

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 ADVERT

POSITION : SENIOR MANAGER COMMUNITY SERVICES
DEPARTMENT : COMMUNITY SERVICES
Ref no : HR01/360
DURATION : 5 YEARS FIXED TERM CONTRACT
REMUNERATION : MINIMUM R768.305 - MIDPOINT R878.063 – MAXIMUM R987.820

MINIMUM REQUIREMENTS AND QUALIFICATION

- A minimum qualification of appropriate Degree in Social Science/ Public Administration/ Law or equivalent.
- Five (5) years' experience at middle management level and have proven successful institutional transformation within public or private sector.
- A qualification relating to National Treasury Competencies requirements obtained from an accredited and recognized body (CPMD/MFMP)
- Driver's License
- Sound knowledge and understanding of computer packages (MS Word, MS Excel and MS PowerPoint and MS Outlook).
- A practical knowledge of social services.

NB. Shortlisted candidates will be subjected to information/ qualifications verification process, security vetting clearance. Successful candidate will be required disclose their financial interest and sign a performance agreement for the duration of the employment.

KNOWLEDGE AND INSIGHT

Good knowledge and understanding of relevant local government policy and legislation; good knowledge and understanding of institutional governance systems and performance management; understanding of council operations and delegation of powers, Good communication and inter-Personal skills. Ability to lead a multi-disciplinary team. • Computer literacy • Management experience preferably in environmental services, emergency services, sports, arts and recreational services • NB. Shortlisted candidates will be subjected to information/ qualifications verification process, security vetting clearance. Successful candidate will be required disclose the financial interest and sign a performance agreement for the duration of the employment.

KEY PERFORMANCE AREAS:

As Senior Manager Community Services the incumbent will work in close collaboration with the Municipal Manager as well as other functionaries of the Council. The incumbent will be responsible for the following: Public safety (Traffic) Management, Environmental Services Management and compliance with the relevant legislation • Solid waste management programmes. Designing programs and developing policies to promote an enabling environment for community -based programmes as guided by the municipal IDP. Provide strategic leadership in relation to the development, implementation, monitoring and reporting on Service Delivery and Budget

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

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Implementation Plan of the directorate ● Personnel development and management in the directorate. Overhead control and management of municipal parks, cemeteries, recreation facilities/ programmes, disaster management, public safety, driver's license service Centre, social services, environmental services, waste management, licensing and satellite service points in accordance with relevant policies and legislation. Provide leadership in relation to relevant sector departments and other agents/ stakeholders inter-collaborative programmes

PLEASE NOTE: Applications for the post must be submitted on an official application form, obtainable from the Human Resources Manager office or 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 an envelope.

NB: If no response is received within 3 months (90 days) after the closing date of the advert, your application must be regarded as unsuccessful. Failure to submit all required documents and recently certified certificates will render the application invalid. **Application not submitted on formal application form will be disqualified.** 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 appointment. The Municipality reserves the right to appoint or not to. Applications must be submitted to the Office of the Municipal Manager, PO BOX 48, Groblersdal 0470; or hand delivered at 2nd Grobler Avenue, Groblersdal 0470.

Further information can be obtained from: **Municipal Manager, Mrs. RM Maredi** during office hours at Tel: (013) 262 3056 ext. 1073 E-mail: rmaredi@emlm.gov.za.

Closing date: 17 February 2017


29 JAN 2017
R.M. MAREDI
MUNICIPAL MANAGER