

## ELIAS MOTSOLEDI LOCAL MUNICIPALITY

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GROBLERSDAL  
0470  
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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 ADVERT

JOB TITLE	: MANAGER ICT
NO OF POSTS	: ONE (1)
DEPARTMENT	: CORPORATE SERVICES
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R603 588- R 695 868 pa. (Excluding benefits)

**Qualifications** : Relevant 3 years professional ICT qualification or equivalent. **Experience:** 5 - 8 years' relevant experience required of which 2 must be at senior level. **Knowledge and scope of work:** • Performs the full range of activities within the IT discipline or functional area; and Could supervise a number of staff and/ mentor other professionals. **Summary of the core functions:** Manage information technology and computer systems. Plan, organize, control and evaluate IT and electronic data operations. Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance. Design, develop, implement and coordinate systems, policies and procedures. Ensure security of data, network access and backup systems. Act in alignment with user needs and system functionality to contribute to organizational policy. Identify problematic areas and implement strategic solutions in time. Audit systems and assess their outcomes. Preserve assets, information security and control structures.

<b>JOB TITLE</b>	<b>: MANAGER IN THE OFFICE OF THE MUNICIPAL MANAGER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: OFFICE OF THE MUNICIPAL MANAGER</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R603 588- R 695 868 pa. (Excluding benefits)</b>

**Qualifications:** Relevant 3 years tertiary qualification in Public Management/Administration or related field or equivalent . **Experience:** 5 - 8 years' relevant experience required. **Knowledge and scope of work:** Perform the full range of activities within the Office of the Municipal Manager and support and coordinate Municipal Manager's Office. **Summary of the core functions:** identify and respond to immediate and medium term operational challenges facing the municipality in the Office of the Municipal Manager\* Assist the Municipal Manager in interacting and consulting with various stakeholders i.e. government officials, private sector; communicate with Office Bearers to establish items for inclusion on the reports and submission of general reports and proposals to various local government stakeholders\* Assist the Municipal Manager in monitoring the implementation of the Council Resolutions\* Prepare presentations and reports for Office of the Municipal Manager. Assist the Municipal Manager to carry out functions entrusted in the Office of the Municipal Manager.

<b>JOB TITLE</b>	<b>: SENIOR INTERNAL AUDITOR</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: OFFICE OF THE MUNICIPAL MANAGER</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R412 980- R 464 988 pa. (Excluding Benefits)</b>

**Qualifications:** A relevant 3 years qualification with preference in internal audit / auditing / financial accounting / accounting as a major or equivalent and registered with a recognized profession body 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.

<b>JOB TITLE</b>	<b>: SENIOR OHS OFFICER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: CORPORATE SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R412 980- R 464 988 pa. (Excluding Benefits)</b>

**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.

<b>JOB TITLE</b>	<b>: SENIOR EMPLOYEE WELLNESS OFFICER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: CORPORATE SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R412 980- R 464 988 pa. (Excluding Benefits)</b>

**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.

<b>JOB TITLE</b>	<b>: SENIOR MECHANIC</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: INFRASTRUCTURE DEVELOPMENT</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 412 980 – R464 988 pa. (Excluding Benefits)</b>

**Qualifications** : A relevant Diploma / National Diploma / B-Tech / B Degree in Mechanical Engineering or equivalent. **Experience:** 5-8 years' relevant experience. **Knowledge and scope of work:** Thorough knowledge of the tools, techniques, and terminology associated with the automotive and heavy equipment mechanics trade; thorough knowledge of the maintenance of motor equipment of all types; good knowledge of the operation and use of automotive and other motor driven equipment; good knowledge of the accident and safety precautions of the trade; skill in operating front-end repair equipment and shop-testing equipment; demonstrated ability to perform difficult repairs on all types of automobile and heavy equipment vehicles; ability to readily and accurately diagnose mechanical difficulties; ability to read and interpret technical repair manuals, circuit diagrams and blueprints; ability to read and understand technical drawings, shop prints, mechanical curve charts, etc.; ability to work from oral or written instructions and without instructions from own diagnosis; ability to lay out, organize and

