

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 (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 ADVERT

JOB TITLE	: SENIOR INTERNAL AUDITOR
NO OF POSTS	: ONE (1)
DEPARTMENT	: OFFICE OF THE MUNICIPAL MANAGER
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R434 874- R 489 627 pa. (Excluding Benefits)

Qualifications: A relevant 3 years qualification with preference in internal audit / auditing / financial accounting / accounting as a major or equivalent and registration with the Institute of Internal Auditors South Africa (IIASA) and Computer literacy MS Office. **Experience:** 5-8 years' relevant experience required which includes 2 years of supervisory experience. **Knowledge and scope of work:** Can lead, conduct and control the audit work according to norms and standards and supervise junior auditors. **Summary of the core functions:** Provide relevant input into the Internal Audit annual and strategic planning processes; Assume responsibility for the assigned / planned audit sections; Plan Audit scope, coverage and work schedule; Understand and document processes; Prepare working papers, documenting work performed and audit evidence; Responsible for risk based internal audits in accordance with the Institute of Internal Auditors, International Standards for the Professional Practice of Internal Auditing (Standards), MFMA, Internal Audit Charter and methodology; Perform ad-hoc investigations/assignments as and when required by management; Review audit work, audit reports and follow up of audit findings, conduct preliminary and closing meetings with management on the recommendations and other observations; Advise management with the design of effective controls and

on issues of compliance; Prepare/review audit finding reports for submission to the Manager Internal Audit; Assist in preparing reports for reporting to the Audit Committee; Assist in providing administrative support to the Audit Committee; Perform any other lawful and reasonable duties that may be required.

JOB TITLE	: SENIOR OHS OFFICER
NO OF POSTS	: ONE (1)
DEPARTMENT	: CORPORATE SERVICES
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R434 874- R 489 627 pa. (Excluding Benefits)

Qualifications : A relevant 3 years tertiary qualification with preference in a Diploma / National Diploma / B-Tech Degree / B Degree in Safety Management/Environmental Health or equivalent; Registration with the SACPMCP/HPCSA/SAIOS; Computer literacy: MS Office. **Experience:** 3 - 5 years' relevant experience required. **Knowledge:** Renders a comprehensive Occupational Health and Safety Services.

Summary of the core functions: Implement, monitor, evaluate and report on sequences of outcomes associated with Occupational Health and Safety through the co-ordination of operations associated with the enforcement of policies, procedures and practices dictating health and safety of employees in the Municipality, in order to ensure the risk of damage to municipal property and/or injuries and loss of lives is limited through prompt and efficient execution of safety sequences and applications, in keeping with the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), Conduct regular inspections of every workplace and equipment for compliance with general and specific standards relating to the OHS Act, Anticipate, identify and evaluate safety hazards or conditions arising from municipal workplace, Report accidents to the department of Labour as it is required in terms of Section 24 of the OHS Act, Control OHS activities for contractors rendering services on behalf of Council to ensure their compliance with regards to OHS matters, Assist in identifying training on OHS matters to ensure compliance by employees in terms of their roles and responsibilities with the provisions of the OHS Act, Establish and review guidelines and effective measures relating to OHS matters, Attend HR forum meetings to exchange ideas with other municipalities, Administer claims for compensation with regards to injuries on duty and occupational diseases for medical costs and for permanent disablement or pension, Administer an employee assist programme to ensure the overall well-being of employees, Monitor the establishment of workplace Health and Safety Committee, Perform specific activities relative to injury on duty claims, Conduct risk Assessments on injuries on duty and workplace risk assessments, Implement specific activities and tasks in filing returns to the Compensation Commissioner.

