

ELIAS MOTSOLEDI LOCAL MUNICIPALITY

P O BOX 48
GROBLERSDAL
0470
Tel: 013-262 3056



Civic Centre
23rd 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 : SENIOR ORGANIZATIONAL DEVELOPMENT OFFICER
DEPARTMENT : CORPORATE SERVICES
REMUNERATION : R 349 692 pa (Excluding Employment Benefits and Allowances where Applicable)
DURATION : PERMANENT

MINIMUM REQUIREMENTS: National Diploma in Organizational Development/ Management Sciences, Work Study, Human Resources, Administration or Equivalent. 2 to 3 (three) year's relevant experience.

RESPONSIBILITIES: Draft in the design of the organisational structure. Establish and maintain organisational organograms to reflect approved changes as per Council resolutions. Provide guidance to line management and staff on the process of job description development and job evaluation. Draft in the work-study / management service investigations and evaluate personnel programmes, systems, procedures and activities in terms of productivity and effectiveness. Develop and facilitate the development and revision of job profiles in accordance with the approved structure. Prepare and package full job evaluation documentation and distribute to committee member. Monitor adherence to the Job Evaluation policy and procedures and report on any non-compliance to the Manager: HRM. Prepare the Employment Equity Plan for the Municipality in line with Section 20 Employment Equity Act to ensure that the Municipality complies with the provisions of the Employment Equity Act

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. 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 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 **18 FEBRUARY 2022** at 16H: 15 (with a grace of an additional three (3) days for posted applications).


M.M KGWALE
MUNICIPAL MANAGER

**Elias Motsoaledi Local
Municipality**

01 FEB 2022

Municipal Manager