

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 (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.

EXTERNAL / INTERNAL ADVERT

JOB TITLE	: SENIOR ACCOUNTANT ASSETS
NO OF POSTS	: ONE (1)
DEPARTMENT	: BUDGET AND TREASURY OFFICE
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R 434 874 – R489 627 pa. (Excluding Benefits)

Qualifications: A relevant 3 year's tertiary qualification, preferably a National Diploma or B Degree in Property Assets Management/ Finance/ Property Valuation or Equivalent Qualification and Computer literacy (MS Office). **Experience:** 5-8 year's relevant experience required which includes 2 years of supervisory experience. **Knowledge:** Under direct supervision of Manager: Assets, oversee the Assets Management Operations, Implementation the Assets Management Operations in line with Assets Management Strategy. Action Operational and Maintenance requirement in terms of the Municipality's Policies. Operational Management of identified Council owned Property Portfolio Assets, and implement approved property assets management planning system and tools in support of property. **Summary of the core functions:** Implement Assets Management strategy inform the IDP and annual budget using detailed plan, Develop Assets Management plans, conduct gap analysis of the required vs current services levels, partake in the review of relevant policies, Conduct Assets life cycle analyses, ensure alignment of cycle cost management of assets to the budget planning, budgeting monitoring and reporting processes. Work out all assets life –cycle cost inclusive of depreciation implement asset management policies, compile and maintain assets register, link assets register to other system ,condition assessment of assets, stock taking, assets monitoring and reporting.

JOB TITLE	: TOWN PLANNER
NO OF POSTS	: ONE (1)
DEPARTMENT	: DEVELOPMENT PLANNING AND LED
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R 386 268- R 431 350 pa. (Excluding Benefits)

Qualifications: Relevant tertiary qualification preferably a National Diploma / B Degree in Architecture/ Urban Design or Equivalent Qualification and Computer Literacy (MS Office). Working towards or completed registration as a professional planner/ architect/ urban designer i.e. candidate member.

Experience: 2-5 years' relevant experience. **Knowledge and scope of work:** Applies a body of theoretical knowledge to the planning function; Facilitate the implementation of programs, processes and system; Prepares reports; Could assist a Senior Spatial Planner or Senior Urban Designer; Provides specialist advice to clients; Technical knowledge and skill of drafting urban design plans and utilisation of related software; and Work and monitor while proficiency has been developed and is currently gaining experience. **Summary of the core functions:** Administer land management matters to ensure efficient control thereof, by: inspecting, consulting and capacitating the community regarding rules and requirements of usage of land. Identifying, notifying, consulting and capacitating occupants of land regarding illegal land usage and occupation, land development and other land management matters by means of meetings and interviews. Assist with land development applications by undertaking site inspections and deal with/consider applications and help to explain to the public how the procedures should be followed. Capacitating community regarding procedures and requirements for the purchase of land and for registration of Deeds of Grant / Title Deeds. Investigating and handling/dealing with queries regarding occupation of land by scrutinizing files, undertaking site inspections and conducting interviews with role players and stakeholders. Stop illegal occupation of land in collaboration with Legal Services Division. Interacting with ward councilors regarding land use related problems.

JOB TITLE	: IDP OFFICER
NO OF POSTS	: ONE (1)
DEPARTMENT	: DEVELOPMENT PLANNING AND LED
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R 327 184 - R 368 369 pa. (Excluding Benefits)

Qualifications: A relevant 3 year's tertiary qualification preferably in development studies, project management, urban development or municipal administration or Equivalent Qualification and Computer literacy (MS Office). **Experience:** 3-5 years' relevant experience. **Knowledge and scope of work:** Be able to compile annual and quarterly reports, Knowledge of public administration and understanding of local government operations, Knowledge and understanding of king III. **Summary of the core functions:** Prepare and develop IDP Process Plan, Submit IDP Process Plan for approval, Facilitate internal IDP review consultations, Perform IDP review consultations with stakeholders, Consolidate inputs received

during consultations, Update the IDP document, Conduct IDP campaigns within the municipal jurisdiction. Ensure IDP implementation. Monitor performance progress of IDP projects, Provide IDP information to relevant stakeholders, Prepare IDP Reports and report on progress made on integrated development plans. Handle IDP enquiries, Perform any other related lawful and reasonable duties as instructed by supervisor.

