

## 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 (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.*

### EXTERNAL ADVERT

JOB TITLE	: SENIOR ACCOUNTANT ASSETS
NO OF POSTS	: ONE (1)
DEPARTMENT	: BUDGET AND TREASURY OFFICE
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R 412 980- R464 988 pa. (Excluding Benefits)

**Qualifications:** A relevant 3 year tertiary qualification, preferably a National Diploma or B Degree in Property Assets Management/ Finance/ Property Valuation or Equivalent Qualification and Computer literacy (MS Office). **Experience:** 5-8 year's relevant experience required which includes 2 years of supervisory experience. **Knowledge:** Under direct supervision of Manager: Assets oversee the Assets Management Operations, Implementation the Assets Management Operations in line with Assets Management Strategy. Action Operational and Maintenance requirement in terms of the Municipality's Policies. Operational Management of identified Council owned Property Portfolio Assets, and implement approved property assets management planning system and tools in support of property. **Summary of the core functions:** Implement Assets Management strategy inform the IDP and annual budget using detailed plan, Develop Assets Management plans, conduct gap analysis of the required vs current services levels, partake in the review of relevant policies, Conduct Assets life cycle analyses, ensure alignment of cycle cost management of assets to the budget planning, budgeting monitoring and reporting processes. Work out all assets life –cycle cost inclusive of depreciation implement asset management policies, compile and maintain assets register, link assets register to other system ,condition assessment of assets, stock taking, assets monitoring and reporting.

<b>JOB TITLE</b>	<b>: ACCOUNTANT SCM</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: BUDGET AND TREASURY OFFICE</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R310 716- R349 824 pa. (Excluding Benefits)</b>

**Qualifications:** A relevant 3 years tertiary qualification, preferably a National Diploma or B Com in SCM / Logistics / Procurement or Equivalent Qualification and Computer literacy (MS Office). **Experience:** 2-5 years' relevant experience. **Knowledge and scope of work:** Conducts work financial nature according to prescribed norms and standards under the general direction of an experienced senior accountant; and. Working knowledge and experience of applicable local government legislation (e.g. MSA, MFMA, AND others applicable). **Summary of the core functions:** Co-ordinates and controls the Supply Chain Management processes. Implement the SCM systems. Categorizing applications received from Service Providers/ Vendors, referring to regulatory mechanisms and procedural guidelines to differentiate and/ or allocate applications. Applying appropriate process and bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers. Coordinates the bid specification, bid evaluation and bid adjudication committees, and facilitate the proper functioning of the committees. Manage the Demand Management processes. Facilitate the evaluation of quotations and open bids. Facilitate the adjudications of quotations and open bids. Ensure that procurement of goods and services is carried out in line with regulatory framework. Create and maintain an electronic vendor / supplier registration database. Maintain entity and individual statuses on the SCM system. Monitor compliance to norms and standards, in association with Internal Audit. Ensure cost-efficiency of SCM processes. Compile a register of all officials owning businesses approved by Council. Supervise the subordinates of the SCM Unit. Ensures compliance with all related legislation and SCM regulations. Respond and investigate SCM complaints and advise. Coordinate the internal support to departments on SCM matters. Screening of recommended supplier that are enlisted on Central Supplier Database. Preparing of monthly and quarterly reports for all procurements deviations in line with procurements regulations. Ensuring that prospective and registered suppliers of goods and services are not discredited on the database of National Treasury. Ensuring that a supplier or any director of shareholder of a supplier is not registered in "service of state" as per CSD report. Ensuring that procurement processes for the difference categories of acquisition as per the supply chain policy are followed. Verifying of bid evaluation reports of tenders for goods and services and infrastructure projects advertised before submitting for approval.

