

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 is committed to the achievement, maintenance and equity in employment, especially with respect of race, gender and disability. Suitably qualified candidates are hereby invited to apply for the posts as indicated below.

INTERNAL / EXTERNAL ADVERT

POSITION : DEPUTY CHIEF FINANCIAL OFFICER
DEPARTMENT : BUDGET AND TREASURY
Ref no : HR01/ 800/ 01
DURATION : Permanent post
Task grade : T 16/1
REMUNERATION : R 555 156 pa

Minimum Requirements: 3 years Degree or B.Tech in Accounting, Certificate in Municipal Financial Management (MFMP SAQA Qualification ID No 48965). B Comm Honours will be an added advantage. Computer literacy in MS office. Minimum of 5 years' experience at middle management level, good knowledge and understanding of relevant policy and legislation, negotiation skills, interpersonal and communication skills.

Skills and knowledge: 1. Strategic leadership and management 2. Strategic financial management 3. Operational financial management 4. Governance, ethics and values in financial management 5. Financial and performance reporting 6. Risk and change management 7. Project management 8. Legislation, policy and implementation 9. Stakeholder relations 10. Supply chain management 11. Audit and assurance.

Responsibilities: Identifies and defines the short to medium term objectives and priorities of the department encapsulating procurement, revenue, expenditure and remuneration control functionalities. Preparing and presenting reports detailing the status of investments, loans, assets, debtor payments, debt recovery process, revenue forecasts, expenditure and availability of funds for current and short term interventions to sub-committees and strategic management planning workshops and discussion groups. Direct and controls the Key Performance Indicators and outcomes of personnel within the municipality, such as defining /adjusting the role boundaries, workflow process and job design against laid down service delivery requirements and statutory financial management and governance. Directs the implementation of specific procedures, systems and controls associated with key functional areas embodied in the Department's structure, by assessing the adequacy of current transactional recording /accounting procedures related to reconciliation, posting, updating and adjustment of entries and presenting recommendations. Providing guidance to specific Departments on the procedural requirements pertaining to accessing, utilizing and administration of external funding and/or internal funding for basic capital projects in terms of the Local Authorities Ordinance. Manages applications and sequences associated with recording authorization and execution of expenditure transactions.

Manages applications and sequences associated with recording adjustment and updating of the Municipality's debtor related transactions and accounts. Manages the execution of specific sequences associated with controlling investments allocated to specific call accounts.

Manages and controls specific accounting associated with asset acquisition and disposal, by monitoring the status of records associated with the assets of the Municipality, applying internal control procedure to check, verify, update and maintain acquisition, valuation and location details.

POSITION : SENIOR ACCOUNTANT BUDGET
DEPARTMENT : BUDGET AND TREASURY
REF NO : HR01/ 800/ 02
DURATION : PERMANENT
TASK GRADE : T 12/1
REMUNERATION : R 292 620 pa

Minimum Requirements: 3 years Degree or B.Tech in Accounting, certificate in municipal financial management (saqa id no.48965). Computer literacy in MS office, org plus 2012 premium, case ware, cash focus, Munsoft, VIP. 3 years' experience as an Accountant, good knowledge and understanding of relevant policy and legislation, negotiation skills, interpersonal and communication skills.

Responsibilities: Budget planning and management, budget information for strategic and operational plans, projecting future financial needs, carry out cost benefit analysis, financial systems and controls, in-year monitoring and reporting related to budget, budget to actual revenue and expenditure information, quarterly and mid – year financial reports, prepare annual financial statements using GRAP, making more accurate assessment of risks and returns.

POSITION : ACCOUNTANT ASSETS
DEPARTMENT : BUDGET AND TREASURY
Ref no : HR01/ 800/ 03
DURATION : Permanent post
Task grade : T 11/1
REMUNERATION : R 259 920 pa

Minimum Requirements: Degree or B. Tech in Accounting, computer literacy in MS office, case ware, cash focus, Munsoft, VIP, certificate in MFMP will be an added advantage 2 to 3 years' experience in Municipal finance. Good knowledge and understanding of policy and legislation, good knowledge and understanding of institutional governance systems and performance management. Interpersonal and communication skills.

