

## ELIAS MOTSOLEDI LOCAL MUNICIPALITY

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



Civic Centre  
2<sup>nd</sup> Grobler Avenue  
GROBLERSDAL,  
0470

Elias Motsoaledi Local Municipality (EMLM) with its seat in Groblersdal Limpopo Province is an equal opportunity employer. In the filling of vacant posts hereunder, the objectives of s195(1)(i) of the Constitution of the Republic of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act 55 of 1998 as well as the relevant Human Resources prescripts of EMLM will be taken into consideration.

### INTERNAL ADVERT

<b>POST NO : 1</b>	
<b>JOB TITLE</b>	MANAGER COUNCIL SUPPORT
<b>NO OF POSTS</b>	ONE (1)
<b>DEPARTMENT</b>	CORPORATE SERVICES
<b>TERM OF APPOINTMENT</b>	PERMANENT
<b>PLACE OF WORK</b>	GROBLERSDAL
<b>PAY RANGE</b>	R636,187.68 - R733,444.80 pa. (Excluding Benefits)
<b>REF NO</b>	MCS-01
<b>QUALIFICATIONS</b>	Relevant 3-year tertiary qualification, preferably a B. Degree in Administration / Public Administration; or related field or equivalent and Computer literacy (MS Office).
<b>EXPERIENCE</b>	More than 5 years administrative experience required of which 3 years' or more must be supervisory / managerial experience.
<b>KNOWLEDGE AND SCOPE OF WORK</b>	Provision of committee secretariat support to Council, Mayoral committee and Management; Advanced level of knowledge with regard to municipal committee functions as per governance structures and legislation; and Promote interface between Political sphere and Management.
<b>SUMMARY OF THE CORE FUNCTIONS</b>	The Council Support Manager must ensure that the daily work is done to satisfaction and to achieve the objectives of Council. He/she will be responsible for: Coordinate logistical and procedural requirements associated with Council. Provide secretarial support to Council. Manage administrative activities associated with preparation of documents and correspondence for circulation. Provide and manage Council support administrative functions. Provide and manage administrative support to Councilors in preparation for meetings.



<b>POST NO : 2</b>	
JOB TITLE	MANAGER HLOGOTLOU SATELLITE OFFICE
NO OF POSTS	ONE (1)
DEPARTMENT	INFRASTRUCTURE DEVELOPMENT
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	HLOGOTLOU
PAY RANGE	R636,187.68 - R733,444.80 pa. (Excluding Benefits)
REF NO	MHSO-02
QUALIFICATIONS	Relevant 3 years tertiary qualification preferably a National Diploma or B. Degree in Public Administration / Management / Law or related field or equivalent and Computer Literacy (MS Office).
EXPERIENCE	5 - 8 years' or more experience of which 2 years must be at Supervisory level.
KNOWLEDGE AND SCOPE OF WORK	Perform the full range of activities within the Hlogotlou Satellite Office
SUMMARY OF THE CORE FUNCTIONS	The incumbent will be responsible for the coordination and supervision of the teams rendering the services by the satellite office including Infrastructure as well as community services such as environmental services, municipal parks, cemeteries, recreation facilities, etc. Management of personnel at the satellite office, management of finance in terms of Municipal Finance Management Act 56 of 2003.

<b>POST NO : 3</b>	
JOB TITLE	SENIOR ELECTRICIAN
NO OF POSTS	ONE (1)
DEPARTMENT	INFRASTRUCTURE DEVELOPMENT
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R435,287.16 – R490,092.36 pa. (Excluding Benefits)
REF NO	SE-03
QUALIFICATIONS	A relevant Diploma / National Diploma / B-Tech / B Degree in Electrical Engineering or equivalent and Trade Test / Certificate (Electrical)
EXPERIENCE	3-5 years' relevant experience



<b>KNOWLEDGE AND SCOPE OF WORK</b>	Performs activities that are complex in nature. Applies an integrated body of knowledge; works independently and seeks advice as and when required; and may supervise junior electrician personnel.
<b>SUMMARY OF THE CORE FUNCTIONS</b>	Co-ordinate activities associated with the construction and installations of medium / low voltage electrical networks. Co-ordinate activities/ sequences associated with trouble shooting/ fault finding and repairing to medium / low voltage reticulation and electrical systems. Evaluates electrical systems, products, components, and applications by applying knowledge of electricity and materials. Confirms system and components' capabilities by testing methods; testing properties. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem. Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes. Plan layout and installation of electrical network, equipment and fixtures, based on job specifications and local codes. Advise management on whether continued operation of equipment could be hazardous. Keeps equipment operational by following manufacturer's instructions and established procedures, requesting repair service. Completes projects by training and guiding students. Interpret and co-ordinate specific pre-work/ site requirements about installation, repairs and, planned and predictive maintenance sequences and guide the activities of personnel. Complete internal transactional documentation (e.g. time sheets, log sheet, progress and productivity field report, etc.) Perform any other related duties as instructed by the superiors/ Manager.

