

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.

INTERNAL ADVERT

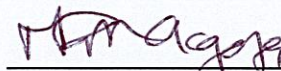
POST NO : 1	
JOB TITLE	ADMIN OFFICER
NO OF POSTS	ONE (1)
DEPARTMENT	DEVELOPMENT PLANNING AND LED- ELANDSDOORN SATELLITE OFFICE
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R316,212.00 – R355,956.00 pa.
BENEFITS	MEDICAL AID,PENSION
REF NO	AO-04
QUALIFICATIONS	<ul style="list-style-type: none">• Grade 12.• Computer Literacy: MS Office.• Personal Assistant / Senior / Executive Secretary / a relevant secretarial certificate / diploma / degree or relevant equivalent post matric qualification.
EXPERIENCE	<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.• Knowledge of Archive Act.

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: Matric Certificate; Diploma / National Diploma / B-Tech Degree / Bachelor's**

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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 20th November 2025 Thursday at 16H30



Ms. NR MAKGATA Pr Eng Tech.
MUNICIPAL MANAGER

12/11/2025

DATE