



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: INTEGRATED ENVIRONMENT MANAGEMENT

- DIVISION: ENVIRONMENTAL MANAGEMENT
- SUB-DIVISION: ENVIRONMENTAL LAW AND AUDITING

**PRINCIPAL OFFICER:
ENVIRONMENTAL LAW AND AUDITING**

SALARY BAND 7 - 6 : R436 728.00 – R541 392.00 PER ANNUM EXCLUDING BENEFITS

Requirements: • A Bachelor's degree NQF Level 7 (360 Credits) in Environmental Management/ Environmental Science/Bachelor of Art with Geography/Bachelor of Science • 5 - 8 years' working experience in Environmental Law or Environmental Auditing or Environmental Enforcement or Environmental Compliance Monitoring with two (2) years' at supervisory level.

Attributes: • Organizational Awareness • Project Management • Strategy Development & Implementation • Stakeholder Management • Financial Management • Planning and organizing • Research • Compliance and enforcement • Environmental pollution control • Health promotion • Interpersonal relationships • Communication • Negotiation skills • Action and outcome • Service delivery orientation • Customer orientation and Customer focus • Resilience • Change readiness • Cognitive ability • Learning orientation • Impact and influence • Team orientation • Coaching and mentoring • Direct setting.

Key performance areas: • Compile checklist • Undertake environmental compliance inspection on contagious projects • Environmental compliance monitoring and enforcement of contentious projects • Environmental complaints management within MCLM • Reporting • Stakeholder relations • Customer service • Leadership and organizing • Performance management of the section • Human resource management • Compliance: Environmental legislation, regulatory, statutory framework and processes • Continuous improvement on service delivery.

- DIVISION: ENVIRONMENTAL MANAGEMENT
- SUB-DIVISION: CLIMATE CHANGE AND AIR QUALITY

PRINCIPAL OFFICER: CLIMATE CHANGE

SALARY BAND 7 - 6 : R436 728.00 – R541 392.00 PER ANNUM EXCLUDING BENEFITS

Requirements: • A Bachelor's degree NQF Level 7 (360 Credits) in Environmental Management/ Environmental Science/Bachelor of Art with Geography/Bachelor of Science • 5 - 8 years' working experience in Air Quality Management or Climate Change or Environmental Management or Environmental Health with two (2) years' at supervisory level.

Attributes: • Problem-solving • Planning, Leading and organizing • Organisational awareness • People management • Task management • Discipline specific skills • Resilience • Coaching and mentoring • Action orientation • Interpersonal relationship • Communications • Service delivery orientation • Impact and influence • Direction settings • Budgeting • Team Orientation • Record-keeping and customer oriented.

Key performance areas: • Program and project planning and management • Development and revision of policies • Climate change coordination and mainstreaming • Reporting • Customer services • Stakeholder Relations.

- DIVISION: ENVIRONMENTAL MANAGEMENT
- SUB-DIVISION: ENVIRONMENTAL PLANNING AND MANAGEMENT

ENVIRONMENTAL EDUCATION AND AWARENESS

SALARY BAND 8 - 7 : R386 184.00 – R479 340.00 PER ANNUM EXCLUDING BENEFITS

Requirements: • A National Diploma/NQF Level 6 (240 Credits) in Environmental Management or Education or Natural Sciences • A Bachelor's degree will be an added advantage in Environmental management/Environmental Science/Bachelor of Education or Bachelor of Art with Geography/ Bachelor of Science • 2 years' working experience in Environmental Management or Environmental education.

Attributes: • Organizational Awareness • Project Management • Strategy Development & Implementation • Stakeholder Management • Financial Management • Planning and organizing • Research • Compliance and enforcement • Environmental pollution control • Health promotion • Interpersonal relationships • Communication • Negotiation skills • Action and outcome • Service delivery orientation • Customer orientation and Customer focus • Resilience • Change readiness • Cognitive ability • Learning orientation • Impact and influence • Team orientation • Coaching and mentoring • Direct setting.

Key performance areas: • Environmental Education and Awareness activities • Coordination and participation on Environmental programmes • Coordination and participation on Environmental programmes • Participation on forum/ workshop • Reports.

DEPARTMENT: CORPORATE SUPPORT SERVICES

- DIVISION: LEGAL SERVICES
- SUB-DIVISION: LITIGATIONS EMPLOYEE RELATIONS MANAGEMENT

ASSISTANT MANAGER: LITIGATIONS AND EMPLOYEE RELATIONS MANAGEMENT

SALARY BAND 4-4B : R640 920.00 – R813 624.00 PER ANNUM EXCLUDING BENEFITS

Requirements: • A 4-year B Degree/LLB • Must be admitted as an Attorney or Advocate • Computer Literacy: MS Office • 8 years' or more relevant legal experience required.

