

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 (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.*

INTERNAL / EXTERNAL ADVERT

JOB TITLE	: MANAGER IN THE OFFICE OF THE MUNICIPAL MANAGER
NO OF POSTS	: ONE (1)
DEPARTMENT	: OFFICE OF THE MUNICIPAL MANAGER
TERM OF APPOINTMENT	: PERMANENT
PLACE OF WORK	: GROBLERSDAL
PAY RANGE	: R636 192- R733 440 pa. (Excluding Benefits)
REF NO	: MOMM-001

**Qualifications:** Relevant 3 years tertiary qualification in Public Management / Administration or related field or equivalent. Experience: 5 - 8 years' relevant experience required. **Knowledge and scope of work:** Perform the full range of activities within the Office of the Municipal Manager and support and coordinate Municipal Manager's Office. **Summary of the core functions:** identify and respond to immediate and medium term operational challenges facing the municipality in the Office of the Municipal Manager, Assist the Municipal Manager in interacting and consulting with various stakeholders i.e. government officials, private sector; communicate with Office Bearers to establish items for inclusion on the reports and submission of general reports and proposals to various local government stakeholders, Assist the Municipal Manager in monitoring the implementation of the Council Resolutions, Prepare presentations and reports for Office of the Municipal Manager, Assist the Municipal Manager to carry out functions entrusted in the Office of the Municipal Manager.

<b>JOB TITLE</b>	<b>: SENIOR OHS OFFICER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: CORPORATE SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R435 288- R 490 092 pa. (Excluding Benefits)</b>
<b>REF NO</b>	<b>: SOHSO-002</b>

**Qualifications** : A relevant 3 years tertiary qualification with preference in a Diploma / National Diploma / B-Tech Degree / B Degree in Safety Management/Environmental Health or equivalent; Registration with the SACPMCP/HPCSA/SAIOSH; Computer literacy: MS Office. **Experience:** 3 - 5 years' relevant experience required. **Knowledge:** Renders a comprehensive Occupational Health and Safety Services.

**Summary of the core functions:** Implement, monitor, evaluate and report on sequences of outcomes associated with Occupational Health and Safety through the co-ordination of operations associated with the enforcement of policies, procedures and practices dictating health and safety of employees in the Municipality, in order to ensure the risk of damage to municipal property and/or injuries and loss of lives is limited through prompt and efficient execution of safety sequences and applications, in keeping with the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), Conduct regular inspections of every workplace and equipment for compliance with general and specific standards relating to the OHS Act, Anticipate, identify and evaluate safety hazards or conditions arising from municipal workplace, Report accidents to the department of Labour as it is required in terms of Section 24 of the OHS Act, Control OHS activities for contractors rendering services on behalf of Council to ensure their compliance with regards to OHS matters, Assist in identifying training on OHS matters to ensure compliance by employees in terms of their roles and responsibilities with the provisions of the OHS Act, Establish and review guidelines and effective measures relating to OHS matters, Attend HR forum meetings to exchange ideas with other municipalities, Administer claims for compensation with regards to injuries on duty and occupational diseases for medical costs and for permanent disablement or pension, Administer an employee assist programme to ensure the overall well-being of employees, Monitor the establishment of workplace Health and Safety Committee, Perform specific activities relative to injury on duty claims, Conduct risk Assessments on injuries on duty and workplace risk assessments, Implement specific activities and tasks in filing returns to the Compensation Commissioner.

<b>JOB TITLE</b>	<b>: SENIOR EMPLOYEE WELLNESS OFFICER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: CORPORATE SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R435 288- R 490 092 pa. (Excluding Benefits)</b>
<b>REF NO</b>	<b>: SEWO-003</b>

**Qualifications** : A relevant 3 years tertiary qualification with preference in a Diploma / National Diploma / B-Tech Degree / B Degree in Social Worker/ Psychologist/General Nurse or related field or equivalent; Registration with the SACSSP/HPCSA/SANC/EAPASA; and Computer literacy: MS Office. **Experience:** 3 - 5 years' relevant experience required. **Knowledge and scope of work:** Renders a comprehensive Employee Wellness Programme, Applies a wide range of diagnostic and therapeutic clinical management skills. **Summary of the core functions:** Arrange employee support services through integrated wellness programmes, Provide assistance on chronic illnesses in the workplace (HIV/AIDS, TB, etc.), Facilitate crises intervention, therapy and counselling to employees, Implement Employee Health and Wellness Strategic Framework, Adminstrate/manage the Employee Wellness /Assistance Programme, Provide a comprehensive consultation service to employees, Promote the EAP amongst employees of Elias Motsoaledi Local Municipality Increase employee's self-care and awareness of factors affecting their well-being and job performance as well as their well-being at home, Provide advice and guidance to management and staff on related matters, Use of constructive confrontation, motivation in order to seek help and short-term interventions with employees to address problems that may affect job performance, Stakeholders, Ensure confidentiality of client's information.