JOB TITLE	: PA TO CHIEF FINANCIAL 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: Grade 12; relevant tertiary qualification preferably office administration; secretarial; public administration / public management or Equivalent Qualification and Computer literacy (MS Office).

Experience: 5-8 years' relevant experience with supervisory experience. **Knowledge and scope of work:**

Specialised knowledge of admin processes and procedures within a functional area/s; Supervises more junior clerical staff; and Knowledge of Archive Act. **Summary of the core functions:** Manages the diary of the CFO. Manages the content of emails and follows up on urgent emails to ensure they are actioned accordingly by the CFO. Schedules meetings and secures the appropriate meeting room. Follows up on meetings / appointments with internal and external stakeholders. Prepares the necessary documentation for scheduled meetings (e.g. maps, directions and parking arrangements). Screens telephone calls and takes messages. Directs messages to the correct role players in a professional manner. Welcomes CFO's visitors on arrival at CBE. Coordinates / prepares refreshments for CFO's visitors.

JOB TITLE	: ELECTRICIAN
NO OF POSTS	: ONE (1)
DEPARTMENT	: INFRASTRUCTURE DEVELOPMENT
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R 327 184 - R 368 369 pa. (Excluding Benefits)

Qualifications: Trade certificate; and Special Workman- Preferably a Proficiency certificate, Grade 11 or equivalent N2 level certificate. **Experience:** 1-2 years' experience required; and Special Workman 2-3 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 municipality policies, processes and procedures relating to accountability and procurement procedures. **Summary of the core functions:** Maintenance of electrical installations of all council

buildings; Maintenance work on overhead lines and transformers links; Responsible for the inspections of home wiring and new connections; Identify, report and securing of dangerous electrical installations; Test electrical installations; Testing and repairing of electrical meters; Joining and laying of underground cables; Examine complaints and replace and repair streetlights.

JOB TITLE	: HELP DESK CLERK REVENUE
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: Grade 12 and Computer literacy (MS Office) or Equivalent Qualification. **Experience:** 0-2 years' experience. **Knowledge and scope of work:** Provide routine clerical support and follows standard procedures; and Operates under direct supervision. **Summary of the core functions:** Implementing the approved credit control and debt collection policy. Preparing monthly cut off list. Managing the consumer accounts. Keeping records of all communication with customers and payment arrangements. Compiling the direct deposit to be captured on a daily basis and send all unallocated deposits to the bank for tracing. Communicating with the customer and attending to the inquiries and or providing information on tariffs for specific services. Contacts with the debtors and ensured payments on outstanding invoices. Sending of consumer accounts via emails as and when required by the customers.

JOB TITLE	: INDIGENT CLERK
NO OF POSTS	: ONE (1)
DEPARTMENT	: BUDGET AND TREASURY OFFICE
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R 180 855 - R 203 597 pa. (Excluding Benefits)

Qualifications: Grade 12 and Computer literacy (MS Office) or Equivalent Qualification. **Experience:** 0-2 years' experience. **Knowledge and scope of work:** Provide routine clerical support and follows standard procedures; and Operates under direct supervision. **Summary of the core functions:** Provide indigent services to the deserving community members by helping them with the completion of all relevant documentations. Attend to daily queries. Assist in facilitating arrangements to pay debt. Ensure that the Council Indigent Policy is implemented fully. Perform physical observations and inspections in order to help in the verification of the needy. Capture data on the pre-determined system.

JOB TITLE	: INTERN BUDGET AND REPORTING
NO OF POSTS	: ONE (1)
DEPARTMENT	: BUDGET AND TREASURY OFFICE
TERM OF APPOINTMENT	: 24 MONTHS
PLACE OF WORK	: GROBLERSDAL
SALARY	: R100,000 pa. (COST TO COUNCIL)

Qualifications : A relevant National Diploma in Financial Management / Accounting/ Commerce; or Equivalent Qualification and Computer literacy (MS Office). **Experience:** No experience required. **Knowledge and scope of work:** Assists in performing well defined Budget and Reporting tasks under supervision. **Summary of the core functions:** Generating and analyzing reports, taking notes during meetings, preparing statements, entering data into the financial system of the municipality, developing and utilizing spreadsheets and other computer applications, and assisting with audits.

