

# 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 RE- ADVERT

POSITION	: SENIOR MANAGER CORPORATE SERVICES: RE - ADVERT
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, plus five (5) years' experience at middle management. A qualification relating to National Treasury Competencies requirements obtained from an accredited and recognized body (CPMD/MFMP). 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. The incumbent will also be expected to have a sound knowledge and understanding of computer packages (MS Word, MS Excel and MS PowerPoint and MS Outlook).

**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, Organization Development. Legal Services. Employee Assistance Programme. Training and Development. Information and Communication Technology. Labour Relations. Auxiliary Services.

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

**NB:** If no response is received within a month (30 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. 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.

Applications for the positions should be forwarded to the following

**Municipal Manager**  
**Elias Motsoaledi Local Municipality**  
**P.O. BOX 48**  
**GROBLERSDAL**  
**0470**

**ENQUIRIES:** Faxed and e-mailed applications shall not be accepted.  
For further information, please contact The Municipal manager R.M. Maredi during working hours at Tel:  
(013) 262 3056/7/8/9

**Closing date: 18 AUGUST 2017**



**R.M. MAREDI**  
**MUNICIPAL MANAGER**