

# ELIAS MOTSOLEDI LOCAL MUNICIPALITY

P O BOX 48  
GROBLERSDAL  
0470  
Tel: 013-262 3056



Civic Centre  
2nd Grobler Avenue  
GROBLERSDAL,  
0470

*Elias Motsoaledi Local Municipality with its seat in Groblersdal Limpopo Province subscribes to principles of employment equity and thus committed to the achievement and maintenance of equity in employment, especially with respect to race, gender and disability in the filling of vacancies hereunder. Suitably qualified applicants (including those who previously applied for the re-advertised vacancy marked "RE-ADVERT") are hereby invited to apply for the vacancies.*

## EXTERNAL / INTERNAL ADVERTISEMENT

### RE-ADVERT: POST: CHIEF FINANCIAL OFFICER (CFO)

**Annual Total Remuneration Package: Minimum R894, 447, Midpoint R1, 022, 226 and Maximum R1, 133, 463** (determined in terms of prism of Item 8 read together with Item 9 of the Local Government: Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers GN 351, GG 43122 of 20<sup>th</sup> March 2020). This position is a fixed term contract which contract shall be for a fixed term of employment not exceeding a period ending one year after the election of the next council of the municipality. The incumbent shall be subjected to signing of contract of employment, a performance agreement, disclosure of financial interests and undergo screening, security vetting and competency assessment.

**HIGHER EDUCATION QUALIFICATION, WORK-RELATED EXPERIENCE AND OTHER REQUIREMENTS:** At least a Bachelor Degree in Accounting, Finance or Economics or a relevant qualification registered on the National Qualifications Framework at a NQF level 7 with a minimum of 360 credits\* Minimum of 5 years work-related experience at middle management level\* Drivers' license and the totality of the requirements for the post are as prescribed under the Local Government: Municipal Systems Act 32 of 2000 pertaining to appointments of senior managers read together with the applicable prescripts.

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**ADDED ADVANTAGE:** Registration with a recognized relevant professional body\* CPMD/MFMP from an accredited and recognized body in the unit standards prescribed for financial and supply chain management.

**LEADING COMPETENCIES:** Strategic direction & leadership\* People management\* Program and project management\* Financial management\* Change leadership\* Governance leadership.

**CORE COMPETENCIES:** Moral competence\* Planning & organizing\* Analysis & innovation\* Knowledge & information management\* Communication\* Results & quality focus.

**KEY PERFORMANCE AREAS:** Administratively take charge of the budget and treasury office\* Advise the accounting officer of the exercise of powers and duties assigned to the accounting officer in terms of the Local Government: Municipal Finance Management Act 56 of 2003\* Assist the accounting officer in the administration of the municipality's bank accounts and in the preparation and implementation of the municipality's budget\* Advise senior managers and other senior officials in the exercise of powers and duties assigned or delegated to them\* Perform such budgeting, accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management, review and other duties as may be delegated by the accounting officer to CFO\* Development of medium term financial framework within which the municipality can operate\* Provide and administer framework for financial accountability and ensure that it is complied with\* Provide inputs to make budget and treasury efficient and effective to ensure compliance with the applicable laws/prescripts\* Ensure and maintain efficient and effective financial systems\* Exercise overall financial management responsibilities in a diligent manner\* Ensure proper and safeguarding of departmental documentation for audit and other reference purposes\* Direct and manage departmental human resource capital\* Responsible for departmental performance management and Other duties, responsibilities, roles and delegations are contained in legal prescripts, regulations applicable to municipal government, municipal policies or provisions which may from time to time be issued by the Municipality and made binding upon you.

**RE-ADVERT: POST: SENIOR MANAGER DEVELOPMENT PLANNING AND LOCAL ECONOMIC DEVELOPMENT (LED)**

**Annual Total Remuneration Package: Minimum R894, 447, Midpoint R1, 022, 226 and Maximum R1, 133, 463** (determined in terms of prism of Item 7 read together with Item 9 of the Local Government: Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers GN 351, GG 43122 of 20<sup>th</sup> March 2020). This position is a fixed term contract which contract shall be for a fixed term of employment not exceeding a period ending one year after the election of the next council of the municipality. The incumbent shall be subjected to signing of contract of employment, a performance agreement, disclosure of financial interests and undergo screening, security vetting and competency assessment.