JOB TITLE	: TRAFFIC WARDENS INTERNS (LAW ENFORCEMENT)
NO OF POSTS	: TEN (10)
DEPARTMENT	: COMMUNITY SERVICES
TERM OF APPOINTMENT	: 24 MONTHS
PLACE OF WORK	: GROBLERSDAL
SALARY	: R 100,000 pa. (COST TO COUNCIL)

Qualifications: Grade 12; code B Driver's License; No criminal record; and Physical fitness. **Experience:** No experience required. **Knowledge:** Acquiring knowledge of operational execution of duties relating to traffic management/metro police/law enforcement. **Summary of the core functions:** Responsible for the execution of traffic and public safety procedures in accordance with departmental policies and procedures and authorized to issue notice on arrest individuals for any contravention of Municipal By-Laws Acts of 1977, National Road Traffic Act, Act 93of 1995, AARTO Act 46 of 1998 and or other applicable legislation. Duties include but not limited to point duty, foot beat, crowd control, monitoring of hawkers issuing parking tickets, etc. not authorized to use discretion on the issuing of traffic fines.

JOB TITLE	: GARDENERS
NO OF POSTS	: FIFTEEN (15)
DEPARTMENT	: COMMUNITY SERVICES
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R 146 080 - R 164 477 pa. (Excluding Benefits)

Qualifications: Basic literacy/ Minimum of Grade 10. **Experience:** 0-2 years' experience preferably in facility maintenance. **Knowledge and scope of work:** Performs routine and basic functions relating to maintenance and community facilities. Works independently under general supervision and. Controls access to the facilities. **Summary of the core functions:** Provides Gardener services, carry out numerous gardening duties, such as soil cultivation, digging, forking, mulching, watering, raking, weeding, edging

pruning, bed preparation planting. Carry out lawn maintenance and cultivation. Use and maintain hand tools and basic light machinery. Use cylinder ad-rotary mowers, trimmers, leaf blowers, Secure all equipment and machinery at all times. Keep the tool shed /store room clean and tidy .Keep the borders, thoroughfare and street foot-path clear and free from litter at all times. Empty litter bins around designated Municipal sites. Provide with the initial marking and over marking of the sport pitches, running tracks, filed events.

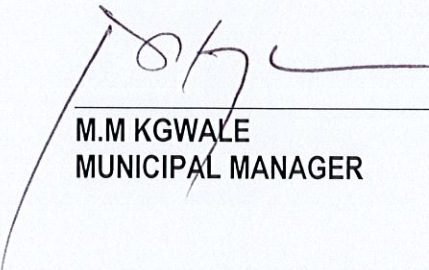
JOB TITLE	: PA TO SENIOR MANAGER DEVELOPMENTAL PLANNING
NO OF POSTS	: ONE (1)
DEPARTMENT	: DEVELOPMENTAL PLANNING
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R246 133 - R 277 135 pa. (Excluding Benefits)

Qualifications: Grade 12; Computer Literacy: MS Office and relevant secretarial / office admin qualification or equivalent. **Experience:** 5-8 years' relevant experience with supervisory experience. **Knowledge and scope of work:** Specialised knowledge of admin processes and procedures within a functional area/s; Supervises more junior clerical staff; and Knowledge of Archive Act. **Summary of the core functions:** Manages the diary of the Senior Manager Developmental Planning. Manages the content of emails and follows up on urgent emails to ensure they are actioned accordingly by the Senior Manager Developmental Planning. Schedules meetings and secures the appropriate meeting room. Follows up on meetings / appointments with internal and external stakeholders. Prepares the necessary documentation for scheduled meetings (e.g. maps, directions and parking arrangements). Screens telephone calls and takes messages. Directs messages to the correct role players in a professional manner. Welcomes Senior Manager Developmental Planning's visitors on arrival at CBE. Coordinates / prepares refreshments for Senior Manager Developmental Planning's visitors.

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 on 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. Successful applicant(s) shall be required to sign 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 appointment on these posts. Enquiries shall be directed to the Manager 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