

Manager: Local Economic and Development (Ref 1)
Permanent

Salary: R1 515 249.96 per annum (all-inclusive package)

Purpose: To manage functions of local economic development and enterprise development related to transformation of spaces for economic growth. Manage the key performance areas and result indicators associated with the Local Economic Development and Tourism projects & programs through developing and maintaining immediate, medium to long term strategy of the economic health and viability of the MCLM, coordinating LED activities of outsourced project consultants, and ensure long term economic growth to accomplish the service delivery objectives as defined in the Integrated Development Plan of the Municipality.

Key Performance Areas: • Planning and implementation • Policy development review and implementation • Performance management of the Sub-Division • Programme management • Directing special economic initiatives • Sustainable developed projects • Stakeholder relations • Risk management • Coordinate resources • Performance management of the Division • Financial management • Monitoring and review • Planning, leadership, controlling and organising • Supervision of subordinates • Reports • Corporate governance within the Division • Human resource management • Continuous improvement to service delivery.

Qualifications and Experience

Essential: • A Degree (NQF Level 7) in Development Economics, Business Development or Development Planning • Computer literacy (MS Office) • Code EB driving licence • 8 or more years' relevant experience in economic development facilitation or a development planning environment • At least five (5) years' experience in local government and/or the public sector, particularly in strategic planning, stakeholder relations, financial management and budgeting, economic development policy, planning and implementation • At least five (5) years' relevant experience managing the implementation of large-scale projects, particularly in enterprise development, EPWP and economic development • Knowledge of economic indicators in relation to international, national, provincial and local government trends • Advanced project management skills and familiarity with applicable project management tools • Strong liaison and report-writing skills • General human resources management and networking experience.

Preferred: • An Honour's Degree in Economics (plus a Masters in Economics/Development Economics, Masters in Business Administration or Master of Business Leadership • Computer literacy (MS Office) • 10 or more years' senior management experience in related field.

Manager Roads and Transport Services (Ref 2)
Permanent

Salary: R1 515 249.96 per annum (all-inclusive package)

Purpose: To manage the provision of the Roads and Stormwater networks, Transportation Planning of Mogale City Local Municipality to ensure smooth, effective and economic traffic flow, roads and storm water networks, planning, construction and maintenance, in a sustainable manner, while ensuring compliance with applicable regulatory frameworks.

Key Performance Areas: • Planning and implementation • Monitoring and evaluation of policy development review and implementation • Roads and storm water construction and maintenance plans • Project monitoring • Stakeholder relations • Leadership, controlling and organising • Performance management of the Division • Human resource management, Compliance: Legal, regulatory and statutory framework and processes • Financial management • Continuous Improvement on service delivery.

Qualifications and Experience

Essential: • A relevant BSc Degree, BEng or BTech, 8 years' or more relevant working experience • Registration with the Engineering Council of South Africa (ECSA) or the South African Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage.

Preferred: • An Honour's Degree in Engineering, MSc, MEng or MTech in Engineering • 10 years' or more relevant working experience • Registration with the Engineering Council of South Africa (ECSA) or the South African Council for the Project and Construction Management Professions (SACPCMP) will be an added advantage.

Assistant Manager: Enterprise Development and Employment Facilitation (Ref 3)
Permanent

Salary: R726 300.00 to R908 400.00 per annum excluding benefits

Purpose: To drive enterprise development, entrepreneurship and facilitate sustainable employment across Mogale City.

Key Performance Areas: • Financial and non-financial support to SMME's and cooperatives • Promote Local Economic Development • Stakeholder relations management • Expanded Public Works Programme • Business licensing & compliance • Capacity building and information dissemination • Report on performance of the section • Human resource management.

Qualifications and Experience

Essential: • Degree in Development Economics, Business Development, Development Planning • Computer literacy (MS Office) • Relevant experience in an Economic Development Facilitation or Development Planning environment • At least five (5) years' experience in local government and/or the public sector • A minimum of five (5) years' relevant experience in managing the implementation of economic development, enterprise and entrepreneurship projects, as well as the Expanded Public Works Programme (EPWP).