<b>JOB TITLE</b>	<b>: TOWN PLANNER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: DEVELOPMENT PLANNING AND LED</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 366 828- R 409 644 pa. (Excluding Benefits)</b>

**Qualifications:** Relevant tertiary qualification preferably a B Degree/National Diploma in Architecture/ Urban Design or Equivalent Qualification and Computer literacy (MS Office). Working towards or completed registration as a professional planner/ architect/ urban designer i.e. candidate member. **Experience:** 2-5 years' relevant experience. **Knowledge and scope of work:** Applies a body of theoretical knowledge to the planning function; Facilitate the implantation of programs, processes and system; Prepares reports; Could assist a Senior Spatial Planner or Senior Urban Designer; Provides specialist advice clients; Technical knowledge and skill of drafting urban design plans and utilisation of related software; and Work in monitored while proficiency has been developed and is currently gaining experience. **Summary of the core functions:** Administer land management matters to ensure efficient control thereof, by: inspecting, consulting and capacitating community regarding rules and requirements of usage of land. Identifying, notifying, consulting and capacitating occupants of land regarding illegal land usages and occupation, land development and other land management matters by means of meetings and interviews. Assist with land development applications by undertaking site inspections and deal with/consider applications and help to explain to the public how the procedures should be followed. Capacitating community regarding procedures and requirements for purchase of land and for registration of Deeds of Grant / Title Deeds. Investigating and handling/dealing with queries regarding occupation of land by scrutinizing files, undertaking site inspections and conducting interviews with role players and stakeholders. Stop illegal occupation of land in collaboration with Legal Services Division. Interacting with ward councilors regarding land use related problems.

<b>JOB TITLE</b>	<b>: BUSINESS LICENSING OFFICER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: DEVELOPMENT PLANNING AND LED</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 310 716- R349 824 pa. (Excluding Benefits)</b>

**Qualifications:** Relevant tertiary qualification preferably a B Degree/National Diploma in Business/Accounting or Equivalent Qualification and Computer literacy (MS Office). **Experience:** 3-5 years' relevant experience required. **Knowledge and scope of work:** Office methods, rules and policies to perform tax related clerical work and customer service; public sector processes in business and vendor licenses, permits and operations. Establishing and maintaining cooperative working relationships with vendors, co-workers and other individuals in contact during the course of work; communicating clearly and

concisely. Communication skills both orally and written. **Summary of the core functions:** Responsible for collecting business license revenue and enforcing business license code compliance for businesses operating in Elias Motsoaledi Local Municipality. Ensure compliance through appropriate action of written notices and citations. Prepare documents, notices and citations for court proceedings when appropriate. Perform investigative work in the office and on-site to identify delinquent businesses and outstanding revenue. Assist customers with questions regarding business licensing. Assist supervisor with non-profit organization requests for exemption of business license. Receive, process, and reconcile checks and other revenue to refund book. Mail business licenses, permits, and hospitality refund checks. Annually set up renewal applications for business licenses in the system. Implement retention policy for outdated documents and files.

<b>JOB TITLE</b>	<b>: LAND USE AND BUILDING CONTROL</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: DEVELOPMENT PLANNING AND LED</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 310 716- R349 824 pa. (Excluding Benefits)</b>

**Qualifications:** Relevant tertiary qualification preferably a B Degree/ National Diploma in Architecture/ Urban Design or Equivalent Qualification and Computer literacy (MS Office). Working towards or completed registration as a professional planner/ architect/ urban designer i.e. candidate member. **Experience:** 2-5 year's relevant experience required. **Knowledge and scope of work:** Applies a body of theoretical knowledge to the planning function; Facilitate the implantation of programs, processes and system; Prepares reports; Could assist a Senior Spatial Planner or Senior Urban Designer; Provides specialist advice clients; Technical knowledge and skill of drafting urban design plans and utilisation of related software; and Work in monitored while proficiency has been developed and is currently gaining experience.

**Summary of the core functions:** Assist with the following: processing of Land use application, Support the implementation of Municipal LUMS and SDFs, Process the approval of building plans in terms of building regulations, enforcement of land use management scheme, support the processes of Formalisation, Demarcation of sites and Rural Development programmes also assist in any other tasks or work as delegated by the supervisor.

<b>JOB TITLE</b>	<b>: IDP OFFICER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: DEVELOPMENT PLANNING AND LED</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 310 716- R 349 824 pa. (Excluding Benefits)</b>

**Qualifications:** A relevant 3 year's tertiary qualification preferably in development studies, project management, urban development or municipal administration or Equivalent Qualification and Computer literacy (MS Office). **Experience:** 3-5 years' relevant experience. **Knowledge and scope of work:** Be able to compile annual and quarterly reports, Knowledge of public administration and understanding of local government operations, Knowledge and understanding of king III. **Summary of the core functions:** Prepare and develop IDP Process Plan, Submit IDP Process Plan for approval, Facilitate internal IDP review consultations, Perform IDP review consultations with stakeholders, Consolidate inputs received during consultations, Update the IDP document, Conduct IDP campaigns within the municipal jurisdiction. Ensure IDP implementation. Monitor performance progress of IDP projects, Provide IDP information to relevant stakeholders, Prepare IDP Reports and report on progress made on integrated development plans. Handle IDP enquiries, Perform any other related lawful and reasonable duties as instructed by supervision.