plan the work of others. **Summary of the core functions:** • Performing preventive maintenance procedures on vehicles to ensure they run smoothly • Troubleshooting mechanical problems in vehicles, equipment, or machinery • Diagnosing problems in vehicles, engines, transmissions, brakes, steering systems, electrical systems, etc. and recommending solutions • Maintaining inventory of parts and supplies needed to perform repairs • Performing minor repairs, such as replacing brake pads, oil changes, tire rotations, replacing filters, etc. • Installing new parts into vehicles as needed and Performing diagnostics tests on electronic systems such as computerized.

<b>JOB TITLE</b>	<b>: SENIOR ELECTRICIAN</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: INFRASTRUCTURE DEVELOPMENT</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R412 980- R 464 988 pa. (Excluding Benefits)</b>

**Qualifications:** A relevant Diploma / National Diploma / B-Tech / B Degree in Electrical Engineering or equivalent and Trade Test (Electrical). **Experience:** 5-8 years' relevant experience. **Knowledge and scope of work:** Performs activities that are complex in nature. Applies an integrated body of knowledge; works independently and seeks advice as and when required; and may supervise junior electrician personnel. **Summary of the core functions:** Co-ordinate activities associated with the construction and installations of medium / low voltage electrical networks. Co-ordinate activities/ sequences associated with trouble shooting/ fault finding and repairing to medium / low voltage reticulation and electrical systems. Evaluates electrical systems, products, components, and applications by applying knowledge of electricity and materials. Confirms system and components' capabilities by testing methods; testing properties. Diagnose malfunctioning systems, apparatus, and components, using test equipment and hand tools, to locate the cause of a breakdown and correct the problem. Test electrical systems and continuity of circuits in electrical wiring, equipment, and fixtures, using testing devices such as ohmmeters, voltmeters, and oscilloscopes, to ensure compatibility and safety of system. Inspect electrical systems, equipment, and components to identify hazards, defects, and the need for adjustment or repair, and to ensure compliance with codes. Plan layout and installation of electrical network, equipment and fixtures, based on job specifications and local codes. Advise management on whether continued operation of equipment could be hazardous. Keeps equipment operational by following manufacturer's instructions and established procedures; requesting repair service. Completes projects by training and guiding students. Interpret and co-ordinate specific pre-work/ site requirements about installation, repairs and, planned and predictive maintenance sequences and guide the activities of personnel. Complete

internal transactional documentation (e.g. time sheets, log sheet, progress and productivity field report, etc.) Perform any other related duties as instructed by the superiors/ Manager.

<b>JOB TITLE</b>	<b>: SENIOR PAYROLL OFFICER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: BUDGET AND TREASURY OFFICE</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R412 980- R 464 988 pa. (Excluding Benefits)</b>

**Qualifications** : Relevant 3 years tertiary qualification, preferably a Diploma / National Diploma or Degree in Finance/Accounting or equivalent. **Experience:** 5–8 years' relevant experience required. **Knowledge and scope of work:** Action Operational and Maintenance requirement in terms of the Municipality's Policies; Implement operational solutions and services that 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 departmental and the Municipal manager's 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 department .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 suggestion on notification in payroll policies and procedures. Supervise modification in regulations and laws relevant to payroll which calls policy modifications, and inform the seniors. Handle continuous contact with the office of the CFO and the Municipal Manager and offer technical assistance to municipal staff.

