



## **Executive Director: Operations Management (Ref 1)**

**Permanent**

**Salary: R1 724 406.00 To R1 824 406.00 (Total Package)**

**Purpose:** To strategically lead and oversee the implementation of service delivery operations for Mogale City and serve as a key strategic interface between service delivery functions and administrative leadership so as to ensure that the City delivers efficient and effective municipal services to all stakeholders.

**Key Performance Areas:** • Drive the Department's strategic planning process in contribution to the City's Strategy • Lead the Department's Service Delivery and Budget Implementation Planning (SDBIP) process • Ensure sound Departmental Financial Planning and Budgeting processes • Oversee the Departmental Demand Planning process • Lead and facilitate the Departmental Performance Management Planning process • Lead and manage the Intergovernmental relations processes • Ensure effective and efficient Departmental Service Delivery Model functions, processes, procedures, systems and policies • Oversee integrated development planning • Oversee the provision of professional corporate communication and marketing • Ensure and oversee the strategic planning process • Ensure a dynamic monitoring and review process on performance management • Ensure implementation of good governance and effective risk management systems within the Department • Ensure effective control of the Department's Human Resources • Ensure effective financial control of the Department • Ensure effective implementation of Supply Chain Management control systems within the Department in line with the City's GSCM Policy • Manage the administrative and reporting requirements associated with the Department's operations.

**Qualifications and Experience:**

**Essential:** • A Bachelor's degree in Business Administration/Public Management • Five (5) years' or more working experience in the field of Public Administration or Business Administration or Management Sciences or related disciplines, of which five (5) years' should be at a Senior Management level • Knowledge of the Local Government legislative environment with extensive knowledge of critical competencies such as MFMA, MSA, among others.

**Preferred:** • A Post Graduate qualification (Master's degree) in Public Administration, Business Administration or Public Management • More than 8 years' working experience in the field of Public Administration or Business Administration or Management Sciences or related disciplines, of which seven (7) years' should be at a Senior Management level • Knowledge of the Local Government legislative environment with extensive knowledge of critical competencies such as MFMA, MSA, among others • Extensive knowledge and understanding of City policy issues.

## **Manager: Trade & Investment Promotion (Ref 2)**

**Permanent**

**Salary: R1 350 000.00 to R1 591 164.03 (Total Package)**

**Purpose:** To provide technical leadership and overall management of the trade and investment promotion programme across Mogale City. These include the development, implementation, and management of strategies, programmes and securing external funding to attract, facilitate, and retain trade and investment opportunities within the Municipality.

**Key Performance Areas:** • Facilitate sessions for the development of the division's strategic implementation plan • Prepare and consolidate estimates of resource requirements to support continuous improvement initiatives and personnel development, for inclusion in the SDBIP and annual budgeting processes • Evaluate the adequacy of current policies, procedures and monitoring systems to assess their relevance to best practices • Compile and review the Division's policies, systems and procedures in line with legislative requirements • Draft strategy, policy frameworks and implementation plans • Draft terms of reference for formulation of strategies, policies and business plans • Prepare tender documents for submission to the Bid Evaluation Committee (BEC) • Determine current levels of compliance with the relevant legislation • Evaluate and monitor compliance with the relevant legislation and collective agreements • Manage investment applications and transactions accurately within the City • Manage and oversee the internal investment pipeline facilitation and aftercare process of the City • Evaluate current practices against market trends and legislative prescripts • Develop quarterly and annual short, medium and long-term result indicators to address critical trade & support needs and interventions for key functional areas within the Municipality, in accordance with legislative requirements, the organisation's vision and IDP priorities • Ensure that investment initiatives contribute to job creation, economic growth, and sustainable community development • Build and maintain strategic partnerships with chambers of commerce, industry associations, government agencies and financial institutions to enhance business support and investment promotion • Undertake benchmarking exercises for MCLM with various academic institutions regarding investment trends, analysis and spatial economic activity data • Manage and monitor the usage and allocation of resources and ensuring that they are in line with the Municipal Financial Management Act (MFMA).

**Qualifications and Experience:**

**Essential:** • A Bachelor's Degree in Commerce or Economics • 5 years' relevant experience in investment promotion, trade facilitation, policy development, economic research and practice • Proven track record in investment facilitation programmes • Superior knowledge in the utilisation of various economic applications and systems.

**Preferred:** • An Honour's Degree in Commerce or Economics will be an added advantage • 8 years' relevant experience in investment promotion, trade facilitation, and policy development.

## **Assistant Manager: Catalytic Investment Programme (Ref: 03)**

**Permanent**

**Salary: R683 124.00 to R867 204.00 (Excl. Benefits)**

**Purpose:** To manage, coordinate, plan and implement capital construction projects to achieve IDP and Strategic goals of the Municipality.