<b>JOB TITLE</b>	<b>: GRAPHIC DESIGNER OFFICER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 366 828- R 409 644 pa. (Excluding Benefits)</b>

**Qualifications:** Relevant tertiary qualification preferably a B Degree / National Diploma in Graphic Design or Equivalent Qualification and Computer literacy (MS Office). **Experience:** 2- 5 years' relevant experience required. **Knowledge and scope of work:** Applies a body of theoretical knowledge to the Graphic Designing; Facilitates the implementation of programs, processes and systems; Prepares reports. Proficiency in software programs for image –making, typography and layout **Responsibilities:** Study design briefs and determine requirements. Schedule projects and define budget constraints. Conceptualize visuals based on requirements. Prepare rough drafts and present ideas. Develop illustrations, logos and other designs using software or by hand. Use the appropriate colours and layouts for each graphic. Work with copywriters and creative director to produce final design. Test graphics across various media. Amend designs after feedback. Ensure final graphics and layouts are visually appealing and on-brand.

<b>JOB TITLE</b>	<b>: DISABILITY COORDINATOR</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R233 748 – R 263 184 pa. (Excluding Benefits)</b>

**Qualifications:** Relevant 3 year tertiary qualification, preferably a Diploma / National Diploma or B Degree in disability services or a related field such as counselling, psychology, and social work or Equivalent Qualification and Computer Literacy (MS Office). **Experience:** 2-5 years' relevant experience required. **Knowledge and scope of work:** Coordination of disability programmes within the Elias Motsoaledi Local Municipality. **Summary of the core functions:** works with special needs people and their families. In addition to informing them of available services for them. The planning, implementation, and evaluation of support programs and activities, including early intervention services. Responsible for reviewing disability documentation to determine eligibility, maintaining and reviewing current cases, providing support and problem-solving assistance, helping people understand their disabilities.

<b>JOB TITLE</b>	<b>: EXECUTIVE SUPPORT OFFICER (MPAC)</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>TERM OF APPOINTMENT</b>	<b>: CONTRACT LINK TO THE CHAIRPERSON OF MPAC</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 366 828- R 409 644 pa. (Excluding Benefits)</b>

**Qualifications:** Relevant tertiary qualification, majoring in Public Administration/ Municipal Administration or Equivalent Qualification and Computer Literacy (MS Office). **Experience:** 2- 5 years' relevant experience required. **Knowledge and scope of work:** Applies a body of theoretical knowledge to the MFMA; Facilitates compliance and accountability to MPAC; Prepares reports. **Summary of the core functions:** Responsible to perform functional support duties relating to Municipal Public accounts Committee responsibilities; Co-opt advisory support to the MPAC and section 79 committee as per Section 79 and 80 of structures Act,1998 Do research work for the committees; Help in developing a working programme annually; Make recommendations to council after findings; Work with the committees to undertake investigation and compile oversight reports to enhance good governance, interrogates reports (A-G, Audit committee, annual reports and financial statements-AFS), interview stakeholders to gather information (e.g. Community members, municipal officials, Councilors and etc); Benchmark Committee's activities; Ensure that MPAC and section 79 committees reports are tabled in Council and track implementation of MPAC and section 79 committees resolution by council.

