

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 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.

EXTERNAL ADVERTISEMENT

1X DIRECTOR CORPORATE SERVICES

2 YEARS FIXED TERM CONTRACT POSITION

REMUNERATION: PACKAGE: R765 880 TO R984 710

DIRECTORATE: MUNICIPAL MANAGER

MINIMUM QUALIFICATION AND REQUIREMENTS

- An appropriate Bachelor Degree in Public Administration / Management Sciences / Law or related qualifications plus five years experience in middle management level. A qualification relating to National Treasury requirements and registration with recognized body will added an advantage. Effective Management of Human Resource in order to ensure the transformation of skills development, Employment Equity advancement and knowledge of Performance Management system are critical.

Knowledge of local government legislation is vital. Good interpersonal and communication (written and verbal) skills and the ability to manage a wide range of functions are recommended. 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).

RESPONSIBILITIES / DUTIES

- Knowledge and understanding 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 regulations processes
- Knowledge of coordination and oversight of all specialized support functions
- Implement and review HR strategies, plan, policies and procedures in line with 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: Each applicant must submit the following:

- A signed application form obtainable from the municipal website and municipal offices
- Comprehensive CV
- Certified copies of qualifications
- Certified copy of Identity document
 - 1) Applicants who have not received 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:

The 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 **The Human Resource Manager Mr. L. M Mafiri** during working hours at Tel: (013) 262 3056/7/8/9 (During office hours)

Closing date: 29 JANUARY 2015 @ 16:15

R.M Maredi
Municipal Manager