

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 ADVERT

POST NO: 1

JOB TITLE	MANAGER TOWN PLANNING
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)
REF NO	MTP-01
QUALIFICATIONS	Grade 12; Three (3) year 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
EXPERIENCE	5 - 8 years relevant experience of which 3 years must be in a supervisory 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

	<p>budget allocations; 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; 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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POST NO: 2	
JOB TITLE	MANAGER RISK MANAGEMENT
NO OF POSTS	ONE (1)
DEPARTMENT	OFFICE OF THE MUNICIPAL MANAGER
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R667,361.00 - R769,384.00 pa. (Excluding Benefits)
REF NO	MRM-02
MINIMUM QUALIFICATIONS REQUIREMENTS	Grade 12; Three (3) year tertiary qualification in Risk Management / Auditing / Internal Auditing / Financial Accounting / Accounting or Equivalent Qualification; Computer Literacy (MS Office).
EXPERIENCE	5-8 years of experience in Risk Management or related field of which 3 years must be in a supervisory position.
KNOWLEDGE AND SCOPE OF WORK (KPA)	Manage and organize the administration of the Risk, Management unit, liaising with senior management to develop the overall enterprise risk, management vision, risk management strategy, risk management policy, fraud and corruption policy and strategy, whistle blowing policy as well as risk appetite and tolerance levels for the

	<p>municipality. Communicating the risk management policy, risk management strategy and risk management implementation plan to all stakeholders in the institution. Developing a risk assessment methodology that is aligned with the institution's objectives at strategic and operational levels. Coordinating risk assessments within the institution / department / division / business unit on a regular basis. Maintenance, monitoring and review of Risk Registers on a regular basis, at least quarterly. Reporting the municipal risk management progress to the Executive Management, the Risk Management Committee and to the Audit Committee on a regular basis. Assisting management in developing and implementing risk responses for each identified material risk. Continuously transferring risk management principles and practices, through training interventions, to all stakeholders within the institution. Monitor risks that materialize against the approved Risk Appetite. Participate in the development and review of Business Continuity.</p>
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POST NO: 3	
JOB TITLE	INTERNAL AUDITOR
NO OF POSTS	ONE (1)
DEPARTMENT	OFFICE OF THE MUNICIPAL MANAGER
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R343,542.06 – R386,786.37 pa. (Excluding Benefits)
REF NO	IA-03
QUALIFICATIONS	Grade 12; A relevant 3-year qualification with preference in auditing or internal audit as a major or equivalent qualification and registered with a recognized profession; Computer literacy (MS Office).
EXPERIENCE	2 - 5 years' relevant experience.
KNOWLEDGE AND SCOPE OF WORK (KPA)	<p>Professional audit work according to norms and standards under the general direction of an experienced Senior Auditor. Provide relevant input into the Internal Audit annual and strategic planning processes; Assume responsibility for the assigned / planned audit sections; Plan Audit scope, coverage and work schedule; Understand and document processes; Prepare working papers, documenting work performed and audit evidence; Responsible for risk based internal audits in accordance with the Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing (Standards), MFMA, Internal Audit Charter and methodology;</p>

	Perform ad-hoc investigations/assignments as and when required by management; Review audit work, audit reports and follow up of audit findings, conduct preliminary and closing meetings with management on the recommendations and other observations; Advise management with the design of effective controls and on issues of compliance; Prepare/review audit finding reports for submission to the Manager Internal Audit; Assist in preparing reports for reporting to the Audit Committee; Assist in providing administrative support to the Audit Committee; Perform any other lawful and reasonable duties that may be required.
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POST NO: 4

JOB TITLE	ENATIS OPERATOR
NO OF POSTS	THREE (3)
DEPARTMENT	COMMUNITY SERVICES
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R189,896.80 – R213,776.53 pa. (Excluding Benefits)
REF NO	EO-04
MINIMUM QUALIFICATIONS REQUIREMENTS	Grade 12 / tertiary qualification preferably Certificate / Diploma / National Diploma / B Degree in Administration / Office Administration or Equivalent Qualification; Computer Literacy (MS Office)
EXPERIENCE	1-year relevant experience in clerical/ office administration
KNOWLEDGE AND SCOPE OF WORK (KPA)	Provide reception services to the Public pertaining to vehicle registration and licensing services, do transactions of all bookings i.e. learners license and driving license queries. Renewal of license cards and motor vehicle, inform the supervisor about any E-natis problem encountered. Professional driving permit, perform records filling.

POST NO: 05

JOB TITLE	BUDGET AND REPORTING CLERK
NO OF POSTS	TWO (2)
DEPARTMENT	BUDGET AND TREASURY OFFICE
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R258,438.00 – R290,990.36 pa. (Excluding Benefits)
REF NO	BARC-05

QUALIFICATIONS	Grade 12 / A relevant National Diploma in Financial Management / Accounting / Commerce or Equivalent Qualification; Computer literacy (MS Office)
EXPERIENCE	0 - 2 years' experience
Knowledge and scope of work (KPA)	Assists in performing well defined Budget and Reporting tasks under supervision. Summary of the core functions: Generating and analyzing reports, taking notes during meetings, preparing statements, entering data into the financial system of the municipality, developing and utilizing spreadsheets and other computer applications and assisting with audits.