<b>JOB TITLE</b>	<b>: PA TO CHIEF FINANCIAL OFFICER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: BUDGET AND TREASURY OFFICE</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 233 748- R 263 184 pa. (Excluding Benefits)</b>

**Qualifications:** Grade 12; relevant tertiary qualification preferably office administration; secretarial; public administration / public management or Equivalent Qualification and Computer literacy (MS Office).  
**Experience:** 5-8 years' relevant experience with supervisory experience. **Knowledge and scope of work:** Specialised knowledge of admin processes and procedures within a functional area/s; Supervises more junior clerical staff; and Knowledge of Archive Act. **Summary of the core functions:** Manages the diary of the CFO. Manages the content of emails and follows up on urgent emails to ensure they are actioned accordingly by the CFO. Schedules meetings and secures the appropriate meeting room. Follows up on meetings / appointments with internal and external stakeholders. Prepares the necessary documentation for scheduled meetings (e.g. maps, directions and parking arrangements). Screens telephone calls and takes messages. Directs messages to the correct role players in a professional manner. Welcomes CFO's visitors on arrival at CBE. Coordinates / prepares refreshments for CFO's visitors.

<b>JOB TITLE</b>	<b>: MECHANIC</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: INFRASTRUCTURE DEVELOPMENT</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 310 716- R349 824 pa. (Excluding Benefits)</b>

**Qualifications:** Trade certificate, Grade 11 or equivalent N2 level certificate. **Experience:** 1-2 years' experience required; and Trade certificate 2-3 years' experience required. **Knowledge and scope of work:** An in-depth understanding of health and safety compliance rules; Basic knowledge of hand and power tools; An excellent grasp of mechanical equipment; The willingness to keep up-to-date with technological advances in the field; A great set of communication skills; Patience in getting the best results out of a mechanical servicing task. **Summary of the core functions:** Build and assemble machines or mechanical components according to requirements; Inspect machines, engines, transmissions etc. and run diagnostic tests to discover functionality issues; Conduct repairs aiming for maximum reliability; Troubleshoot reported problems and resolve them in a timely manner; Perform thorough maintenance on machinery, equipment and systems; Clean and apply lubricants to machinery components; Replenish fluids and components of engines and machinery; Provide consultation on correct maintenance and preventative measures to machine or vehicle users; Undertake other duties as assigned (e.g. repair of hydraulic systems, painting vehicles etc.); Keep logs of work and report on issues.

<b>JOB TITLE</b>	<b>: ELECTRICIAN</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: INFRASTRUCTURE DEVELOPMENT</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 310 716- R349 824 pa. (Excluding Benefits)</b>

**Qualifications:** Trade certificate; and Special Workman- Preferably a Proficiency certificate, Grade 11 or equivalent N2 level certificate. **Experience:** 1-2 years' experience required; and • Special Workman 2-3 years' experience required. **Knowledge and scope of work:** Relevant specialist knowledge and experience in the areas of: customer relations; communications; Service integration and Coordination; Project Management Methodology; All relevant discipline specific legislation and policies; Monitoring and Evaluation methodologies; Knowledge of legislations such as MFMA applicable to local government as well as municipality policies, processes and procedures relating to accountability and procurement procedures. **Summary of the core functions:** Maintenance of electrical installations of all council buildings; Maintenance work on overhead lines and transformers links; Responsible for the inspections of home wiring and new connections; Identity, report and securing of dangerous electrical installations; Test electrical installations; Testing and repairing of electrical meters; Joining and laying of underground cables; Examine complaints and replace and repair streetlights.

<b>JOB TITLE</b>	<b>: SUPERVISOR ENATIS</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 202 740- R228 288 pa. (Excluding Benefits)</b>

**Qualifications:** Grade 12; tertiary qualification preferably Certificate / Diploma / National Diploma / B Degree in Management/ Administration / Office Administration or Equivalent Qualification and Computer Literacy (MS Office). **Experience:** 1 - 2 years' relevant experience required. **Knowledge and scope of work:** Oversees a small group of workers performing basic / elementary functions. Performs the same work, but leads the team; Works independently under general instruction. **Summary of core functions:** Attends to the processing of vehicle licensing and registration applications in accordance ENATIS procedures. Performs various administration tasks/activities associated with cashier duties including the receiving and receipting of payments. Reconcile payments and cash deposits against transactional information/statements prior to forwarding for depositing. Provide information and explanations to general enquiries related to vehicle licensing and registration. Attends to procedural administrative requirements, record keeping.

