



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 / EXTERNAL ADVERT

POST NO: 01

JOB TITLE	SENIOR LEGAL AND ADMIN OFFCER
NO OF POSTS	ONE (1)
DEPARTMENT	MUNICIPAL MANAGER
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R558,600.00 – R628,944.00 PA. (Excluding Benefits where applicable)
REF NO	MM-01
MINIMUM QUALIFICATIONS REQUIREMENTS	<ul style="list-style-type: none">• A relevant 3-year tertiary qualification preferably a B. Degree in law (LLB advantageous).• Computer literacy: MS Office
ADDED ADVANTAGE	<ul style="list-style-type: none">• LLB• Admission as legal practitioner
MINIMUM EXPERIENCE REQUIRED	<ul style="list-style-type: none">• 5 - 8 years relevant legal experience
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none">• Performs more complex legal functions independently with minimal supervision;

	<ul style="list-style-type: none"> Oversees legal matters requiring external legal assistance; and Provides work leadership, functional advice and training to less experienced attorneys
Responsibilities	Coordinates key functions associated with the Legal Service functionality through the provision of legal advice through the application of knowledge of relevant legislation, statutes, ordinances, and by-laws; providing practical legal recommendation and solutions; examining and reviewing current legal strategies to address awareness and relationships; coordinating and implementing legal interventions and initiatives and, providing advice and guidance on the development of effective, professional and sustainable legal approaches and conducting research on legal case studies and legal precedents to manage legal implications and risks.

POST NO : 02	
JOB TITLE	P A EXECUTIVE SUPPORT
NO OF POSTS	ONE (1)
DEPARTMENT	EXECUTIVE SUPPORT
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R274,236.00 – R308,772.00 (Excluding Benefits where applicable)
REF NO	PAES-02
MINIMUM QUALIFICATIONS REQUIREMENTS	<ul style="list-style-type: none"> Grade 12. Computer Literacy: MS Office. Personal Assistant relevant secretarial certificate.
ADDED ADVANTAGE	<ul style="list-style-type: none"> National N Diploma / Diploma ; National Diploma / B Degree or Higher or Equivalent, Residence of Elias Motsoaledi Local Municipality Jurisdiction.
MINIMUM EXPERIENCE REQUIRED	<ul style="list-style-type: none"> 5-8 years' relevant experience with supervisory experience.
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none"> Specialised knowledge of admin processes and procedures within a functional area(s), Supervises more junior clerical staff; and Knowledge of Archive Act, Provide strategic support and assistance to the Senior Manager Executive Support . Perform secretarial duties and handle both incoming and outgoing correspondences. Liaise with subordinates that are reporting to the Senior Manager Corporate Services.
Responsibilities	

	<ul style="list-style-type: none"> • Make travelling arrangements and bookings for the Senior Manager Corporate Services. • Ensure that all relevant reports are submitted timeously to the Senior Manager Corporate Services. Manage the diary of the Senior Manager Executive Support. • Perform Administrative duties and prepare the weekly programme for the Senior Manager Executive Support. Arrange meetings, prepare agendas and type minutes for departmental meetings and follow up on decisions taken at the meetings.
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POST NO: 03	
JOB TITLE	TLB OPERATOR
NO OF POSTS	ONE (1)
DEPARTMENT	INFRASTRUCTURE DEVELOPMENT
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R237,864.00_R267 828.00 pa. (Excluding Benefits where applicable)
REF NO	TLBO-03
MINIMUM QUALIFICATIONS REQUIREMENTS	<ul style="list-style-type: none"> • Basic Literacy grade 10. • Drivers licence code 10 (C1) with PDP.
MINIMUM EXPERIENCE REQUIRED	<ul style="list-style-type: none"> • 01 - 02 years relevant experience
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none"> • Safety driving and operating earthmoving, inclusive excavating, trenching, backfilling, and leveling construction. • Operating grader operator plant, apply safety measures in all work undertaken in accordance with the OHSa guidelines.

POST NO: 04	
JOB TITLE	GRADER OPERATOR
NO OF POSTS	ONE (1)
DEPARTMENT	INFRASTRUCTURE DEVELOPMENT
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R237,864.00_R267 828.00 pa. (Excluding Benefits where applicable)
REF NO	GO-04
MINIMUM QUALIFICATIONS REQUIREMENTS	<ul style="list-style-type: none"> • Basic Literacy grade 10. • Drivers licence code 10 C1 with PDP.

ADDED ADVANTAGE	Proficiency Test
MINIMUM EXPERIENCE REQUIRED	<ul style="list-style-type: none"> • 01 -02 years Relevant experience
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none"> • Operating machinery to precise specification performing equipment maintenance, and ensuring strict adherence to safety protocols, and report faults. • Bedding of Curbing and levelling. • Operating grader operator plant, apply safety measures in all work undertaken in accordance with the OHSa guidelines.