Preferred: • An Honour's Degree in Business Management, Economic Development, Small Business Development or a related field • More than five (5) years' relevant working experience in small enterprise development, economic development and/or business management.

Assistant Manager: Customer Accounts (Ref 4)
Permanent

Salary: R726 300.00 to R908 400.00 per annum excluding benefits

Purpose: To coordinate business and government accounts, manage free basic services, customer correspondence and refunds, and ensure the effective administration of customer accounts in support of efficient revenue management and service delivery.

Key Performance Areas: • Project plan development • Program and project delivery and management • Development and revision of policies • Management of free basic services • Management of key accounts • Customer care relations • Change management • Reporting • Stakeholder relations • Leadership, controlling and organising • Performance management of the Sub-Division • Human resource management. Compliance: legal, regulatory and statutory.

Qualifications and Experience

Essential: • A relevant three-year tertiary qualification, preferably a National Diploma or a BCom degree with Financial Accounting as a major subject • Computer literacy (MS Office) • A minimum of eight (8) years' relevant experience covering all aspects of financial management processes, including the management of financial information, or specialist experience in a finance discipline.

Preferred: • A Postgraduate Degree (NQF Level 8) in Financial Management, Accounting or Cost Management • Certificate Programme in Management Development (CPMD) • A minimum of 8 to twelve 12 years' relevant experience in a finance environment, of which 5 years must have been at junior management level.

To apply, submit a completed and signed application form available on our website: 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 (not older than six months) certified from originals.

Applications can be forwarded to the following email addresses quoting the Reference Number

Ref 1 and Ref 3: aliciab@pinpointone.co.za

Ref 2: rebeccam@pinpointone.co.za

Ref 4 and Ref 5: samueln@pinpointone.co.za

Ref 6 and Ref 9: response1@pinpointone.co.za

Ref 7 and Ref 8: pennym@pinpointone.co.za

Assistant Manager: Payroll (Ref 5)
Permanent

Salary: R726 300.00 to R908 400.00 per annum excluding benefits

Purpose: To coordinate and oversee the Municipality's payroll function by ensuring the accurate, compliant and timely processing of employee remuneration, maintaining effective payroll controls and segregation of duties, ensuring compliance with applicable legislation and municipal policies, and delivering efficient payroll services.

Key Performance Areas: • Proper maintenance and reconciliation of payroll • Audit queries • Termination of employees • Monthly SARS reconciliations and returns • Annual & Bi-Annual SARS reconciliation and returns • Compilation of Annual Financial year information ensuring compliance with applicable legislation and municipal policies, and delivering efficient payroll services • 13th Cheques and bonus structuring • Accurate and successful salary payroll to the bank • Human resource management • Corporate governance • Reporting • Stakeholder relations • Planning, leading, controlling and organising • Performance management of the subdivisions in order to improve service delivery • Assist in other ad-hoc tasks in the salaries section.

Qualifications and Experience

Essential: • A relevant 3 year tertiary qualification • preferably a National Diploma or BCom with financial accounting as a 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 a finance discipline.

Preferred: • A Postgraduate Degree (NQF Level 8) in Financial Management • Accounting or Cost Management Certificate Programme in Management Development (CPMD) • Computer literacy (MS Office) • 8-12 years' relevant working experience in a finance environment, of which at least 5 years must have been at junior management level.

Assistant Manager: Informal Settlements (Ref 6)
Permanent

Salary: R726 300.00 to R908 400.00 per annum excluding benefits

Purpose: To define, plan, manage and monitor the Informal Settlements Upgrading Support Programme for organs of state, and capture or develop support products and tools.

