



Mogale City

Local Municipality

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.

CHAIRPERSON OF RISK MANAGEMENT COMMITTEE

Mogale City Local Municipality invites a suitably qualified person to serve on the Risk Management Committees as an Independent Chairperson for three (3) year contract.

Remuneration: The Chairperson will be remunerated according to rates approved by the National Treasury.

Requirements: • Minimum of a postgraduate degree in Risk Management or Accounting/ Auditing • Candidates should have executive management experience in Governance, Risk Management, and Internal Controls environments • At least 3+ years' experience with exposure in serving in oversight Committees • Registration as a Certified Risk Management Professional, Certified Internal Auditor, Chartered Accountant, or other recognized professional accreditation will be an added advantage • Applicants should be independent and knowledgeable about their position as a Chairperson of the Risk Management Committee.

Duties: Fulfil oversight about Risk Management and Compliance, internal controls, governance insurance, ICT, Business Continuity Management, legal and regulatory compliance, external and internal audits, fraud, and ethics, Assist the Accounting Officer in the effective execution of his/ her responsibilities for Enterprise Risk Management. Regulate and discharge all responsibilities as contained in the Risk Management Committee Charter.

DEPARTMENT: COMMUNITY DEVELOPMENT SERVICES

• **DIVISION: PUBLIC SAFETY**

• **SUB-DIVISION: ADMINISTRATION AND PROSECUTIONS**

ASSISTANT MANAGER: ADMINISTRATION AND PROSECUTIONS

Salary Band 4 - 4B (R583 692.00 - R778 584.00) p.a. Excluding benefits

Requirements: • A Grade12 • Relevant Degree or B.Tech in Policing/Traffic Management/ Law Enforcement/Traffic Administration and Prosecutions or equivalent • Basic training qualification • A valid driver's licence (Code B or C1) • No criminal record or illicit activity recorded • Firearm proficiently • Eight (8) years' or more relevant experience required inclusive of proven supervisory/managerial experience in Public Safety/Traffic Management/ Law Enforcement/Traffic Administration and Prosecutions.

Attributes: • Community and Customer focus • Patrol, Enforcement and Emergency Response • Problem Solving • Negotiation and influencing • Resilience • Communication • Ethics and Professionalism.

Key performance areas: • Project Management • Roadblock administrative support • Court rolls • Warrant executions • Development and Revision of policies • Overtime reconciliation and management • Representations • Traffic summons books management • Traffic fines and miscellaneous payments management • Office supplies and equipment management • Reports • Stakeholder relations interact • Leadership, controlling and organizing. Performance management of the Sub-division. Human resource management. Financial Management. **Compliance:** Legal, regulatory and statutory framework and processes • Continuous improvement on service delivery.

• **DIVISION: PUBLIC SAFETY**

• **SUB-DIVISION: NONE**

ASSOCIATE: DISASTER RISK MANAGEMENT

Salary Band 8 - 7 (R369 552.00 - R458 700.00) p.a. All excluding benefits

Requirements: • A relevant Tertiary qualification preferably in Disaster (Risk) Management. DMISA Registration: Technician • Computer literacy: MS. Office • 3 - 5 years' experience in the field of Disaster (Risk) Management.

Attributes: • Disaster (Risk) Management • Disaster Risk Prevention and Reduction • Disaster Mitigation • Disaster Preparedness and Response • Emergency operations Management • Disaster Risk Assessment and Profiling • Disaster Risk Education, Training and Public Awareness • Disaster Information Management and Communication • Problem Solving and Discipline Specific.

Key performance areas: • Disaster Risk Reduction • Disaster Response and Recover. Development of Comprehensive Information and Communication System • Education and Training Framework • Reporting • Stakeholder Relations • Customer Service.

CORPORATE SUPPORT SERVICES

• **DIVISION: INFORMATION COMMUNICATION TECHNOLOGY**

• **SUB-DIVISION: INFORMATION TECHNOLOGY SYSTEM**

ASSISTANT MANAGER: INFORMATION TECHNOLOGY SYSTEM

Salary Band 4 - 4B (R583 692.00 - R778 584.00) p.a. Excluding benefits

Requirements: • A Diploma (NQF 6) in Finance/Cost Management/ICT • 5 - 8 years' relevant in ICT and Financial Management systems plus 2 years supervisory experience.