Attributes: • Written communication/drafting • Oral communication • Advocacy/negotiation • Ethics and professionalism • Organisational awareness • Litigation management • Research and analysis.

Key performance areas: • Project plan development • Development and revision of Standard Operation Procedures (SOP) • Bargain Council/CCMA • Labour Court • Litigation matters • Review and control of the council's Insurance Portfolio • Management of Insurance Claims • Management of Investigation for misconduct • Management of Disciplinary cases • Management of grievance processes • Management disciplinary appeal • Management of conciliations • Facilitation and monitoring of the attendance to the memorial services • Administration of agreements • Development and management of strike and contingency plan • Reports • Stakeholder Relations • Change management • Leadership controlling and organising • Performance management of the Sub-Division • Human Resource Management • Financial management • Continuous Improvement on services delivery.

THOSE THAT PREVIOUSLY APPLIED, NEED TO APPLY AGAIN.

- DIVISION: HUMAN CAPITAL MANAGEMENT
- SUB-DIVISION: RECRUITMENT AND HUMAN CAPITAL ADMINISTRATION

ASSISTANT MANAGER: RECRUITMENT AND HUMAN CAPITAL ADMINISTRATION

SALARY BAND 4-4B : R640 920.00 – R813 624.00 PER ANNUM EXCLUDING BENEFITS

Requirements: • 3-years' tertiary qualification in Human Resource Management or related field • 8 years' relevant experience in Recruitment and Human Capital Administration required • Knowledge of Municipal Staff Regulation is required • Extensive knowledge and experience of PayDay System is preferred.

Attributes: • Organisational awareness • Consulting • Planning and organising • Monitoring and control • Negotiation • Oral communication • Written communication • HR Technology/Information Management • HR Services Delivery • Strategic HR Management • Talent Management • Compensation and Benefits Management.

Key performance areas: • Project plan development • Development and revision of Recruitment and Administration related policies • System management • Employee benefits management • Administration of Payroll • Leave management • Exit interview • Notch increment • Garnishee orders • Handling Administration and Recruitment related queries and disputes • Developing and implementing Human Resources plan • Plan and implement Recruitment and Selection process • Employee secondment and transfers • Induction process • Risk management • Reporting • Stakeholder Relations • Change management • Leadership controlling and organising • Performance management of the sub-division • Human resource management • Compliance: Legal regulation and statutory framework and processes • Financial Management • Continuous improvement in services delivery.

THOSE THAT PREVIOUSLY APPLIED, NEED TO APPLY AGAIN.

An application form obtainable from Mogale City Municipality website, 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

DEPARTMENT: CORPORATE SUPPORT SERVICES

- DIVISION: HUMAN CAPITAL MANAGEMENT
- SUB-DIVISION: OCCUPATIONAL HEALTH AND SAFETY

PRACTITIONER: OCCUPATIONAL HEALTH AND SAFETY

SALARY BAND 8 - 6 : R386 184.00 – R541 392.00 PER ANNUM EXCLUDING BENEFITS

Requirements: • A National Diploma/NQF Level 6 (240) credits in Occupational Health and Safety/ Safety Management/Environmental Health & Occupational Hygiene • 2-5 years' or more relevant experience required • A valid driver's licence.

Attributes: • Organisational awareness • Consulting • Planning and organising • Monitoring and control • Negotiation • Oral communication • Written communication • HR Technology/Information Management • Occupational Health and Safety.

Key performance areas: • Health and Safety Inspection • Comprehensive and Risk Assessment (HIRA) • Occupational Health and Safety Audits • Adherence to the Occupational Health and Safety Legislation, Corporate Governance • Occupational Health and Safety Training • Query resolution • Emergency Preparedness • Incidents/Accidents Investigation • Reports • Stakeholder Relations • Filing management.

- DIVISION: INFORMATION COMMUNICATION TECHNOLOGY
- SUB-DIVISION: INFORMATION TECHNOLOGY SYSTEM

ADMINISTRATOR INFORMATION TECHNOLOGY SYSTEM

SALARY BAND 8 - 6 : R386 184.00 – R541 392.00 PER ANNUM EXCLUDING BENEFITS

Requirements: • A National Diploma/NQF Level 6 (240 credits) in Information Technology (IT)/ Business Information System and Accounting • 1- 2 years' relevant experience • A valid driver's licence.

Attributes: • Business communication • Organisaional awareness • Consulting • Planning and organising • Monitoring and controlling • Negotiation • Oral communication • Writing communication • Information strategy • Advice and guidance • Business and IS&T planning • Technical strategy and planning • Business change management • Data conversion • Operations • Installation and integration • User support.

Key performance areas: • System Support • End User Support • Continuous improvement • General IT Administration.

