



ELIAS MOTSOALEDI LOCAL MUNICIPALITY

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.

1X QUALITY CONTROL OFFICER/PMU TECHNICIAN, 3 YEARS

FIXED TERM CONTRACT POSITION

REMUNERATION: R 228 173.76 PA,

DIRECTORATE: INFRASTRUCTURE, DIVISION: PMU

MINIMUM QUALIFICATION AND REQUIREMENTS: Three years National Diploma in Civil Engineering • 2 years' relevant experience • Driver's license • 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 • Manage the labour intensive projects in line with EPWP framework and the related reporting requirements • Arrange regular project progress meeting • 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.

1X SECRETARY T7, DIRECTORATE: STRATEGIC DEPARTMENT,

REMUNERATION: R127 356,00 per annum

MINIMUM QUALIFICATIONS: Grade 12 • Three years relevant Diploma • Must be fully computer literate, (Evidence must be attached).

ADDITIONAL REQUIREMENTS: Good human relations • Ability to work under pressure • Good communication skills • Relevant clerical/office administration experience.

RESPONSIBILITIES: Rendering secretariat service to the Director, the Department and the Municipality • Providing support and administrative service to the department in relation to:

- Procurement in the Department • Accommodation reservation
- Flight and car bookings etc.

PLEASE NOTE: Each applicant must submit the following:

- i. A signed application letter.
 - ii. Comprehensive CV.
 - iii. Certified copies of qualifications.
 - iv. Certified copy of Identity document.
- 1) Applicants who have not received any response within 30 days of the closing date should regard their applications as unsuccessful.
 - 2) A candidate who canvasses any Council or official for preference will be disqualified immediately from the selection process or from appointment.
 - 3) By responding to this advert you are allowing the Municipality to subject your good self to vetting and any form of screening.
 - 4) 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.

NB: Faxed and e-mailed applications shall not be accepted. For further information please contact, The Human Resource Manager: Mr L. M Mafiri.

Tel: (013) 262 3056/7/8/9 (During office hours)

Closing date: 05 March 2013.

Mrs. M.M Mtsweni
Municipal Manager

"A RE BELEGANENG"