<b>JOB TITLE</b>	<b>: DISASTER MANAGEMENT OFFICER</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: COMMUNITY SERVICES</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R 386 640- R 431 760 pa. (Excluding Benefits)</b>
<b>REF NO</b>	<b>: DMO-004</b>

**Qualifications** : Relevant 3 years tertiary qualification preferably in Disaster (Risk) Management or equivalent and DMISA Registration Technician; Computer Literacy: MS Office. **Experience:** 3-5 years' experience in the field of Disaster (Risk) Management. **Knowledge and scope of work:** Demonstrate an informed understanding of the core areas of D(R)M, disciplines or practices and an informed understanding of the key terms, concept, facts, general principles, rules and theories of the field, discipline or practice. Leads operational planning; Supports and participates in tactical planning, Knowledge of and able to perform project management support. **Summary of the core functions:**

Provide Disaster management services such as anticipate and respond to threats to public safety, which can range from: acts of terrorism, natural disasters, and epidemics such as cholera, or swine flu, major industrial accidents, flooding and Develop business continuity plans, making sure the municipality can continue to operate in adverse conditions. Develop educational and community outreach programmes and work with business and community groups. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of disaster management and related support services, and incorporate new developments as appropriate.

<b>JOB TITLE</b>	<b>: PROJECT SOCIAL FACILITATOR</b>
<b>NO OF POSTS</b>	<b>: ONE (1)</b>
<b>DEPARTMENT</b>	<b>: INFRASTRUCTURE DEVELOPMENT</b>
<b>TERM OF APPOINTMENT</b>	<b>: PERMANENT</b>
<b>PLACE OF WORK</b>	<b>: GROBLERSDAL</b>
<b>PAY RANGE</b>	<b>: R435 288- R 490 092 pa. (Excluding Benefits)</b>
<b>REF NO</b>	<b>: PSF-001</b>

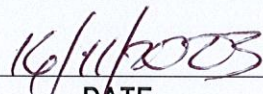
**Qualifications:** A three (3) years tertiary qualification in Project Management. **Experience:** 3-5 years' experience required. **Knowledge and scope of work:** Relevant specialist knowledge and experience in the areas of customer relations; communications; service integration and Coordination; Project Management Methodology; All relevant discipline-specific legislation and policies; Monitoring and Evaluation methodologies; Knowledge of legislations such as MFMA applicable to local government as well as municipal policies, processes and procedures relating to accountability and procurement procedures. **Summary of the core functions:** Administrative duties attached to projects, Ensuring that the design of the new project allows for future development requirements and ensuring environmental and social management programs are proactive.

**Applicants for these posts must** submit the fully completed and signed official “**Application Form for Employment Staff Members Post(s)**” which can be downloaded from the Elias Motsoaledi Local Municipality’s website at [www.eliasmotsoaledi.gov.za](http://www.eliasmotsoaledi.gov.za) or obtainable from the HR Office and must be accompanied by their detailed curriculum vitae with proven experience, contactable references, and competency requirements of the posts registration with a relevant professional body if applicable, disclosing full details of any dismissal for misconduct or substandard performance and any disciplinary actions, whether pending or finalized instituted against the applicant from current and previous employment, **recently (not older than 3 months old) certified copies of academic qualifications (Matric Certificate; Diploma / National Diploma / B-Tech Degree / Bachelor Degree; Academic Record) and Identity Document (ID)**. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualifications Authority. Any

misrepresentation or failure to disclose material information is a breach of the Code of Conduct for Municipal Staff. The successful applicant(s) shall be required to sign an employment contract, disclosure of benefits and interest, and where applicable or necessary performance agreement, undergo screening and vetting. Late, faxed, e-mailed, or **applications not made on the prescribed official application form shall not be considered**. Canvassing Councilors or officials for the appointment is strictly prohibited and will automatically disqualify the applicant. 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 not to appoint these posts. Inquiries shall be directed to the Manager of Human Resources Management and Development Mr. Mafiri L.M @ 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 Manager Human Resources Management and Development, 2<sup>nd</sup> Grobler Avenue, Groblersdal, 0470.

**The closing date shall be 28 November 2023 at 16H15.**

  
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M.W MOHLALA  
ACTING MUNICIPAL MANAGER

  
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DATE  
