

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

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



Civic Centre
2 nd 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 AND EXTERNAL ADVERT

POST NO : 1	
JOB TITLE	PUBLIC PARTICIPATION OFFICER
NO OF POSTS	ONE (1)
DEPARTMENT	EXECUTIVE SUPPORT
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R364,536.00 - R410,424.00 pa. (Excluding Benefits)
REF NO	PPO-01
MINIMUM QUALIFICATION(S)	<ul style="list-style-type: none"> Relevant 3 year tertiary qualification, preferably a Diploma / National N Diploma / National Diploma or Degree or Equivalent. Computer literacy: MS Office.
EXPERIENCE	2-5 years relevant experience.
KNOWLEDGE AND SCOPE OF WORK (KPA)	Facilitate establishment of steering committee and run induction programmes, Coordinate capacity building and support to ward Committees. Monitor submission of Ward Committees monthly reports. Develop mechanisms to address community service delivery issues. Co-ordinate and facilitate communication to the relevant departments regarding the service delivery issues. Coordinate and facilitate all legislated public participation programmes in the municipality. Organize sector meetings and arrange logistics. Facilitate community empowerment / capacity building on matters relating to municipal governance. Monitor that draft policies and by-laws are distributed to all stakeholders. Report on performance relating to the annual work plans/SDBIP. Keep records of all department work for audit and administrative purposes
POST NO : 2	
JOB TITLE	COMMITTEE OFFICER
NO OF POSTS	ONE (01)
DEPARTMENT	EXECUTIVE SUPPORT
TERM OF APPOINTMENT	PERMANENT
PLACE OF WORK	GROBLERSDAL
PAY RANGE	R364,536.00 - R410,424.00 pa. (Excluding Benefits)
REF NO	CO-02
MINIMUM QUALIFICATION(S)	<ul style="list-style-type: none"> Relevant post matric qualification, preferably an Administration or Secretarial Diploma or equivalent Computer literacy: MS Office.
EXPERIENCE	3 - 5 years relevant administrative experience.
KNOWLEDGE AND SCOPE OF WORK (KPA)	Performs tasks / activities associated with coordinating the logistical requirements for Council and Committee meetings; Provision of committee secretarial support through the application of laid down meeting procedures; Knowledge of municipality committee and meeting procedures and protocol; Related administrative tasks; and Monitoring and Supervision.
POST NO: 03	
JOB TITLE	FINANCE INTERN
NO OF POSTS	ONE (01)
DEPARTMENT	BUDGET AND TREASURY OFFICE
TERM OF APPOINTMENT	24 MONTHS CONTRACT
PLACE OF WORK	GROBLERSDAL
STIPEND AMOUNT	R100,000.00 pa (Excluding Benefits)
REF NO	FI-03
QUALIFICATIONS	<ul style="list-style-type: none"> Grade 12 / National N Diploma / Diploma / National Diploma / B Degree in Accounting / Financial Management / Financial Accounting / Cost and Management Accounting / Public Finance / Internal Auditing or equivalent relevant qualification. Computer Literacy (MS Office)
EXPERIENCE	No experience required.
KNOWLEDGE AND SCOPE OF WORK (KPA)	Revenue collection and billing; budget planning and implementation; Financial reporting; assets verification and maintenance of assets register; implementing the supply chain process and regulations and implementation of expenditure management and internal control.

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 N 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 Friday 22 August 2025 at 13H30.

N.R MAKGATA, Pr Eng Tech
MUNICIPAL MANAGER