Key Performance Areas: • Project management • Development and revision of policies • Programme planning and reporting • Site visit & community engagement • Settlement database • Informal Settlements GIS Plan • Settlements assessments & categorization • Land invasion • Relocating process • Land acquisition processes • Land Regularisation • Risk management • Change Management • Stakeholder relations • Leadership, controlling and organising • Performance management of the Sub-division • Compliance: Legal, regulatory and statutory framework and processes • Human resource management • Financial management, and continuous improvement on service delivery.

Qualifications and Experience

Essential: • A Degree in Housing • Human Settlement or Town/Urban and Regional Planning (Urban Management) • Computer literacy (MS Office) • 5 - 8 years' or more relevant experience, of which 2 years' must have been at supervisory level.

Preferred: • A Postgraduate Degree/ Diploma (NQF Level 8) in Housing, Human Settlement or Town/Urban and Regional Planning (Urban Management) • Computer literacy (MS Office) • 8 years' or more relevant experience of which 4 years must have been at supervisory level.

Senior Internal Auditor (Ref 7)
Permanent

Salary: R575 592.00 to R718 812.00 per annum excluding benefits

Purpose: To conduct and execute the audit assignment as per the approved Internal Audit Plan and Internal Audit Charter by providing the services to assist the organisation to achieve its objectives in respect of risk management, controls, governance and inclusive of specialised audits.

Key Performance Areas: • Governance, risk management and internal control systems. Performance reports • Asset verification • Tender opening • Filing management • Audits of predetermined objectives • Consulting services, risk management and internal control systems • Performance reports • Asset verification.

Qualifications and Experience

Essential: • A relevant 3 year tertiary qualification with preference in auditing or internal auditing as a major and registered with a recognised professional body • Computer literacy (MS Office) • 5 - 8 years' working experience in internal auditing.

Preferred: • A Bachelor's degree (NQF Level 7) in auditing and registered with a recognised professional body • 9 years' working experience in internal auditing.

Internal Auditor (Ref 8)
Permanent

Salary: R 512 292.00 to R 635 052.00 per annum excluding benefits

Purpose: To execute Internal Audit assignments in accordance with the audit methodology and the Mogale City Local Municipality Internal Audit Plan, Charter and inclusive of specialised audits.

Key Performance Areas: • Governance, risk management and internal control systems • Performance auditing • Audits of predetermined objectives • Performance reports • Asset verification • Tender openings • Filing management.

Qualifications and Experience

Essential: • A relevant 3 year tertiary qualification with preference in auditing or internal auditing as a major and registered with a recognised professional body • Computer literacy (MS Office) • 2 - 5 years' working experience in internal auditing.

Preferred: • A Bachelor's degree (NQF Level 7) in auditing and registered with a recognised professional body • 6 years' working experience in internal auditing.

Executive Secretary: Economic Development Services (Ref 9)
Permanent

Salary: R453 012.00 to R635 052.00 per annum excluding benefits

Purpose: To manage, organise, coordinate and maintain day to day secretarial services in order to ensure effective and efficient administrative functionality in the office of the Executive Director: Economic Development Services.

Key Performance Areas: • Office support services • Diary management • Management of correspondence • Meeting coordination • Travelling and accommodation logistical arrangements • Record keeping • Customer service.

Qualifications and Experience

Essential: • A Grade 12 • Computer literacy (MS Office) • 2 - 5 years working experience in administrative functions.

Preferred: • A National Diploma (NQF Level 6) in Office Management • 4 years' working experience in administrative functions.

Enquiries: Alicia Barbeau, tel. (011) 325 5101.

CLOSING DATE: MONDAY, 24 AUGUST 2026.

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

Security vetting will be conducted on all prospective employees.

It is the applicants' responsibility to have foreign qualification evaluated by the South African Qualifications Authority (SAQA) and to provide proof of such evaluation. Successful candidates will be expected to sign an employment contract, a performance agreement and a disclosure of financial interests form. CPMD / MFMP certification or must be completed within 18 months.

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