

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 ADVERT

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

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 as 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 : SUPERVISOR CLEANERS
DEPARTMENT : MUNICIPAL MANAGER
REMUNERATION : R 215 291, 00 pa (excluding employment benefits and allowance where applicable)
DURATION : PERMANENT POST

MINIMUM REQUIREMENTS: ABET/Grade 6, 7 or 8, 3 years relevant experience

RESPONSIBILITIES: Requesting, receiving and safekeeping of cleaning tools and consumables and insert consumables to relevant office and ablution holders and bins. Identifying health risks in facilities and communicate to relevant Supervisor. Check whether the Municipal building is properly clean. Provide support and leadership to the cleaners. Perform any other work that is required by management.

POSITION : MANAGER ROOSSENEKAL
DEPARTMENT : COMMUNITY SERVICES
REMUNERATION : R 555 941 pa (excluding employment benefits and allowance where applicable)
DURATION : PERMANENT POST

MINIMUM REQUIREMENTS: Bachelor Degree Public Administration/ Commerce, Financial Management, Accounting or Equivalent, At least Five (5) years of working experience in local government. Good knowledge and understanding of public /private policy and legislation, good stakeholder's relations.

RESPONSIBILITIES: The incumbent will be responsible for the coordination and supervision of teams rendering the services by the satellite office including infrastructure as well as community services such as environmental services, municipal parks, cemeteries, recreation etc. Management of personnel stationed at the satellite office, management of finance in terms of Municipal Finance Management Act 56 of 2003.

POSITION : SENIOR PMS OFFICER
DEPARTMENT : MUNICIPAL MANAGER
REMUNERATION : R 337 866. 46 pa (Excluding Employment Benefit and Allowances where Applicable)
DURATION : PERMANENT POST

MINIMUM REQUIREMENTS: National N Diploma in Development Studies, Financial Management, public Administration, Business Management, or Equivalent Qualification. 3 years' experience in local government environment.

RESPONSIBILITIES: Develop the PMS framework and review annually. Identify PMS to use in the organisation and follow necessary procedure to acquire the system. Outline the process to follow in terms of the PMS and incorporate that into the electronic system. Coordinate the process of planning, drafting, adoption and review of Performance Management System. Consult with management and other stakeholders for setting KPAs and targets. Facilitates the work sessions for development of the technical & top Layers SDBIPs.

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

MINIMUM REQUIREMENTS: Grade 12, NQFL5. Relevant Diploma will be an added advantage. 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 advice 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.

POSITION : COUNCIL SECRETARY
DEPARTMENT : EXECUTIVE SUPPORT
REMUNERATION : R438 539 pa (Excluding Employment Benefits and Allowances where Applicable)
DURATION : PERMANENT

MINIMUM REQUIREMENTS: Grade 12, NQFL6 Municipal governance, Administration, Management Assistant or equivalent. 3 years relevant working experience in local government.

RESPONSIBILITIES: Performing specific secretariat duties at meetings with regards to circulation and completion of attendance registers, recording details of proceedings / discussions and decisions, and making available copies of correspondence referred to in discussions to member. Communicating with Office Bearers to

establish items for inclusion on the agenda and the submission of investigational / general reports and proposals supporting agenda items. Updating Committee files and records, inserting attendance registers, notification, correspondence and minutes in accordance with established referencing sequence. Translating the content of minutes of meetings, notices, etc into specific official languages to enable Officials and Representatives to comprehend issues and discussions and, forwarding draft documentation to the Manager for verification prior to circulation. Providing guidance on meeting procedures and serving as custodian of such proceedings.

POSITION : NETWORK CONTROLLER
DEPARTMENT : CORPORATE SERVICES
REMUNERATION : 286 186. 00 pa (Excluding Employment Benefits and Allowance where Applicable)
DURATION : PERMANENT

MINIMUM REQUIREMENTS: Diploma in Information Technology. N+& A+, 2 years relevant experience

RESPONSIBILITIES: Monitor all the network support vendors, Configure, maintain and troubleshoot all-in one and bulk couplers or printers. To run and update all client patches and antivirus. Provide first line support to network and peripherals. Maintain the antivirus and patch management sever. Configure and support Dynamic Host Configuration protocol (DHCP) server. Monitor the telephone budget system. Administer and support the municipality's VoIP telephony system. Maintain network asset register. Administer and support council data modems and mobile phones. Monitor and implementation of third party network access. Maintain and filtering of incoming and outgoing emails.

POSITION : SENIOR SUPERVISOR ROADS
DEPARTMENT : INFRASTRUCTURE
REMUNERATION : R 380 382 pa (Excluding Employment Benefit and Allowances where Applicable)
DURATION : PERMANENT

MINIMUM REQUIREMENTS: N6 in Civil Engineering or equivalent, 3 years relevant experience Valid Driver's License. PDP will be an added advantage.

RESPONSIBILITIES: Facilitate excavation of gravel roads and determine the gravel quality. Monitor conducted, planned, periodic and emergency responses as and when required on roads and storm water. Monitor roads, storm water and kerbstones infrastructure complaints. Facilitates final finishing of top layer and compression of tar by sub-contractors. Monitor material used and arrange the supply and transport of material. Monitor the safety standards on sites through regular site meetings to comply with Occupational Health and Safety Act. Arrange with the Technician to place high-pegs. Inspect, maintain, troubleshoot, diagnose, repair and perform preventative maintenance on roads, storm water and kerbstones. Monitor and report findings to the Technician in writing or verbally.

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. 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.

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 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 **10 September 2021** at 16H: 15 (with a grace of an additional three (3) days for posted applications).



M.M KGWALE
MUNICIPAL MANAGER