



ELIAS MOTSOALEDI

LOCAL MUNICIPALITY

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www.eliasmotsoaledi.gov.za

P.O. Box 48
Groblersdal
0470

Our Ref: 4/3/1
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

INTERNAL ADVERT

POST NO: 01

JOB TITLE	REGISTRY OFFICER
NO OF POSTS	ONE (1)
DEPARTMENT	CORPORATE SERVICES
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R316 212.00 - R355 956.00PA. (Excluding Benefits where applicable)
REF NO	RO-01
QUALIFICATIONS	<ul style="list-style-type: none">• Grade 12• Computer literacy: MS Office; and• A relevant qualification preferably a Higher Certificate: Archives & Records management
EXPERIENCE	<ul style="list-style-type: none">• 3-5 years relevant experience; and• Experience in the fields of paper-based and electronic records management

**KNOWLEDGE AND
SCOPE OF WORK
(KPA)**

- Implement and maintain procedures and system associated with controlling document and correspondence flow, storage, retrieval and disposal,
- Works independently within works/maintenance program and with regular report-backs to the manager

- Knowledge of the local governmental environment.
- Knowledge of information management.

POST NO: 02	
JOB TITLE	ACCOUNTANT BILLING
NO OF POSTS	ONE (1)
DEPARTMENT	BUDGET AND TREASURY
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R364 536.00 - R410 424.00 pa. (Excluding Benefits where applicable)
REF NO	AB-02
QUALIFICATIONS	<ul style="list-style-type: none"> • A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject • Computer literacy: MS Office
EXPERIENCE	<ul style="list-style-type: none"> • 2-5 years relevant experience required
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none"> • Conducts work financial nature according to prescribed norms and standards under the general direction of an experienced senior accountant; and • Working knowledge and experience of applicable local government legislation (e.g. MSA, MFMA, and others as applicable).

POST NO : 03	
JOB TITLE	DEMAND OFFICER
NO OF POSTS	ONE (1)
DEPARTMENT	BUDGET AND TREASURY
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R274 236.00 - R308,772.00 pa. (Excluding Benefits where applicable)
REF NO	DO-03
QUALIFICATIONS	<ul style="list-style-type: none"> • A relevant 3-year tertiary qualification in accounting \ related field or equivalent.
EXPERIENCE	<ul style="list-style-type: none"> • 2-3 years' relevant experience required.
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none"> • Under direct supervision of the Senior Accountant Logistics. Assist with the implementation of the inventory management system; Implement Operational and Maintenance requirements in terms of the Municipality's Policies • Analysing data provided by buying teams to identify opportunities for growth • Coordinating a municipality's inventory management system, including arranging for the purchase of raw materials or goods

POST NO : 04	
JOB TITLE	LIBRARY ASSISTANT
NO OF POSTS	ONE (1)
DEPARTMENT	COMMUNITY SERVICES
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	Vlakfontein
PAY RANGE	R274,236.00-R308,772.00 pa. (Excluding Benefits where applicable)
REF NO	LA-04
QUALIFICATIONS	Grade 12 Basic computer literacy; and Registered member of LIASA.
EXPERIENCE	0 - 1-year experiential knowledge of public libraries
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none"> • Apply basic concepts and knowledge to aspects within the library and information services discipline; and • Basic understanding, knowledge and application of aspects, principles, practices and procedures within the library and information services discipline.

POST NO : 05	
JOB TITLE	SUPERVISOR ROOSENEKAL SATELLITE OFFICE
NO OF POSTS	ONE (1)
DEPARTMENT	DEVELOPMENT PLANNING AND LED
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R274,236.00-R308,772.00pa. (Excluding Benefits where applicable)
REF NO	SRSO-05
QUALIFICATIONS	<ul style="list-style-type: none"> • Grade 9 or equivalent technical qualification.
EXPERIENCE	<ul style="list-style-type: none"> • 1 - 2 years' relevant experience.
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none"> • Oversee a small group of workers performing basic / elementary functions. • Performs the same work but leads the team. • Works independently under general instruction. • Operational supervisors typically drive a vehicle.

