



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: 12/15/25 9:28 AM

DIVISION: PUBLIC SAFETY

SUB-DIVISION: ADMINISTRATION & PROSECUTIONS

POST: PRINCIPAL OFFICER: ADMINISTRATION

SALARY BAND: 7-6 (R477 132.00- R591 468.00) PER ANNUM EXCLUDING BENEFITS

POST CODE:CD/AP/02

REQUIREMENTS: Grade12. Diploma (NQF Level 6) in Office Administration/ Practice or Public Management. 5 years' working experience in Public Administration/ Office Administration or Public Safety environment. 3 years of which should be at supervisory level.

ATTRIBUTES: Action & outcome orientation. Resilience. Change readiness. Cognitive ability. Problem solving. Negotiate & influencing. Learning orientation. Communication. Ethics & professionalism.

KEY PERFORMANCE AREAS: Disability parking stickers. Printing control over traffic system. Incoming & outgoing posts. Control of requisitions. Accident reports. Supervision & control of cases received by law enforcement section. Issuing summons: General & speed books, notice of intended prosecution, warning books, discontinue books & citation books. Funeral Bookings. Maintenance of traffic system. Control over financial income & expenditure service. Supervision of warrant administration. Supervision of court administration. Representations. Reports. Stakeholder relations interact. Planning, leadership, controlling & organizing. Effective & efficient supervision of subordinates. Report on performance of the section. Ensure adherence to corporate governance within the section. Human capital management. Financial management. Continuous improvements to service delivery.

To apply use a prescribed application form obtainable from Mogale City Local Municipality website, stating the post you are applying for with attached detailed Curriculum Vitae, certified copies of ID & all the relevant qualification certificates should be submitted to **RecruitmentCD@mogalecity.gov.za**. Documents should be certified from original and certification should not be older than 6 months. **Preference will be given to residents of Mogale City.**

Women and persons with disabilities are encouraged to apply. 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: 24/12/2025

R SENNA
ASSISTANT MANAGER: RECRUITMENT & HCA

DATE: 12/12/2025



Mogale City
Local Municipality



EXTERNAL VACANCIES

T MASOKO
ACTING MANAGER: HUMAN CAPITAL MANAGEMENT
DATE: 15/12/2025

M DUBE
ED: CORPORATE SUPPORT SERVICES
DATE: 15/12/2025