

ELIAS MOTSOALEDI 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 subscribes to principles of employment equity and thus committed to the achievement and maintenance of equity in employment, especially with respect to race, gender and disability in the filling of vacancies. Suitably qualified persons are hereby invited to apply for the vacancy hereunder.

EXTERNAL / INTERNAL ADVERTISEMENT

POST: SENIOR MANAGER EXECUTIVE SUPPORT

Annual Total Remuneration Package: Minimum R894, 447, Midpoint R1, 022, 226 and Maximum R1, 133, 463 (determined in terms of prism of Item 7 read together with Item 9 of the Local Government: Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers GN 351, GG 43122 of 20th March 2020). This position is a fixed term contract which contract shall be for a fixed term of employment not exceeding a period ending one year after the election of the next council of the municipality. The incumbent shall be subjected to signing of contract of employment, a performance agreement, disclosure of financial interests and undergo screening, security vetting and competency assessment.

HIGHER EDUCATION QUALIFICATION, WORK-RELATED EXPERIENCE AND OTHER REQUIREMENTS: Bachelor Degree in Public Administration / Public Management or equivalent* Minimum of 5 years work-related experience at middle management level* Valid drivers' license.

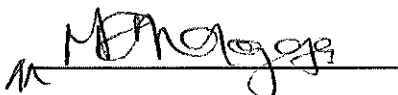
KNOWLEDGE AND SKILLS: Good knowledge and interpretation of policy and legislation* Good knowledge of performance management system and good governance* Good knowledge of supply chain management regulations and prescripts including the Preferential Procurement Policy Framework Act 5 of 2000* Knowledge of computer packages (MS Word, MS Excel and MS PowerPoint and MS Outlook) or computer literacy.

ADDED ADVANTAGE: Registration with a relevant professional body* A qualification relating to National Treasury Competencies requirements obtained from an accredited and recognized body (CPMD/MFMP) core competency in the unit standards prescribed for financial and supply chain management areas in terms of Local Government: Municipal Finance Management Act Municipal Regulations on Competency Levels, will be an added advantage.

KEY PERFORMANCE AREAS: Provide Council and Executive Committee Members support* Protocol and intergovernmental relations management* Management of Special Programmes (empowerment and developmental issues pertaining to Children, People Living with Disabilities, Elderly Citizens; Women, Youth and mainstreaming of gender and HIV and AIDS collaborative programmes)* Co-ordination of activities in the Offices of The Speaker, Chiefwhip of The Council and The Mayor and responsible for human resource management in these offices, The Office of The Speaker, Chiefwhip of The Council and The Mayor* Provision of technical and administrative support for Municipal Public Account Committee (MPAC) and render supervisory role to staff in the Office of MPAC* Management of public participation to promote the involvement of communities and community organisations in the matters of local government and enhance provision of democratic and accountable government for local communities* Management of communications services* Management of customer care services* Management of secretariat services support to Council and relevant Council oversight committees* Exercise departmental financial management responsibilities in a diligent manner* Responsible for departmental performance management* Direct and manage departmental human resource capital* Maintain positive relationship with stakeholders* Provide inputs to make the Executive Support Department efficient and effective to ensure that the Department is compliant with the applicable laws/prescripts* Advise the accounting officer on matters relating to the executive support and the Department and take reasonable steps to ensure that all information required by the accounting officer is submitted timeously* Ensure proper and safeguarding of departmental documentation for audit and other reference purposes* Other responsibilities are contained in the relevant law, applicable

municipal policies or provisions which may from time to time be issued by the Municipality and made binding upon you.

Applicants applying for this position must submit the fully completed and signed official “**Application Form for Employment Senior Managers Post(s)**” which can be downloaded from the Elias Motsoaledi Local Municipality’s website on www.eliasmotsoaledi.gov.za or obtainable from the HR Office and must be accompanied by their detailed curriculum vitae with proven experience and competencies, contactable references, registration with a relevant professional body, disclosing full details of any dismissal for misconduct and any disciplinary actions, whether pending or finalized instituted against such applicant from current and previous employment, recently (not older than 3 months old) certified copies of academic qualifications, Identity Document (ID) as well as the Driver’s license. Late, faxed, e-mailed or applications not made on the official application form shall not be considered. Canvassing Councillors or officials for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Failure to submit all the required documents shall render the application invalid. Should you not hear from the Municipality within 30 working days after the closing date, please regard your application as unsuccessful. The Municipality reserves the right of appointment on these posts. Enquiries shall be directed to the Municipal Manager @ 013 262 3056 and applications forwarded to: **The Municipal Manager, Elias Motsoaledi Local Municipality, P.O Box 48, Groblersdal, 0470** or hand-delivered to the Office of the Municipal Manager, 2nd Grobler Avenue, Groblersdal, 0470. **The closing date shall be Friday, 19th February 2021 at 16H15.**



Mr MM Kgwale

Municipal Manager