

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 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 these positions wherefore suitably qualified persons are hereby invited to apply for the vacancies hereunder.

INTERNAL/ EXTERNAL ADVERTISEMENT

POSITION : MANAGER LEGAL SERVICES
DEPARTMENT : MUNICIPAL MANAGER
DURATION : PERMANENT
REMUNERATION : R555 941 (Excluding Employment Benefits and Allowance where applicable)

MINIMUM REQUIREMENTS: Law degree (LLB) or B Proc, three (3) to five (5) years' experience in the relevant field especially in local government, excellent analytical skills, interpretation of statutes, ability to act within strict policy guidelines and meet deadlines, admission as attorneys.

RESPONSIBILITIES/KPA: provide sound legal advice and opinion on all matters of the municipality where required, Attend and investigate claims instituted by and against the council, interpret advice and comment on new legislation and monitor implementation, draft review and update by-laws and vets by-law, appoint, brief and consult attorney and monitor progress of cases, report to council on litigation and recommend settlement of claims, facilitate compliance with court orders, collective agreements, national and provincial government directives, etc attend to administration matters in regard to legal deal with labour matters from internal processes up to labour court, drawing and administer all municipal contracts and lease agreements. Draft and review the service level agreements / contracts to facilitate contracts management.

POSITION : EPWP OFFICER
DEPARTMENT : DEVELOPMENT PLANNING AND LED
REMUNERATION : R248 246. 71 pa (Excluding Employment Benefits and Allowances where Applicable)
DURATION : PERMANENT POST

MINIMUM REQUIREMENTS: Diploma in Social Sciences, Administration, Management Assistant, Human Resource or Equivalent. 2-year relevant experience

RESPONSIBILITIES: Facilitates the recruitment and appointment of EPWP participants, Facilitate and coordinate the implementation of EPWP programme within the municipality. Advice programme manager on all EPWP related matters. Presents EPWP reports to Sector Departments on a monthly basis and perform any other duties as assigned by the manager

POSITION : GARDENERS X8
DEPARTMENT : COMMUNITY SERVICES
REMUNERATION : R127 776. 04 pa (Excluding Employment Benefits and Allowances where Applicable)
DURATION : PERMANENT POST
MINIMUM REQUIREMENTS: ABET

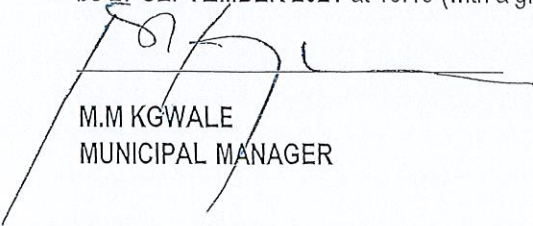
RESPONSIBILITIES: Provide Gardener services. Carry out numerous gardening duties, such as soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting. Carry out lawn maintenance and cultivation. Use and maintain hand tools and basic light machinery. Use cylinder and 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, thoroughfares and street footpaths 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, field events.

POSITION : EXECUTIVE ASSISTANT TO THE MUNICIPAL MANAGER
DEPARTMENT : MUNICIPAL MANAGER OFFICE
REMUNERATION : R215 291 pa (excluding employment benefits and allowance where applicable)
DURATION : PERMANENT

MINIMUM REQUIREMENTS: Grade 12 certificate, Relevant tertiary qualification in office administration, computer literacy – MS Office, must possess the following skills, communication skills, and interpersonal relations, At least 1 year experience working as Personal Assistance or related field in a public or corporate environment, multilingual/ or familiar with official languages of the Municipality. Driver's License will be added as advantage.

RESPONSIBILITIES: Render reception service to the office of the municipal manager such as receiving visitors and enquiries ,answer all telephone calls, record all calls incoming and outgoing , file records and transfer other to the registry as per record management policy, manage the diary of the municipal manager including arranging, confirming and/or cancelling appointments as and when requested by the municipal manager, and reminding the municipal manager about his/her engagements, typing of documents such as memorandam, letters, reports, meeting agendas and ect. Perform any other related duties on the appropriate discretion of and as instructed by the municipal manager. Providing general administrative support to the office of the municipal manager.

PLEASE NOTE: 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. 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 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 councilor 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 the foreign qualifications to submit the evaluated results by the South African Qualifications Authority. People leaving with disabilities are also encourage to apply. The Municipality reserves the right to appoint or not to appoint for these positions. The applications must be addressed To: The Municipal Manager, P.O BOX 48, Groblersdal, 0470 or hand delivered at 2nd 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 **27 SEPTEMBER 2021** at 16:15 (with a grace of an additional three (3) days for posted applications).



M.M KGWALE
MUNICIPAL MANAGER