Responsibilities: Implement Assets Management strategy, inform the IDP and the annual budget using detailed plans. Develop Assets Management plans, conduct gap analysis of the required vs current service levels, and partake in the review of relevant policies. Conduct Assets life – cycle analysis, ensure alignment of life cycle cost management of assets to the planning, budgeting, monitoring and reporting processes. Work out all assets life – cycle costs inclusive of depreciation. Implement asset management policies, compile and maintain asset register, link asset register to other systems, condition assessment of assets, stock taking, assets monitoring and reporting.

POSITION : Personal Assistant (Senior Manager Infrastructure)
DEPARTMENT : INFRASTRUCTURE
Ref no : HR01/ 645/ 18

DURATION : Permanent post
Task grade : T 7
REMUNERATION : R 165 624 pa

Minimum Requirements: Matric/ NQF level 4 qualification

A secretarial qualification, office administration or related qualification

At least 1 year working experience in a secretarial and admin position, computer literacy with a solid knowledge of Excel, Ms Word, Power Point and Outlook. High level of communication, presentation and events coordination skills. Typing and clerical skills with high level of attention to detail. A service and customer care orientation - Previous customer focus experience would be beneficial. Able to operate in a confidential environment. Excellent planning, Organising and coordination skills. Be able to work without supervision and under tight time frames

Responsibilities: Manage office of the senior manager infrastructure. Coordinate events of the division. Coordination and preparation of various reports as required by the managers. Perform secretarial services such as setting up divisional meetings, recording minutes, follow up on decision lists and diary management. Arrange meetings and appointments within the most effective time frames. Manage the travel of the managers. Liaise with stakeholders internally and externally. Manage and monitoring of the office budget.

POSITION : DISASTER MANAGEMENT OFFICER
DEPARTMENT : COMMUNITY SERVICES: PUBLIC SAFETY
Ref no : HR01/ 125/ 04
DURATION : Permanent post
Task grade : T 10/1
REMUNERATION : R220 164 pa

Minimum Requirements: Grade 12 Certificate, Valid Driving License (Code EB or higher will be an advantage), Computer literate (Ms Word, EXCEL & Power Point), An appropriate tertiary career – related qualifications (NQF4/5) or equivalent qualifications, At least two (2) years relevant experience in the municipal environment, Residing within EMLM.

Responsibilities: Attend to specific priorities, administrative tasks and report to the Superintendent Disaster Management. Organize and arrange public awareness and education campaigns to provide communities with information and advice on disaster prevention and recovery techniques. Coordinates the applications of specific procedures associated with identifying and assessing the severity of potential risk factors. Attend to operational requirements and procedures during potential and actual disasters, by responding to reported calls of disaster related incidents and proceeding to investigate and communicate with the immediate superior and/or Disaster management centre on the nature, severity of the disasters and resources to control/limit the impact. Ability to liaise with community structures, councillors, district municipality and all relevant departments, willing to work standby duties, extended hours and under pressure.

POSITION : TRAFFIC OFFICER
DEPARTMENT : COMMUNITY SERVICES: TRAFFIC DIVISION
Ref no : HR01/ 125/ 05
DURATION : Permanent post
Task grade : T 10/1

REMUNERATION : R220 164 pa

The applicant will receive a vehicle allowance of 25% of his/her basic salary that is subject to Elias Motsoaledi Local Municipality Vehicle Allowance Policy. Normal Municipal benefits are applicable and include: Medical Aid, Pension fund, Standby and shift allowance; and housing allowance as per SALGA agreement.

