

ELIAS MOTSOALEDI LOCAL MUNICIPALITY

P O BOX 48, Groblersdal, 0470, 2nd Grobler Avenue



Phone: (013) 262 3056

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 these vacancies. The objectives of s195 (1)(f) of the Constitution of the Republic of South Africa, 1996, Employment Equity imperatives as defined by the Employment Equity Act 55 of 1998 and relevant Human Resources prescripts will be considered in filling these vacant posts. Suitably qualified candidates (including those who previously applied for the re-advertised vacancies marked "RE-ADVERT") are hereby invited to apply for vacancies hereunder.

EXTERNAL / INTERNAL ADVERTISEMENT

The annual total remuneration packages of the positions below are determined in terms 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 20th March 2020). The positions are fixed term contracts which contracts 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 incumbents shall be subjected to signing of contracts of employment, performance agreements, disclosure of financial interests and undergo screening, security vetting and competency assessments. The leading and core competencies of the positions are as per applicable prescripts and incumbents will be stationed at Elias Motsoaledi Local Municipality.

POST: MUNICIPAL MANAGER

(Annual Total Remuneration Package: Minimum R1, 067, 587
Midpoint R1, 227, 113 and Maximum R1, 386, 637).

REQUIREMENTS: At least a Bachelor Degree in Public Administration, Political Sciences / Social Sciences / Law or equivalent* 5 years relevant experience at the senior management level and proven successful institutional transformation within public or private sector*. **KNOWLEDGE:** Advanced knowledge and understanding of relevant policy and legislation* Advanced understanding of institutional governance systems and performance management* Advanced understanding of Council operations and delegation of powers* Good governance* Audit and risk management establishment and functionality* Budget and finance management. **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. **KEY PERFORMANCE AREAS:** As the head of the administration and accounting officer advise municipal political office bearers* Responsible for establishment and maintenance of a strategic management system for the municipality as a whole to ensure the achievement of the municipality's strategic objectives and its developmental and service delivery obligations* Responsible and accountable for financial management duties contained in the Local Government: Municipal Finance Management Act 56 of 2003, to ensure the accountability of the municipality's finances. Responsible and accountable for economical, efficient and responsive administration to ensure achievement of value for money* Ensure development, implementation and monitoring of the Integrated Development Plan (IDP) and Performance Management System (PMS)* Ensure development, implementation and monitoring of Council policies* Ensure implementation of Council resolutions* To perform and be accountable for municipal transformation and organizational development, basic service delivery, local economic development, municipal financial viability and management, good governance and public participation inclusive of support to internal and external auditors and spatial planning and land use management* Be responsible for stakeholder engagements and overall municipal performance, duties, responsibilities, roles and delegations as contained in the Local Government: Municipal Systems Act 32 of 2000 and other 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.

CHIEF FINANCIAL OFFICER (CFO) - RE-ADVERT:

(Annual Total Remuneration Package: Minimum R894, 447,
Midpoint R1, 022, 226 and Maximum R1, 133, 463).

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*. **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. **KEY PERFORMANCE AREAS:** Administratively take charge of the budget and treasury officer* 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.

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

(Annual Total Remuneration Package: Minimum R894, 447,
Midpoint R1, 022, 226 and Maximum R1, 133, 463).

REQUIREMENTS: At least a 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. **KNOWLEDGE:** 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. **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.

POST: SENIOR MANAGER INFRASTRUCTURE DEVELOPMENT - RE-ADVERT:

(Annual Total Remuneration Package: Minimum R894, 447,
Midpoint R1, 022, 226 and Maximum R1, 133, 463).

