

# ELIAS MOTSOLEDI 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 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. Suitably qualified candidates (including those who previously applied for the re-advertised vacancies marked "RE-ADVERT") are hereby invited to apply for the vacancies hereunder.*

## EXTERNAL / INTERNAL ADVERTISEMENT

**POST: SENIOR MANAGER: DEVELOPMENT, PLANNING AND LOCAL ECONOMIC DEVELOPMENT (LED)**  
**REF: 4/3/2/5**

**Annual Total Remuneration Package: Minimum R813, 635, Midpoint R929, 869 and Maximum R1, 046,101** (determined in terms of prism of Item 8 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 1092, GG 41173 of 10<sup>th</sup> October 2017). This position is a five (05) years fixed term contract stationed in Groblersdal, Elias Motsoaledi Local 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.

### MINIMUM COMPETENCY REQUIREMENTS

- Bachelor of Science Degree in Building Sciences / Architect / Bachelor Degree in Town and Regional Planning or Development Studies or equivalent.
- Minimum of 5 years work-related experience at middle management level.
- Have proven successful Professional Development / Town and Regional Planning experience.
- Drivers' license.

### KNOWLEDGE AND SKILLS

- Good knowledge and understanding of relevant policy and legislation.
- Good understanding of institutional governance systems and performance management.
- Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act 5 of 2000.
- Knowledge of geographical information systems;
- Knowledge of spatial, town and development planning; and
- Knowledge of computer packages (MS Word, MS Excel and MS PowerPoint and MS Outlook) or computer literacy.

### ADDED ADVANTAGE

- Project management certificate or diploma; or
- Registration as a Professional Planner in accordance with the Planning Professions Act 36 of 2002.
- 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 strategic management to Development Planning and Local Economic Development Department;
- Develop, review and implement land use and spatial planning prescripts;
- Facilitate town planning and township establishment;
- Attend to human settlements matters;
- Ensure implementation of SPLUMA and that the Municipality complies with the provisions of all statutory requirements;
- Co-ordinate, implement and facilitate Local Economic Development (LED);
- Improve productivity of agriculture, tourism and related sectors to grow local economy;
- Exercise departmental financial management responsibilities in a diligent manner;
- Direct and manage departmental human resource capital;
- Responsible for departmental performance management;
- Maintain positive relationship with traditional leaders and other stakeholders;
- Provide inputs to make the Department efficient and effective to ensure that the Department is compliant with the applicable laws/prescripts;
- Advise the accounting officer on matters relating to planning, land, economic development 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; and
- Other responsibilities are contained in planning law, applicable municipal policies or provisions which may from time to time be issued by the Municipality and made binding upon you.

**Candidates 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](http://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. Failure to submit all the required documents including the recently (not older than 3 months) certified academic qualifications will render the application invalid. Should you not hear from the Municipality within 30 days after the closing date, regard your application as unsuccessful. The Municipality reserves the right to appoint or not appoint for this position.

Enquiries for the position shall be directed to the Municipal Manager Mrs RM Maredi 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, 2<sup>nd</sup> Grobler Avenue, Groblersdal, 0470. **The closing date shall be 27<sup>th</sup> of July 2018 at 16H15.**

**POSITION** : **MANAGER PUBLIC RELATIONS**  
**DEPARTMENT** : **EXECUTIVE SUPPORT**  
**REMUNERATION** : **R459 168 pa (excluding employment benefits and allowances where applicable)**  
**DURATION** : **PERMANENT POST**

This position seeks to attract	African Female	African Male	Indian Female	White Female	Colored Female	White Male	Colored Male	People with disability
	X	X	X		X			X

**MINIMUM REQUIREMENTS:** Degree / National Diploma in Public Relations / Communications. Drivers' license (Code EB). 3 years in a communications related position (public and/or private sector). Knowledge of at least one local area language (Sepedi, isiNdebele, Afrikaans, isiZulu). Managerial skills. Stakeholders' management skills. Computer literacy – Microsoft word, excel, power point.

**RESPONSIBILITIES:** Render corporate communication services. Identify municipal communication needs by conducting surveys, discussions with senior managers, key personnel and stakeholders. Provide communications input into the development of the Integrated Development Plan (IDP). Communicate vision and strategic objectives as well as progress in implementation in co-operation with line departments. Provide structure to communication content provided by line departments. Render media liaison services and provide technical support to the communication officer. Provide both organizational and technical support to the Mayor during media briefing sessions. Render branding, advertising and marketing instruments required by the Municipality. Provide an overarching events management services to the municipality. Manage all communication aspects that accompany the municipal events. Manage, develop, implement and review the municipal Communication Policy and Strategy.