JOB TITLE	: SENIOR EMPLOYEE WELLNESS OFFICER
NO OF POSTS	: ONE (1)
DEPARTMENT	: CORPORATE SERVICES
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R434 874- R 489 627 pa. (Excluding Benefits)

Qualifications : A relevant 3 years tertiary qualification with preference in a Diploma / National Diploma / B-Tech Degree / B Degree in Social Worker/ Psychologist/General Nurse or related field or equivalent; Registration with the SACSSP/HPCSA/SANC/EAPASA; and Computer literacy: MS Office. **Experience:** 3 - 5 years' relevant experience required. **Knowledge and scope of work:** Renders a comprehensive Employee Wellness Programme, Applies a wide range of diagnostic and therapeutic clinical management skills. **Summary of the core functions:** Arrange employee support services through integrated wellness programmes, Provide assistance on chronic illnesses in the workplace (HIV/AIDS, TB, etc.), Facilitate crises intervention, therapy and counselling to employees, Implement Employee Health and Wellness Strategic Framework, Administrate/manage the Employee Wellness /Assistance Programme, Provide a comprehensive consultation service to employees, Promote the EAP amongst employees of Elias Motsoaledi Local Municipality Increase employee's self-care and awareness of factors affecting their well-being and job performance as well as their well-being at home, Provide advice and guidance to management and staff on related matters, Use of constructive confrontation, motivation in order to seek help and short-term interventions with employees to address problems that may affect job performance, Stakeholders, Ensure confidentiality of client's information.

JOB TITLE	: DEBT / BILLING OFFICER
NO OF POSTS	: ONE (1)
DEPARTMENT	: BUDGET AND TREASURY OFFICE
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R246 133 - R 277 135 pa. (Excluding Benefits)

Qualifications : A relevant 3 years tertiary qualification in Accounting / related field or equivalent. **Experience:** 2 - 5 years relevant experience required. **Knowledge and scope of work:** Under direct supervision of the Senior Accountant Revenue Assist with the implementation of the debt/billing Operations; Implement Operational and Maintenance requirements in terms of the Municipality's Policies; Assist with the implementation of operational solutions and services. **Summary of the core functions:** Apply credit and debt control policy by controlling pre-paid electricity accounts. Prepare the payment arrangements and check that they are in line with the approved council policy. Prepare debtors reconciliation for submission to Senior Accountant Revenue for review. Receipt and reconcile income transactional data. Attend to the printing and posting of duplicate bills to customers. Perform specific tasks associated with the monitoring of customer accounts and the recovery of outstanding amounts.

Compile reports on overdue debtors for hand-over to debt collectors. Run hand over reports for debtors. Identify irrecoverable debts and escalate to senior accountant revenue. Handle debtor enquiries on late and incorrect billings.

JOB TITLE	: DEMAND OFFICER
NO OF POSTS	: ONE (1)
DEPARTMENT	: BUDGET AND TREASURY OFFICE
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R213 486 - R240 389 pa. (Excluding Benefits)

Qualifications : A relevant 3 years tertiary qualification in Accounting / related field or equivalent.
Experience: 2 - 5 years' relevant experience required. **Knowledge and scope of work:** Under direct supervision of the Senior Accountant Logistics. Assist with the implementation of the inventory management system; Implement Operational and Maintenance requirements in terms of the Municipality's Policies; Assist with the implementation of operational solutions and services. **Summary of the core functions:** Analysing data provided by buying teams to identify opportunities for growth. Coordinating a municipality's inventory management system, including arranging for the purchase of raw materials or goods, store inventory until it is drawn and monitoring inventory levels to ensure they are within acceptable limits. Conducting market research to determine which products or services would be most attractive to the municipality. Developing pricing strategies based on projected costs and profits from each product or service offering.