<b>JOB TITLE</b>	<b>: ENATIS OPERATORS</b>
<b>NO OF POSTS</b>	<b>: TWO (2)</b>
<b>DEPARTMENT</b>	<b>: COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 171 756- R 193 344 pa. (Excluding Benefits)</b>

**Qualifications** : Grade 12; tertiary qualification preferably Certificate / Diploma / National Diploma / B Degree in Administration / Office Administration or Equivalent Qualification and Computer Literacy (MS Office). **Experience:** 1 year relevant experience in clerical/ office administration. **Knowledge and scope of work: Summary of core functions:** Provide reception services to the Public pertaining to vehicle registration and licencing services, do transactions of all bookings i.e. learners licence and driving license queries. Renewal of licence cards and motor vehicle, inform the supervisor about any E-natis problem encountered. Professional driving permit, perform records filling.

<b>JOB TITLE</b>	<b>: ADMIN CLERK LEGAL</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: OFFICE OF THE MUNICIPAL MANAGER</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 171 756- R193 344 pa. (Excluding Benefits)</b>

**Qualifications:** Grade 12 and Computer literacy (MS Office) or Equivalent Qualification. **Experience:** 0-2 years' experience. **Knowledge and scope of work:** Provide routine clerical support and follow standard procedures and operate under direct supervision. **Summary of the core functions:** Prepare memorandums and briefs with accurate information on specific cases; Provide assistance prior to and during a court proceeding by preparing for a case and examining the related legal documents; Ensure that related case documents are properly ordered and available; Attend court sessions to listen to and record critical information; Supervise the work and activities of courthouse interns; Maintain and update law libraries, literature and documentation.

<b>JOB TITLE</b>	<b>: FILLING CLERK</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 171 756- R 193 344 pa. (Excluding Benefits)</b>

**Qualifications:** Grade 12 and Computer literacy (MS Office) or Equivalent Qualification. **Experience:** 0-2 years' experience. **Knowledge and scope of work:** Provide routine clerical support and follows standard procedures; and Operates under direct supervision. **Summary of the core functions:** Check income paperwork, make copies and distribution, sort all papers alphabetically and according to content, dates, signification etc., create or update records with new files and information documents, enter paperwork into an electronic system either by data entry or by using optical scanners. deal with all requests to access files and keep logs of borrowed papers, develop an efficient filling system to make updating and retrieving files easier. Follow policies and confidentiality dictations to safeguard data and information, monitor inventory of files, paper clips etc. and report shortages. Liaise with records office pertaining to the municipal records management system and plan for compliance purposes.

<b>JOB TITLE</b>	<b>: HELP DESK CLERK REVENUE</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: BUDGET AND TREASURY OFFICE</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R233 748- R 263 184 pa. (Excluding Benefits)</b>

**Qualifications:** Grade 12 and Computer literacy (MS Office) or Equivalent Qualification. **Experience:** 0-2 years' experience. **Knowledge and scope of work:** Provide routine clerical support and follows standard procedures; and Operates under direct supervision. **Summary of the core functions:** Implementing the approved credit control and debt collection policy. Preparing monthly cut off list. Managing the consumer accounts. Keeping records of all communication with customers and payment arrangements. Compiling the direct deposit to be captured on a daily basis and send all unallocated deposits to the bank for tracing. Communicating with the customer and attending to the enquiries and or providing information on tariffs for specific services. Contacts with the debtors and ensuring payments on outstanding invoices. Sending of consumer accounts via emails as and when required by the customers.

<b>JOB TITLE</b>	<b>: INDIGENT CLERK</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: BUDGET AND TREASURY OFFICE</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 171 756- R 193 344 pa. (Excluding Benefits)</b>

**Qualifications:** Grade 12 and Computer literacy (MS Office) or Equivalent Qualification. **Experience:** 0-2 years' experience. **Knowledge and scope of work:** Provide routine clerical support and follows standard procedures; and Operates under direct supervision. **Summary of the core functions:** Provide indigent services to the deserving community members by helping them with the completion of all relevant documentations. Attend to daily queries. Assist in facilitating arrangements to pay debt. Ensure that the Council Indigent Policy is implemented fully. Perform physical observations and inspections in order to help in the verification of the needy. Capture data on the pre-determined system.

