

# 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

### POST NO : 1

JOB TITLE	SENIOR MECHANIC
NO OF POSTS	ONE (1)
DEPARTMENT	INFRASTRUCTURE DEVELOPMENT
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R456,616.24 – R514,106.88 pa. (Excluding Benefits)
REF NO	SE-01
MINIMUM QUALIFICATIONS REQUIREMENTS	<ul style="list-style-type: none"><li>▪ N3 or High</li><li>▪ Trade Test / Certificate (Mechanic)</li></ul>
EXPERIENCE	3-5 years' relevant experience
KNOWLEDGE AND SCOPE OF WORK (KPA)	Thorough knowledge of the tools, techniques, and terminology associated with the automotive and heavy equipment mechanics trade; thorough knowledge of the maintenance of motor equipment of all types; good knowledge of the operation and use of automotive and other motor driven equipment; good knowledge of the accident and safety precautions of the trade; skill in operating front-end repair equipment and shop-testing equipment; demonstrated ability to perform difficult repairs on all types of automobile and heavy equipment vehicles; ability to readily and accurately diagnose mechanical difficulties; ability to read and interpret technical repair manuals, circuit diagrams and blueprints; ability to read and understand technical drawings, shop prints, mechanical curve charts, etc.; ability to work from oral or written instructions and without instructions from own diagnosis; ability to lay out, organize and plan the work of others, Performing preventive maintenance procedures

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	<p>on vehicles to ensure they run smoothly • Troubleshooting mechanical problems in vehicles, equipment, or machinery • Diagnosing problems in vehicles, engines, transmissions, brakes, steering systems, electrical systems, etc. and recommending solutions, Maintaining inventory of parts and supplies needed to perform repairs, Performing minor repairs, such as replacing brake pads, oil changes, tire rotations, replacing filters, etc, Installing new parts into vehicles as needed and Performing diagnostics tests on electronic systems such as computerized.</p>
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## **POST NO : 2**

<b>JOB TITLE</b>	<b>ASSISTANT MECHANIC</b>
<b>NO OF POSTS</b>	<b>ONE (1)</b>
<b>DEPARTMENT</b>	<b>INFRASTRUCTURE DEVELOPMENT</b>
<b>TERM OF APPOINTMENT</b>	<b>PERMANENT</b>
<b>PLACE OF WORK</b>	<b>GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>R224,159.73 – R252,407.90 pa. (Excluding Benefits)</b>
<b>REF NO</b>	<b>AM-02</b>
<b>MINIMUM QUALIFICATIONS REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>▪ <b>Grade 12 / N3</b></li> <li>▪ <b>Studying towards Trade Test / Certificate (Mechanic or related field)</b></li> </ul>
<b>EXPERIENCE</b>	<b>1 year relevant experience</b>
<b>KNOWLEDGE AND SCOPE OF WORK (KPA)</b>	<p>Thorough knowledge of the tools, techniques, and terminology associated with the automotive and heavy equipment mechanics trade; thorough knowledge of the maintenance of motor equipment of all types; good knowledge of the operation and use of automotive and other motor driven equipment; good knowledge of the accident and safety precautions of the trade; skill in operating front-end repair equipment and shop-testing equipment; demonstrated ability to perform difficult repairs on all types of automobile and heavy equipment vehicles; ability to readily and accurately diagnose mechanical difficulties; ability to read and interpret technical repair manuals, circuit diagrams and blueprints; ability to read and understand technical drawings, shop prints, mechanical curve charts, etc.; ability to work from oral or written instructions and without instructions from own diagnosis; ability to lay out, Assists technical staff.</p> <p>Follows short term instructions. Closely supervised. Performs easily observable actions, Assist in Performing preventive maintenance procedures on vehicles to ensure they run smoothly • Troubleshooting mechanical problems in vehicles,</p>

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	<p>equipment, or machinery • Diagnosing problems in vehicles, engines, transmissions, brakes, steering systems, electrical systems, etc. and recommending solutions • Maintaining inventory of parts and supplies needed to perform repairs • Performing minor repairs, such as replacing brake pads, oil changes, tire rotations, replacing filters, etc. • Installing new parts into vehicles as needed and Performing diagnostics tests on electronic systems such as computerized.</p>
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### **POST NO : 3**

