

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 ADVERT

POSITION : SENIOR MANAGER EXECUTIVE SUPPORT
DEPARTMENT : EXECUTIVE SUPPORT
Ref no : HR01/305
DURATION : 5 YEARS FIXED TERM CONTRACT
REMUNERATION : MINIMUM R768 305, 00 - MIDPOINT R878 063, 00 – MAXIMUM R987 820, 00

MINIMUM REQUIREMENT AND QUALIFICATIONS

- An appropriate Bachelor's degree in Public Management / NQF level 7 or equivalent
- Five years' experience in middle management level, three of which should be in LG
- Valid Driver's license
- Computer literate - Sound knowledge and understanding of computer packages (MS Word, MS Excel and MS PowerPoint and MS Outlook).
- A qualification relating to National Treasury (2007) Competencies requirements obtained from an accredited and recognized body (CPMD/ MFMP)

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.

KNOWLEDGE AND INSIGHT:

Good Knowledge and interpretation of policy and legislation; good knowledge of performance management system; good governance and good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, Conversant with Local Government IDP process. Self- driven, confident and innovative. Strategic thinking and planning skills.. Communication and people management skills. Public and Stakeholders Participation and Petitions; Understanding of SA political landscape; Good communication skills (oral and written); Negotiation skills; Organizing and coordinating skills; Problem solving and leadership skills

KEY PERFORMANCE AREAS:

- Council and Executive Committee Members Support
- Protocol and Intergovernmental relations management
- Management of Transversal services (Women, Youth Elderly, People Living with Disability, Mainstreaming of Gender and HIV and AIDS collaborative programmes)
- Coordinate activities in the office of the Speaker, Chief Whip, Mayor
- Render supervisory role to staff in the office of the MPAC
- Develop public participation methodologies and tools to enhance public involvement in local municipal affairs
- Lead and facilitate public participation processes supporting planning and policy/ project evaluation programmes
- Provide secretariat services to council and oversight committees

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- Manage service programmes to support people living with disabilities; children, youth 'gender mainstreaming and the elderly
- Oversee the provision of communications services
- Organize and prepare for media briefings and interviews in liaison with the communication unit

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: maredi@emlm.gov.za.

Elias Motsoaledi
Local Municipality

Closing date: 17 February 2017

29 JAN 2017

R.M MAREDI
Municipal Manager
MUNICIPAL MANAGER