JOB TITLE	: DISASTER MANAGEMENT OFFICER
NO OF POSTS	: ONE (1)
DEPARTMENT	: COMMUNITY SERVICES
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R 386 268 - R 431 350 pa. (Excluding Benefits)

Qualifications : Relevant 3 years tertiary qualification preferably in Disaster (Risk) Management or equivalent and DMISA Registration Technician; Computer Literacy: MS Office. **Experience:** 3-5 years' experience in the field of Disaster (Risk) Management. **Knowledge and scope of work:** Demonstrate an informed understanding of the core areas of D(R)M, disciplines or practices and an informed understanding of the key terms, concept, facts, general principles, rules and theories of the field,

discipline or practice. Leads operational planning; Supports and participates in tactical planning, Knowledge of and able to perform project management support. **Summary of the core functions:** Provide Disaster management services such as anticipate and respond to threats to public safety, which can range from: acts of terrorism, natural disasters, and epidemics such as cholera, or swine flu, major industrial accidents, flooding and Develop business continuity plans, making sure the municipality can continue to operate in adverse conditions. Develop educational and community outreach programmes and work with business and community groups. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of disaster management and related support services, and incorporate new developments as appropriate.

JOB TITLE	: MANAGER INSTITUTIONAL DEVELOPMENT
NO OF POSTS	: ONE (1)
DEPARTMENT	: OFFICE OF THE SPEAKER
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R635 584 - R 732 749 pa. (Excluding benefits)

Qualifications: A three (3) years tertiary qualification. **Experience:** 5 - 8 years experience. **Knowledge and scope of work:** • Performs the full range of activities within the Institutional Development or functional area; and could supervise a number of staff and/or mentor other professionals. **Summary of the core functions:** Lead the preparation of all PWC grant proposals. Manage grant calendar, interim reports, final reports, and other necessary requirements to government, corporate, and foundation funding sources. Conduct research, collect data, and develop background information for proposals. With the support and guidance of the executive leadership team and Director of Individual and Major Gifts, identify new funding prospects that align with the organization's strategic goals of supporting the Centre's general operations, programming, and long-term investment in infrastructure, Work with the executive and artistic programs teams to cultivate and manage key relationships with funders, Work closely with program staff to become thoroughly familiar with the Centre's programs and communicate them in a compelling manner to funders—both verbally and in writing. Support the preparation for, and where appropriate, participate in donor meetings, Ensure proper stewardship and acknowledgment of funders. In tandem with the Director of Individual and Major Gifts, project manage fundraising events and special projects, Play a participatory role in the arts and cultural community

JOB TITLE	: MANAGER MOTETEMA SATELLITE OFFICE
NO OF POSTS	: ONE (1)
DEPARTMENT	: INFRASTRUCTURE DEVELOPMENT
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: MOTETEMA
PAY RANGE	: R635 584 - R 732 749 pa. (Excluding benefits)

Qualifications: A three (3) years tertiary qualification. **Experience:** 5 - 8 years' experience required.

Knowledge and scope of work: Perform the full range of activities within the Motetema Satellite Office. **Summary of the core functions:** The incumbent will be responsible for the coordination and supervision of the teams rendering the services by the satellite office including Infrastructure as well as community services such as environmental services, municipal parks, cemeteries, recreation facilities, etc. Management of personnel at the satellite office, management of finance in terms of Municipal Finance Management Act 56 of 2003.

JOB TITLE	: PROJECT SOCIAL FACILITATOR
NO OF POSTS	: ONE (1)
DEPARTMENT	: INFRASTRUCTURE DEVELOPMENT
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R 575 242 – R626 083 pa. (Excluding Benefits)

Qualifications: A three (3) years tertiary qualification. **Experience:** 3-5 years experience required.

Knowledge and scope of work: Relevant specialist knowledge and experience in the areas of customer relations; communications; service integration and Coordination; Project Management Methodology; All relevant discipline-specific legislation and policies; Monitoring and Evaluation methodologies; Knowledge of legislations such as MFMA applicable to local government as well as municipal policies, processes and procedures relating to accountability and procurement procedures. **Summary of the core functions:** Administrative duties attached to projects, Ensuring that the design of the new project allows for future development requirements and ensuring environmental and social management programs are proactive.

