

INTERNAL ADVERT



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: 5/28/24 9:37 AM

CORPORATE SUPPORT SERVICES

DIVISION: HUMAN CAPITAL MANAGEMENT
SUB-DIVISION: ORGANIZATIONAL DEVELOPMENT AND DESIGN
POST: SENIOR PRACTITIONER: ORGANIZATIONAL DEVELOPMENT & DESIGN
SALARY BAND 6-5 (R469 572.00 – R586 404.00) PER ANNUM EXCLUDING BENEFITS

REQUIREMENTS: A relevant 3-year tertiary qualification in Human Resources Management or related field. Computer literacy: MS Office. Valid Driver's License. 5-8 years' relevant experience required. Valid driver's license.

ATTRIBUTES: Organisational Awareness. Consulting. Planning and Organising. Monitoring and Control. Negotiation. Oral Communication. Written Communication. Change Management. HR Technology/ Information. HR Services Delivery. Strategic HR Management. Performance Management.

KEY PERFORMANCE AREAS: Programme and Project Management. Organisational Surveys. Organisational Culture. Employment Equity (EE) and Diversity Management. Business Process Mapping. Change Management Process. Induction and Orientation. Organizational Structure Maintenance. Job Description Development and Review. Job Evaluation. Work- Study Analysis. Awareness on ODD Interventions. Policy Development and Review. Individual Performance Management. Productivity Analysis. Record keeping. Stakeholder Relations. Reporting. Procurement Goods and Services. Continuous improvement on service delivery

DIVISION: HUMAN CAPITAL MANAGEMENT
SUB-DIVISION: SUB-DIVISION: ORGANIZATIONAL DEVELOPMENT AND DESIGN
POST: PRACTITIONER: ORGANIZATIONAL DEVELOPMENT & DESIGN
SALARY BAND 8-6 (R369 552.00 – R518 076.00) PER ANNUM EXCLUDING BENEFITS

REQUIREMENTS: A relevant 3-year tertiary qualification in Human Resources Management or related field. Computer literacy: MS Office. Valid Driver's License. 2-5 years' relevant experience required. Valid driver's license.

ATTRIBUTES: Organisational Awareness. Consulting. Planning and Organising. Monitoring and Control. Negotiation. Oral Communication. Written Communication. Change Management. HR Technology/ Information. HR Services Delivery. Performance Management.

KEY PERFORMANCE AREAS: Organisational Surveys. Organisational Culture. Employment Equity (EE) and Diversity Management. Change Management Process. Organizational Structure Maintenance. Business Process Mapping. Job Description Development and Review. Job Evaluation. Work- Study Analysis. Individual Performance Management System. Record keeping. Stakeholder Relations. Reporting. Continuous improvement on service delivery

DIVISION: HUMAN CAPITAL MANAGEMENT
SUB-DIVISION: SUB-DIVISION: ORGANIZATIONAL DEVELOPMENT AND DESIGN
POST: CONSULTANT: ORGANIZATIONAL DEVELOPMENT & DESIGN
SALARY BAND 10-8 (R259 392.00– R408 228.00) PER ANNUM EXCLUDING BENEFITS

REQUIREMENTS: A relevant 3-year tertiary qualification in Human Resources Management or related field. Computer literacy: MS Office. Valid Driver's License. 2-5 years' relevant experience required. Valid driver's license.

ATTRIBUTES: Organisational Awareness. Consulting. Planning and Organising. Monitoring and Control. Negotiation. Oral Communication. Written Communication. Communication. Change Management. HR Technology/ Information. HR Services Delivery. Performance Management.

KEY PERFORMANCE AREAS: Organisational Surveys. Organisational Culture. Employment Equity (EE) and Diversity Management. Change Management Process. Organizational Structure Maintenance. Business Process Mapping. Job Description Development and Review. Job Evaluation. Work- Study Analysis. Individual Performance Management System. Record keeping. Stakeholder Relations. Reporting. 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 on the following contact numbers: (011) 951 2585/ (011) 951 2019/ (011) 951 2501/ (011) 951 2592