REQUIREMENTS: At least a Bachelor of Science Degree in Engineering / BTech: Engineering or equivalent* Minimum of 5 years work-related experience at middle management level or as a programme / project manager and 3-4 years must be at professional / management level engineering management experience. **KNOWLEDGE:** Good knowledge and understanding of relevant policy and legislation* Good knowledge and understanding of institutional governance systems and performance management* Must have extensive knowledge of the public office environment* Must be able to formulate engineering master planning, project management and implementation. **ADDED ADVANTAGE:** Certificate of competency as required in terms of the General Machinery Regulations, 1988 or registration with a recognized relevant engineering professional body* 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:** Manage infrastructure development services including civil engineering services, electrical services, workshop, vehicle and plant management, project management unit services and programmes within all the satellite service points of the Elias Motsoaledi municipal area of jurisdiction area* Planning, administering and maintaining electricity distribution and support services* Efficient maintenance of roads, transport and civil works* Ensure the sustainable provisioning of the engineering services* Develop and ensure implementation of the Departmental Strategic Plan and SDBIP* Efficiently and effectively manage and develop the day-to-day operations, procedures, processes and resources of the Infrastructure Development Department* Prepare and take control of the Departmental budget* Exercise departmental financial management responsibilities in a diligent manner* Develop and monitor implementation of the Departmental policies and by-laws* Responsible for departmental performance management* Direct and manage departmental human resource capital* Maintain positive relationship with stakeholders* Provide inputs to make the Infrastructure Department efficient and effective to ensure that the Department is compliant with the applicable laws/prescripts* Advise the accounting officer on matters relating to the engineering services and infrastructure development and take reasonable steps to ensure that all information required by the accounting officer is submitted timeously* Advise the accounting officer on proper, efficient and cost-effective provision, construction and maintenance of roads and repairs* Ensure proper and safeguarding of departmental

documentation for audit and other reference purposes* Other responsibilities are contained in the relevant law, applicable municipal policies or provisions which may from time to time be issued by the Municipality and made binding upon you.

POST: SENIOR MANAGER EXECUTIVE SUPPORT - RE-ADVERT:

(Annual Total Remuneration Package: Minimum R894, 447,
Midpoint R1, 022, 226 and Maximum R1, 133, 463).

REQUIREMENTS: At least a Bachelor Degree in Public Administration / Public Management/ Political Sciences or equivalent* Minimum of 5 years work-related experience at middle management level. **KNOWLEDGE:** Good knowledge and interpretation of policy and legislation* Good knowledge of performance management system and good governance* Good knowledge of supply chain management regulations and prescripts including the Preferential Procurement Policy Framework Act 5 of 2000. **ADDED ADVANTAGE:** Registration with a relevant professional body* 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 Council and Executive Committee Members support* Protocol and intergovernmental relations management* Management of Special Programmes (empowerment and developmental issues pertaining to Children, People Living with Disabilities, Elderly Citizens, Women, Youth and mainstreaming of gender and HIV and AIDS collaborative programmes)* Co-ordination of activities in the Offices of The Speaker, Chiefship of The Council and The Mayor and responsible for human resource management in these offices, The Office of The Speaker, Chiefship of The Council and The Mayor* Provision of technical and administrative support for Municipal Public Account Committee (MPAC) and render supervisory role to staff in the Office of MPAC* Management of public participation to promote the involvement of communities and community organisations in the matters of local government and enhance provision of democratic and accountable government for local communities* Management of communications services* Management of customer care services* Management of secretariat services support to Council and relevant Council oversight committees* Exercise departmental financial management responsibilities in a diligent manner* Responsible for departmental performance management* Direct and manage departmental human resource capital* Maintain positive relationship with stakeholders* Provide inputs to make the Executive Support Department efficient and effective to ensure that the Department is compliant with the applicable laws/prescripts* Advise the accounting officer on matters relating to the executive support and the Department 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 the relevant law, applicable municipal policies or provisions which may from time to time be issued by the Municipality and made binding upon you.

POST: SENIOR MANAGER COMMUNITY SERVICES

(Annual Total Remuneration Package: Minimum R894, 447,
Midpoint R1, 022, 226 and Maximum R1, 133, 463).

