

## 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 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:                **INFRASTRUCTURE**

Position :                    **PERSONAL ASSISTANT: SENIOR MANAGER INFRASTRUCTURE: RE-ADVERT**

Reference No. :            **INFR01/2017PA**

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

Remuneration :        **R177 816,00 p.a. (excluding employment benefits and allowances where applicable )**

#### MINIMUM QUALIFICATION:

- Grade 12 certificate plus Secretarial or Office Administration Diploma,
- Computer literacy – MS Office, must possess the following skills, communication skills, telephone etiquette, and interpersonal relations,
- Three (3) years' experience working as Personal Assistant or related field in a public or municipal environment, multilingual/ or familiar with Official languages of the Municipality.

**Duties and Responsibilities:** Render reception services to the Directorate such as receiving visitors, maintaining register of visitors and enquiries, answer all telephone calls, record all calls incoming and outgoing, file records and transfer others to the registry as per records management policy, manage the diary of the Senior Manager including arranging, confirming and /or cancelling appointments as and when requested by the Manager, and reminding the Senior Manager about his/her engagements, typing of documents such as memoranda, letters, reports, meeting

agendas, and etc. associated with the particular Office. Perform any other related duties on the appropriate discretion of, and as instructed by the Senior Manager.

**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). Establishment, implementation and review of the municipality's performance management system. Monitoring and review of the performance of the municipality. Use Ward Committees, where the municipality has adopted them by Council resolution according to the Municipality Structures Act of 2001, when engaging with communities. Ensure inclusive involvement of all people in the community by putting in place measures to ensure the following groups have equal participation opportunity: People who cannot read or write, People with disabilities, Women, Other disadvantaged groups, e.g. indigents. Determine the most appropriate form of public participation, e.g. Ward Committees, or public meetings.

**Department:** INFRASTRUCTURE

**Position :** SUPERVISOR: OPERATORS (MOTETEMA)

**Reference No. :** INFR02/2017SUP

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 )*

**Requirements:**

Secondary education NQF level 3, driver's license (Code EB). Three (3) to four (4) years' experience within Municipal environment, be prepared to work in all weather conditions and work outside normal working hours under emergencies or planned overtime.

**Responsibilities:** Plans and schedule roads and storm-water maintenance, monitor attendance and conduct of personnel, ensuring the adequacy and availability of personnel for work performance, addressing workplace conflict through advising and implementing specific disciplinary procedures to the team members, monitor progress with regard to repair and maintenance, correcting performance where necessary. Interacting and reporting to the seniors whenever necessary.

**Department:** INFRASTRUCTURE

**Position :** ARTISAN ASSISTANT (ELECTRICAL SERVICES) X 2

**Reference No. :** INFR03/2017/EAA

	African Female	Indian Male	African Male	White Female	Colored Female	White Male	Colored Male	People with Disability
<b>This position seeks to attract</b>	X			X			X	

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

**MINIMUM REQUIREMENTS:**

- Grade 12 / N3 Certificate in Electrical Engineering
- Driver's license (Medium to Heavy Motor Vehicles – depending on fleet used),
- Professional driving Permit (PrDP), Inherent requirement to perform the functions associated with the post, Relevant electrical experience (12 - 18 months)

**RESPONSIBILITIES:** Receiving instruction from the artisan on the layout and the execution of specific work sequences, Operating hand held equipment (Jack-Hammer, etc.) to cut through concrete/ tarred surfaces. Laying cables and positioning supporting structures (poles) and cleaning and tinning of conductors, binding and strapping, stripping of individual conductors. Attending to the erection and installation sequences of poles, cross waves, stays, lines, aerial transformers, switchgear, etc. using hand held power tools to drill and mount junction boxes, brackets, cable trays, racks, etc. and tighten screws and bolts, Terminating cables, wires etc. to junction boxes, connecting blocks and/ or terminals including soldering, fitting of lugs and harnessing wires.

**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](http://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 2<sup>nd</sup> 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**