

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 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: EXECUTIVE SUPPORT

Position : PUBLIC PARTICIPATION

Reference No. : ES02/2017PPO

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 : R236 364, 00 p.a. (excluding employment benefits and allowances where applicable)

Requirements : Grade (12) Certificate, Degree / Diploma in Public Management or Equivalent, Unendorsed Driver's License. Demonstrate knowledge and understanding of the structures and business operations of a municipality or the public, Local knowledge about the community, Good community networks, Excellent communication skills, A history of community participation in the area or region, Understanding of local government's role, Appropriate cultural and language ability, Ability to write reports.

RESPONSIBILITIES: Provide clear and relevant information to the community, Seek input, feedback and information from the community about Council directions and initiatives. Actively encourage participation from a cross-section of the affected community. Mobilize community involvement in raising public awareness around key issues. Provide prompt and comprehensive feedback to the community on the views expressed, decisions made and the reasons for those decisions. Ensure and co-ordinate the community's involvement in the implementation and review of the integrated development plan (IDP)

Department: EXECUTIVE SUPPORT

Position : EXECUTIVE ASSISTANT TO THE MAYOR (PA)

Reference No. : ES01/2017PA

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 : R314 160 p.a. *(excluding employment benefits and allowances where applicable)*

Job Purpose : To render executive office management services to the office of the mayor

Requirements:

Grade 12 certificate. Tertiary educational qualification (NQF Level 5). Demonstrate knowledge and insight into the municipal working environment. At least 3 years' experience working with the municipal executive leadership. Unendorsed driving license. Computer literacy – MS Office, must possess the following skills, communication skills, and interpersonal relations, **The candidate will be subjected to vetting process.**

Responsibilities: Render personnel assistance to the Office of the Mayor. Manage the Mayoral itinerary and advances for all Mayoral stakeholders engagements activities. Ability to work under pressure and long hours, in and outside the office in support of the Office of the Mayor developmental programmes .Ability to work as a team player. Provide Secretarial services to the Mayor's meetings and engagement with various stakeholders in and outside office. Perform any other related duties on the appropriate discretion of, and as instructed by the Mayor.

Department: EXECUTIVE SUPPORT

Position : YOUTH COORDINATOR X2

Reference No. : ES03/2017YC

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 : R177 816 p.a. (excluding employment benefits and allowances where applicable)

Job Purpose : To coordinate participation of woman, youth and people with disabilities in community services

MINIMUM REQUIREMENTS:

Grade 12, Young age (not more than 35 years and not reaching 35 years in 3 years' time) passion and experience in youth matters or community development environment. Computer Literacy. Unendorsed driving license will be an added advantage. Communication skills, Interpersonal relations, working in a public or municipal environment.

RESPONSIBILITIES: Coordinate participation of youth (across gender, people with disabilities), in Community development services. Awareness campaigns, Create awareness and run campaigns on the total elimination of oppression, abuse and unfair discrimination against youth and people with disabilities, Create awareness and run campaigns on the rights and responsibilities of youth. Infuse equity mainstreaming and practical application of equity plans across the different levels, functions and services of the municipality. Take part in the events management of the municipality such as planning, organizing, leading and control of Resources. Coordinate meetings for transversal programmes committees, Collaboration with various stakeholders in the programmes focused on youth development programmes.

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, 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 2nd 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