**RE-ADVERT (INTERNAL / EXTERNAL)**

**POSITION** : **SENIOR INTERNAL AUDITOR**  
**DEPARTMENT** : **OFFICE OF THE MUNICIPAL MANAGER**  
**REMUNERATION** : **R314 160 pa (excluding employment benefits and allowances where applicable)**  
**DURATION** : **PERMANENT POST**

This position seeks to attract	African Female	African Male	Indian Male	White Female	Colored Female	White Male	Colored Male	People with disability
	X	X			X			X

**MINIMUM REQUIREMENTS:** B Degree or B Tech Qualification in Internal Auditing. 3 to 5 years' relevant experience. Member of an applicable professional body e.g Institute of Internal Auditors. Knowledge of Municipal Finance Management Act (MFMA) and Treasury Regulations. Valid driver's license. Computer literacy. Good written and interpersonal communication skills. Supervisory skills. Ability to work under pressure and take initiatives.

**Responsibilities:** 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 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. Assist in preparing reports for reporting to the Audit Committee and assist in providing administrative support to the Audit Committee. Perform any other lawful and reasonable duties that may be required.

**RE-ADVERT (INTERNAL / EXTERNAL)****POSITION** : INTERNAL AUDIT OFFICER**DEPARTMENT** : OFFICE OF THE MUNICIPAL MANAGER**REMUNERATION** : R279 048 pa (excluding employment benefits and allowances where applicable)**DURATION** : PERMANENT POST

This position seeks to attract	African Female	African Male	Indian Male	White Female	Colored Female	White Male	Colored Male	People with disability
	X			X	X			X

**MINIMUM REQUIREMENTS:** B degree or B Tech Qualification in Internal Auditing. 2 -3 years' relevant experience. Member of an applicable professional body e.g Institute of Internal Auditors. Knowledge of Municipal Finance Management Act (MFMA) and Treasury Regulations. Understanding of the Institute of Internal Auditors International Standards for Professional Practice of Internal Auditing. Computer literacy. Good writing and interpersonal communication skills. Ability to work under pressure and take initiatives.

**Responsibilities:** Assessing and evaluating the adequacy and effectiveness of the controls, procedures and processes. Assist with the development of system description and audit program, performing of the audit fieldwork in terms of the audit program. Drafting of audit reports. Obtain preliminary management comments. Verbally communicate findings to the Senior Management. Delivering audit outputs including final reports within agreed timescales and in accordance with Internal Audit Standards. Evaluate Auditees response and perform follow-up audits. Conduct ad-hoc assignments / investigations as and when requested by the Management. Take part in the preliminary and closing meetings with auditee. Provide administrative support to the Audit Committee and assist in ensuring that Internal Audit reports to the Audit Committee are prepared and available on time. Perform any other duties that may be required.

**RE-ADVERT (INTERNAL / EXTERNAL)****POSITION** : INTERNAL AUDIT INTERN**DEPARTMENT** : OFFICE OF THE MUNICIPAL MANAGER**REMUNERATION** : R 100 000.pa**DURATION** : 2 YEARS FIXED TERM CONTRACT

This position seeks to attract	African Female	African Male	Indian Male	White Female	Colored Female	White Male	Colored Male	People with disability
	X			X	X			X

**MINIMUM REQUIREMENTS:** Young Graduate with BCom Degree or B Tech or Diploma in Internal Auditing. Good written communication and interpersonal skills.

**Responsibilities:** develop and complete internal audit templates and work papers. Assemble relevant information for use in planning and execution of internal audit projects. Perform ad-hoc audits as and when required. Provide input into internal audit reports. Perform any other lawful and reasonable duties that may be required.

**RE-ADVERT (INTERNAL / EXTERNAL)****POSITION : IDP OFFICER****DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER****REMUNERATION : R279 048 pa (excluding employment benefits and allowances where applicable)****DURATION : PERMANENT POST**

This position seeks to attract	African Female	African Male	Indian Male	White Female	Colored Female	White Male	Colored Male	People with disability
	X	X						

**MINIMUM REQUIREMENTS:** B Degree in Municipal Administration or Public Administration or equivalent. 2-3 years' experience in a wide variety of municipal planning activities. Driver's license code B or C1. Computer literacy and possess the following skills: research and report writing skills, communication and interpersonal skills, and statistical analysis skills.

**Responsibilities:** 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 supervision.

**RE-ADVERT (INTERNAL / EXTERNAL)****POSITION : IDP CO-ORDINATOR****DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER****REMUNERATION : R177 816 pa (excluding employment benefits and allowances where applicable)****DURATION : PERMANENT POST**

This position seeks to attract	African Female	African Male	Indian Male	White Female	Colored Female	White Male	Colored Male	People with disability
	X	X	X	X	X		X	X

**MINIMUM REQUIREMENTS:** Grade 12. Secretarial Diploma or equivalent. Driver's license code B or C1. Computer literacy. Report writing skills. Communication and interpersonal skills.