<b>POST NO : 4</b>	
<b>JOB TITLE</b>	<b>PAYROLL OFFICER</b>
<b>NO OF POSTS</b>	<b>ONE (1)</b>
<b>DEPARTMENT</b>	<b>BUDGET AND TREASURY</b>
<b>TERM OF APPOINTMENT</b>	<b>PERMANENT</b>
<b>PLACE OF WORK</b>	<b>GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>R327,494.82 – R368,719.14 pa. (Excluding Benefits)</b>
<b>REF NO</b>	<b>PO-04</b>



<b>QUALIFICATIONS</b>	<b>A relevant 3-year tertiary qualification, preferably a National Diploma or B. Com Degree or related field or equivalent</b>
<b>EXPERIENCE</b>	<b>2-5 years relevant experience.</b>
<b>KNOWLEDGE</b>	Action operational and maintenance requirements in terms of the municipality's policies. Implement operational solutions and services that are in line with the municipal payroll systems plan; Operational maintenance of Annual Payroll Management plans
<b>SUMMARY OF THE CORE FUNCTIONS</b>	Carry out reporting, technical and administrative functions in staff benefits and payroll aspect, Guarantee precision of Municipal payroll by reviewing pay authorization and validating reductions from wages. Handle the settlement of salaries and wages through the accounts structure and develop periodic payroll reports for the labour department, STATSSA, the National Treasury, and other relevant government departments. Evaluate payroll for conformity with the municipal budget, staff wages, and policies, as well as record-keeping assessment. Handle personnel and pay documents budget, make use of a computer to handle, program, and retrieve information for report and analysis. Preserve awareness of prevalent principles and regulations relevant to payroll benefits and claim payments. Give suggestions on the notification in payroll policies and procedures. Supervise modifications in regulations and laws relevant to payroll which calls for policy modifications and inform the seniors. Handle continuous contact with the Senior Payroll Officer and the office of the Chief Financial Officer and offer technical assistance to municipal staff.

<b>POST NO : 5</b>	
<b>JOB TITLE</b>	<b>SUPERVISOR MOTETEMA SATELLITE OFFICE</b>
<b>NO OF POSTS</b>	<b>ONE (1)</b>
<b>DEPARTMENT</b>	<b>COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>PERMANENT</b>
<b>PLACE OF WORK</b>	<b>GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>R284,079.53 – R319,787.59 pa. (Excluding Benefits)</b>
<b>REF NO</b>	<b>SMSO-05</b>
<b>QUALIFICATIONS</b>	<b>Grade 9 or equivalent technical qualification.</b>
<b>ADDED ADVANTAGE</b>	<b>A relevant Diploma</b>
<b>EXPERIENCE</b>	<b>1 - 2 years' relevant experience.</b>
<b>Knowledge and scope of work</b>	Oversees a small group of workers performing basic / elementary functions. Performs the same work, but leads the team; Works



	independently under general instruction; and Operational supervisor typically drives a vehicle
<b>Summary of the core functions</b>	Schedules and supervises activities involved in one or more designated activities such as refuse collection, recyclables collection, brush collection or related activity. Coordinates activities with other sections or divisions as needed. Participates in the development of routes and route assignments. Investigates and resolves complaints from the public. Maintains records and prepares basic reports. Performs various supervisory duties. Assigns and reviews the work of employees. Evaluates the performance of employees under his/her direct supervision. Reviews evaluations given by his/her subordinates.