POST NO: 06	
JOB TITLE	ELECTRICIAN
NO OF POSTS	ONE (1)
DEPARTMENT	INFRASTRUCTURE DEVELOPMENT
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R343,542.06 – R386,786.37 pa. (Excluding Benefits)
REF NO	E-06
MINIMUM QUALIFICATIONS REQUIREMENTS	Grade 11 or equivalent to N2 level certificate; Trade test / certificate; and Special Workman- Preferably a Proficiency certificate,
EXPERIENCE	1-2 years' experience and Special Workman 2-3 years' experience
Knowledge and scope of work (KPA)	Relevant specialist knowledge and experience in the areas of: customer relations; communications; Service integration and Coordination; Project Management Methodology; All relevant discipline specific legislation and policies; Monitoring and Evaluation methodologies; Knowledge of legislations such as MFMA applicable to local government as well as municipality policies, processes and procedures relating to accountability and procurement procedures, Maintenance of electrical installations of all council buildings; Maintenance work on overhead lines and transformers links; Responsible for the inspections of home wiring and new connections; Identity, report and securing of dangerous electrical installations; Test electrical installations; Testing and repairing of electrical meters; Joining and laying of underground cables; Examine complaints and replace and repair streetlights

POST NO: 07	
JOB TITLE	FINANCE INTERNS
NO OF POSTS	EIGHT (8)
DEPARTMENT	BUDGET AND TREASURY OFFICE
TERM OF APPOINTMENT	24 MONTHS CONTRACT
PLACE OF WORK	GROBLERSDAL
STIPEND AMOUNT	R100,000.00 pa (Excluding Benefits)
REF NO	FI-07
QUALIFICATIONS	Grade 12 / National N Diploma / Diploma / National Diploma / B Degree in Accounting / Financial Management / Financial Accounting / Cost and Management Accounting / Public Finance / Internal Auditing or equivalent relevant qualification; Computer Literacy (MS Office)
EXPERIENCE	No experience required.
Knowledge and scope of work (KPA)	Revenue collection and billing; budget planning and implementation; Financial reporting; assets verification and maintenance of assets register; implementing the supply chain process and regulations and implementation of expenditure management and internal control.

POST NO: 8	
JOB TITLE	SYSTEM ADMINISTRATOR
NO OF POSTS	ONE (1)
DEPARTMENT	CORPORATE SERVICES
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R343,542.06 – R386,786.37 pa. (Excluding Benefits)
REF NO	SA-08
QUALIFICATIONS	Grade 12; Relevant professional ICT qualification.
EXPERIENCE	2- 5 years' relevant experience
Knowledge and scope of work (KPA)	Applies a body of specialist IT knowledge to an aspect within the IT discipline and provides specialist advice to clients; Responsible for the design, implementation, and support of core Windows server infrastructure in the corporate environment (Active Directory, The Domain Name System (DNS), Certificate Services, Active Directory Federation Services (AD FS)). Installing and configuring in a Windows server working with network protocols and services including Windows Server 2016/22 or higher, TCP/IP, DHCP, and DNS, Troubleshoots legacy Linux, Windows, and ESX server and OS issues. Executes a planned program of virus

	updates, patches, and service pack management, including testing, deployment staging, and documentation. Support for the Windows Server and Virtualization Infrastructure, the audit and compliance, and server hardware. Perform file system configuration and management; define and perform server backups and recovery procedures. Plan and implement server upgrades, maintenance fixes, and vendor-supplied patches. Monitor and test system performance and provide performance statistics and reports. Ensure system connectivity of all servers, shared software, groupware, and other applications. Research emerging products, services, protocols, and standards in support of systems software procurement and development efforts. Perform and test backups and restores to ensure that enterprise data is effectively protected. Monitor, analyze, and predict trends for storage equipment performance, space allocation, and data growth to recommend enhancements
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POST NO: 09	
JOB TITLE	DISABILITY COORDINATOR
NO OF POSTS	ONE (1)
DEPARTMENT	EXECUTIVE SUPPORT
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R343,542.06 – R386,786.37 pa (Excluding Benefits)
REF NO	DC-09
QUALIFICATIONS	Grade 12; Relevant 3-year tertiary qualification, preferably a Diploma / National in Community Development or a related field such as psychology, and social work or Equivalent Qualification; Computer Literacy (MS Office).
EXPERIENCE	2-5 years' relevant experience
Knowledge and scope of work (KPA)	Coordination of disability programmes within the Elias Motsoaledi Local, works with special needs people and their families. In addition to informing them of available services for them. The planning, implementation, and evaluation of support programs and activities, including early intervention services. Responsible for reviewing disability documentation to determine eligibility, maintaining and reviewing current cases, providing support and problem-solving assistance, helping people understand their disabilities.

POST NO: 10	
JOB TITLE	PUBLIC RELATIONS INTERN
NO OF POSTS	ONE (1)
DEPARTMENT	EXECUTIVE SUPPORT
TERM OF APPOINTMENT	24 MONTHS CONTRACT
PLACE OF WORK	GROBLERSDAL
STIPEND AMOUNT	R100,000.00 pa (Excluding Benefits)
REF NO	PRI-10
QUALIFICATIONS	Grade 12 / National N Diploma / Diploma / National Diploma / B Degree in Public Relations / Marketing Management or equivalent relevant qualification; Computer Literacy (MS Office)
EXPERIENCE	No experience required.
Knowledge and scope of work (KPA)	To ensure that communications across the Elias Motsoaledi Local Municipality is well coordinated, effectively managed and responsive to the diverse information needs of the public. It provides internal and external communication services, public relations and events management. Provide the public with timely, accurate, clear, objective and complete information about its policies, programs, services and initiatives. Ensure all the directorates of the Elias Motsoaledi Local Municipality work collaboratively to achieve coherent and effective communications with the public. Internal and external communication requirements must be identified and met when planning, managing or reviewing policies, programs, services or initiatives.

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 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) certified copies of academic qualification(s) (NB: (Grade 11 / N2 – where applicable); Matric 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 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, 2nd Grobler Avenue, Groblersdal, 0470.

The closing date shall be 26 July 2024 at 16H15.

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