POST NO: 06	
JOB TITLE	SUPERVISOR ROADS MAINTENANCE AND STORM WATER: GROBLERSDAL
NO OF POSTS	ONE (1)
DEPARTMENT	INFRASTRUCTURE DEVELOPMENT
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R274,236.00-R308,772.00pa. (Excluding Benefits where applicable)
REF NO	SRMWG-06
QUALIFICATIONS	<ul style="list-style-type: none"> • Grade 12 or a relevant post matric qualification; and • Basic computer literacy: MS Office
EXPERIENCE	<ul style="list-style-type: none"> • 2 - 5 years relevant experience.
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none"> • Supervises a work team performing a greater variety of maintenance work; • Responsible for the deployment and control of necessary equipment, tools, machinery, plant and vehicles to undertake the work; and • Works independently within work / maintenance plans and with regular report-backs to superiors

POST NO: 07

JOB TITLE	SUPERVISOR ROADS MAINTENANCE AND STORM WATER: MOTETEMA
NO OF POSTS	ONE (1)
DEPARTMENT	INFRASTRUCTURE DEVELOPMENT
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	MOTETEMA
PAY RANGE	R274,236.00-R308,772.00pa. (Excluding Benefits where applicable)
REF NO	SRMSWM-07
QUALIFICATIONS	<ul style="list-style-type: none">• Grade 12 or a relevant post matric qualification; and• Basic computer literacy: MS Office
EXPERIENCE	<ul style="list-style-type: none">• 2 - 5 years relevant experience.
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none">• Supervises a work team performing a greater variety of maintenance work;• Responsible for the deployment and control of necessary equipment, tools, machinery, plant and vehicles to undertake the work; and• Works independently within work / maintenance plans and with regular report-backs to superiors

POST NO: 08	
JOB TITLE	ENATIS OPERATOR
NO OF POSTS	ONE (1)
DEPARTMENT	COMMUNITY SERVICES
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R201,504.00–R226,836.00pa. (Excluding Benefits where applicable)
REF NO	EO-08
MINIMUM QUALIFICATIONS REQUIREMENTS	<ul style="list-style-type: none"> Grade 12 /Tertiary qualification preferably Certificate Diploma /National Diploma /B Degree in Administration / Office administration or Equivalent and Computer Literacy (MS Office)
MINIMUM EXPERIENCE REQUIRED	<ul style="list-style-type: none"> 1 Year relevant experience in clerical /office administration
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none"> Provide reception services to the public pertaining to vehicle registration and licencing services, do transaction of all bookings i.e. Leaners licence queries. Renewal of licence cards and motor vehicle, inform the supervisor about any E-natis problem encountered. Professional driving permit, perform records filling.

POST NO: 09	
JOB TITLE	SENIOR MULTIMEDIA OFFICER
NO OF POSTS	ONE (1)
DEPARTMENT	EXECUTIVE SUPPORT
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R484 524.00 - R545 520.00 (Excluding Benefits where applicable)
REF NO	SMO-09
MINIMUM QUALIFICATIONS REQUIREMENTS	<ul style="list-style-type: none"> • Relevant 3-year tertiary qualification, preferably a diploma / national diploma or degree • Computer literacy: MS Office
MINIMUM EXPERIENCE REQUIRED	<ul style="list-style-type: none"> • 2-5 years relevant experience required in media liaison or graphic design. • Experience in local government will be an added advantage • Valid code B driver's license
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none"> • Coordination of internal / external communication and public relations programmes to build and sustain a positive reputation for the organisation. • Draft media release, speeches, opinion pieces for mayor/ speaker/ Municipal manager. • Coordinate media queries and build relationships with local/ community/ regional media. • Coordinate press conferences, interviews, and media briefings. • Monitor media coverage and compile monthly media analysis reports. • Manage municipal social media pages: Facebook, LinkedIn, etc. content plan community management. • Crisis communication Support per Disaster management Plan.

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 old) certified copies of academic qualification(s)** (NB: School Report (where Applicable) **Matric Certificate; Diploma / National Diploma / B-Tech Degree / Bachelor’s Degree and Academic Record (where applicable) 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. Inquiries 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 17 July 2026 at 12h:00

**N.R MAHLAKWANE Pr Tech Eng.
MUNICIPAL MANAGER**