

# 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.

## EXTERNAL / INTERNAL ADVERT

POST NO : 1	
JOB TITLE	MANAGER TOWN PLANNING (RE-ADVERT)
NO OF POSTS	ONE (1)
DEPARTMENT	DEVELOPMENT PLANNING AND LED
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R667,361.00 – R769,384.00 pa. (Excluding Benefits where applicable)
REF NO	MTP-01
MINIMUM QUALIFICATIONS REQUIREMENTS	Grade 12; Three (3) years tertiary qualification in Town and regional planning / Urban Design or equivalent qualification; Registration with SACPLAN as a Professional Planner; Computer literacy (MS Office), Driver License
MINIMUM EXPERIENCE REQUIRMENT(S)	5 - 8 years relevant experience of which 3 years must be in a middle management position.
KNOWLEDGE AND SCOPE OF WORK (KPA)	Identifies and defines the immediate and short term objectives/ plans associated with urban design and architectural projects, land use management scheme, spatial development, GIS and building inspectorate; Manages and controls outcomes associated with utilization, productivity and performance of personnel; Keeping abreast with trends, theories and practices underlying urban and landscape architectural designs with sustainability and environmental protection as core focus areas; Determining legal action and strategies associated with non-compliance/transgressions associated to relevant legislation, e.g., National Building Regulations, Town Planning Schemes, etc;  Prepares capital and operating estimates for the section and, approves and controls project related expenditure against the budget allocations;

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	<p>Manages the formulation of specific contracts and tender documents and controls contractual obligations; Manages and controls the professional, technical and operational outcomes related to urban design and architectural projects, land use management scheme, spatial development, GIS and building inspectorate; Manages and provides advice/ information and guidance on the principles, procedures and applications associated with building and zoning projects; Controls the planning and operational efficiency of specific approaches associated with GIS;</p> <p>Manages the key performance areas and result indicators associated with the infrastructure needs through the monitoring and implementation of laid down policies, by-laws and procedures guiding town and regional planning; Disseminates strategic, functional and operational information on the immediate, short and long-term objectives and, current developments, problems and constraints. Thorough knowledge of Town and Regional planning, GIS and IDP planning processes and Local Government Sector processes; Sound knowledge of research and analytical theories and practices; Excellent communication skills; Excellent, report writing and presentation skills; Attention to detail; Drive and tenacity to lead a senior multi-disciplinary team; Monitoring of performance.</p>
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<b>POST NO : 2</b>	
<b>JOB TITLE</b>	<b>LEGAL OFFICER</b>
<b>NO OF POSTS</b>	<b>ONE (1)</b>
<b>DEPARTMENT</b>	<b>MUNICIPAL MANAGER'S OFFICE</b>
<b>TERM OF APPOINTMENT</b>	<b>PERMANENT</b>
<b>PLACE OF WORK</b>	<b>GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>R372,170.63 – R386,786.40 (Excluding Benefits where applicable)</b>
<b>REF NO</b>	<b>LO-03</b>
<b>MINIMUM QUALIFICATIONS REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• A RELEVANT 3 YEARS TERTIARY QUALIFICATION PREFERABLY A B-DEGREE IN LAW (LLB ADVANTAGEOUS)</li> <li>• COMPUTER LITERACY : MS OFFICE.</li> </ul>
<b>MINIMUM EXPERIENCE REQUIRMENT(S)</b>	<ul style="list-style-type: none"> <li>• 2-5 YEAR'S RELEVANT LEGAL EXPERIENCE.</li> </ul>
<b>ADDED ADVANTAGE</b>	<ul style="list-style-type: none"> <li>• DRIVER'S LICENSE.</li> <li>• ADMITTED AS AN ATTORNEY.</li> <li>• GOVERNMENT OR CORPORATE SECTOR WORK EXPERIENCE.</li> <li>• EXCELLENT ANALYTICAL SKILLS.</li> <li>• INTERPRETATION OF STATUTES.</li> <li>• ABILITY TO ACT WITHIN STRICT POLICY GUIDELINES AND MEET DEADLINES.</li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>A RESIDENCE OF ELIAS MOTSOLEDI LOCAL MUNICIPALITY JURISDICTION</b></li> </ul>
Knowledge and scope of work (KPA)	Assist the Manager Legal in the provision of sound legal advice and opinions on all matters of the Municipality where required, Co-ordinate matters under litigation for the Municipality, attend and investigate claims instituted by and against the council, interpret advice and comment on new legislation and monitor implementation, draft, review and updated by-Laws in all areas regulated by the Municipality. Draft service level agreements and review the agreements in the line with the National Treasury's SCM guidelines. Facilitate compliance with court orders, collective agreement, and national and provincial government directives. Provide advice and support to council and its committees,