REQUIREMENTS: At least a Bachelor Degree in Social Science/ Public Administration/ Law or equivalent. Five (5) years' experience at middle management level and have proven successful institutional transformation within public or private sector. **KNOWLEDGE:** Good knowledge and understanding of relevant policy and legislation* good knowledge and understanding of institutional governance systems and performance management* understanding of council operations and delegation of powers as well as health service management, cemetery management, public safety and parks and recreation management. **ADDED ADVANTAGE:** Registration with the South African Council for Social Service Professionals (SACSSP) or similar recognized relevant professional body* Registration with a relevant professional body* 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:** Public safety (traffic) management* Environmental services management* Refuse removal and/or solid waste management programmes* Designing programs and developing policies to promote an enabling environment for community -based programmes as guided by the municipal IDP* Provide strategic leadership in relation to the development, implementation, monitoring and reporting on Service Delivery and Budget Implementation Plan of the directorate* Personnel development and management in the directorate* Overhead control and management of municipal parks, cemeteries, recreation facilities/ programmes, health service management, disaster management, public safety, driver's license service centre, social services, environmental services, waste management, licensing and satellite service points in accordance with relevant policies and legislation* Compliance with the relevant legislation* Provide leadership in relation to relevant sector departments and other agents/ stakeholders inter-collaborative programmes. As Senior Manager Community Services the incumbent will work in close collaboration with the Municipal Manager as well as other functionaries of the Council.

POST: SENIOR MANAGER CORPORATE SERVICES

(Annual Total Remuneration Package: Minimum R894, 447,
Midpoint R1, 022, 226 and Maximum R1, 133, 463).

REQUIREMENTS: At least a Bachelor's Degree in Public Administration/Management Sciences/Law or equivalent* Five (5) years' experience at middle management level and have proven successful management experience in administration*. **KNOWLEDGE:** Good knowledge and understanding of relevant policy and legislation* good knowledge and understanding of institutional governance systems and performance management* good knowledge of corporate support services including human capital management, legal services, facilities management, information communication technology and council support* good knowledge of supply chain management regulations and Preferential Procurement Policy Framework Act 5 of 2000* Good governance* Labour Relations Act and other labour related prescripts* legal background and human capital management and knowledge of coordination of oversight of specialized support functions*. **ADDED ADVANTAGE:** Registration with a relevant professional body* 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:** Knowledge and understanding of relevant policy development and legislation* Understanding of institutional governance systems and performance management* Understanding of council operations and delegation of powers* Implement and review HR strategies, Plans, Policies and Procedures in line with the national framework and guidelines* Provide strategic support and oversee the provision of support services* Provide strategic leadership in HR Strategy implementation and Labour matters as well as management of corporate services budget* Knowledge of corporate support services including: Human Resource Administration, Organization Development, Legal Services, Employee Assistance Programme, Training and Development, Information and Communication Technology, Labour Relations, Auxiliary and Administration Services.

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 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, original certified copies of academic qualifications as well as Identity Documents (ID) (not older than 3 months). Late, faxed, e-mailed or applications not made on the official application form shall not be considered. Canvassing to any Councilor(s) or Official(s) 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 should re-apply if still interested. 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 Mayor for Municipal Manager's post @ 013 262 3056 and applications forwarded to: The Mayor: Clir MD Tladi, Elias Motsoaledi Local Municipality, P.O Box 48, Groblersdal, 0470 or hand-delivered to the Office of the Mayor, 2nd Grobler Avenue, Groblersdal, 0470. Enquiries shall be directed to the Municipal Manager for the Senior manager's posts @ 013 262 3056 and applications forwarded to: The Municipal Manager: Mr MM Kgware, Elias Motsoaledi Local Municipality, P.O Box 48, Groblersdal, 0470 or hand-delivered to the Office of the Municipal Manager, 2nd Grobler Avenue, Groblersdal, 0470. The Municipality reserves the right to appoint or not appoint on these posts.

The closing date for all the above mentioned posts shall be: 25 March 2022 at 16H15.