Minimum Requirements: Grade 12 Certificate, Valid Driving License (Code A & EC manual transmission will be an added advantage), The applicant must be registered as a Traffic Officer with a valid Traffic Diploma, must provide proof of the duties performed as Traffic Officer during the last six months of employment (The proof must be in electronic format authenticated by the immediate supervisor), have a passion to be a Traffic Officer, be physically fit, be willing to perform duties on foot as and when required, be able and willing to work in all weather conditions, be willing to work shifts and extended hours after normal working hours as and when required. The applicant must have a clean criminal record and will be exposed to vetting.

Responsibilities: Responsible for the execution of traffic and public safety duties and procedures in accordance with departmental policies and procedures and authorized to issue notices or arrest individuals for any contravention of Municipal By-Laws, Criminal Procedure Act 51 of 1977, National Road Traffic Act, Act 93 of 1996, AARTO Act 46 of 1998 and or any other applicable legislation. Duties include but not limited to Law enforcement, Point duty, Foot beat, crowd control, monitoring of hawkers, issuing parking tickets, etc. Not authorized to use discretion on the issuing of traffic fines.

Selection Criteria

- The applicant must be able to undergo a fitness test that include, 2.4 km running within 11.09 minutes for males and 14.29 minutes for females, fitness exercises within the required criteria. (A medical certificate must be provided as proof that the applicant may do strenuous exercise),
- You will be requested to provide this certificate if and when you are invited for a physical evaluation,
- Complete an English proficiency pre requisite test,
- Must have a clean criminal record.

POSITION : HR OFFICER
DEPARTMENT : CORPORATE SERVICES: HR DIVISION
Ref no : HR01/ 505/ 06
DURATION : Permanent post
Task grade : T 11/1
REMUNERATION : R 259 920 pa

Minimum Requirements: Degree / National Diploma in Human Resource Management, or equivalent, Drivers' license (Code B), Computer literacy – MS Office, knowledge of VIP will be an added advantage, 2 years' experience in human resource field, Communication skills, Interpersonal and conflict management skills.

Responsibilities: Recruitment, selection, appointments and life-cycle events: Facilitate recruitment, selection and appointment activities for the municipality, Facilitate and activate appointment of new employees, Facilitate and implement employee promotion, secondments, transfers, and termination of

service. Compensation and conditions of service: Provide advice on, and implement authorized activities on remuneration, allowances, benefits and reimbursable expenses, etc. Provide advice and implement activities covering all conditions of service, namely leave, legal aid, etc. Human resource personnel records: Develop a personnel records management system in line with the municipal records management system and legislation

POSITION : HR CLERK
DEPARTMENT : CORPORATE SERVICES: HR DIVISION
Ref no : HR01/ 505/ 07
DURATION : Permanent post
Task grade : T 7/1
REMUNERATION : R 165 624 pa

Minimum Requirements: Grade 12 certificate, Diploma or Certificate in Human Resources Management, knowledge of VIP will be an added advantage, Computer literacy, communication skills, interpersonal, co-ordination skills, two (2) years' experience in the municipal / public service environment.

Responsibilities: Partake in the Recruitment, selection, appointments and life-cycle events: such as arranging venues for short listing & interviews, notifying members of panels, typing of short listing and interviewing schedules, Filling of recruitment records, Calling candidates for interviews, Capturing of applications' data as prescribed, Informing candidates of outcome of interviews / application, Welcoming of newly appointed employees, and their orientation, Recording all life-cycle events, Compensation and conditions of service. Completing and filing of Human resource personnel records. Safekeeping of all personnel files and treating them as confidential.

POSITION : LABOUR RELATIONS OFFICER
DEPARTMENT : CORPORATE SERVICES: HR DIVISION
Ref no : HR01/ 505/ 08
DURATION : Permanent post
Task grade : T 11/1
REMUNERATION : R 259 920 pa

Minimum Requirements: Grade 12 plus Degree or National Diploma in Labour Relations or Human Resources with Labour Relations as a subject or equivalent. Drivers' license (Code B), Computer literacy – MS Office, 2 years' experience in labour relations field, Communication skills. Interpersonal and conflict management skills

Responsibilities: Provide Labour relations services: Advisory service to management on all labour relations matters, including: Clarity on labour relations policies, Disciplinary codes, Procedural and substantive fairness practices, Dispute resolution, disciplining of employees, Conciliation, mediation and arbitration of labour disputes, Adjudication of labour disputes in the courts. Provide Collective bargaining (matters) services: such as Communicate resolutions and decisions of collective bargaining processes, represent municipality at appropriate forums, convene and provide secretariat services to the Local Labour Forum (LLF).