**HIGHER EDUCATION QUALIFICATION, WORK-RELATED EXPERIENCE AND OTHER REQUIREMENTS:** Bachelor of Science Degree in Building Sciences / Architect / Bachelor Degree in Town and Regional Planning or Development Studies or equivalent\* Minimum of 5 years work-related experience at middle management level\* Have proven successful Professional Development / Town and Regional Planning experience\* Drivers' license.

**KNOWLEDGE AND SKILLS:** Good knowledge and understanding of relevant policy and legislation\* Good understanding of institutional governance systems and performance management\* Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act 5 of 2000\* Knowledge of geographical information systems\* Knowledge of spatial, town and development planning\* Knowledge of computer packages (MS Word, MS Excel and MS PowerPoint and MS Outlook) or computer literacy.

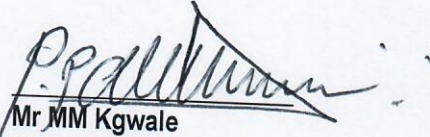
**ADDED ADVANTAGE:** Project management certificate or diploma or registration as a Professional Planner in accordance with the Planning Professions Act 36 of 2002\* A qualification relating to National Treasury Competencies requirements obtained from an accredited and recognized body (CPMD/MFMP) core competency in the unit standards prescribed for financial and supply chain management areas in terms of

Local Government: Municipal Finance Management Act Municipal Regulations on Competency Levels, will be an added advantage.

**KEY PERFORMANCE AREAS:** Provide strategic management to Development Planning and Local Economic Development Department\* Develop, review and implement land use and spatial planning prescripts\* Facilitate town planning and township establishment\* Attend to human settlements matters\* Ensure implementation of SPLUMA and that the Municipality complies with the provisions of all statutory requirements\* Co-ordinate, implement and facilitate Local Economic Development (LED)\* Improve productivity of agriculture, tourism and related sectors to grow local economy\* Exercise departmental financial management responsibilities in a diligent manner\* Direct and manage departmental human resource capital\* Responsible for departmental performance management\* Maintain positive relationship with traditional leaders and other stakeholders\* Provide inputs to make the Department efficient and effective to ensure that the Department is compliant with the applicable laws/prescripts\* Advise the accounting officer on matters relating to planning, land, economic development and take reasonable steps to ensure that all information required by the accounting officer is submitted timeously\* Ensure proper and safeguarding of departmental documentation for audit and other reference purposes\* Other responsibilities are contained in planning law, applicable municipal policies or provisions which may from time to time be issued by the Municipality and made binding upon you.

**Applicants applying for these positions must** submit the fully completed and signed official **“Application Form for Employment Senior Managers Post(s)”** which can be downloaded from the Elias Motsoaledi Local Municipality’s website on [www.eliasmotsoaledi.gov.za](http://www.eliasmotsoaledi.gov.za) or obtainable from the HR Office and must be accompanied by their detailed curriculum vitae with proven experience and competencies, contactable references, registration with a relevant professional body, disclosing full details of any dismissal for misconduct and any disciplinary actions, whether pending or finalized instituted against such applicant from current and previous employment, recently (not older than 3 months old) certified copies of academic qualifications, Identity Document (ID) as well as the Driver’s license. Late,

faxed, e-mailed or applications not made on the official application form shall not be considered. Canvassing Councillors or officials for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Failure to submit all the required documents shall render the application invalid. Applicants who previously applied for re-advertised posts may re-apply. Should you not hear from the Municipality within 30 working days after the closing date, regard your application as unsuccessful. The Municipality reserves the right of appointment on these posts. Enquiries shall be directed to the Municipal Manager @ 013 262 3056 and applications forwarded to: **The Municipal Manager, Elias Motsoaledi Local Municipality, P.O Box 48, Groblersdal, 0470** or hand-delivered to the Office of the Municipal Manager, 2<sup>nd</sup> Grobler Avenue, Groblersdal, 0470. **The closing date shall be Friday, 09<sup>th</sup> April 2021 at 16H15.**

  
Mr MM Kgware  
Municipal Manager

2021/03/11  
Date