

## ELIAS MOTSOLEDI 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 with its seat in Groblersdal, Limpopo Province is committed to the achievement, maintenance and equity in employment, especially with respect of race, gender and disability. Suitably qualified candidates are hereby invited to apply for the posts as indicated below.*

### INTERNAL / EXTERNAL

**Department:** COMMUNITY SERVICES

**Position :** DISASTER MANAGEMENT OFFICER (Re-Advert)

**Reference No. :** COM012/2017DMO

| This position seeks to attract | African Female | Indian Male | African Male | White Female | Colored Female | White Male | Colored Male | People with Disability |
|--------------------------------|----------------|-------------|--------------|--------------|----------------|------------|--------------|------------------------|
|                                |                |             | X            |              |                | X          | X            |                        |

**Remuneration :** R177 816,00 p.a. (excluding employment benefits and allowances where applicable )

**Job Purpose:**

### MINIMUM REQUIREMENTS:

Degree / Diploma in Fire Science, or Public Safety, or Disaster Management or equivalent. Computer literacy (MS Office), 2 years' experience in disaster management co-ordination. Knowledge and insight on Principles and practices of disaster preparedness, response, and recovery, General operation of police and fire apparatus and equipment, General knowledge of hazardous materials mitigation management, Pertinent national, provincial, and municipal laws, by-laws, and regulations, Principles and practices of municipal systems, structures, and administration.

**RESPONSIBILITIES:** Provide Disaster management services such as anticipate and respond to threats to public safety, which can range from: acts of terrorism, natural disasters, and epidemics such as cholera, or swine flu, major industrial accidents, flooding, Develop business continuity plans, making sure the municipality can continue to operate in adverse conditions, Organize the personnel, resources, and facilities in times of crisis, co-ordinate the agency of the municipality's disaster preparedness and response plan in accordance with

legislation. Conduct tests and emergency service drills and exercises with the public, with municipal officials, and with first responders. Review and analyze emergency management plans and procedures and make recommendations for revisions. Develop educational and community outreach programmes and work with business and community groups. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of disaster management and related support services, and incorporate new developments as appropriate

**Department:** COMMUNITY SERVICES

**Position :** MANAGER LICENCING (Re-Advert)

**Reference No. :** COM02/2017ML

| This position seeks to attract | African Female | Indian Male | African Male | White Female | Colored Female | White Male | Colored Male | People with Disability |
|--------------------------------|----------------|-------------|--------------|--------------|----------------|------------|--------------|------------------------|
|                                | X              |             |              | X            | X              |            |              | X                      |

**Remuneration :** R459 168 p.a. *(excluding employment benefits and allowances where applicable )*

**Minimum Requirements:**

Diploma in Examiner for Driving Licensing with Grade A. Certificate in TASK management, Grade 12, Computer literacy (MS Office), Certification in legislation, theory and high level application (from accredited training institution). At least 3 years working experience in government sector, areas related to public safety environment. Evidence of experience in supervising Registration Authority (RA). Knowledge and insight in the legislation and policies applicable to licensing, vehicle examiner driving and reporting requirements. Unendorsed Driver's License.

**Responsibilities:** Manage motor vehicle registration and licensing authority services through a service level agreement from provincial government, Manager Driver's license testing within DLTCs through a service level agreement from provincial government, manage motor vehicle roadworthy testing through a service level agreement from government

**Department:** COMMUNITY SERVICES

**Position :** MANAGER ROOSSENEKAL SATELLITE OFFICE

**Reference No. :** COM03/2017MR

| This position seeks to attract | African Female | Indian Male | African Male | White Female | Colored Female | White Male | Colored Male | People with Disability |
|--------------------------------|----------------|-------------|--------------|--------------|----------------|------------|--------------|------------------------|
|                                | X              |             | X            |              |                |            |              |                        |

**Remuneration :** R459 168 p.a. (excluding employment benefits and allowances where applicable )

#### MINIMUM REQUIREMENTS AND QUALIFICATION

A minimum of three year tertiary education qualification. A practical knowledge and experience working in public or private sector. At least Five (5) years' working experience in in government. Good knowledge and understanding of public / private policy and legislation, Good stakeholder's relations; communication and inter-Personal skills. Computer literacy. Unendorsed Driver's License.

**RESPONSIBILITIES:** The incumbent will be responsible for the coordination and supervision of teams rendering the services by the satellite office including Infrastructure as well as community services such as environmental services, municipal parks, cemeteries, recreation facilities etc. Management of personnel stationed at the satellite office, management of finance in terms of Municipal Finance Management Act 56 of 2003.