<b>JOB TITLE</b>	<b>: HELP DESK CLERK</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: CORPORATE SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 233 748 – R 263184 pa. (Excluding Benefits)</b>

**Qualifications:** Grade 12; Computer literacy MS Office and Certificate in IT Technical support or IT related qualification. **Experience:** 0-2 years' experience. **Knowledge and scope of work:** Provide routine clerical support and follows standard procedures; and Operates under direct supervision. **Summary of the core functions:** Provide first-line helpdesk support to employees/users; Provide second level technical support to users (when required); Resolve operational problems within the defined schedules and service level agreements; Communicating courteously with users by telephone, email, support log and face to face (where and when required); Deploy technicians to their specified tasks; Ensure that user requests are responded to in an accurate and timely manner; Update status of calls and closing calls on resolution; Provide end user support and desktop support, and software maintenance; Handle escalated issues and follow-up on outstanding issues promptly ; Communicate regularly to users concerning their logged calls and reporting on feedback collected from users.

<b>JOB TITLE</b>	<b>: TRAFFIC OFFICERS</b>
<b>NO OF POSTS</b>	<b>: NINE (9)</b>
<b>DEPARTMENT</b>	<b>: COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 310 716- R 349 824 pa. (Excluding Benefits)</b>

**Qualifications** : Grade12 Certificate, Valid Traffic Diploma; Valid Driving License (Code A & EC manual transmission will be an added advantage ); Computer literacy: MS Office. **Experience:** 1-2 years. **Knowledge and scope of work:** Be physical fit ,be willing to perform duties on foot as when required ,able to and willing to work in all-weather condition ,be willing to work shift and extended hours after normal working hours as and when required .The applicant must have a clean criminal record and **will** be exposed to vetting .**Summary of the core functions:** Responsible for the execution of traffic and public safety duties and procedures in accordance with departmental policies and procedures and authorized to issue notices or arrest individuals for any contravention of municipal By-Laws, Criminal Procedure Act 51of 1997, National Road Traffic Act 93 of 1996, AARTO Act 46 of 1998 and or any other applicable legislation. Duties include but not limited to Law enforcement, Point duty, food beat, crowd control, monitoring of hawkers, issuing parking tickets, etc. Not authorized to use discretion on the issuing of traffic fines.

<b>JOB TITLE</b>	<b>: INTERN BUDGET AND REPORTING</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: BUDGET AND TREASURY OFFICE</b>
<b>TERM OF APPOINTMENT</b>	<b>: 24 MONTHS</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>SALARY</b>	<b>: R120,000 pa. (COST TO COUNCIL)</b>

**Qualifications** : A relevant National Diploma in Financial Management / Accounting/ Commerce; or Equivalent Qualification and Computer literacy (MS Office). **Experience:** No experience required. **Knowledge and scope of work:** Assists in performing well defined Budget and Reporting tasks under supervision. **Summary of the core functions:** Generating and analyzing reports, taking notes during meetings, preparing statements, entering data into the financial system of the municipality, developing and utilizing spreadsheets and other computer applications, and assisting with audits.

<b>JOB TITLE</b>	<b>: DRIVER WASTE MANAGEMENT</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 202 740- R 228 288 pa. (Excluding Benefits)</b>

**Qualifications: Light Equipment** – Basic Literacy. Driver’s licence code EC, plus a PDP. **Experience:**1-2 years. **Knowledge and scope of work:** Medium to heavy vehicles, (e.g. trucks-non-articulated)  
**Summary of the core functions:** Collective of uncontained solid waste. Complete collection and disposal routes in a timely manner. Operate skid steer and similar equipment for lifting and placing uncontained solid waste. Transport the contents of the packer body to predetermined site for disposal, and empty the packer body. Respond to routine customer inquiries concerning the pick-up schedules or other routine matters related to the collection and disposal or residential or commercial solid waste pick-up.

<b>JOB TITLE</b>	<b>: ROTATING OPERATORS</b>
<b>NO OF POSTS</b>	<b>: TWO (2)</b>
<b>DEPARTMENT</b>	<b>: COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 138 732- R 156 204 pa. (Excluding Benefits)</b>