CLOSING DATE: 11/06/2024



L. FAKAZI
MANAGER: HUMAN RESOURCE MANAGEMENT
DATE:



M. DUBE
EXECUTIVE MANAGER: CSS
DATE: 31/05/2024



EXTERNAL ADVERT

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Mogale City Local Municipality
P O Box 94
KRUGERSDORP
1740

DATE: 5/27/24 10:47 AM

CORPORATE SUPPORT SERVICES

POST: INTERNS X7
STIPEND: R5000.00

DIVISION & SUB-DIVISION	QUALIFICATIONS
Human Capital Management (Learning Development)	National Diploma in HR/ Degree in Human Resources or Similar Qualification
Human Capital Management (Employee Wellness)	Psychology Degree/Honours Social Work Auxiliary/Social Work Degree
Information Communication Technology (ICT)	National Diploma. Degree in Information Technology

ECONOMIC DEVELOPMENT SERVICES

POST: INTERN X1

DIVISION	QUALIFICATIONS
Tourism Development	National Diploma/Degree Tourism Management/ Eco Tourism /Travel & Tourism, BA Tourism

REQUIREMENTS:

- ✓ Computer Literacy
- ✓ Applicants should not be above the age of 35 years.
- ✓ Must be First time participant on the programme
- ✓ Must be unemployed.
- ✓ Must be a Mogale City resident.

The programme will run for a period of 12 months

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P O Box 94
KRUGERSDORP
1740

DATE: 5/28/24 8:56 AM

OPERATIONS MANAGEMENT

DIVISION: INTEGRATED DEVELOPMENT PLANNING
POST: ADMINISTRATIVE SUPPORT CLERK: INTEGRATED DEVELOPMENT PLANNING
SALARY BAND 12- 11(R200 688.00 – R253 632.00) PER ANNUM EXCLUDING BENEFITS

REQUIREMENTS: Grade 12. Computer Literacy: MS Office. 2 years working experience in Secretarial Services/ Personal Assistant.

ATTRIBUTES: Written Communication. Oral Communication. Attention to Detail. Influencing. Ethics and Professionalism. Organisational Awareness. Problem Solving. Planning and Organising. Business Processes. Use of Technology. Data Processing & Analysis.

KEY PERFORMANCE AREAS: Office support services. Diary Management. Telephone administration. Customer services. Management of correspondence. Meeting co-ordination. Procurement of goods and services. Filing Management. Reporting.

DIVISION: CORPORATE COMMUNICATIONS & CUSTOMER CARE
SUB-DIVISION: CUSTOMER CARE
POST: CUSTOMER CARE AGENT
SALARY BAND 11-10 (R224 892.00 – R296 388. 00) PER ANNUM EXCLUDING BENEFITS

REQUIREMENTS: Grade 12. Computer Literacy: MicroSoft Office Suite. 2 years working experience in dealing with customers/residents/stakeholders.

ATTRIBUTES: Written Communication. Oral communication. Attention to Detail. Influencing. Ethics and Professionalism. Organisational Awareness. Problem Solving. Planning and Organising. Business Processes. Use of Technology. Data Processing & Analysis.

KEY PERFORMANCE AREAS: Call Centre Customer Care. Database. CSI (Customer Satisfaction Index). Reporting. Stakeholder relation.

DIVISION: CORPORATE COMMUNICATION & CUSTOMER CARE
SUB-DIVISION: CUSTOMER CARE
POST: SWITCHBOARD OPERATOR
SALARY BAND 13-10 (R181 308.00 - R296 388.00) PER ANNUM EXCLUDING BENEFITS

REQUIREMENTS: Grade 12, Computer Literacy: MS Office. 2 years working experience.

ATTRIBUTES: Written Communication. Oral Communication. Attention to Detail. Influencing. Ethics and Professionalism. Organisational Awareness Problem Solving. Planning and organisation. Business Processes. Use of Technology. Data processing & Analysis.

KEY PERFORMANCE AREAS: Switchboard Operation. Telephone List Management. Switchboard/ Telephone Fault reporting.

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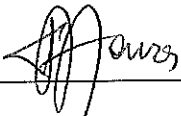
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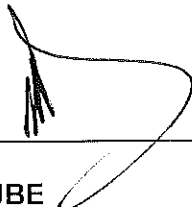
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DATE:



M. DUBE
EXECUTIVE MANAGER: CSS
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