

## 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 in the filling of these positions wherefore suitably qualified persons are hereby invited to apply for the vacancies hereunder.*

### INTERNAL/ EXTERNAL ADVERT

**POSITION** : CHIEF COMPLIANCE & VERIFICATION OFFICER  
**DEPARTMENT** : MUNICIPAL MANAGER  
**REMUNERATION** : R 380 382pa (Excluding Employment benefit and allowances where applicable)  
**DURATION** : PERMANENT

**MINIMUM REQUIREMENTS:** National/ N Diploma Business Management / Public Administration / Internal Auditing / Financial Accounting / Law. A valid driver's license. 3 to 5 years' experience in local government environment. MFMP / CPMD Certificate will be an added advantage.

**RESPONSIBILITIES:** Develop compliance monitoring and reporting tools to ensure minimization of legislation non-compliance in the execution of the service delivery programmes across the municipal environment. Verify that all the relevant legislation to ensure constant alignment with the municipality policies and compliance thereof. Responsible to ensure compliance and correct allocations of all municipal transactions in line with financial plan and mSCOA. Provide guidance to staff on matters of statutory obligations; identify legislation, contracts and policies with which the Municipality should comply. Ensure that control measures are in place, ensure that staff members are educated about the laws, contracts, rules and policies with which they must comply.

**POSITION** : SENIOR ADMINISTRATIVE OFFICER  
**DEPARTMENT** : EXECUTIVE SUPPORT  
**REMUNERATION** : R438 539 (Excluding Employment Benefits and Allowances where Applicable)  
**DURATION** : PERMANENT

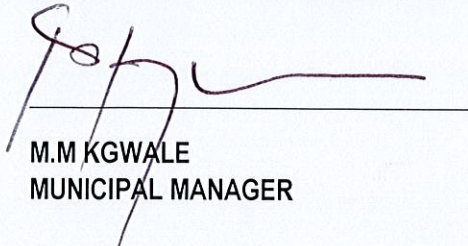
**MINIMUM REQUIREMENTS:** National Diploma in Public administration/Management/ Law/ Social Science or Equivalent qualification. 3 to 5 years relevant experience in local government.

**RESPONSIBILITIES:** Prepare Annual Schedules/Programme of Action for MPAC and submitting to Council for adoption. Obtain legal, technical and other specialised assistance required to exercise functions and duties of MPAC. Prepare speech on behalf of the Chairperson of the MPAC. Obtain legal, technical and other specialised assistance required to exercise functions and duties of MPAC. Give support to Councillors during events. Monitor and advise committees in the implementation of Council resolutions. Keep standing resolutions register up to date. Set up recording system to ensure capturing of meeting on audiotape and store recordings for enquiry and safekeeping.

**PLEASE NOTE:** Applications for the post 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 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 2<sup>nd</sup> Avenue Grobler Street, 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 **01 October 2021** at 16H: 15 (with a grace of an additional three (3) days for posted applications).



M.M KGWALE  
MUNICIPAL MANAGER

30/08/2021  
DATE

**Ellas Motsoaledi Local  
Municipality**

30 AUG 2021

**Municipal Manager**