

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 (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 ADVERTISEMENTS

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 the Municipal Managers and Managers Directly Accountable to Municipal Managers GN: 4897, GG 50737, Vol 707, of 30th May 2024).

Local Government: Municipal Systems Amendment Act 3, of 2022 which came into effect on the 01 November 2022, "A person appointed in a permanent capacity as manager directly accountable to municipal manager when this section takes effect, must be regarded as having been appointed in accordance with this section". The incumbents shall be appointed permanently and 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: SENIOR MANAGER EXECUTIVE SUPPORT
(RE-ADVERT)

REFERENCE NO: SMES 01 • DURATION: PERMANENT

REMUNERATION: MINIMUM - R965,958.00; MIDPOINT - R1,103,953.00;
MAXIMUM - R1,224,083.00 (ANNUAL TOTAL REMUNERATION
PACKAGE)

PLACE OF WORK: GROBLERSDAL

HIGHER EDUCATION QUALIFICATION: A RELEVANT BACHELOR'S DEGREE OR EQUIVALENT
YEARS OF EXPERIENCE: 5 YEARS OF EXPERIENCE REQUIRED

TYPE OF EXPERIENCE: • GOOD KNOWLEDGE AND INTERPRETATION OF POLICY AND LEGISLATION. • GOOD KNOWLEDGE OF PERFORMANCE MANAGEMENT SYSTEM. • GOOD GOVERNANCE; AND • GOOD KNOWLEDGE OF SUPPLY CHAIN MANAGEMENT REGULATIONS AND THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 (ACT NO. 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.

KNOWLEDGE AND SKILLS: 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; KNOWLEDGE OF COMPUTER PACKAGES (MS WORD, MS EXCEL AND MS POWERPOINT AND MS OUTLOOK) OR COMPUTER LITERACY.

KEY PERFORMANCE AREA: 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 CITIZEN; WOMEN, YOUTH AND MAINSTREAMING OF GENDER AND HIV AND AIDS COLLABORATIVE PROGRAMMES); CO-ORDINATION OF ACTIVITIES IN THE OFFICES OF THE SPEAKER; WHIP OF THE COUNCIL AND THE MAYOR AND RESPONSIBLE FOR HUMAN RESOURCE MANAGEMENT IN THESE OFFICES; THE OFFICE OF THE SPEAKER; CHIEF WHIP 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/PRESSCRIPTS; 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 WHERE APPLICABLE.

ADDITIONAL INFORMATION: Applicants for these posts must submit the fully completed and signed official "Application Form for Employment of Senior Managers" 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, 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 qualifications (NB: Post graduate qualifications must be accompanied by the undergraduate qualification(s) and Identity Document (ID).

It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Any misrepresentation or failure to disclose material information is a breach of the Code of Conduct for Municipal Staff.

Successful applicant(s) shall be required to sign 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 appointment on these posts. Enquiries shall be directed to the Office of the Municipal Manager, Mr Mmotla G @ 013 262 3056 / 0726052413 and applications must be 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, 2nd Grobler Avenue, Groblersdal, 0470

The closing date shall be 07 March 2025 @ 16:30

MS. N.R MAKGATA Pr Eng Tech

MUNICIPAL MANAGER



Emakhazeni Local Municipality

TENDER NOTICE AND INVITATION TO TENDER

Bid documents will be obtainable on payment of cash non-refundable document fee as stipulated in the table below from our offices at Emakhazeni Local Municipality, 25 Scheepers Street, Belfast during office hours from 07h45 to 12h30 and 13h00 to 15h00 weekdays, or on supply of proof of EFT payment made into the following bank account: **FNB Current Account Number 62028195510, Branch Code 270351, Tender Reference number (Project Number and Company Name)**, the document can also be obtained on the municipality's website or on the e-Tender Website at <http://www.etenders.gov.za/content/advertised-tenders> at no cost.

Tenders are to be completed in black ink and completed in accordance with the conditions and rules contained in the tender documents. The tenders and relevant documents must be sealed in an envelope and externally endorsed with **Project No; and Description**; and be deposited in the Tender Box, Ground Floor, Emakhazeni Local Municipality, 25 Scheepers Street, Belfast, Mpumalanga. **The Tenders shall remain valid for a period of 90 days from the closing date.** Telegraphic, telephonic, fax, telex e-mail or late tenders will not be accepted.

