

# ELIAS MOTSOALEDI LOCAL MUNICIPALITY

P O BOX 48  
GROBLERSDAL  
0470  
Tel: 013-262 3056



Civic Centre  
2<sup>nd</sup> 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.

## INTERNAL ADVERT

<b>POST NO : 1</b>	
<b>JOB TITLE</b>	SENIOR SCM OFFICER
<b>NO OF POSTS</b>	ONE (1)
<b>DEPARTMENT</b>	BUDGET AND TREASURY
<b>TERM OF APPOINTMENT</b>	PERMANENT
<b>PLACE OF WORK</b>	GROBLERSDAL
<b>PAY RANGE</b>	R484,524.00 – R545,520.00 pa.
<b>BENEFITS</b>	<ul style="list-style-type: none"><li>• CAR ALLOWANCE.</li><li>• CELL PHONE ALLOWANCE</li></ul>
<b>REF NO</b>	SSCMO-01
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• A relevant 3 years Tertiary qualification, preferably in SCM / Logistics / Procurement / Financial Accounting / Accounting or equivalent qualification.</li><li>• Computer literacy: MS Office.</li></ul>
<b>EXPERIENCE</b>	5 - 8 years' relevant experience across SCM processes including 2 years of supervisory experience.
<b>KNOWLEDGE AND SCOPE OF WORK (KPA)</b>	<ul style="list-style-type: none"><li>• Under general direction, independently performs more complex work in an SCM environment. May supervise junior staff.</li><li>• Conducts work according to prescribed norms and standards under the general direction of an experienced principal practitioner or Head.</li><li>• Very good (Intermediate level) understanding of demand planning, procurement processes, tender processes, logistics and supplier management.</li><li>• Understands how the SCM department / directorate functional areas are interlinked / interdependent. Can integrate across all SCM functional areas.</li><li>• Leads, conducts and controls work according to prescribed norms and standards.</li><li>• Good understanding of the implications and then practical implementation and application of revised / updated processes aligned to Auditor General findings.</li></ul>

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	<ul style="list-style-type: none"> <li>Applicable local government legislation (e.g. MSA, MFMA, PPPFA, etc. and as amended) and relevant National Treasury and other relevant national / provincial government regulations.</li> <li>SCM policy and supporting guidelines.</li> </ul>
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<b>POST NO : 2</b>	
<b>JOB TITLE</b>	<b>SUPERVISOR ROOSNEKAL SATELLITE OFFICE</b>
<b>NO OF POSTS</b>	<b>ONE (01)</b>
<b>DEPARTMENT</b>	<b>DEVELOPMENT PLANNING AND LED</b>
<b>TERM OF APPOINTMENT</b>	<b>PERMANENT</b>
<b>PLACE OF WORK</b>	<b>GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>R274,236.00 – R308,772.00 pa.</b>
<b>BENEFITS</b>	<b>NONE</b>
<b>REF NO</b>	<b>SRSO-02</b>
<b>MINIMUM QUALIFICATION(S)</b>	<b>Grade 9 or equivalent technical qualification.</b>
<b>EXPERIENCE</b>	<b>1 - 2 years' relevant experience.</b>
<b>KNOWLEDGE AND SCOPE OF WORK (KPA)</b>	<ul style="list-style-type: none"> <li>Oversee a small group of workers performing basic / elementary functions.</li> <li>Performs the same work but leads the team.</li> <li>Works independently under general instruction.</li> <li>Operational supervisors typically drive a vehicle.</li> </ul>

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<b>POST NO: 03</b>	
<b>JOB TITLE</b>	<b>DRIVER HLOGOTLOU SATELLITE OFFICE</b>
<b>NO OF POSTS</b>	<b>ONE (01)</b>
<b>DEPARTMENT</b>	<b>DEVELOPMENT</b>
<b>TERM OF APPOINTMENT</b>	<b>PERMANENT</b>
<b>PLACE OF WORK</b>	<b>GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>R201,504.00 – R226,836.00</b>
<b>BENEFITS</b>	<b>NONE</b>
<b>REF NO</b>	<b>DHSO-03</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li><b>Grade 9 or Abet Level 4</b></li> <li><b>Grade 1 – Basic literacy and Driver's licence code A and B (Former code 08) or</b></li> <li><b>Grade 2 – Basic literacy and Driver's licence code C, plus a PDP;</b></li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li><b>Grade 1 – 0-1 year or</b></li> <li><b>Grade 2 – 1-2 years;</b></li> </ul>
<b>KNOWLEDGE AND SCOPE OF WORK (KPA)</b>	<p>Grade 1 - Performs driving duty of a motor car, motor bike, LDV, mini-bus <b>or</b></p> <p>Grade 2 - medium to heavy vehicles, (e.g. trucks – non-articulated).</p>

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](http://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: 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, 2<sup>nd</sup> Grobler Avenue, Groblersdal, 0470.

**The closing date shall be 20<sup>th</sup> November 2025 (Thursday) at 16:30.**

Ms. NR MAKGATA  
Ms. NR MAKGATA Pr Eng Tech.  
MUNICIPAL MANAGER

12/11/2025

DATE