POSITION : DEPUTY SENIOR MANAGER CORPORATE SERVICES
DEPARTMENT : CORPORATE SERVICES
Ref no : HR01/ 505/ 09
DURATION : Permanent post
Task grade : T 16

REMUNERATION : R 555 156 – pa

Minimum Requirements: Grade 12 plus Degree Public Administration or Management sciences or Law or equivalent. Drivers' license (Code B), plus Certificate in Municipal Financial Management Programme (saqa id no.48965) or CPMD Certificate. Computer literacy – MS Office, Minimum of five (5) years proven successful management experience at divisional/ functional level, Communication skills. Interpersonal and conflict management skills. Knowledge and understanding of relevant legislation and policies, good knowledge and understanding of institutional governance systems and performance management, good knowledge of corporate support services including: human capital management, legal services, facilities management, information communication technology and council support, good knowledge of SCM regulations and preferential procurement policy framework Act 2000 (Act No. 5 of 2000), good governance, Labour Relations Act and other related prescripts, legal background and human capital management, and knowledge of coordination and oversight of all specialized support functions.

Responsibilities: Deputize in the management of the entire Corporate Services Directorate, provide advice and assistance on all matters pertaining to relevant legislation such as LRA, BCEA, MSA, MFMA and other related legislation. Deputize in the Management and control of all various line functions within the directorate such as Administration and Records management, Human Resources, Legal services and ICT. Render support pertaining to minutes taking, compilation of Agenda of the Portfolio Committee and implementation of relevant Council Resolutions. Provide support to Political Office Bearers.

POSITION : BUILDING INSPECTOR X 02
DEPARTMENT : REGIONAL AND TOWN PLANNING
Ref no : HR01/ 641/ 10
DURATION : Permanent post
Task grade : T 10/1
REMUNERATION : R 220 164 pa

Minimum Requirements: National Diploma in any building development discipline, NQF Level 5, B Driver's license, Computer literacy, excel, word, Communication skills, Attention to detail, 3 years in the building development environment (preferably municipal).

Responsibilities: Perform building and drainage inspections, illegal building inspection activities to ensure effective and efficient control, by: Calculating building fees and directing public to cashiers for payment; using forms Inspecting proposed building plans to ensure alignment with legal requirement; using plans, Explaining shortcoming or non-adherence of plans to public in person, by phone or in writing with inputs from relevant departments; using calculator, schedule of building costs sheets
Performing physical inspection of foundation, roofs and sewage infrastructure to ensure building activities is according to approved plan, according to legal requirements and national building regulations and within building lines, inform supervisor of non-adherence or informing public of non-adherence in person. Writing letter to owner notifying them to stop building operations and submit plans within a specified period of time; using computer, consulting with Manager to take legal action against offender. Perform inspection of various stages of building on request do determine quality of work, by: Verifying compliance in terms of approved plans and NBR and certification of these with regard to: foundation, floor slab, roof, drains and final completion
Advice, inform and assist customers and Councilors by means of telephone, written and verbal communication

POSITION : TOWN PLANNER
DEPARTMENT : REGIONAL AND TOWN PLANNING
Ref no : HR01/ 641/ 11
DURATION : Permanent post

Task grade : T 11/1
REMUNERATION : R 259 920 pa

Minimum Requirements: National Diploma –Town and Regional Planning, Communication skills, Supervisory skills, Administrative skills, Report writing, Knowledge of land use related legislation, policies and systems, Driver's license Code B, Community conflict resolution skills.