Project number	Description	Availability of Tender document	Price	Closing Date	Function-ality %	Contact person
ELM 24-25/ 01/01	APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF PERSONAL PROTECTIVE CLOTHING FOR A PERIOD OF 36 MONTHS FOR EMAKHAZENI LOCAL MUNICIPALITY	Wednesday the 12th of February 2025 at 12h00	R1 500.00	Friday the 14th of March 2025 at 12h00	60%	Procurement enquiries: Joas Madiope at 013 253 7601 joas.madiope@emakhazeni.gov.za Technical enquiries: Spokazi Matsane at 013 253 7600 spokazi.matsane@emakhazeni.gov.za
ELM 24-25/ 01/02	APPOINTMENT OF A SERVICE PROVIDER FOR THE COMPILATION OF GRAP COMPLIANT ANNUAL FINANCIAL STATEMENTS FOR THE 2024/25 AND 2025/26 FINANCIAL YEARS, INCLUDING AUDIT SUPPORT	Wednesday the 12th of February 2025 at 12h00	R1 500.00	Friday the 14th of March 2025 at 12h00	70%	Procurement enquiries: Joas Madiope at 013 253 7601 joas.madiope@emakhazeni.gov.za Technical enquiries: Mlotshwa L at 013 253 7644 lebohanga.mlotshwa@emakhazeni.gov.za

Tenders will be evaluated in terms of the Supply Chain Management policy of the Emakhazeni Local Municipality aligned to Municipal Supply Chain Management Regulations. The Method for evaluation of service providers is based on completeness of the tender document, functionality, price and preferential points system 80/20. Company Registration Number and tax compliance status PIN to enable the municipality to verify the bidder's tax compliance status must be attached. Service providers must be registered at Central Supplier Database (CSD).

NOTE TO BIDDERS ON BID CONDITIONS: • The Supply Chain Management Policy of Emakhazeni Local Municipality will apply. The Council reserves the right not to accept the lowest bid or any bid and reserves the right to accept the whole or part of the bid, or to reject all bids and cancel the notice to bid • Bids that are submitted late, incomplete, unsigned or by facsimile, electronically or not completed in black ink will be rejected and not accepted for further evaluation • Members or Directors of Companies or Service Providers who are state employees are not allowed to bid or quote • Bids submitted are to be valid for a period of 90 days.

Mr. J.W. Shabangu - Municipal Manager - Emakhazeni Local Municipality

LOCAL AUTHORITY NOTICE
CITY OF JOHANNESBURG METROPOLITAN MUNICIPALITY

In terms of Section 46(3)(a)(i) and (ii) of the Local Government: Municipal Finance Management Act, 2003 (Act No. 56 of 2003), read in conjunction with section 21A of the Municipal Systems Act, 2000 (Act No. 32 of 2000) the following Information Statement is hereby made public in relation to long-term debt the City of Johannesburg Metropolitan Municipality ("CoJ") intends to incur.

INFORMATION STATEMENT

- Particulars of proposed debt:** CoJ intends to enter into a loan agreement with the African Development Bank ("AfDB") under which AfDB will make available an amount of up to R2,500,000,000.00 at an indicative floating interest rate of 3-month Jibar plus a spread of up to 2.30% and funding margin 0.23% for capital expenditure programs in the 2024/25 financial year in line with the medium-term budget.
- Purpose of the proposed debt:** The amounts borrowed by the CoJ under the loan agreement will be used towards financing capital expenditure.
- Security to be provided by the CoJ:** None.
- Loan Structure:** Floating and Amortising
- Maturity of the proposed debt:** 15 years.
- Grace Period:** Up to 5 years
- Proposed debt repayment:** Interest will be payable quarterly in arrears on each payment date and capital will be payable in sixty (60) equal quarterly repayments.
- A once-off total front-end cost of 1,15% of the nominal loan amount will be payable to AfDB.

Any member of the public who wants to comment on or make representations in relation to the proposed debt, is hereby invited to submit such comments or representations to the Treasury Department at the following address by no later than **15h00 on 7 March 2025**.

Treasury Department
14th Floor, Jorissen Place
66 Jorissen Street, Braamfontein
Attention: Matlhodi Sebone
Fax: (011) 242 1055
Website: www.joburg.org.za
e-mail: matlhodis@joburg.org.za and **cc:** mabandlas@joburg.org.za



TSHEPO MAKOLA
ACTING CITY MANAGER
CITY OF JOHANNESBURG
METROPOLITAN MUNICIPALITY

