



ELIAS MOTSOALEDI

LOCAL MUNICIPALITY

Phone: (013) 262 3056/2643
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www.eliasmotsoaledi.gov.za

P.O. Box 48
Groblersdal
0470

Our Ref:
Ons Verw:

Correspond with the Municipal Manager
Korrespondeer met die Munisipale Bestuurder

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
REMUNIRATION	MINIMUM - R965,958.00; MIDPOINT - R1,103,953.00; MAXIMUM - R1,224,083.00 (ANNUAL TOTAL REMUNERATION PACKAGE)
PLACE OF WORK	GROBLERSDAL
HIGHER EDUCATION MINIMUM QUALIFICATION	A RELEVANT BACHELOR'S DEGREE OR EQUIVALENT
YEARS OF EXPERIENCE	5 YEARS OF EXPERIENCE IN MIDDLE MANAGEMENT REQUIRED
TYPE OF EXPERIENCE	<ul style="list-style-type: none"> • 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). • EXPERIENCE IN LOCAL GOVERNMENT.
ADDED ADVANTAGE	<ul style="list-style-type: none"> • 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

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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/PRESCRIPTS; 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)).**

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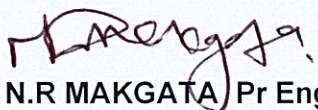
It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Any misrepresentation or failure to disclose material information is a breach of the Code of Conduct for Municipal Staff.

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 15 January 2026 @ 16:30



N.R MAKGATA Pr Eng Tech
MUNICIPAL MANAGER