<b>POST NO : 6</b>	
<b>JOB TITLE</b>	<b>SUPERVISOR ENATIS</b>
<b>NO OF POSTS</b>	<b>ONE (1)</b>
<b>DEPARTMENT</b>	<b>COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>PERMANENT</b>
<b>PLACE OF WORK</b>	<b>GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>R213688.97 - R240,617.63 pa. (Excluding Benefits)</b>
<b>REF NO</b>	<b>SE-06</b>
<b>QUALIFICATIONS</b>	<b>Grade 12; Enatis End-user Certificate.</b>
<b>EXPERIENCE</b>	<b>1 - 2 years' relevant experience</b>
<b>KNOWLEDGE AND SCOPE OF WORK</b>	Oversees a small group of workers performing basic / elementary functions. Performs the same work, but leads the team; Works independently under general instruction
<b>SUMMARY OF CORE FUNCTIONS</b>	Attends to the processing of vehicle licensing and registration applications in accordance with E-NATIS procedures. Performs various administration tasks/activities associated with cashier duties including the receiving and receipting of payments. Reconcile payments and cash deposits against transactional information/statements prior to forwarding for depositing. Provide information and explanations to general enquiries related to vehicle licensing and registration. Attends to procedural administrative requirements, record keeping.



<b>POST NO : 7</b>	
<b>JOB TITLE</b>	<b>MANAGEMENT REP (DLTC)</b>
<b>NO OF POSTS</b>	<b>ONE (1)</b>
<b>DEPARTMENT</b>	<b>COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>PERMANENT</b>
<b>PLACE OF WORK</b>	<b>GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>R435,287.17 – R490,092.36 pa. (Excluding Benefits)</b>
<b>REF NO</b>	<b>MR-07</b>
<b>QUALIFICATION</b>	<b>Grade 12; Examiner of Driver's Licence Diploma and Driver's licence (Code EC+CODE A)</b>
<b>EXPERIENCE</b>	<b>5 year's relevant experience.</b>
<b>ADDED ADVANTAGE</b>	Registered as an Examiner for Driver's Licences relevant to the grading of the driver's licence testing centre; Trained and be fully conversant with the procedures as contained in the latest procedure manual for natis / enatis operators; sound knowledge of the Road Traffic Act and National Road Traffic Act
<b>SUMMARY OF THE CORE FUNCTIONS</b>	Develop and implement operational plan/s and workflow processes for the Driver's / Learner's testing section. Driver and learner testing management; Ensure that anticorruption strategies and policies are developed and implemented in the section; process vehicle licensing, registration applications, learner and driver testing operation; Maintain the booking and testing systems supervise the activities of the testing officers and administration personnel responsible for those activities to ensure effective operation; Be responsible for the issuing of special permits to ensure proper execution of functions; process vehicle licence fee. The short-listed candidates will be subjected to security and reference check.



<b>POST NO : 8</b>	
<b>JOB TITLE</b>	<b>EXAMINER OF DRIVING LICENSE</b>
<b>NO OF POSTS</b>	<b>ONE (1)</b>
<b>DEPARTMENT</b>	<b>COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>PERMANENT</b>
<b>PLACE OF WORK</b>	<b>GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>R327,494.82 – R368,719.14 pa (Excluding Benefits)</b>
<b>REF NO</b>	<b>EDL-08</b>
<b>QUALIFICATION</b>	<b>Grade 12; Examiner of Driver's Licence Diploma and Driver's licence (Code EC+CODE A)</b>
<b>EXPERIENCE</b>	<b>2 – 5 experience in licensing department environment.</b>
<b>ADDED ADVANTAGE</b>	Registered as an Examiner for Driver's Licences relevant to the grading of the driver's licence testing centre; Trained and be fully conversant with the procedures as contained in the latest procedure manual for natis / enatis operators; sound knowledge of the Road Traffic Act and National Road Traffic Act
<b>SUMMARY OF THE CORE FUNCTIONS</b>	Develop and implement operational plan/s and workflow processes for the Driver's / Learner's testing section. Driver and learner testing management; Ensure that anticorruption strategies and policies are developed and implemented in the section; process vehicle licensing, registration applications, learner and driver testing operation; Maintain the booking and testing systems supervise the activities of the testing officers and administration personnel responsible for those activities to ensure effective operation; Be responsible for the issuing of special permits to ensure proper execution of functions; process vehicle licence fee. The short-listed candidates will be subjected to security and reference check.