<b>JOB TITLE</b>	<b>: SENIOR IGR OFFICER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 366 828- R 409 644 pa (Excluding Benefits)</b>

**Qualifications** : Relevant 3 years tertiary qualification, preferably a Diploma / National Diploma/ Post Graduate Diploma / Advanced Diploma / B-Tech / D Degree in Public Administration/Public Management or equivalent. **Experience:** 5-8 years' relevant experience. **Knowledge and scope of work:** Action Operational and Maintenance requirement in terms of the Municipality's Policies; • Implement operational

solutions and services that in line with the municipal intergovernmental relations plan; •Operational maintenance of IGR Management plans. **Summary of the core functions:** • Creates relationships through networking by identifying opportunities to initiate introductions and maintaining relationships with internal and external individuals and organizations, identifying, initiating, joining and seeking leadership and service opportunities in municipal associations, coalitions and groups, seeking formal and informal methods of thanking, recognizing and including individuals, initiating and maintaining formal and informal networks within city departments, seeking opportunities to make the department visible as to services and benefits offered, seeking opportunities to listen to needs that might be met by the department, strengthening and enhancing ties at local, state and national levels, interfacing between various levels of government, performing liaison with legislative bodies and agencies and representing the city on special commissions and special assignments.

<b>JOB TITLE</b>	<b>: DEBT / BILLING OFFICER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: BUDGET AND TREASURY OFFICE</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R233 748- R 263 184 pa. (Excluding Benefits)</b>

**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.



<b>JOB TITLE</b>	<b>: DEMAND OFFICER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: BUDGET AND TREASURY OFFICE</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R202 740- R228 288 pa. (Excluding Benefits)</b>

**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 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:** Analysing data provided by sales teams to identify opportunities for growth. Coordinating a municipality's inventory management system, including arranging for the purchase of raw materials or goods for manufacturing, store's inventory until it is sold, 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.

<b>JOB TITLE</b>	<b>: DISASTER MANAGEMENT OFFICER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 366 828- R 409 644 pa. (Excluding Benefits)</b>

**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; and 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.

<b>JOB TITLE</b>	<b>: PROJECT SOCIAL FACILITATOR</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: INFRASTRUCTURE DEVELOPMENT</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 310 716- R349 824 pa. (Excluding Benefits)</b>

**Qualifications:** A relevant 3 years tertiary qualification preferably a National Diploma / B-Tech / B Degree or equivalent and Computer literacy: MS Office. **Experience:** 3-5 years' relevant experience required.

**Knowledge and scope of work:** Relevant specialist knowledge and experience in the areas of: customer relations; communications; services 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:** Administrative duties attached to projects. Ensuring that the new projects design allow for future development requirements and ensuring environmental and social management programmes are proactive.

<b>JOB TITLE</b>	<b>: ADMIN OFFICER LAND AND CEMETERIES</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 269 520 –R 303 408 pa. (Excluding Benefits)</b>

**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:** Specialized knowledge of admin processes and procedures within a function area/s; • Supervises more junior clerical staff; and; • Knowledge of Archive Act. **Summary of the**

**core functions:** • The operations and direct subordinate personnel to provide burial services and maintain the grounds. Handle administrative work, like processing invoices and payments and scheduling burials.

<b>JOB TITLE</b>	<b>: SUPERVISOR WASTE MANAGEMENT</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 233 748- R 263 184 pa. (Excluding Benefits)</b>

**Qualifications:** Grade 9 or equivalent technical qualification. **Experience:** 1 - 2 years' relevant experience required. **Knowledge and scope of work:** Oversees a small group of workers performing basic / elementary functions. Performs the same work, but leads the team; Works independently under general instruction; and • Operational supervisor typically drives a vehicle. **Summary of the core functions:** Schedules and supervises activities involved in one or more designated activities such as refuse collection, recyclables collection, brush collection or related activity. Coordinates activities with other sections or divisions as needed. Participates in the development of routes and route assignments. Investigates and resolves complaints from the public. Maintains records and prepares basic reports. Performs various supervisory duties. Assigns and reviews the work of employees. Evaluates the performance of employees under his/her direct supervision. Reviews evaluations given by his/her subordinates.