Responsibilities: Administer land management matters to ensure efficient control thereof, by: Inspecting, consulting and capacitating community regarding rules and requirements of usage of land, Identifying, notifying, consulting and capacitating occupants of land regarding illegal land usages and occupation, land development and other land management matters, by means of meetings and interviews. Assist with land development applications by undertaking site inspections and deal with/consider applications, help to explain to the public how the procedures should be followed. Capacitating community regarding procedures and requirements for purchase of land and for registration of Deeds of Grant / Title Deeds. Investigating and handling/dealing with queries regarding occupation of land by scrutinizing files, undertaking site inspections and conducting interviews with role players and stakeholders. Stop illegal occupation of land in collaboration with Division: Legal Services. Interacting with ward councilors regarding land use related problems.

Attend meetings of the Land-Use Advisory Committee, of housing steering committee in towns and villages, of planning and urbanization and implement resolutions taken in those meetings. Attend meetings on land issues affecting towns with local tribal authorities. Assist the Magistrate as Administrator of Estates, with information regarding residential property. Process applications for registration of property and transfer of property. Attend to disputes over property in the proclaimed area and the tribal trust land. Conduct inspection for illegal occupation of land and report to Manager. Attend meetings of housing steering committee in towns and villages.

POSITION : Personal Assistant (Senior Manager Executive Support)
DEPARTMENT : EXECUTIVE SUPPORT
Ref no : HR01/ 642/ 12
DURATION : Permanent post
Task grade : T 7
REMUNERATION : R 165 624 pa

Minimum Requirements: Matric certificate (NQF Level 4) Secretarial qualification or Office administration or Computer Diploma, knowledge and understanding of the applications of laid down procedures and guidelines. Relevant Secretarial/ Administrative experience (12-18 months). Computer literacy with solid knowledge of Excel, MS Word, Power Point and outlook. Typing and clerical skills with high level of attention to detail. Excellent planning, organizing, and coordination skills. A service and customer care orientation, able to operate in a confidential environment, and be able to work without supervision and under tight time frames.

Responsibilities: Performs specific tasks/ activities associated with the provision of Secretarial support. Scheduling, confirming and updating the diary of the Senior Manager; Council support. Organizing, confirming and scheduling meetings/ appointments with internal departments/ external officials, arranging the venue and attending to catering/ refreshments requirements. Copy typing and formatting documents/ reports and creates presentations using word processing and related office applications. Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/ or seeking information and approval of and communicating response established for specific/ or routine matters. Preparing notification, agendas and minutes for specific meetings (Council/ Executive Committee) and attending to the distribution. Perusing Council and Committee Agenda and Minutes of Meetings and identifying with items associated Section's activities requiring the attention of the Senior Manager: Council Support. Maintains and access records of discussions, instructions and

correspondence. Performs tasks associated with the provision of general office support and a Reception/ Telephonist service, by attending to telephonic calls and visitors to the Main- Office, establishing nature of their visit and directs requests to appropriate persons.

POSITION : FINANCE INTERSHIP X03
DEPARTMENT : BUDGET AND TREASURY
Ref no : HR01/800/ 13
DURATION : 24 MONTHS CONTRACT
REMUNERATION : R 120 000 pa

Minimum Requirements: Young graduates with B Com Degree or Diploma in Accounting, High level of Computer literacy, ability to communicate effectively, and willingness to rotate within finances sections. Graduates residing within EMLM will be given first preference.

Responsibilities: Prepare the annual budget in conjunction with the integrated Development plan and coordinate all budget inputs from Management and captures in financial management system, prepare monthly and quarterly in- year reports to organ of state and Council, and comply with all legislative requirements, process expenditure claims and ensures that transactions are completed accurately in accordance with laid down accounting procedures and practices, reconcile all credit accounts and claims, activating electronic payment and payroll and Cheque payments.