POST NO: 05	
JOB TITLE	LIBRARIAN
NO OF POSTS	ONE (1)
DEPARTMENT	COMMUNITY SERVICES
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R430 ,368.00 – R480,600 .00 pa. (Excluding Benefits where applicable)
REF NO	L-05
MINIMUM QUALIFICATIONS REQUIREMENTS	<ul style="list-style-type: none"> • 4 year qualification in Librarian: B. Bibl / B.LIS / B. Tech: LIS / B. Inf (Hons) or PGDip LIS or equivalent 4-year post matric qualification; • Computer literacy. • Registered member of LIASA.
MINIMUM EXPERIENCE REQUIRED	<ul style="list-style-type: none"> • 2 – 3 years practical experience in a public library
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none"> • Apply a body of theoretical knowledge within the library and information services discipline; • Assists in the management of a library and / or specific areas in a library; • An understanding, knowledge and application of professional LIS principles, practices and procedures; • Knowledge of library ICT system; • Knowledge of supervisory principles and practice; • Knowledge of project management principles, practices and procedures; and • Knowledge and understanding of library

POST NO: 06

JOB TITLE	TRAFFIC WARDENS
NO OF POSTS	TWENTY (20)
DEPARTMENT	COMMUNITY SERVICES
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R237,8640.00_R267 828.00 pa. (Excluding Benefits where applicable)
REF NO	TW-06
MINIMUM QUALIFICATIONS REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12; • Traffic Basic training qualification attained; • Code EB Driver's license; • Firearm proficiency
ADDED ADVANTAGE	<ul style="list-style-type: none"> • The applicant must have successfully completed at least the Traffic Warden training at an accredited Traffic Training College, The applicant must be registered at least as a Traffic Warden at the Department of Transport and be in possession of a Infrastructure number that is still valid. The individual must have a passion to become a Traffic Warden. • No criminal record
MINIMUM EXPERIENCE REQUIRED	<ul style="list-style-type: none"> • 2 - 5 years' relevant experience.
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none"> • Responsible for the execution of traffic and public safety procedures in accordance with departmental policies and procedures and authorized to issue notices or arrest individuals for contravention of Municipal By-Laws, Criminal Procedure Act 51 of 1977, National Road Traffic Act 93 of 1996, AARTO Act 46 of 1998 and or other applicable legislation. Duties include but not limited to Point duty, Foot beat, crowd control, monitoring of hawkers, issuing parking tickets, etc. Not authorized to use discretion on the issuing of traffic fines • Be physically fit, Able to work in all weather conditions. Willing to work shifts and extended hours when required and be willing to do standby and respond on request at any hour as and when required. Report on and off duty as and when required with own transport (irrespective of hour of day/night).

	<ul style="list-style-type: none"> • Be willing to undergo physical, mental and skills test. The applicant must have a clean credit, The applicant and criminal record and will be exposed to vetting
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POST NO : 07	
JOB TITLE	SENIOR ACCOUNTANT FINANCIAL SUPPORT AND COMPLIANCE
NO OF POSTS	ONE (1)
DEPARTMENT	BUDGET AND TREASURY OFFICE
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R484,524.00 – 545,520.00 PA. (Excluding Benefits where applicable)
REF NO	SAFSC-07
MINIMUM QUALIFICATIONS REQUIREMENTS	<ul style="list-style-type: none"> • Grade 12. • A 3-years tertiary qualification, Preferably a National Diploma or BCOM with financial accounting as a major subject/ Internal Auditing / Accounting / Accounting Science . • Computer Literacy: MS Office.
ADDEDD ADVANTAGE	<ul style="list-style-type: none"> • Member of any recognised Professional Body
MINIMUM EXPERIENCE REQUIRED	<ul style="list-style-type: none"> • 5-8 years' relevant experience required which includes 2 years of supervisory experience.
KNOWLEDGE AND SCOPE OF WORK (KPA)	<ul style="list-style-type: none"> • Provides expert financial advice to the manager, coordinating financial information according to prescribes norms and standard. • Assist in development and coordinates annual financial statement • Assist in facilitation of internal audit and compliance processes • Develop and implement compliance monitoring and reporting tools to minimize instances of legislative non-compliance in the execution of municipal service delivery programmes. • Verify and ensure that all applicable legislation is identified and consistently aligned with municipal policies, and that compliance is always maintained. • Ensure compliance and accurate allocation of all municipal transactions in accordance with the approved financial plan and mSCOA requirements. • Provide advisory support to municipal stakeholders on the drafting, reviewing, and implementation of compliance-related policies. This includes: <ul style="list-style-type: none"> • Guiding staff on statutory obligations • Identifying relevant legislation, contracts, and policies applicable to the Municipality

- Reviewing the contracts register to confirm that adequate control measures are in place
- Analysing the regulatory and operational environment to ensure all legal and contractual requirements are met
- Ensure that appropriate control measures are established and maintained, and that staff are adequately informed and trained on applicable laws, contracts, rules, and policies.
- Provide ongoing advisory support to management on compliance with municipal legislation and regulatory requirements.
- Prepare and submit required reports and statutory returns to relevant regulatory bodies within prescribed timeframes.

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 12H00.

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