

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 post as indicated below.

ADVERT (INTERNAL / EXTERNAL)

POSITION : FILLING CLERK
DEPARTMENT : COMMUNITY SERVICES
REMUNERATION : R139 801. 92 pa
DURATION : PERMANENT POST

MINIMUM REQUIREMENTS: Grade 12, Computer literacy (MS Office), Clerical Certificate, Functional requirements of the post, 1-year experience in a clerical or administrative environment.

Responsibilities: Check incoming paperwork; make copies and distribution, sort all papers alphabetically and according to content, dates, significance etc, create or update records with new files and information. Store all paperwork in designated places securing the important documents; enter paperwork into an electronic system either by data entry or by using optical scanners. deal with all requests to access files and keep logs of borrowed papers, develop an efficient filing system to make updating and retrieving files easier. Follow policies and confidentiality dictations to safeguard data and information, monitor inventory of files, paper clips etc. and report shortages. Liaise with the records office pertaining to the municipal records management system and plan for compliance purposes.

POSITION : ASSISTANT LIBRARIAN
DEPARTMENT : COMMUNITY SERVICES
REMUNERATION : R165 019. 68 pa
DURATION : PERMANENT POST

MINIMUM REQUIREMENTS: Grade 12. Certificate in Library and Information Science, Computer literacy Certificate will be an added advantage.

Responsibilities: Provide reader, advisory and information services to the public and local businesses. Provide guidance and advice to library users regarding reference work as well as reading guidance. Deal with enquiries and assisting library users in accessing Library Management System and other resources. Load membership applications into the system. Facilitate the authorization and issuing of block loan system for education institutions. Coordinate logistics relating to outreach programmes for schools visiting the library. Communicate with schools in regards to activities and reserving material for school projects. Maintain circulation files, records and statistics. Attend book selection meetings with the Provincial Library Service.

POSITION : LANDFILLSITE ADMINISTRATOR X2
DEPARTMENT : COMMUNITY SERVICES
REMUNERATION : R190 263. 00 pa
DURATION : PERMANENT POST

MINIMUM REQUIREMENTS AND QUALIFICATIONS

Grade 12, Practical knowledge and experience in Weighbridge Operation and experience in waste classification recording, Customer services. An equivalent qualification in natural, engineering or environmental sciences would be an added advantage.

KEY PERFORMANCE AREAS: Open and close landfill depot gates as required

Control and coordinate waste movement on and off site so that all acceptable waste materials entering or leaving the landfill are recorded and accounted for, in line with licensing requirements, Direct traffic coming onto site and operate weighbridge, recording all vehicle entering/leaving, Record weights and waste type by vehicle. Completing appropriate documentation and collect driver signature, etc for accounting purpose, Operate the computerized waste recording and receipting system, assist with the receiving and receipting of entrance fees, Maintain the weighbridge and general area of the weighbridge including the office in a clean, tidy and hazard free condition, Adhere to licensing guidelines and collate monthly data by waste type and by customer as part of management information, and for environmental returns, Compare actual waste arising to estimates and industry averages to identify areas where waste can be reduced and waste recyclers and diversions accordingly.

POSITION : SENIOR SCM PRACTITIONER
DEPARTMENT : BUDGET AND TREASURY
REMUNERATION : R336 151. 00 pa
DURATION : PERMANENT POST

MINIMUM REQUIREMENTS:

Degree/ Diploma in Accounting/ Procurement/ Supply Chain Management/ Purchasing management of Financial Management. Certificate of computer literacy. 3 to 4 years' relevant experience. Certificate in Municipal Financial Management will be an added advantage.

Responsibilities: Manage the SCM support function for the municipality (demand, acquisition, purchasing, risk and disposal). Provide acquisition management by monitoring the database of vendors/ supplier for the purchase of goods and services, conducting analysis of procurement expenditure for preceding years. Compile monthly, quarterly and annual SCM reports in collaboration with the Manager. Assess SCM to ensure that Bid process is properly managed and executed. Establish and maintain bid administrative procedure including Bid Specification and bid evaluation committee meetings. Manage the safe keeping of SCM documents including the proper filing. Management of contracts/ service level agreement with bidders.

POSITION : SENIOR PMS OFFICER
DEPARTMENT : MUNICIPAL MANAGER
REMUNERATION : R298 584. 00 pa
DURATION : PERMANENT POST

MINIMUM REQUIREMENTS:

B Degree in Development Studies or equivalent qualification

Responsibilities: Develop the PMS framework and review annually. Identify PMS to be used in the

organisation and follow necessary procedure to acquire the system. Outline the process to be followed 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 KPA's and targets. Facilitate the work sessions for development of the technical & top Layer SDBIPs. Supervise the activities and advise the PMS Officer.

PLEASE NOTE: Applications for the posts must be submitted on an official letter or official application form obtainable from the Human Resources Offices/ Downloadable from www.eliasmotsoaledi.gov.za/vacancies.htm. Accompanied by Curriculum vitae, certified copies of qualifications, certified copy of ID, and /or certified copy of Drivers licenses where applicable. The certified copies should not be older than 3 months. Applicants who have not received any response within 30 days of the closing date should regard their applications as unsuccessful. A candidate who canvasses any councilor or Official for preference will be disqualified immediately from the selection process or from appointment. All candidates will be subjected to vetting before appointment. The Municipality reserves the right to appoint or not to.

The applications must be addressed to: Municipal Manager P. O BOX 48. Groblersdal 0470 or hand delivered at 2nd Grobler Avenue Groblersdal 0470, put in the marked Box for Vacancies. Further information Contact L.M Mafiri (HRM) or Moses Mahlangu during working hours at Tel: (013) 262 3056/7/8/9. NB: ALL FAXED AND E-MAILED APPLICATIONS ARE NOT BE ACCEPTABLE. CLOSING DATE: 28 May 2019 (With a grace of an additional 3 (three) days for posted applications.)



KGWALE MM
ACTING MUNICIPAL MANAGER