

# **ELIAS MOTSOLEDI LOCAL MUNICIPALITY**

**P O BOX 48  
GROBLERSDAL  
0470  
Tel: 013-262 3056**



**Civic Centre  
2 nd Grobler Avenue  
GROBLERSDAL  
0470**

*Elias Motsoaledi Local Municipality with its seat in Groblersdal Limpopo Province is committed to the achievement and maintenance and equity in employment, especially in respect of race, gender and disability. Suitable candidates are invited to apply for the posts as indicated below.*

## **DIRECTOR: CORPORATE SERVICES**

### **5 YEAR FIXED –TERM PERFORMANCE –BASED CONTRACT**

**Re-advertisement: NB. Those who applied have to re-apply if they are still interested in the past. This is five (5) years performance – based contractual appointment in terms of section 57 of the municipal system act of 2000.**

#### **REQUIREMENTS:**

- An appropriate Bachelor's degree or NQF 6
- A minimum of at least 5 years relevant work experience at strategic management level (middle manager level), Extensive and practical sound knowledge of Local Government legislation and procedures
- Computers literacy and a valid driver's license.

#### **SKILLS AND COMPETENCIES:**

- Strategic leadership and management
- Operational financial management
- Government, ethics and values in financial management
- Financial and performance reporting
- Risk and change management
- Project management
- Legislation, policy and implementation
- Supply Chain Management
- Audit and assurance.

A certificate accredited by LGSETA which covers the above mentioned core competencies must be attached such as CPMD or MFMP Certificate etc.

#### **RESPONSIBILITIES:**

- Manage the entire Corporate Services Directorate and provide advice and assistance to the Accounting Officer on all matters relating, but not limited to powers and function assigned and delegated in terms of the MFMA, Municipal Systems Act as amended, Municipal Structures Act and other relevant legislation.
- Manage and control various line functions within the Directorate, such as Administration, Human Resources, Communication, Legal Services and ICT.
- Render support by advising and overseeing all matters of procedure relating to compilation of agendas, taking of minutes and implementation of resolutions of Council, the Executive Committee and all other Committees of Council.

- Provide support to Political Office Bearers.

**N.B Special preference will be given to women and people with disabilities.**

**REMUNERATION: TOTAL PACKAGE TO COUNCIL TO BE NEGOTIATED WITH SUCCESSFUL CANDIDATES.**

**1x TOWN AND REGIONAL PLANNER T14  
DIRECTORATE: PLANNING, LAND AND ECONOMIC DEVELOPMENT  
DIVISION: DEVELOPMENT PLANNING  
REMUNERATION: R319 584,00 P.A**

**QUALIFICATIONS/REQUIREMENTS:**

- Grade 12, PLUS relevant B.Degree or National Diploma in Town & Regional Planning or equivalent
- A minimum of 3 years relevant experience in Town & Regional Planning, Spatial Development Framework and pieces of planning legislations.
- A valid Code B Drivers License.
- Knowledge of Microsoft Office Programs.

**CORE MANAGERIAL & OCCUPATIONAL COMPETENCES:**

- Policy development skills, report-writing skills, good administrative skills, thorough knowledge and experience of Local Authority planning work, communication and presentation skills, Project Management skills, knowledge of town planning.

**KEY RESPONSIBILITIES:**

**Reporting to the Senior Town Planner, the town planner shall perform the following duties;**

- Assessment of town planning or land use applications (i.e. rezoning, subdivisions, consolidations, township establishments, removal of restrictive conditions etc.)
- Ensures enforcement of municipal policies and by-laws on land use (i.e. Control of illegal land use, conduct regular inspections on contraventions etc.)
- Execute land use audits
- Conduct site inspections prior to development
- Ensures compliance to relevant legislations and policies
- Prepares and compiles reports for consideration by the superiors
- Advice the public, developers, and other officials with regard to town planning matters and legal procedures for land use development

**1X SUPERVISOR: SOLID WASTE, PARKS, CEMETERIES AND RECREATIONAL FACILITIES T7  
DIRECTORATE: COMMUNITY SERVICES  
DIVISION: SOCIAL SERVICES  
REMUNERATION: R136 740, 00 per annum**

**Re-advertisement: NB. Those who applied have to re-apply if they are still interested in the past.**

**MINIMUM QUALIFICATIONS:**

- Grade 12 plus 1-2 years experience
- NQF level 5 and relevant experience
- Valid Code EC1 drives license plus PDP.

**RESPONSIBILITIES:**

- Provide support to Environmental officer; ensure that waste is disposed of efficiently and effectively.
- Allocate all vehicles to different areas, report accident and injuries on duty

- Ensure the drivers perform pre-trip inspection of trucks on daily basis
- Report repairs and servicing of trucks
- Attend to waste removal complaints
- Inspection of refuse removal areas and street cleaning issue day to day instruction to workmen, monitor, coordinate the work to be carried out
- Develop a monthly schedule on cleaning and maintenance of all public places( parks, cemeteries and stadia)
- Report writing.

**PLEASE NOTE:** Each applicant must submit the following:

- A signed applicant letter
- Comprehensive CV
- Certified copies of qualifications
- Certified copy of Identity document

- 1) Applicants who have not receive any response within 30 days of the closing date should regard their applications as unsuccessful
- 2) A candidate who canvasses any Council or official for preference will be disqualified immediately from the selection process or from appointment
- 3) All shortlisted candidates shall be subjected to security vetting
- 4) The Municipality reserves the right to appoint or not to appoint any candidate if in its view no suitable candidate could be found.

Applications for the position should be forwarded to:

**Human Resource Manager**  
**Mr. L.M Mafiri**  
**P.O. BOX 48**  
**GROBLERSDAL**  
**0470**

**NB:** Faxed and e-mailed applications shall not be accepted.

For further information please contact: **Human Resource Manager: Mr. Mafiri L.M** during working hours at Tel: **(013) 262 3056** (During office hours). Closing date: **28 November 2013**

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**Mrs. M.M Skosana**  
**Municipal Manager**  
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