**Qualifications: Light Equipment** – Basic Literacy at NQF level 1. Department Proficiency Test; **Small Plant** – Basic Literacy at NQF level 1. Departmental Proficiency Test; and **Mechanical Plant** – Drivers licence code 14 (EB and EC) to code 8 (B). Departmental proficiency test. **Experience: Light Equipment-** 0-1 year; **Small Plant-** 0-1 year; and **Mechanical Plant-**1-2 years. **Knowledge and scope of work:** Operating various plant such as lawn mowers, compactors, jack-hammers, small tractors, small compressors, generators, cement mixers, pumps, high-pressure hoses, chainsaws, bush-chippers, tractors, hauler or dump-body, compactor land-fill, loader, front-end, fork-lift, aquatic weed harvester, chip spreader, overhead track clamshell crane. Also performs basic maintenance on mechanical plant.  
**Summary of the core functions:** Monitoring and maintaining warehouse equipment and machinery, setting up manufacturing equipment, overseeing training of new or Junior Machine Operators, Using machine equipment to complete tasks. Performing routine inspections of manufacturing equipment, Evaluating the efficiency of each unit regularly, identifying improvements as needed.

<b>JOB TITLE</b>	<b>: TRAFFIC WARDENS INTERNS (LAW ENFORCEMENT)</b>
<b>NO OF POSTS</b>	<b>: TEN (10)</b>
<b>DEPARTMENT</b>	<b>: COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: 24 MONTHS</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>SALARY</b>	<b>: R 120,000 pa. (COST TO COUNCIL)</b>

**Qualifications:** Grade 12; code B Driver's License; No criminal record; and Physical fitness. **Experience:** No experience required. **Knowledge:** Acquiring knowledge of operational execution of duties relating to traffic management/metro police/law enforcement. **Summary of the core functions:** Responsible for the excruciation of traffic and public safety procedures in accordance with departmental policies and procedures and authorized to issue notice on arrest individuals for any contravention of Municipal By-Laws Acts of 1977, National Road Traffic Act, Act 93 of 1995, AARTO Act 46 of 1998 and or other applicable legislation. Duties include but not limited to point duty, foot beat, crowd control, monitoring of hawkers issuing parking tickets, etc. not authorized to use discretion on the issuing of traffic fines.

<b>JOB TITLE</b>	<b>: ASSISTANT ARTISAN CIVIL BUILDER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: INFRASTRUCTURE DEVELOPMENT</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 138 732- R 156 204 pa. (Excluding Benefits)</b>

**Qualifications:** Studying toward a trade certificate or Equivalent Qualification. **Experience:** Studying towards a trade certificate or one years' experience. **Knowledge:** Assists technical staff. Follows short term instruction. Closely supervised. Performs easily observable actions. **Summary of the core functions:** Assist Artisan with maintenance tasks and inspections; Loading and unloading of tools and equipment on to transport; Work overtime as when required; Housekeeping in motor control centres and work area after work has been done; Ensure all required defects and work instructions are completed and handed in timeously after completion of tasks ; Carry out general work as determined by foreman; Ensure all safety precautions are followed when working with tolls and equipment.

<b>JOB TITLE</b>	<b>: ASSISTANT ARTISAN CIVIL ROADS AND MAINTANANCE</b>
<b>NO OF POSTS</b>	<b>: THREE (3)</b>
<b>DEPARTMENT</b>	<b>: INFRASTRUCTURE DEVELOPMENT</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 138 732- R 156 204 pa. (Excluding Benefits)</b>

**Qualifications:** Studying toward a trade certificate or Equivalent Qualification. **Experience:** Studying towards a trade certificate or one years' experience. **Knowledge:** Assists technical staff. Follows short term instruction. Closely supervised. Performs easily observable actions. **Summary of the core functions:** Assist Artisan with maintenance tasks and inspections; Loading and unloading of tools and equipment on to transport; Work overtime as when required; Housekeeping in motor control centres and work area after work has been done; Ensure all required defects and work instructions are completed and handed in timeously after completion of tasks ; Carry out general work as determined by foreman; Ensure all safety precautions are followed when working with tolls and equipment.