<b>POST NO : 9</b>	
JOB TITLE	ACCOUNTANT BUDGET AND REPORTING
NO OF POSTS	ONE (1)
DEPARTMENT	BUDGET AND TREASURY OFFICE
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R327,494.82 – R368,719.14
REF NO	ABR-09
Qualifications	A relevant 3 years tertiary qualification preferably a National Diploma or B.Com Degree or relevant field or equivalent <b>(with financial accounting as a major subject)</b> and Computer Literacy (MS Office).
Experience	<b>2-5 years relevant experience.</b>
KNOWLEDGE	Conducts work financial nature according to prescribed norms and standards under the general direction of senior accountant; budget and Working knowledge and experience of applicable local government legislation (e.g. MSA, MFMA, and others as applicable
SUMMARY OF THE CORE FUNCTIONS	Implement Budget Management strategy to inform the IDP and annual budget using a detailed plan, Develop Budget Management plans, conduct a gap analysis of the required vs current services levels, and partake in the review of relevant policies.

<b>POST NO : 10</b>	
JOB TITLE	SENIOR H.R OFFICER
NO OF POSTS	ONE (1)
DEPARTMENT	CORPORATE SERVICES
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R435,287.16 – R490,092.36 pa. (Excluding Benefits)
REF NO	SHRO-10
Qualifications	A relevant 3 years tertiary qualification in Human Resources Management or related field or equivalent
Experience	<b>5 – 8 years' relevant experience.</b>
KNOWLEDGE AND SCOPE OF WORK	Performs the full range of Human resources activities within a functional area or more generally within the Human Resources discipline, Could supervise a number of staff and / or mentor other Human Resources



	Professionals, Activities are typically complex, they apply complex analysis to divergent problems with an emphasis on analysis of HR analytics; Often involved in and could lead projects and provide advice or information of a specialist nature and applies an integrated body of knowledge. Could be a specialist or a generalist.
<b>SUMMARY OF THE CORE FUNCTIONS</b>	Facilitate the recruitment and selection process. Administer leave, Develop and update staff establishment. Develop employment equity plan. Administer appointments and terminations of employees. Ensure employee benefits are processed in line with policies. Develop, implement and review human resources related policies. Facilitate the registration of employees with UIF commissioner. Create personnel files of new employees for record keeping. Any other instructions from the seniors in the work environment. understanding of policy analysis and development process. knowledge of HRM practices and procedures in the Municipality, knowledge of labour laws, planning and organizing , SAQA standards ,maintain good work ethics, confidentiality, work under pressure, report writing, analytical and communication skills and problem-solving.

Applicants for these posts must submit the fully completed and signed official **“Application Form for Employment Staff Members Post(s)”** which can be downloaded from the Elias Motsoaledi Local Municipality’s website at [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, contactable references**, and competency requirements of the posts registration with a relevant professional body if applicable, disclosing full details of any dismissal for misconduct or substandard performance and any disciplinary actions, whether pending or finalized instituted against the applicant from current and previous employment, **recently (not older than 3 months old) certified copies of academic qualification(s) (NB: Matric Certificate; Diploma / National Diploma / B-Tech Degree / Bachelor’s Degree and Academic Record) and certified Identity Document (ID)**. It is the responsibility of applicants to meet the minimum requirements before applying. Any misrepresentation or failure to disclose material information is a breach of the Code of Conduct for Municipal Staff. The successful applicant(s) shall be required to sign an employment contract, disclosure of benefits and interest, and where applicable or necessary performance agreement, undergo screening and vetting. Late, faxed, e-mailed, or

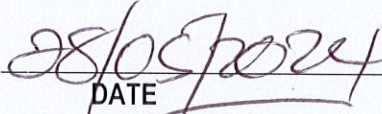


**applications not made on the prescribed official application form shall not be considered.**

Canvassing Councilors or officials for the appointment is strictly prohibited and will automatically disqualify the applicant. Failure to submit all the required documents shall render the application invalid. 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 not to appoint these posts. Inquiries shall be directed to the Manager of Human Resources Management and Development Mr. Mafiri L.M @ 013 262 3056 and applications forwarded to: **The Acting Municipal Manager, Elias Motsoaledi Local Municipality, P.O Box 48, Groblersdal, 0470**, or hand-delivered to the Office of the Manager Human Resources Management and Development, 2<sup>nd</sup> Grobler Avenue, Groblersdal, 0470.

**The closing date shall be 07 June 2024 at 16H15.**

  
M.W MOHLALA  
ACTING MUNICIPAL MANAGER

  
DATE