**Responsibilities:** Co-ordinate and administer the development and implementation of the IDP process Plan. Perform IDP review consultations with stakeholders. Help to consolidate inputs received during consultations. Help to update the IDP document. Help to conduct IDP campaigns within the municipal jurisdiction. Help to administer the IDP information to be submitted to relevant stakeholders. Help to handle IDP enquiries.

**RE-ADVERT (INTERNAL / EXTERNAL)**

**POSITION** : EXECUTIVE ASSISTANT  
**DEPARTMENT** : OFFICE OF THE SPEAKER  
**REMUNERATION** : R177 816 pa  
**DURATION** : PERMANENT POST

This position seeks to attract	African Female	African Male	Indian Male	White Female	Colored Female	White Male	Colored Male	People with disability
	X	X			X			X

**MINIMUM REQUIREMENTS:** Grade 12. Secretarial or Office Administration Diploma. Computer literacy. 3 years in personal or executive assistant support. Communication skills. Interpersonal relations skills. Telephone etiquette. Attention to detail, Working in a public or municipal environment.

**Responsibilities:** Provide administrative and executive support to the Office of the Speaker. Liaison with internal and external stakeholders for the Office of the Speaker. Image management of the Office of the Speaker. Render telecommunication and secretarial services to the Office of the Speaker. Manage the diary of The Speaker including arranging, confirming and/or cancelling appointments. Work with the stakeholders to manage all visitors of The Speaker. Render typing services to The Speaker. Perform any other duties on lawful and reasonable instruction of the supervision.

**PLEASE NOTE:** Application 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 (not older than 3 months) certified copies of qualifications, ID Copy and Drivers 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 grant 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. This is a re-advert and those who applied previously are encouraged to re-apply. The applications must be addressed to: The 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 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 **27<sup>th</sup> of July 2018** at 16H:15 (with a grace of an additional 3 (three) days for posted applications).

**RE-ADVERT (EXTERNAL)**

**POSITION: CHAIRPERSON OF RISK MANAGEMENT COMMITTEE (03 Years contract)**

**DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER**

**TERMS OF OFFICE AND REMUNERATION:** The term of office of the appointed candidate, which is part-time position only, shall be linked to the current term of office of the Audit Committee. The appointed candidate will be remunerated at the rates commensurate with his/her professional standing.

**REQUIREMENTS:** A Postgraduate Degree in Risk Management or Auditing. At least 5+ years' experience in the risk management environment, proven experience as a member of risk management and audit committee or similar committees. Knowledge and understanding of internal controls, project management, governance, risk management principles, accounting practices and ICT and exposure to risk management legislations and policies. Membership of the Institute of Risk Management or studying towards Certified Risk Management Practitioner will be an added advantage.

**RESPONSIBILITIES:** To review and monitor implementation of the Risk Management Framework, Policies and Strategy within the municipality. Advice on integration of risk management into planning, monitoring and reporting processes. Provide advice / guidance on setting risk of appetite and review risk appetite and tolerance levels. To conduct activities in terms of the Public Sector Risk Management Framework, MFMA, Treasury Regulations, Risk Committee Charter and King III Report on Corporate Governance. To provide proper and timely reports to the Accounting Officer and Audit Committee on the state of Risk Management. To preside over meetings of the Risk Management Committee.

Enquiries for this vacancy shall be directed to the Municipal Manager Mrs RM Maredi 013 262 3056 and applications forwarded to:

**The Municipal Manager  
Elias Motsoaledi Local Municipality  
P.O Box 48  
Groblersdal  
0470**

Or hand-delivered to 2<sup>nd</sup> Grobler Avenue, Groblersdal, 0470, put in the marked box marked "Vacancies". Interested persons must submit an application letter, detailed CV indicating qualifications and experience as well as the recently (not older than 3 months) certified copies of qualifications and identity document. All the short listed candidates will be required to produce original copies of qualifications on or before appointment. Late, faxed or e-mailed shall not be considered Correspondence will only be entered into with short listed candidates. If you do not receive notifications regarding your application within thirty (30) days of the closing date, regard your application as being unsuccessful. A candidate who canvasses any councillor or official for preference will be disqualified immediately from the selection process or from appointment. All candidates will be subjected to vetting before appointment. The Municipality reserves the right to appoint or not to appoint. **The closing date shall be 27<sup>th</sup> of July 2018 at 16H15.**

**MRS RM MAREDI  
MUNICIPAL MANAGER**