

# ELIAS MOTSOALEDI LOCAL MUNICIPALITY

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



Civic Centre  
2<sup>nd</sup> Grobler Avenue  
GROBLERSDAL,  
0470

*Elias Motsoaledi Local Municipality (EMLM) with its seat in Groblersdal Limpopo Province is an equal opportunity employer. In the filling of vacant posts hereunder, the objectives of s195(1)(i) of the Constitution of the Republic of South Africa, 1996, the Employment Equity imperatives as defined by the Employment Equity Act 55 of 1998 as well as the relevant Human Resources prescripts of EMLM will be taken into consideration.*

## INTERNAL / EXTERNAL ADVERTISEMENT

**POSITION : MANAGER: MAYORAL SUPPORT**

**DEPARTMENT : EXECUTIVE SUPPORT**

**REMUNERATION : R 523,236.00 pa (excluding employment benefit and allowances where applicable)**

**DURATION : PERMANENT POST**

**MINIMUM REQUIREMENTS:** Bachelor's Degree in Public Administration majoring in Political Sciences or equivalent\* Five (5) years experience of which 3 years must be on a supervisory level\* Valid Driver's License\* Computer literacy and good knowledge and understanding of relevant policy and legislation\* Attention to details\* Interpersonal and communication skills.

**RESPONSIBILITIES:** Research and gather information required in the Mayor's Office\* Advise the Mayor and coordinate meetings for both internal and external stakeholders\* Plans, coordinates and manages activities of the Office of the Mayor including policy formulation, transformation, governance, special programmes, and administration support services to Councillors\* Participate in the IDP processes and present information and opinions on opportunities and capability of current marketing initiatives to support strategies. Reviews specified expenditures votes and financial

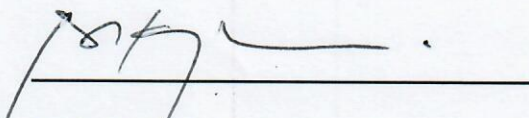
management in the Mayor's Office\* Manage Youth administration and development. Partake in the events preparations as and when delegated\* Manage Human resources in the Office of the Mayor. Overall office administration, communications, technical and strategic support to the Office of the Mayor. Carry out any other reasonable instruction as and when required.

**POSITION : PMU TECHNICIAN**  
**DEPARTMENT : INFRASTRUCTURE**  
**REMUNERATION : R 358,008.00 pa (excluding employment benefit and allowances where applicable)**  
**DURATION : PERMANENT POST**

**MINIMUM REQUIREMENTS:** Grade 12\* National Diploma in Civil Engineering or equivalent\* B. Tech in Civil Engineering, Certificate in Project Management and Registration as a Professional Engineer will be an added advantage\* 2-3 years' relevant experience in Project Management\* Valid Driver's License\* Computer literacy and good knowledge and understanding of relevant policy and legislation\* Attention to details, negotiation skills, interpersonal and communication skills.

**RESPONSIBILITIES:** Technical support and evaluation of proposed projects in alignment with IDPs and the regional and provisional growth and development plans\* Project-manage and financially administer Municipal Infrastructure Grant (MIG)\* Project manage Labour Intensive Projects in line with EPWP framework and related reporting requirements\* Arrange regular projects progress meetings\* Manage cash flows and committed projects budget and expenditure\* Ensure that projects are completed within time- frames, budget and required quality\* Monitor contractors and consultants during implementation of projects\* Ensure projects' compliance with all legal aspects including Safety, Health, Environment, Risk and Quality Standards for the projects (SHERQ) procedures and conditions required from different spheres of government\* Conduct site visits/meetings to ensure compliance with business plan conditions\* Verify payment certificates and preparations of monthly schedule documentation\* Prepare monthly reports and attend to all meetings as and when required.

**PLEASE NOTE:** Suitably qualified candidates are hereby invited to apply for the vacancies. Applications for the posts must be submitted on an official application form obtainable from the Human Resources Offices / downloadable from [www.eliasmotsoaledi.gov.za/vacancies.htm](http://www.eliasmotsoaledi.gov.za/vacancies.htm). Accompanied by recently 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. It is the responsibility of the applicants in possession of foreign qualifications to submit the evaluated results by the South African Qualifications Authority. The Municipality reserves the right to appoint or not to appoint for these positions. The applications must be addressed to: **The Acting Municipal Manager, P.O BOX 48, Groblersdal, 0470 or hand delivered at 2<sup>nd</sup> Grobler Avenue, Groblersdal, 0470**, put in the marked Box for Vacancies. For further information or enquiries contact Mr Mafeefe Mafiri or Mr Moses Mahlangu of the Human Resources Management during working hours at Tel: (013) 262 3056/7/8/9. The closing date for the above-mentioned positions shall be Friday, the **13<sup>th</sup> March 2020** at 16H:15 (with a grace of an additional three (3) days for posted applications).



**M.M KGWALE**

**ACTING MUNICIPAL MANAGER**

12/02/2020