DEPARTMENT: STRATEGIC INVESTMENT PROGRAMME

- DIVISION: CATALYTIC INVESTMENT PROGRAMME

ASSISTANT MANAGER: PROJECT IMPLEMENTATION SUPPORT

SALARY BAND 4-4B : R640 920.00 – R813 624.00 PER ANNUM EXCLUDING BENEFITS

Requirements: • A relevant B Eng or B.Sc. (Eng) in Civil engineering Degree Engineering and eligibility for registration as Pr. Eng • Computer literacy: MS Office • 8 years' or more relevant experience post registration.

Attributes: • Planning • Organisational awareness • Design • Project Management • Construction • Operational and Maintenance.

Key performance areas: • Project management • Development and revision of policies • Programme planning and reporting • Contract management • Operational management • Risk management • Leadership, controlling and organizing • Performance management of the Section • Compliance: Legal, regulatory and stator framework and processes • Financial data analysis • Financial management • Stakeholder Relation.

- DIVISION: CATALYTIC INVESTMENT PROGRAMME

ASSISTANT MANAGER: CATALYTIC INVESTMENT PROGRAMME

SALARY BAND 4-4B : R640 920.00 – R813 624.00 PER ANNUM EXCLUDING BENEFITS

Requirements: • A relevant B.Com degree in Business Management or Business Administration qualification and knowledge of business & funding models, and investment analysis for municipal projects • Computer Literacy: MS Office • 5 - 8 years' or more relevant experience in related field.

Attributes: • Development and implementation of Investment strategies, policies and applications: Overseeing the development and execution of catalytic investment initiatives that drive economic development, directing large-scale, transformative investment projects that impact and drive growth, benefit for the city and communities.

Key performance areas: • Securing Funding and Resources: Identifying funding sources, including government grants, private investment, and international funding mechanisms • Investment Initiatives • Monitoring and Reporting on Funding Activities • Risk Management • Change Management • Financial Management • Stakeholder Relations: Building relationships with key investors, governmental bodies and other partners • Leadership controlling and organizing • Performance Management of the Sub-division • Compliance: Legal regulatory and statutory framework and processes.

EXECUTIVE SECRETARY: STRATEGIC INVESTMENTS PROGRAMMES

SALARY BAND 8 - 6 : R386 184.00 – R541 392.00 PER ANNUM EXCLUDING BENEFITS

Requirements: • A Diploma in Secretarial Services/Office Management • Computer literacy: MS Office, strong computer skills, including proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), and office management software • 3 - 5 years' working experience in Secretarial Services/ Personal Assistant.

Attributes: • High level of accuracy in tasks such as scheduling, preparing documents, or managing data • Ability to assist in or manage small projects or events, especially when it involves coordination with multiple departments or stakeholders • Knowledge of local government structures • Strong organizational skills, effective communication, and a solid understanding of office operations, writing communication • Oral communication.

Key performance areas: • Project management • Development and revision of policies • Programme planning and reporting • Contract management • Operational management • Risk management • Leadership, controlling and organizing • Performance management of the Section • Compliance: Legal, regulatory and stator framework and processes • Financial data analysis • Financial management • Stakeholder relation.

DEPARTMENT: INTERNAL AUDIT

- DIVISION: INTERNAL AUDIT
- SUB-DIVISION: INTERNAL AUDIT

INTERNAL AUDITOR (2 POSTS)

SALARY BAND 7- 6 : R436 728.00 – R541 392.00 PER ANNUM EXCLUDING BENEFITS

Requirements: • A relevant 3-year qualification with a preference in auditing or internal audit as a major and registered with a recognised profession • Computer literacy: MS Office • 2 - 5 years' working experience in Auditing environment • A valid driver's licence.

Attributes: • Written communication • Oral communication • Research and analysis • Advocacy/ negotiation • Ethics and professionalism • Organisational awareness • Internal auditing • Engagement management • Information management.

Key performance areas: • Governance, Risk Management and Internal Control Systems • Performance auditing • Auditing predetermined objectives • Performance reports • Assets verification • Tender openings • Filing management.

- DIVISION: STRATEGIC PLANNING
 - SUB-DIVISION: ENTERPRISE RISK MANAGEMENT
- ENTERPRISE MANAGEMENT**

SALARY BAND 8 - 6 : R386 184.00 – R541 392.00 PER ANNUM EXCLUDING BENEFITS

Requirements: • A relevant 3-year tertiary qualification with preference in Risk Management/Audit or Operational risk as a major and registered with a recognised profession • Computer literacy: MS Office • 2 - 5 years' working experience in Risk Management/Auditing environment. .

Attributes: • Written communication • Oral communication • Research and analysis • Advocacy/ negotiation • Ethics and professionalism • Organisational awareness • Risk management transformative investment projects that impact and drive growth, benefit for the city and communities.

Key performance areas: • Risk Management • Meeting coordination • Stakeholder Relation • Reporting.

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: 20 DECEMBER 2024.