<b>JOB TITLE</b>	<b>: VIP PROTECTOR AND DRIVER (MAYOR)</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>TERM OF APPOINTMENT</b>	<b>: CONTRACT LINK TO THE TERM OF THE MAYOR</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 366 828- R 409 644 pa (Excluding Benefits)</b>

**Qualification:** Grade 12 (Matric); Code EB Driver's License; First Aid Course; Advanced Driving Course; Protocol and Etiquette Training Course; Physical Training Course; Firearm Proficiency (where required); Basic training (law enforcement/ policing- where required); Proficiency certificate. **Experience:** 2-3 years relevant. **Knowledge and scope of work:** knowledge of protocol and etiquette standards; must have knowledge of processes and actions in providing protection services and duties. **Summary of the core functions:** Perform activities / tasks associated with specific travel requirements for the mayor , by communicating with the Executive Assistant in respect of the programme / schedule of the meeting, Identifying which locations and venues and establish routes, taking into consideration risk / safety aspects, Interacting with VIP Protection Services and external department [South African Police Services ] and security services in respect of high profile functions and possible volatile situation and comprehending safety instructions contingency plans as and when required, Conducting and recording details of vehicles safety inspections and / or arrange with the Executive Assistant to arrange maintenance requisitions and confirm services / repair appointment, transport the Mayor to / from scheduled public events and functions, by checking that specific location / venues, communicating with the VIP protection personnel on specific safety requirement during travel and applying agreed procedure to counteract or avoid life threatening incidents.

<b>JOB TITLE</b>	<b>: VIP PROTECTOR AND DRIVER (SPEAKER)</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>TERM OF APPOINTMENT</b>	<b>: CONTRACT LINK TO THE TERM OF THE SPEAKER</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 366 828- R 409 644 pa (Excluding Benefits)</b>

**Qualification:** Grade 12 (Matric); Code EB Driver's License; First Aid Course; Advanced Driving Course; Protocol and Etiquette Training Course; Physical Training Course; Firearm Proficiency (where required); Basic training (law enforcement/ policing- where required); Proficiency certificate.

**Experience:** 2-3 years relevant. **Knowledge and scope of work:** knowledge of protocol and etiquette standards; must have knowledge of processes and actions in providing protection services and duties.

**Summary of the core functions:** Perform activities / tasks associated with specific travel requirements for the mayor , by communicating with the Executive Assistant in respect of the programme / schedule of the meeting, Identifying which locations and venues and establish routes, taking into consideration risk / safety aspects, Interacting with VIP Protection Services and external department [South African Police Services ] and security services in respect of high profile functions and possible volatile situation and comprehending safety instructions contingency plans as and when required, Conducting and recording details of vehicles safety inspections and / or arrange with the Executive Assistant to arrange maintenance requisitions and confirm services / repair appointment, transport the Mayor to / from scheduled public events and functions, by checking that specific location / venues, communicating with the VIP protection personnel on specific safety requirement during travel and applying agreed procedure to counteract or avoid life threatening incidents.

<b>JOB TITLE</b>	<b>: GARDENERS</b>
<b>NO OF POSTS</b>	<b>: TWENTY (20)</b>
<b>DEPARTMENT</b>	<b>: COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 138 732- R 156 204 pa. (Excluding Benefits)</b>

**Qualifications:** Basic literacy/ Minimum of Grade 10. **Experience:** 0-2 years' experience preferably in facility maintenance. **Knowledge and scope of work:** Performs routine and basic functions relating to maintenance and community facilities. Works independently under general supervision and. Controls access to the facilities. **Summary of the core functions:** Provides Gardener services, carry out numerous gardening duties, such as soil cultivation, digging, forking, mulching, watering, raking, weeding, edging pruning, bed preparation planting. Carry out lawn maintenance and cultivation. Use and maintain hand tools and basic light machinery. Use cylinder ad rotary mowers, trimmers, leaf blowers, Secure all equipment and machinery at all times. Keep the tool shed /store room clean and tidy .Keep the borders, thoroughfare and street foot-path clear and free from litter at all times. Empty litter bins around designated Municipal sites. Provide with the initial marking and over marking of the sport pitches, running tracks, filed events.

**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 on [www.eliasmotsoaledi.gov.za](http://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 qualifications and Identity Document (ID). It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Any misrepresentation or failure to disclose material information is a breach of the Code of Conduct for Municipal Staff. Successful applicant(s) shall be required to sign 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 appointment on these posts. Enquiries shall be directed to the Manager 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, 2<sup>nd</sup> Grobler Avenue, Groblersdal, 0470.

**The closing date shall be Friday, 28<sup>th</sup> October 2022 at 16H15.**

**M.M KGWALE.  
MUNICIPAL MANAGER.**