<b>JOB TITLE</b>	<b>: INTERNAL AUDIT CLERK</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: OFFICE OF THE MUNICIPAL MANAGER</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 171 756- R 193 344 pa. (Excluding Benefits)</b>

**Qualifications:** A relevant 3 years qualification with preference in auditing or internal auditing as a major or equivalent qualification and Computer literacy MS Office. **Experience:** 0-2 years' experience. **Knowledge and scope of work:** document audit working papers; issues audit expectations / findings; conduct analytical review on the audit work papers. **Summary of the core functions:** Prepare Audit Notifications\* Schedule opening and closing meetings of internal audit engagements; Referencing of audit evidence; Printing and filling of internal audit documents; Completing and facilitating internal audit requisitions; Preparing and follow up on Action plans; Recording and documenting minutes; Prepare agenda for audit committee meetings; Schedule audit committee meetings; Follow up on audit committee items from management; Prepare and facilitate payment of audit committee members\* Assist in other internal audit tasks required as and when necessary.

<b>JOB TITLE</b>	<b>: OPERATORS: GRADER, TLB, DIPPER TRUCK AND LOWBED</b>
<b>NO OF POSTS</b>	<b>: THREE (3)</b>
<b>DEPARTMENT</b>	<b>: INFRASTRUCTURE DEVELOPMENT</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 202 740- R 228 288 pa. (Excluding Benefits)</b>

**Qualifications: Light Equipment** – Basic Literacy at NQF level 1. Department Proficiency Test; **Small Plant** – Basic Literacy at NQF level 1. Departmental Proficiency Test; and **Mechanical Plant** – Drivers licence code 14 (EB and EC) to code 8 (B). Departmental proficiency test or equivalent. **Experience:** • **Light Equipment**- 0-1 year; • **Small Plant**- 0-1 year; and • **Mechanical Plant**-1-2 years. **Knowledge and scope of work:** Operating various plant such as lawn mowers, compactors, jack-hammers, small tractors, small compressors, generators, cement mixers, pumps, high-pressure hoses, chainsaws, bush-chippers, tractors, hauler or dump-body, compactor land-fill, loader, front-end, fork-lift, aquatic weed harvester, chip spreader, overhead track clamshell crane. Also performs basic maintenance on mechanical plant. **Summary of the core functions:** Operate heavy –duty contraction machine such as grader, backhoe loader, low bed truck water tankers, bulldozer, excavator, roller, fat bakkies, and TLB and tipper trucks. Perform the opening of storm water grids activities. Perform excavation of ground for preparation and the compacting of soil, backfilling with other material. Off-loads material that has been loaded on lorry. Tips-off load at necessary place (designated dumpsite). Provide support with the preparation of roads and storm water. Clearing the area when work is completed.

<b>JOB TITLE</b>	<b>: PA TO SENIOR MANAGER DEVELOPMENTAL PLANNING</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: DEVELOPMENTAL PLANNING</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 233 748- R 263 184 pa. (Excluding Benefits)</b>

**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.

<b>JOB TITLE</b>	<b>: MANAGEMENT REP (DLTC)</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 412 980- R 464 988</b>

**Qualifications:** Grade12; Traffic Diploma; Examiner of Driver's Licence Diploma; Driver's licence (Code EC+CODE A) or equivalent. **Experience :** 5 years' relevant experience • Must be registered as an Examiner for Driver's Licences relevant to the grading of the driver's licence testing center; Trained and be fully conversant with the procedures as contained in the latest procedure manual for natis/enatis Operators; Sound knowledge of the Road Traffic Act and National Road Traffic Act. **Summary of the core functions:** Develop and implement operational plan/s and workflow processes for the Driver's/Learner's testing section • Driver and learner testing management; Ensure that anticorruption strategies and policies are developed and implemented in the section; Process vehicle licensing, registration applications, learner and driver testing operation; Maintain the booking and testing systems Supervise the activities of the testing officers and administrative personnel responsible for these activities to ensure effective operation; Be responsible for the issuing of special permits to ensure proper execution of functions; Process vehicle licence fees. The short-listed candidates will be subjected to security and reference check.

**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](http://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, 2<sup>nd</sup> Grobler Avenue, Groblersdal, 0470.

**The closing date shall be Friday, 21<sup>st</sup> October 2022 at 16H15.**

**M.M KGWALE  
MUNICIPAL MANAGER**