**Department:** COMMUNITY SERVICES

**Position :** SUPERINTENDENT: TRAFFIC

**Reference No. :** COM04/2017ST

| This position seeks to attract | African Female | Indian Male | African Male | White Female | Colored Female | White Male | Colored Male | People with Disability |
|--------------------------------|----------------|-------------|--------------|--------------|----------------|------------|--------------|------------------------|
|                                | X              | X           |              | X            | X              |            |              |                        |

**Remuneration :** R279 048 p.a. (excluding employment benefits and allowances where applicable )

#### MINIMUM REQUIREMENTS AND QUALIFICATION

Diploma in Road Traffic Law Enforcement/ Traffic Science, Computer literacy, 3 years in road traffic law enforcement, knowledge of law enforcement theory, principles and practices and their applications to investigations, patrol, traffic control, records management, care and custody of persons and property and crime prevention. Shall maintain firearms proficiency and obtain firearms competence certification.

**Duties & Responsibilities/ KPA:** Render road traffic law enforcement and municipal by-laws enforcement: Lead traffic law enforcement operations, enforcing parking regulations and issues fines, for traffic violations, maintain high visibility patrols to reassure the public, attend to meetings of the professional bodies/ groups. Responds and investigate residents' complaints and concerns. Attend to court hearings in relations to traffic and \_\_\_\_\_ give evidence \_\_\_\_\_ and testimony in court

**Department:** COMMUNITY SERVICES

**Position :** E-NATIS CASHIER X2

**Reference No. :** COM05/2017EN

| This position seeks to attract | African Female | Indian Male | African Male | White Female | Colored Female | White Male | Colored Male | People with Disability |
|--------------------------------|----------------|-------------|--------------|--------------|----------------|------------|--------------|------------------------|
|                                | X              |             | X            |              |                |            |              |                        |

**Remuneration :** R130 656 p.a. *(excluding employment benefits and allowances where applicable )*

**MINIMUM REQUIREMENTS:**

Grade 12, Computer literacy, and excellent customer services skills.

**Responsibilities:** Provide reception services to the public pertaining to vehicle registration and licensing services, Do transactions of all bookings i.e. learners' license and driving license queries. Renewal of license cards and motor vehicle, inform the supervisor about any E-Natis problem encountered. Professional driving permit. Perform Records filing.

**Department:** COMMUNITY SERVICES

**Position :** LANDFILLSITE ADMINISTRATOR X2

**Reference No. :** COM06/2017LSA

| This position seeks to attract | African Female | Indian Male | African Male | White Female | Colored Female | White Male | Colored Male | People with Disability |
|--------------------------------|----------------|-------------|--------------|--------------|----------------|------------|--------------|------------------------|
|                                | X              |             | X            |              |                |            |              |                        |

**Remuneration :** R105 528 p.a. (excluding employment benefits and allowances where applicable )

#### MINIMUM REQUIREMENTS AND QUALIFICATION

Grade 12, Practical knowledge and experience in Weighbridge Operation and experience in waste classification recording, Customer services. An equivalent qualification in natural, engineering or environmental sciences would be an added advantage.

#### KEY PERFORMANCE AREAS: Open and close landfill depot gates as required

Control and coordinate waste movement on and off site so that all acceptable waste materials entering or leaving the landfill are recorded and accounted for, in line with licensing requirements, Direct traffic coming onto site and operate weighbridge, recording all vehicles entering / leaving the site, Record weights and waste type by vehicle, completing appropriate documentation and collect driver signatures, etc. for accounting purpose, Operate the computerised waste recording and receipting system, Assist with the receiving and receipting of entrance fees, Maintain the weighbridge and general area of the weighbridge including the office in a clean, tidy and hazard free condition, Adhere to licensing guidelines and collate monthly data by waste type and by customer as part of management information, and for environmental returns, Compare actual waste arising to estimates and industry averages to identify areas where waste can be reduced, and waste recyclers and diversions accordingly.

**PLEASE NOTE:** Applications for the posts must be submitted on an official application form, obtainable from the Human Resources Manager/ downloadable from [www.eliasmotsoaledi.gov.za/vacancies.htm](http://www.eliasmotsoaledi.gov.za/vacancies.htm), and must be accompanied by a detailed curriculum vitae, accompanied by recently (not older than 3 months valid) certified copies of qualifications with a covering letter indicating the post applied for in well-marked envelope. And must be submitted to the attention of the Municipal Manager, PO Box 48, Groblersdal 0470 or hand delivered and put in the Marked Box for Vacancies at 2<sup>nd</sup> Grobler Avenue, Groblersdal 0470. Further information can be obtained from: **L.M. Mafiri** (HRM) during working hours at Tel: (013) 262 3056/7/8/9. Shortlisted candidates will be subjected to information/ qualifications verification process. Successful candidate will be required disclose the financial interests.

**NB:** If no response is received within a month (30 days) after the closing date of the advert, please regard your application as unsuccessful. Failure to submit all required documents and recently certified certificates will render the application invalid. A candidate who canvasses any councilor or official for preference will be disqualified immediately from the selection process or from appointment. All candidates shall be subjected to vetting before confirmation of permanent appointment. The Municipality reserves the right to appoint or not to appoint.

**Closing date: 11 September 2017**

**R.M MAREDI  
MUNICIPAL MANAGER**