

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

Department: MUNICIPAL MANAGER OFFICE

Position : EXECUTIVE ASSISTANT TO THE MUNICIPAL MANAGER (Re – Advert)

Reference No. : MM01/2017PA

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 : R200 208,00 p.a. (excluding employment benefits and allowances where applicable)

MINIMUM REQUIREMENTS:

Grade 12 certificate, Relevant Tertiary Qualification in Office Administration, Computer literacy – MS Office, must possess the following skills, communication skills, and interpersonal relations, At least three (3) years' experience working as Personal Assistant or related field in a public or corporate environment, multilingual/ or familiar with official languages of the Municipality. Driver's License will be an added advantage.

NB. The candidate will be subjected to personnel suitability check with Security Services Agency system and Computer Literacy Competency Test as part of the selection.

Responsibilities: Render reception services to the Office of the Municipal Manager 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 Municipal Manager including arranging, confirming and /or cancelling appointments as and when requested by the Municipal Manager, and reminding the Municipal 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 Municipal Manager. Providing general administrative support to the Office of the Municipal Manager.

Department: MUNICIPAL MANAGER

Position : IDP ADMINISTRATOR

Reference No. : MM02/20171DP

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 : R105 528 p.a. (excluding employment benefits and allowances where applicable)

Job Purpose : Provide administrative support to IDP Division

MINIMUM REQUIREMENTS:

Grade 12, Computer literacy, Unendorsed Driver's license, Organizational skills, Communication and Interpersonal skills, Report Writing skills. Demonstrate experience in related service delivery programme planning activities.

Responsibilities: IDP Process Plan, develop and submit IDP process Plan for approval, partake and facilitate the IDP Review process by performing review consultations with stakeholders and Consolidate inputs received during consultations, Update the IDP Document. Conduct IDP campaigns to all wards. IDP Implementation: Provide IDP information to relevant stakeholders, Monitor performance progress of IDP projects. Report on progress made on integrated development plans, and handle the IDP enquiries.

Department: MUNICIPAL MANAGER OFFICE

Position : CHIEF OFFICER: COMPLIANCE & VERIFICATION

Reference No. : MM03/2017LS

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 : R314 160 p.a. (excluding employment benefits and allowances where applicable)

Job Purpose :

MINIMUM REQUIREMENTS:

Tertiary 3 years degree qualifications or equivalent relevant to finance management related field, Computer proficiency in MS Office, Sound knowledge and insight of local government financial management legislation, GRAP Standards and other applicable legislation, A minimum of 4 years relevant experience in municipal finance environment, Unendorsed driver's license, Good report writing and analysis skills, CPMD/ MFMP standards certificate would be an added advantage. Possess the following skills customer focus, trust and credibility, teamwork. NB. the candidate will be subjected to personnel suitability check with Security Services Agency system as part of the selection.

RESPONSIBILITIES:

Provide advisory support to management in relation to compliance with the municipal legislative matters.

Develop compliance monitoring and reporting tools to ensure minimization of legislation non-compliance in the execution of the service delivery programmes across the municipal environment. Verify that all the relevant legislation to ensure constant alignment with the municipality policies and compliance thereof.

Responsible to ensure compliance and correct allocations of all municipal transactions in line with

Financial plan and mSCOA, Responsible to manage and maintain financial system supplier database in line with central approved supplier database. Responsible to provide advice to municipal stakeholder regarding the drafting, reviewing, and ensuring the implementation of with relevant compliance policies,

provide guidance to staff on matters of statutory obligations, identify legislation, contracts and policies with which the Municipality should comply, review the contracts register to verify that the control measures are in place, analyses

the environment in which legal, rules, policies and contracts stipulations are applicable and must be met.

Ensure that control measures are in place, ensure that staff members are educated about the laws, contracts, rules and policies with which they must comply. Draw and submit the required reports and statutory returns to the relevant statutory bodies in time.

Department: MUNICIPAL MANAGER OFFICE

Position : LEGAL OFFICER

Reference No. : MM04/2017LS

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		X

Remuneration : R236 364 p.a. (excluding employment benefits and allowances where applicable)

MINIMUM REQUIREMENTS:

Law degree (LLB), Unendorsed driver's license, Computer literacy, Two (2) years' experience in the relevant field , experience working in government and /or corporate sector will be an added advantage, excellent analytical skills, and interpretation of statutes, ability to act within strict policy guidelines and meet deadlines, and proof of mentorship with relevant legal authority.

Responsibilities/ KPA: Assist the legal Advisor in the provision of sound legal advice and opinions on all matters of the municipality, where required, Co-ordinate matters under litigation for the Municipality, attend and investigate claims instituted by and against the council, interpret advice and comment on new legislation and monitor implementation, Draft, review and update by-Laws in all areas regulated by the Municipality. Draft service level agreements and review the agreements in line with the National Treasury's SCM guidelines. Facilitate compliance with court orders, collective agreements, and national and provincial government directives. Provide advice and support to council and its committees.

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, 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 2nd 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**