<b>POST NO : 3</b>	
JOB TITLE	HELP DESK CLERK – ICT
NO OF POSTS	ONE (1)
DEPARTMENT	CORPORATE SERVICES
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R258,438.96 – R290,990.40 (Excluding Benefits where applicable)
REF NO	HDC-03
MINIMUM QUALIFICATIONS REQUIREMENTS	<ul style="list-style-type: none"> <li>• GRADE 12.</li> <li>• RELEVANT PROFESSIONAL ICT QUALIFICATION.</li> </ul>
ADDED ADVANTAGE	<ul style="list-style-type: none"> <li>• GOVERNMENT OR PRIVATE SECTOR WORK EXPERIENCE.</li> <li>• RESIDENCE OF ELIAS MOTSOLEDI LOCAL MUNICIPALITY JURISDICTION.</li> </ul>
MINIMUM EXPERIENCE REQUIRED	1 – 2 YEARS RELEVANT ICT HELP DESK EXPERIENCE
Knowledge and scope of work (KPA)	Applies basic concepts and knowledge to aspects within the IT discipline. Assists the senior IT professionals with various IT related functions. Provides first line help desk services including receiving, evaluating and scheduling requests for ICT support. Troubleshoots computer software and hardware issues over the phone. Creates help desk tickets/job cards orders from phone and/or email requests for repair. Forwards requests to relevant ICT staff as necessary. Oversees the tickets/ job cards queue, ensuring the equitable distribution of work orders amongst ICT staff and tracks and maintains work order status to ensure timely completion. Escalates problems and coordinates resolutions, alerting other ICT staff, manager, and outside service vendors as required. Provides help desk services via remote access to troubleshoot and support municipal staff on software use. Tracks and reports on user needs and support requirements to identify and communicate trends.



<b>POST NO : 4</b>	
JOB TITLE	P A CORPORATE SERVICES
NO OF POSTS	ONE (1)
DEPARTMENT	CORPORATE SERVICES
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R258,438.96 – R290,990.40 <b>(Excluding Benefits where applicable)</b>
REF NO	PACS-04
MINIMUM QUALIFICATIONS REQUIREMENTS	<ul style="list-style-type: none"> <li>• Grade 12.</li> <li>• Computer Literacy: MS Office.</li> <li>• Personal Assistant relevant secretarial certificate / National N Diploma / Diploma ; National Diploma / B Degree or Higher or Equivalent</li> </ul>
ADDED ADVANTAGE	<ul style="list-style-type: none"> <li>• Government or Private sector work experience.</li> <li>• Residence of Elias Motsoaledi Local Municipality Jurisdiction.</li> </ul>
MINIMUM EXPERIENCE REQUIRED	5-8 years' relevant experience with supervisory experience.
Knowledge and scope of work (KPA)	Specialised knowledge of admin processes and procedures within a functional area(s), Supervises more junior clerical staff; and Knowledge of Archive Act, Provide strategic support and assistance to the Senior Manager Corporate Services. Perform secretarial duties and handle both incoming and outgoing correspondences. Liaise with subordinates that are reporting to the Senior Manager Corporate Services. Make travelling arrangements and bookings for the Senior Manager Corporate Services. Ensure that all relevant reports are submitted timeously to the Senior Manager Corporate Services. Manage the diary of the Senior Manager Corporate Services. Perform administrative duties and prepare the weekly programme for the Senior Manager Corporate Services. Arrange meetings, prepare agendas and type minutes for departmental meetings and follow up on decisions taken at the meetings.


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 Matric Certificate and under graduate academic qualification(s) and post graduate (where applicable); NB (Certificate / National N Diploma / Diploma / National Diploma / B-Tech Degree / Bachelor's Degree) 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

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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. Enquiries shall be directed to the Manager of Human Resources Management and Development Mr. Mafiri L.M @ 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 Manager Human Resources Management and Development, 2<sup>nd</sup> Grobler Avenue, Groblersdal, 0470.

**The closing date shall be 23 December 2024 at 16H30.**

  
Ms. N.R MAKGATA. Pr Eng Tech  
MUNICIPAL MANAGER

28/11/2024  
DATE