NGO), Community based Organisation (CBO) monitoring and evaluation • Intake and referrals • Events coordination • Community.

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 SEPTEMBER 2024.