**Key Performance Areas:** • Manage the full lifecycle of capital construction projects including planning, implementation, monitoring and reporting • Ensure compliance with CIDB, EPWP and other applicable legislative frameworks • Oversee contract management including contractor performance, project timelines and cost control • Develop and review policies, procedures and benchmark against best practice • Monitor performance of assigned projects against key strategic and operational indicators • Ensure that investigation and proper control measures are established • Oversee contract management, including contractor performance, project timelines, and cost control • Ensure project compliance with all applicable legislation policies and conditions applicable to all Capital Conditional Grants at Mogale City • Identify risks and opportunity of both business and technical plans; mitigation strategies and contingency plans for all identified risks • Achieve the Sections goals by reaching the highest possible output with the lowest possible input of resource • Monitor and evaluate the performance of the Section • Prepare and submit progress performance reports of the Section to the Manager: Project Management Unit • Determine the current levels of compliance with legislative framework within the Sub-division • Analyze financial data of infrastructure projects/programmes • Manage and monitor the usage and allocation of resources and ensure that they are in line with the Municipal Financial Management Act (MFMA) • Continuous improvement on service delivery.

**Qualifications and Experience:**

**Essential:** • A relevant B.Eng or BSc (Eng) in Civil Engineering degree and eligibility for registration as Pr. Eng. • Computer literacy: MS Office • 8 years' working experience in civil engineering.

**Preferred:** • An Honour's Degree in Civil Engineering will be an added advantage • Computer literacy: MS Office • 9 years working experience in Civil Engineering and Project Management • 3 years' of which should be at Supervisory level.

## **Assistant Manager: Real Estate Property Development (Ref:04)**

**Permanent**

**Salary: R683 124.00 to R867 204.00 (Excl. Benefits)**

**Purpose:** Overall planning, development and management of Mogale City property portfolio by focusing on property administration – leasing, acquisition, disposal, transactions and oversight; facilities management and maintenance; land asset management; property development for maximum return on City investment; coordination and oversight of City housing properties; property management; social and rental housing; administrative services associated with the rental of properties and hostels.

**Key Performance Areas:** • Assist in leveraging resources for the programme • Assist in putting together business cases for individual projects • Contribute to the development of the Municipality's land acquisition and development policy • Co-ordinate and manage land regularization projects • Continuously assess successes and failures of partnership agreements and recommend prompt action to address failures • Establish and maintain good relations with both internal and external stakeholders • Effective and efficient supervision of subordinates • Prepare and submit reports to EXCO, Section 80, Mayoral and Council • Ensure adherence to corporate governance within the section • Create positive work environment that fosters professional growth and development • Ensure the application of proper financial management and compliance with relevant legislation • Review, develop and improve systems, processes and services in order to support the achievement of the Municipality's IDP.

**Qualifications and Experience:**

**Essential:** • A Bachelor's degree in Property Development/Real Estate/Building Science/Town/City Planning • 8 years' and more experience in the planning, development and management of property development/real estate/land development projects • 8 years' or more experience in raising property development finance/funding, own project packaging and implementation management • Proven experience of working with both the private sector and public sector plus development finance institutions.

**Preferred:** • An Honour's degree in Property Development/ Building Science/Town/City Planning • More than 9 years' proven experience in the built environment, 5 years' of which will have been in managing real estate development • Knowledge of urban development and South African legislation and Municipal By-Laws • Demonstrate an understanding of the Municipality's budget principles and procedures and the Municipality's financial management system • Knowledge of the Municipal Finance Management Act (MFMA) and Occupational Health and Safety Act (OHSA) regulations.

**To apply, submit a completed and signed application form available on our website: [www.mogalecity.gov.za](http://www.mogalecity.gov.za) together with a comprehensive Curriculum Vitae and certified copies of ID, driver's license and relevant qualifications. All copies should be recently (no more than three months) certified from originals.**

**Applications can be forwarded to the following e-mail address:**

**Ref 01 and Ref 02: [pennym@pinpointone.co.za](mailto:pennym@pinpointone.co.za)**

**Ref 03 and Ref 04: [samueln@pinpointone.co.za](mailto:samueln@pinpointone.co.za)**

**Enquiries: Lucia Mabasa, tel. (011) 325 5101.**

**CLOSING DATE: FRIDAY, 08 MAY 2026.**

**The Municipality is an equal opportunity employer committed to the principles of Employment Equity in terms of the Employment Equity Act. Preference will be given to suitably qualified candidates from designated groups in line with the Municipality's Employment Equity Plan. Persons with disabilities are encouraged to apply.**

**Applicants who have not received any correspondence from us within three months from the closing date can consider their application unsuccessful.**

**For Ref:01 the candidate must meet all National Treasury competency requirement for Senior Managers e.g, Certificate in Management Development for Municipal Finance (CPMD/Municipal Finance Management Programme (MFMP)/Executive Leadership Municipal Development Programme (ELMDP) OR be eligible to obtain the National Treasury competency requirements within 18 months upon appointment into the position. Executive Managers will be required to sign a performance agreement, disclosure of financial interests and undergo security vetting.**