Attributes: • Business Communication • Organizational Awareness • Consulting • Planning and Organising • Monitoring and Control • Negotiation • Oral Communication • Written 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: • Project Management • Program and Project delivery and management • Development and Revision of IT system related policies • Risk Assessment and Treatment • Operations and application administration management • Information Technology Service Continuity management • Procurement processes • Licensing software applications • Change Management • Report • Stakeholder Relations • Leadership controlling and organising. **Compliance:** Legal regulatory and statutory framework and processes • Financial Management. Continuous improvement of service delivery.

DEPARTMENT: ECONOMIC DEVELOPMENT SERVICES

• **DIVISION: BUILDING DEVELOPMENT MANAGEMENT**

• **SUB-DIVISION: BUILDING CONTROL REGION B**

SENIOR PLAN EXAMINER: REGION B

Salary Band 6 - 5 (R469 572.00 - R586 404.00) p.a. Excluding benefits

Requirements: • National Diploma/NQF Level 6 (240 credits) in Built Environment • Four (4) years' working Experience in Built environment in Local Government • Valid driver's licence.

ATTRIBUTES: • Ability to pay attention to detail • Ability to work independently and in a team • Ability to assess potential problems and make sound judgment • Ability to develop self and others • Proactive and innovative • Client orientation and Customer focus • Honestly and integrity • Self-confident • Ability to be proactive and creative • Ability to Communicate at all levels.

Key performance areas: • Site inspections • Scrutinize Building Plans • Excavation/ Foundation inspection • Building Inspections • Open Plumbing Inspection • Roof inspection • Final plumbing inspection • Completion • Stakeholder relations • Operational Process • Continuous improvement to service delivery. **Compliance:** Legal, regulatory and statutory framework and processes • Final Management.

DEPARTMENT: INFRASTRUCTURE DEVELOPMENT SERVICES

• **DIVISION: WATER SERVICES**

• **SUB-DIVISION: WASTEWATER TREATMENT WORKS**

PROCESS CONTROLLER: WWT FLIP HUMAN (02 POSTS)

Salary Band 10 - 9 (R259 392.00 - R360 432.00) p.a. Excluding benefits

Requirements: • A National Diploma Chemical Engineering or water care • Registered Class IV or higher process Controller with the Department of Water and Sanitation • Any applicable vehicle driver's licence • Six (6) years' or above experience in the operation and maintenance of a Treatment Works • Medium to large size WWT preferable above 50 Megaliter per day • WWTW design • Capacity.

Attributes: • Oral communication • Written Communication • Decision Making • Ethics and Professionalism • Task Management • Use of process specific Technology/Equipment • Managing work • Quality Orientation • Work place safety • People Management • Discipline specific skills • Problem solving • Planning and organizing.

Key performance areas: • Process controlling • Administrative duties • Practical duties.

• **DIVISION: WATER SERVICES**

• **SUB-DIVISION: SCIENTIFIC AND QUALITY CONTROL SERVICES**

POTABLE MONITOR AND SAMPLER

Salary Band 12 - 9 (R200 688.00 - R360 432.00) p.a. Excluding benefits

Requirements: • A Matric with Biology, Mathematics and Physical Science subjects • Computer literacy • Code EB driver's licence • 1 - 3 years' relevant experienced in a similar field • Applicable legal vehicle driver's licence.

Attributes: • Planning and controlling • Safety awareness • Information technology • Data capture • Operations and maintenance • Quality orientation • Change readiness • Cognitive ability • Attention to detail • Resilience • Communication • Service delivery orientation • Interpersonal relationships • Impact and influence • Action and outcome orientation • Learning orientation • Direction settings • Coaching and mentoring • Team orientation.

Key performance areas: • Sample planning • Populate monitoring lists and labels • Sampling of water distribution reticulation system • On-site analyses • Inspection of sampling points • Complaints from users • Feedback to supervisor/management • Maintenance of equipment. Health and Safety.

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 and 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: 16 FEBRUARY 2024 AT 16H00.