POSITION : IDP INTERNSHIP X01
DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
Ref no : HR01/ 642/ 14
DURATION : 12 MONTHS CONTRACT
REMUNERATION : R 48 000, 00 pa

Minimum Requirements: Grade 12 Certificate, Diploma or Degree in Municipal Administration/Public Administration or Development studies.

Responsibilities: Taking part in the compilation and review of the IDP, Participating in the implementation and monitoring of the IDP, Coordinating the participation of stakeholders in the IDP processes, Coordinating the compilation of all sector plans, Ensuring that projects and programmes of the IDP meet deadlines, Liaising with other stakeholders and all sphere of government on IDP matters.

POSITION : MANAGER LICENSING
DEPARTMENT : COMMUNITY SERVICES
Ref no : HR01/ 360/ 15
DURATION : Permanent post
Task grade : T 15/1
REMUNERATION : R 427 640 pa

Minimum Requirements: Degree / Diploma in Business or Public Administration, or Law, Computer literacy (MS Office), Certification in legislation, theory and high level application (from accredited training institution), within the first year in the job, on: Motor vehicle registration, licensing, and roadworthy testing, Drivers licensing.

Responsibilities: Manage motor vehicle registration and licensing authority services through a service level agreement from provincial government, Manage drivers' license testing within DLTCs through a service level agreement from provincial government, Manage motor vehicle roadworthy testing through a service level agreement from provincial government,

POSITION : **MANAGER FLEET**
DEPARTMENT : **INFRASTRUCTURE SERVICES**
Ref no : **HR01/ 645/ 16**
DURATION : **Permanent post**
Task grade : **T 15/1**
REMUNERATION : **R 427 640, 00 pa**

Minimum Requirements: Relevant Degree with Fleet management as a subject, computer literacy, 03 years' experience in the municipal environment, general management and supervisory skills, planning and organizing skills, good interpersonal skills, report writing skills, interpersonal skills, conflict resolution skills.

Responsibilities: Provide life cycle management service for all municipal fleet, namely: Planning fleet requirements, acquisition methods and actual acquisition of fleet, maintenance of fleet, operation of fleet, insurance of fleet, disposal of fleet, and replacement of fleet. Provide and manage a hire pool vehicle service for short-term needs of respective municipal departments, provide operational support service for fleet permanently allocated to respective municipal departments, provide operational support service for construction and maintenance fleet and vehicular machinery permanently allocated to Department of Infrastructure Development. Render an in-house travel management service and liaison for air travel and associated vehicle rental and accommodation requirements.

POSITION : **SUPERINTENDENT ROADS CONSTRUCTION**
DEPARTMENT : **INFRASTRUCTURE SERVICES**
Ref no : **HR01/ 645/ 17**
DURATION : **Permanent post**
Task grade : **T 15/1**
REMUNERATION : **R 427 640, 00 pa**

Minimum Requirements: National Diploma or B.Sc in Civil Engineering, Honors Degree will be an added advantage, Code EB driving license. Knowledge of the OHS Act, Computer literacy, 3- 5 years' experience in the Municipal environment, report writing skills, interpersonal skills, conflict resolution skills, be prepared to work extended hours.

Responsibilities: Identifies and defines the immediate, short and long term objectives and plans associated with road and storm- water maintenance, directs and controls outcomes associated with utilization, productivity and performance of personnel within the Roads and storm- water maintenance division, prepares capital and operating estimates and controls expenditure against the approved budget allocations, manages the formulation of specific contracts and tender documents and controls contractual obligations, directs and controls the technical and operational outcomes associated with the functions related to roads and storm- water maintenance, disseminates functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints,

RE-ADVERTISEMENT
DEPARTMENT: INFRASTRUCTURE
POSITION: SENIOR MANAGER: INFRASTRUCTURE
REF NO. INFR/HR058
DURATION: FIVE (05) Years Fixed Term Contract Position
REMUNERATION: Total Cost to Company Package: Minimum R768, 305 Midpoint R878 063,
Maximum R987 820 (Offer of remuneration will be determined by competencies in line with
guidelines as set out in Government Gazette No. 40118, July 2016

