

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 ADVERTISEMENTS

The annual total remuneration packages of the positions below are determined in terms of the Local Government: Upper Limits of Total Remuneration Packages Payable to the Municipality Managers and Managers Directly Accountable to Municipal Managers Vol. 696, Gazette No 48789 of 14th June 2023). Local Government: Municipal Systems Amendment Act 3, of 2022 which came into effect on the 01 November 2022 , "A person appointed in a permanent capacity as manager directly accountable to municipal manager when this section takes effect, must be regarded as having been appointed in accordance with this section". The incumbents shall be appointed permanently and be subjected to signing of contracts of employment, performance agreements, disclosure of financial interests and undergo screening, security vetting and competency assessments. The leading and core competencies of the positions are as per applicable prescripts and incumbents will be stationed at Elias Motsoaledi Local Municipality.

POST	SENIOR MANAGER: CORPORATE SERVICES
DURATION	PERMANENT
REMUNERATION	MINIMUM R935,100; MID-POINT R1, 068,686; MAXIMUM R1, 184,979)
PLACE OF WORK	GROBLERSDAL
MINIMUM QUALIFICATIONS	Bachelor's degree in Public Administration / Management Science / Law; or Equivalent;
WORK-RELATED EXPERIENCE	Five (5) years relevant experience at middle management level; and have proven successful management experience in administration
REF NO	SMCS-02
KNOWLEDGE	Good knowledge and understanding of relevant policy and legislation; good knowledge and understanding of institutional governance systems and performance management; good knowledge of corporate support services including Human Capital Management; Facilities Management, Information Communication Technology and council support; good knowledge of supply chain management regulations and Preferential Procurement Policy Framework act 5 of 2000; good governance; Labour Relations Act; Legal background and Human Capital Management and knowledge of coordination of oversight of specialized support function.
ADDED ADVANTAGE	Registration with a relevant professional body; A qualification relating to national treasury competencies requirements obtained from an accredited and recognized body (CPMD/MFMP) core

	competencies 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	knowledge and understanding of relevant policy development and legislation; Understanding of institutional governance systems and performance management; Understanding of council operations and delegation of powers; Implement and review HR strategies, Plans, Policies and Procedures in line with the national frameworks and guidelines; Provide strategic support and oversees the provision of support services; Provide strategic leadership in HR strategy implementation and Labour matters as well as management of Corporate Services budget; Knowledge of corporate support services including: Human Resources Administration, Organization Development, Legal Services, Employee Assistance Programme. Training and Development, Information and Communication Technology, Labour Relations, Auxiliary and Administration Services.

Applicants for these positions 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 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 (Certificates), Identity Documents (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 Councilors or officials for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. 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 of appointment on these posts. Enquiries shall be directed to the Acting Municipal Manager @ 013 262 3056 and applications forwarded to: **The Acting Municipal Manager, Elias Motsoaledi Local Municipality, P.O Box 48, Groblersdal, 0470** or hand-delivered to the Office of the Mayor, 2nd Grobler Avenue, Groblersdal, 0470.

The closing date shall be Friday, 19 January 2024 at 16H15


M.W MOHLALA
ACTING MUNICIPAL MANAGER

30/11/2023
DATE 