JOB TITLE	: ACCOUNTANT PAYROLL
NO OF POSTS	: ONE (1)
DEPARTMENT	: BUDGET AND TREASURY OFFICE
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R 327 184- R368 369 pa. (Excluding Benefits)

Qualifications: A relevant 3-year tertiary qualification, preferably a National Diploma or B COM Degree with financial accounting as a major subject and Computer Literacy (MS Office). **Experience:** 2-5 years relevant experience required. **Knowledge:** Action operational and maintenance requirements in terms of the municipality's policies. Implement operational solutions and services that are in line with the municipal payroll systems plan; Operational maintenance of Annual Payroll Management plans. **Summary of the core functions:** Carry out reporting, technical and administrative functions in staff benefits and payroll aspect, Guarantee precision of Municipal payroll by reviewing pay authorization and validating reductions from wages. Handle the settlement of salaries and wages through the accounts structure and develop periodic payroll reports for the labour department, STATSSA, the National Treasury, and other relevant government departments. Evaluate payroll for conformity with the municipal budget, staff wages, and policies, as well as record-keeping assessment. Handle personnel and pay documents budget, make use of a computer to handle, program, and retrieve information for report and analysis. Preserve awareness of prevalent principles and regulations relevant to payroll benefits, and claim payments. Give suggestions on the notification in payroll policies and procedures. Supervise modifications in regulations and laws relevant to payroll which calls for policy modifications, and inform the seniors. Handle continuous contact with the Senior Payroll Officer and the office of the Chief Financial Officer and offer technical assistance to municipal staff.

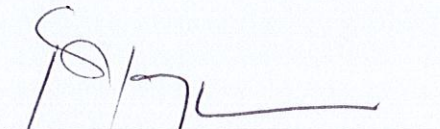
JOB TITLE	: SENIOR ACCOUNTANT BUDGET AND REPORTING
NO OF POSTS	: ONE (1)
DEPARTMENT	: BUDGET AND TREASURY OFFICE
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R434 874- R 489 627 pa. (Excluding Benefits)

Qualifications: A relevant 3-year tertiary qualification, preferably a National Diploma or B Degree in Budget Management/ Finance/ or Equivalent Qualification and Computer Literacy (MS Office). **Experience:** 5-8 years relevant experience required which includes 2 years of supervisory experience. **Knowledge:** Under direct supervision of the Manager: Budget and Reporting oversee the Budget Management Operations, Implementation of the Budget Management Operations in line with Budget Management Strategy. Action Operational and Budgeting requirements in terms of the Municipality's Policies. **Summary of the core functions:** Implement Budget Management strategy to inform the IDP and annual budget using a detailed plan, Develop Budget Management plans, conduct a gap analysis of the required vs current services levels, and partake in the review of relevant policies.

Applicants for these posts must submit the fully completed and signed official “**Application Form for Employment Staff Members Post(s)**” which can be downloaded from the Elias Motsoaledi Local Municipality’s website at www.eliasmotsoaledi.gov.za or obtainable from the HR Office and must be accompanied by their detailed curriculum vitae with proven experience, contactable

references, and competency requirements of the posts registration with a relevant professional body if applicable, disclosing full details of any dismissal for misconduct or substandard performance and any disciplinary actions, whether pending or finalized instituted against the applicant from current and previous employment, **recently (not older than 3 months old) certified copies of academic qualifications and Identity Document (ID)**. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Any misrepresentation or failure to disclose material information is a breach of the Code of Conduct for Municipal Staff. The successful applicant(s) shall be required to sign an employment contract, disclosure of benefits and interest, and where applicable or necessary performance agreement, undergo screening and vetting. Late, faxed, e-mailed, or applications not made on the prescribed official application form shall not be considered. Canvassing Councilors or officials for the appointment is strictly prohibited and will automatically disqualify the applicant. 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, regard your application as unsuccessful. The Municipality reserves the right not to appoint these posts. Inquiries shall be directed to the Manager of Human Resources Management and Development Mr. Mafiri L.M @ 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 Manager Human Resources Management and Development, 2nd Grobler Avenue, Groblersdal, 0470.

The closing date shall be Friday, 25 August 2023 at 16H15.


M.M KGWALE
MUNICIPAL MANAGER

03/08/2023
DATE