

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 post as indicated below.

EXTERNAL / INTERNAL ADVERT.

POSITION : AUDIT COMMITTEE MEMBER (IT SKILLS)
DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
REMUNERATION : AS DETERMINED BY COUNCIL AND TREASURY REGULATIONS
DURATION : TEMPORARY (linked to the current term of office of the Audit Committee)

| This position seeks to attract | African Female | African Male | Indian Male | White Female | Coloured Male | White Male | Coloured Female | People with disability |
|--------------------------------|----------------|--------------|-------------|--------------|---------------|------------|-----------------|------------------------|
| | X | X | X | X | X | | X | X |

MINIMUM REQUIREMENTS: A relevant Bachelor's degree in information technology or Auditing with certification in information technology. A person must have 5 years or more management experience in auditing/risk management/information technology. Knowledge of the MFMA, National Treasury Regulations, knowledge of management principles and ethics, knowledge of corporate governance principles and information systems governance.

Responsibilities/ Duties: Review of the effectiveness of internal controls on behalf of council. Execute audit committee functions in terms of the MFMA, Treasury Regulations, Audit Committee Charter and the King IV report on Corporate Governance. Oversee that Internal Audit conducts activities in terms of the International Standards for the professional practice of Internal Auditing. Review the effectiveness of performance management, and issues of compliance with all regulatory requirements.

COMPETENCIES: Experience in governance structures preferably in the local government environment. Must be able to dedicate time to activities of the Audit Committee and have an enquiring and analytical mind. Good communication skills and an understanding of the regulatory framework within which local government operates.

ATTRIBUTES: Independence, Integrity, Objectivity, Responsible.

POSITION : PROJECT SOCIAL FACILITATOR
DEPARTMENT : Infrastructure
REMUNERATION : R444 660. 00 pa (excluding employment benefits and allowances where applicable)
DURATION : PERMANENT POST

| This position seeks to attract | African Female | African Male | Indian Male | White Female | Coloured Female | White Male | Coloured Male | People with disability |
|--------------------------------|----------------|--------------|-------------|--------------|-----------------|------------|---------------|------------------------|
| | X | X | X | | X | | X | |

MINIMUM REQUIREMENTS: Grade 12, National Diploma or B. Degree or B. Tech in Social Sciences, at least three (3) years' experience in the field of social facilitation, Computer literacy, code 08 driver's license, good communication and presentation skills, good telephone etiquette, and interpersonal skills, excellent organizational skills and customer care. Ability to multi- task, and to work with people at all levels, particularly senior management. Flexible and adaptable, tactful and discreet, treat all matters with confidentiality.

RESPONSIBILITIES: Promote participation, ownership and active involvement of stakeholders throughout the Project Life Cycle. Gain knowledge and understanding of various social facilitation strategies by various departments with the view to develop an integrated strategy. Establish Community Structures for project management at local conduct baseline survey and reports for all new projects, conduct skills audit and training for project steering committees (PSCs). Apply conflict resolution strategies in cases of social conflict that may affect the projects. Provide on-going monitoring of projects to ensure sustainability, coordinate projects hand- over for completed projects, prepare, and submit reports at set periods. Crafts, implement interventions and mitigation strategies.

POSITION : PMU TECHNICIAN

DEPARTMENT : INFRASTRUCTURE

REMUNERATION : R 336 151, 20 (excluding employment benefits and allowances where applicable)

DURATION : PERMANENT POST

| This position seeks to attract | African Female | African Male | Indian Male | White Female | Coloured Female | White Male | Coloured Male | People with disability |
|--------------------------------|----------------|--------------|-------------|--------------|-----------------|------------|---------------|------------------------|
| | X | X | X | | X | | X | X |

MINIMUM REQUIREMENTS: Grade 12, Three years National Diploma in Civil Engineering and B. Tech in civil engineering or certificate in project management will be added advantage, 2-3 years' relevant experience in project management, Valid Driver's license, Computer literacy, Good knowledge and understanding of relevant policy and legislation, attention to detail, Negotiation skills, Interpersonal and communication skills.

RESPONSIBILITIES: Technical support and evaluation of proposed projects in alignment with the respective municipal IDPs and the regional and provincial growth and development plans. Project-manage of the Labour intensive projects in line with EPWP framework and the related reporting requirements. Arrange regular projects progress meetings. Manage cash flows and committed projects budget and expenditure. Ensure that projects are completed within time, budget and required quality. Monitor contractors and consultants during the implementation of projects. Ensure projects compliance of all legal aspects and conditions required from different spheres of government. Conduct site visits/ meetings to ensure compliance to business plan conditions. Verify payment certificates and preparations

of monthly schedule documentation. Prepare monthly reports and attend to all meetings as and when required.

For further details, please visit the www.eliasmotsoaledi.gov.za/vacancies.htm . Application for the posts must be submitted on an official application form obtainable from the Municipal Human Resources Offices / downloadable from www.eliasmotsoaledi.gov.za/vacancies.htm. Accompanied by recently (not older than 3 months) certified copies of qualifications, CV & ID Copy and Driver's License. The certified copies should not be older than 3 months. Late, faxed, e-mailed or applications not made on the official application form shall not be considered. Applicants who have not received any response within 30 days of the closing date should regard their applications as unsuccessful. The submission of applications grants the Municipality the right to conduct qualification verification, screening and/or vetting. Furnishing of dishonest information or any misrepresentation shall result in a disqualification of a candidate(s) or may lead to termination of candidate's contract of employment, if appointed. A candidate who canvasses any councillor or official for preference shall be disqualified immediately from the selection process or from appointment. The Municipality reserves the right to appoint or not to. The applications must be addressed to: **The Municipal Manager P.O BOX 48, Groblersdal, 0470 or hand delivered at 2nd Grobler Avenue Groblersdal 0470**, put in the marked Box for Vacancies. Further information or enquiries contact Mr Lawrence Mafiri or Mr Moses Mahlangu of the Human Resources Management during working hours at Tel: (013) 262 3056/7/8/9. All faxed, late and e-mailed applications shall not be considered. The **closing date** for the above mentioned positions shall be **18th of December 2018** at 16H:15 (with a grace of an additional three (3) days for posted applications).



R.M. MAREDI
MUNICIPAL MANAGER

**Elias Motsoaledi Local
Municipality**

26 NOV 2018

Municipal Manager