

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 CORPORATE SERVICES
DIRECTORATE : CORPORATE SERVICES
DURATION : 5 YEARS FIXED TERM CONTRACT
REFERENCENUMBER : HR01/505
TOTAL ANNUAL PACKAGE : MINIMUM R768.305 - MIDPOINT R878.063 – MAXIMUM R987.820

MINIMUM QUALIFICATION AND REQUIREMENTS:

- An appropriate Bachelor's Degree in Public Administration/Management Sciences/Law or related qualifications,
- Five (5) years' experience at middle management.
- A qualification relating to National Treasury Competencies requirements obtained from an accredited and recognized body (CPMD/MFMP).
- Valid driver's license
- Sound knowledge and understanding of computer packages (MS Word, MS Excel and MS PowerPoint and MS Outlook).

KNOWLEDGE AND INSIGHT

Effective Management of Human Resources in order to ensure the transformation of skills development, Employment Equity advancement and knowledge of local government legislation is vital. Good interpersonal and communication (written and verbal) skills and the ability to manage a wide range of recommended functions

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: Knowledge and understanding of relevant policy development and legislation. Knowledge and understand of relevant policy development and legislation. Knowledge and understanding of institutional governance systems and performance management. Understanding of council operations and delegation of powers. Knowledge of supply chain management regulation processes. Knowledge of coordination and oversight of all specialized support functions. Implement and review HR strategies, Plan, Policies and Procedures in line with the national framework and guidelines. Provide strategic support and oversee the provision of support services. Provide strategic leadership in HR Strategy implementation and Labour matters as well as management of corporate services Budget. Knowledge of corporate support services including. Human Resource Administration, Organisation Development. Legal Services. Employee Assistance Programme. Training and Development. Information and Communication Technology. Labour Relations. Auxiliary Services.

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

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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
MUNICIPAL MANAGER