QUALIFICATIONS AND REQUIREMENTS

- An appropriate B Degree in Civil Engineering or relevant tertiary qualification in engineering
- A minimum of five (5) years' working experience, at senior management level
- Registration as a Professional Engineer (Civil), PR. Engineer/ Technologist with ECSA will be an added advantage ;
- A recognized Project Management Certificate will be an added advantage
- A high degree of aptitude to operational planning, decision-making, human resources planning and motivation
- A strategic thinker who possesses leadership qualities with strong general management skills, with the ability to develop and formulate policy, procedures and systems
- Budgeting skills and Computer literate
- Knowledge and understanding of local government
- Good Interpersonal skills;
- Ability to work under great pressure.
- Ability to formulate Engineering Master Planning, Project Management and implementation;
- Extensive knowledge Public office environment
- Valid Code 08 (EB) drivers' license.

KEY PERFORMANCE AREAS:

- Manage the Infrastructure Services Directorate i.e. Civil Engineering Services, Electrical; Workshop (Vehicle and Plant) Management. Building control; Project Management Unit and the services programmes within the four satellite service points in the municipal jurisdictional area.
- To efficiently and effectively manage and develop the day to day operations, procedures, processes and resources of the directorate
- Planning, providing, administering and maintaining electricity distribution and support services
- Efficient maintenance of roads, transport and civil works
- Ensure the sustainable provisioning of the engineering services including infrastructure development and maintenance
- Draft and ensure implementation of the departmental strategic plan and SDBIP
- Prepare and take control of the departmental budget
- Develop and monitor the implementation of the departmental policies and by-laws
- Responsible to the Municipal Manager for the proper efficient and cost effective provision, construction and maintenance of roads, repairs and m

The shortlisted candidates will be subjected to security vetting and competency assessment

COMPETENCIES AND EXPERIENCE

- Must have a minimum of 5 years middle management experience;
- 2 - 3 years Local Government experience will be an added advantage
- Minimum Competency Requirements will be required for the above position as per the Treasury Regulations

OVERALL CONDITIONS

- The Municipality reserves the right to amend the Job Descriptions.
- The appointment is subject to the signing of a **Performance Agreement** and employment contract in terms of Section 57 of the Municipal Systems Act, Act 32 of 2000 and other relevant legislations.
- Applicants will be required to adhere to the requirements of Disclosure of Financial Interest.

PLEASE NOTE:

1. Late, emailed or faxed applications will NOT be accepted.
2. The Municipality reserves the right not to fill the vacancy.
3. Elias Motsoaledi Local municipality subscribes to the provisions of the Employment Equity Act 55 of 1998 as amended and appointments will be made according to Council's Employment Equity Plan which ensures representation of designated groups in the Municipality, including those with disabilities.
4. Any person who endeavors to canvass either a Councilor or an Official for these positions will immediately be disqualified.
5. Qualification and SA citizenship checks will be conducted on all short-listed candidates where applicable,
Successful candidates will be subjected to additional checks.
6. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

Application for the post **MUST** be submitted on an official application form, obtainable from the Human Resources Manager, (or downloadable at www.eliasmotsoaledi.gov.za/vacancies.htm) accompanied by a detailed curriculum vitae, accompanied by recently (not older than 3 months valid) certified copies of qualifications with a covering letter indicating the post applied for in an envelope marked as **PRIVATE AND CONFIDENTIAL** must be submitted to the **Office of the Municipal Manager, P.O. Box 48, Groblersdal, 0470** or hand delivered at **2nd Grobler Avenue, Groblersdal, 0470**. Further information may be obtained from the **Municipal Manager** on telephone number **013 262 3056** during office hours.

Please note: If no response is received within a month after the closing date of this advert, your application must be regarded as unsuccessful.

Failure to submit all required documents and recently certified certificates will render the application invalid.

Closing date: 26 August 2016



MAPHETO PG
ACTING MUNICIPAL MANAGER