

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

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



Civic Centre
2nd 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 / INTERNAL ADVERTISEMENT

JOB TITLE : HEAD OF THE OFFICE OF THE MAYOR X 1
TERM OF APPOINTMENT : CONTRACT LINKED TO THE TERM OF OFFICE OF THE MAYOR
PLACE OF WORK : GROBLERSDAL
PAY RANGE : R603 588- R695 868 pa. (Excluding benefits)

Qualifications : A relevant 3 year tertiary qualification preferably a B-degree in Public Administration or equivalent; • Code EB Drivers' License; and • Computer literacy: MS Office **Experience:** 8 years' experience or more including 2 years managerial experience. **Knowledge and scope of work:** In-depth knowledge of applicable legislation, the operational strategies, applicable policies and governing legislation. **Summary of the core functions:** Provide administrative, logistical and advisory support to the Mayor. • Participate in the administrative of all day-to-day operations of the office of the Mayor including the monitoring of all resolutions, council meeting minutes and state statues. • Advice the political office on policy matters, procedures, conflict resolution and local government legislation. • Monitor that legislation, policies, procedures and by-laws are adhered to. • Respond to public enquiries with the tact and resourcefulness in seeking solutions to the problems presented.

JOB TITLE : HEAD OF THE OFFICE OF THE SPEAKER X 1
TERM OF APPOINTMENT : CONTRACT LINKED TO THE TERM OF OFFICE OF THE SPEAKER
PLACE OF WORK : GROBLERSDAL
PAY RANGE : R603 588- R695 868 pa. (Excluding benefits)

Qualifications : A relevant 3 year tertiary qualification preferably a B-degree in Public Administration or equivalent; • Code EB Drivers' License; and • Computer literacy: MS Office
Experience: 8 years' experience or more including 2 years managerial experience. **Knowledge and scope of work:** • in-depth knowledge of applicable legislation, the operational strategies, applicable policies and governing legislation. **Summary of the core functions:** Provide administrative, logistical and advisory support to the Speaker. • Participate in the administrative of all day-to-day operations of the office of the Speaker including the monitoring of all resolutions, council meeting minutes and state statues. • Advice the political office on policy matters, procedures, conflict resolution and local government legislation. • Monitor that legislation, policies, procedures and by-laws are adhered to. • Respond to public enquiries with the tact and resourcefulness in seeking solutions to the problems presented.

JOB TITLE : PRIVATE SECRETARY X 1
TERM OF APPOINTMENT : CONTRACT LINKED TO THE TERM OF OFFICE OF THE MAYOR
PLACE OF WORK : GROBLERSDAL
PAY RANGE : R476124- R536 088 pa. (Excluding benefits)

Qualifications : Grade 12; •Computer Literacy: MS Office; and • Personal Assistant / Senior, senior / executive secretary also require a relevant secretarial certificate. **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:** Greet visitors and direct them to the appropriate departments or individuals. Answer telephones and respond to inquiries via telephone or email. Book meeting rooms, set up conference calls and take messages and minutes during meetings. Perform administrative tasks, including filing and photocopying. Write emails, memos and letters. Implement and/or develop office procedures and record systems. Manage database entry and client files. Order and maintain supplies. Document financial information. Organize and distribute messages. Make, and confirm travel arrangements. Prepare and mail outgoing correspondence. Maintain confidential department files/records. Perform routine bookkeeping tasks. Assist with presentations and reports.

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 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, 2nd Grobler Avenue, Groblersdal, 0470. **The closing date shall be Friday, 02 December 2022 at 16H15.**

MM KGWALE
MUNICIPAL MANAGER