<b>JOB TITLE</b>	<b>SUPERINTENDENT TRAFFIC</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>R456,616.24 – R514,106.88 pa. (Excluding Benefits)</b>
<b>REF NO</b>	<b>ST-03</b>
<b>QUALIFICATIONS</b>	<b>Grade 12; Basic training qualification; Code EB drivers licence; No criminal record; and Firearm proficiency.</b>
<b>EXPERIENCE</b>	<b>5 - 8 years' relevant experience required of which 2 - 3 years' must be supervisory experience.</b>
<b>Knowledge and scope of work (KPA)</b>	Takes control of specific operational activities and related incidents; Has limited decision making responsibility within set frameworks; Accountable for development of staff; and Control and Supervision of staff.

### **POST NO : 4**

<b>JOB TITLE</b>	<b>ASSISTANT TRAFFIC SUPERITENDENT</b>
<b>NO OF POSTS</b>	<b>TWO (2)</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>R405,580.45 – R452,916.10 pa. (Excluding Benefits)</b>
<b>REF NO</b>	<b>ATS-04</b>
<b>QUALIFICATIONS</b>	<b>Grade 12; Basic training qualification attained; Code EB Drivers licence; No criminal record; and Firearm proficiency.</b>
<b>EXPERIENCE</b>	<b>2 - 5 years' relevant experience.</b>
<b>Knowledge and scope of work (KPA)</b>	Operational execution of duties within set legislative guidelines and in adherence to applicable legislation and procedures related to traffic / metro police / law enforcement; and operates within set procedures and guidelines.

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<b>POST NO : 4</b>	
JOB TITLE	SUPERVISOR WASTE MANAGEMENT
NO OF POSTS	ONE (1)
DEPARTMENT	COMMUNITY SERVICES
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R258,438.95 – R290,990.36 pa. (Excluding Benefits)
REF NO	SW-04
QUALIFICATIONS	Grade 9 or equivalent technical qualification.
ADDED ADVANTAGE	A relevant Diploma
EXPERIENCE	1 - 2 years' relevant experience.
Knowledge and scope of work (KPA)	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, 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: 05</b>	
JOB TITLE	SUPERVISOR: GRADER, TLB; TIPPER; TRUCK AND LOWBED
NO OF POSTS	ONE (1)
DEPARTMENT	INFRASTRUCTURE DEVELOPMENT
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R258,438.95 – R290,990.36 pa. (Excluding Benefits)
REF NO	SGTTTL-05
QUALIFICATIONS	Basic literacy Certificate / Report, Driver's licence code 14 plus proficiency certificate (operator permit) for operating truck mounted equipment.
EXPERIENCE	Minimum of 3 years' relevant experience
Knowledge and scope of work (KPA)	Heavy vehicles which have specialised lifting or loading equipment and may convey hazardous materials; operate mechanical plant e.g. excavator – hydraulic – crawler; excavator – hydraulic –

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	pneumatic; excavator – drag line, heavy and light grader (final levels).
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<b>POST NO: 06</b>	
<b>JOB TITLE</b>	<b>OPERATOR: GRADER, TLB; TIPPER TRUCK AND LOWBED</b>
<b>NO OF POSTS</b>	<b>THREE (3)</b>
<b>DEPARTMENT</b>	<b>INFRASTRUCTURE DEVELOPMENT</b>
<b>TERM OF APPOINTMENT</b>	<b>PERMANENT</b>
<b>PLACE OF WORK</b>	<b>GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>R224,159.73 – R252,407.90 pa. (Excluding Benefits)</b>
<b>REF NO</b>	<b>OGTTTL-06</b>
<b>QUALIFICATIONS</b>	<b>Mechanical / Machinery Plant Permit / Certificate; Drivers licence code 14 (EB and EC) to code 8 (B). Departmental proficiency test., Operator Permit</b>
<b>EXPERIENCE</b>	<b>1-2 years' experience</b>
<b>Knowledge and scope of work (KPA)</b>	Operating various plant such as Grader, TLB, Tipper Truck, Lowbed, loader, front-end, fork-lift, overhead track clamshell crane. Also performs basic maintenance on mechanical plant


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: Grade 9 Report / (Matric Certificate / N3 where applicable); Certificate / Operating Permit / 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 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,**

*Handwritten signature/initials*



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 26 July 2024 at 16H15.**

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

04/07/2024  
DATE