

# Elias Motsoaledi Local Municipality



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P.O. Box 48, Groblersdal, 0470 (at 2nd Avenue Grobler and Barlow Street)

Elias Motsoaledi Local Municipality with its seat in Groblersdal Limpopo Province is committed to the achievement and maintenance and equity in employment, especially in respect of race, gender and disability. Suitable candidates are invited to apply for the posts as indicated below.

## QUALITY CONTROL OFFICER/PMU TECHNICIAN (X1)

Directorate: Infrastructure. Division: PMU

Remuneration: R228 173.76 per annum. 3 Years Fixed Term Contract Position

**Minimum Qualifications / Requirements:** Three years National Diploma in Civil Engineering • 2 years' relevant experience • Driver's licence • Computer literacy.

**Responsibilities/Duties:** Technical support and evaluation of proposed projects in alignment with the respective municipal IDPs and the regional and provincial growth and development plans • Project-manage the labour intensive projects in line with EPWP framework and the related reporting requirements • Arrange regular project progress meetings • Ensure compliance of all legal aspects and conditions required from different spheres of government • Conduct site visits/meetings to ensure compliance to business plan conditions • Manage cash flows and committed project expenditure • Verify payment certificates and preparation of monthly schedule documentation • Prepare monthly reports and attend all meetings as and when required.

## SUPERVISOR: SOLID WASTE, PARKS, CEMETERIES AND RECREATIONAL FACILITIES T7 (X1)

Directorate: Community Services. Division: Social Services

Remuneration: R136 740.00 per annum

**Minimum Qualifications / Requirements:** Grade 12 plus 1-2 years experience • NQF level 5 and relevant experience • Valid Code EC1 drives license plus PDP.

**Responsibilities:** Provide support to Environmental officer; ensure that waste is disposed of efficiently and effectively • Allocate all vehicles to different areas, report accident and injuries on duty • Ensure the drivers perform pre-trip inspection of trucks on daily basis • Report repairs and serving of trucks • Attend to waste removal complaints • Inspection of refuse removal areas and street cleaning issue day to day instruction to workmen, monitor, coordinate the work to be carried out • Develop a monthly schedule on cleaning and maintenance of all public places (parks, cemeteries and stadia) • Report writing.

## ROTATING OPERATORS (CEMENTRY AND PARKS) T4 (X8)

Directorate: Community Services. Division: Environmental Services

Remuneration: R81 156.00 per annum

**Minimum Qualifications / Requirements:** A BET level 3- 4 • 2- 3 years experience • Be able to work overtime and on weekends.

**Responsibilities:** Perform the pre and post burial laboring activities • Maintains the cleanliness of the cemetery grounds and facilities • Ensuring that acceptable level standards are maintained • Maintenance of open public spaces by using hand tools machines, Lawn mover to cut, trim and shape verges, lawns, flower beds etc.

## SUPERINTENDENT T12 (X1)

Directorate: Community Services. Division: Traffic Enforcement

Remuneration: R241 596.00 per annum

**Minimum Qualifications / Requirements:** Traffic Diploma and registered as a Traffic Officer, I.T.O III or a National Diploma in Traffic Safety Management or at least 2 years experience in a supervisory position of a traffic division • Valid Code C1 Driving Licences and be computer literate, have experience in the back office system (TCS) of the traffic division • The supervision requirements associated with this post requires in depth application of the procedures, laws and by-laws applicable to the functionality • Be physically fit, able to work in all weather conditions and extended hours when required.

**Responsibilities:** The post is accountable for all outcomes associated with the Section and is authorized to take decisions on operational issues within the ambit of Departmental Policy and Procedures, relevant Laws and By- Laws regulating action in cases of non- compliance by the general public • Supervises the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to public safety through the co-ordination of operations associated with the enforcement of the relevant Laws and By-Laws in order to ensure the risk of damage to property and/ or loss of lives is limited through prompt and efficient execution of sequences and applied.

## ASSISTANT SUPERINTENDENT T11 (X1)

Directorate: Community Services. Division: Traffic Enforcement

Remuneration: R214 596.00 per annum

**Minimum Qualifications / Requirements:** Traffic Diploma and registered as a Traffic Officer • Valid Coe B Driving License • The monitoring and enforcement dimensions associated with this post requires in depth understanding and knowledge of By-laws and Traffic Regulations • Be physical fit, able to work in all weather conditions and extended hours when required • Up to one year relevant experience in a supervisory position.

**Responsibilities:** Responsible for the execution of traffic and public safety procedures in accordance with departmental procedures and authorised to arrest or serve fines on individuals for any contravention of Municipal By-laws and Road Safety Regulations • Not authorized to use discretion on the issuing of traffic fines • Responsible for all outcomes associated with the Traffic Section • Supervises the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objective with respect to public safety through the c o-ordination of operations associated with the enforcement of relevant Laws and By-laws in order to ensure the risk of damage to property and/ or loss of lives is limited through prompt and efficient execution of sequences and applications.

## BUILDING INSPECTOR T10 (X1)

Directorate: Planning, Land and Economic Development. Division: Development Planning

Remuneration: R181 764. 00 per annum

**Minimum Qualifications / Requirements:** Grade 12 • National Diploma in Building Science, Quantity Surveying, Architecture • Computer Literacy • Must have a driver's license • Must have at least(2) years experience in the relevant field • Experience in a Municipal Environment will be an added advantage • Thorough knowledge of National Building Regulations and Building Standards.

**Responsibilities:** Assessments and approval of Building Plans as submitted for any development of within Municipal area • Conduct inspections of all approved building constructions as guided by the National Building Regulations • Conduct weekly inspections for any illegal building construction within the Municipal area • Refer zoning, fire code, and other violations to appropriate municipal and country offices and clear records or refer case for legal action as appropriate • Work in conjunction with the Town Planning Section to review and assess the subdivision and rezoning applications received by the Municipality • Writing of monthly reports on all activities performed.

**Please note: Each applicant must submit the following:** A signed application letter • Comprehensive CV • Certified copies of qualifications • Certified copy of Identity document. Applicants who have not received any response within 30 days of the closing date should regard their applications as unsuccessful. A candidate who canvasses any Council or official for preference will be disqualified immediately from the selection process or from appointment. By responding to this advert you are allowing the Municipality to subject your good self to vetting and any form of screening.

The Municipality reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Applications for the position should be forwarded to: The Human Resource Manager, Mr. L. M Mafiri, P.O. BOX 48, Groblersdal, 0470. For further information please contact: The Human Resource Manager: Mr L. M Mafiri, at tel: (013) 262 3056 / 7 / 8 / 9. (During office hours)

NB: Faxed and e-mailed applications shall not be accepted.

CLOSING DATE: 02 SEPTEMBER 2013.

Municipal Manager - Ms. M.M Skosana