

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 (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.

EXTERNAL / INTERNAL ADVERTISEMENTS

The annual total remuneration packages of the positions below are determined in terms of the Local Government: Upper Limits of Total Remuneration Packages Payable to the Municipality Managers and Managers Directly Accountable to Municipal Managers GN 351, GG 43122 of 20th March 2020).

Local Government: Municipal Systems Amendment Act 3, of 2022 which came into effect on the 01 November 2022, “A person appointed in a permanent capacity as manager directly accountable to municipal manager when this section takes effect, must be regarded as having been appointed in accordance with this section”. The incumbents shall be appointed permanently and be subjected to signing of contracts of employment, performance agreements, disclosure of financial interests and undergo screening, security vetting and competency assessments. The leading and core competencies of the positions are as per applicable prescripts and incumbents will be stationed at Elias Motsoaledi Local Municipality.

CHIEF FINANCIAL OFFICER (CFO) – RE-ADVERTISEMENT:

(Annual Total Remuneration Package: Minimum R935,100

Midpoint R1, 068,686 and Maximum R1, 184,979).

DURATION: PERMANENT

REQUIREMENTS: At least a Bachelor degree in Accounting, Finance or Economics or relevant qualification registered on the National Qualifications Framework at a NQF level 7 with a minimum of 360 credits; minimum of 5 years work-related experience at middle management level. **ADDED ADVANTAGE:** Registered with a recognized relevant professional body; CPMD/MFMP from an accredited and recognized body in the unit standards prescribed for financial and supply chain management.

KEY PERFORMANCE AREAS: Administratively take charge of the budget and treasury office; Advise the accounting officer of the exercise of powers and duties assigned to the accounting officer in terms of the Local Government: Municipal Finance Management Act 56 of 2003; Assist the accounting officer in the administration of the municipality's bank accounts and in the preparation and implementation of the municipality's budget; Advise senior managers and other senior officials in the exercise of powers and duties assigned or delegated to them; Perform such budgeting, accounting, analysis, financial reporting, cash management, debt management, supply chain management, financial management, review and other duties as may be delegated by the accounting officer to CFO; Development of medium term financial framework within which the municipality can operate; Provide and administer framework for financial accountability and ensure that it is complied with; Provide inputs to make budget and treasury efficient and effective to ensure compliance with the applicant laws/ prescripts; Ensure and maintain efficient and effective financial systems; Exercise overall financial management responsibilities in a diligent manner; Ensure proper and safeguarding of department documentation for audit and other reference purposes; Direct and manage departmental human resource capital; Responsible for departmental performance management and Other duties, responsibilities, roles and delegations are contained in legal prescripts, regulations applicable to municipal government municipal policies or provisions which may from time to time be issued by the Municipality and made binding upon you.

**SENIOR MANAGER DEVELOPMENT PLANNING AND LOCAL
ECONOMIC DEVELOPMENT (LED) – RE-ADVERTISEMENT:**

(Annual Total Remuneration Package: Minimum R935,100

Midpoint R1, 068,686 and Maximum R1, 184,979).

DURATION: PERMANENT

REQUIREMENTS: At least a Bachelor of Science Degree in Building Sciences / Architect/ Bachelor Degree in Town and Regional Planning or Development Studies or equivalent; Minimum of 5 years work-related experience at middle management level; Have proven successful Professional Development / Town and Regional Planning experience.

KNOWLEDGE: Good knowledge and understanding of relevant policy and legislation; Good understanding of institutional governance systems and performance management; Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act 5 of 2000; Knowledge of geographical information systems; Knowledge of spatial, town and development planning.

ADDED ADVANTAGE: Project management certificate or diploma or registration as a Professional Planner in accordance with the Planning Professions Act 36 of 2000; A qualification relating to National Treasury Competencies requirements obtained from an accredited and recognized body (CPMD/MFMP) core competencies in unit standards prescribed for financial and supply chain management areas in terms of Local Government: Municipal Finance Management Act Municipal Regulations on Competency Levels, will be an added advantage.

KEY PERFORMANCE AREAS: Provide strategic management to Development Planning and Local Economic Development Department; Develop, review and implement land use and spatial planning prescripts; Facilitate town planning and township establishment; Attend to human settlements matters; Ensure implementation of SPLUMA and that the Municipality complies with the provisions of all statutory requirements; Co-ordinate, implement and facilitate Local Economic Development (LED); Improve productivity of agriculture, tourism and related sectors to grow local economy; Exercise departmental financial management responsibilities in a diligent manner; Direct and manage departmental human resource capital; Responsible for departmental performance management; Maintain positive relationship with traditional leaders and other stakeholders; Provide inputs to make the

Department efficient and effective to ensure that the Department is compliant with applicable laws/prescripts; Advise the accounting officer on matters relating to planning, land, economic development and take reasonable steps to ensure that all information required by the accounting officer is submitted timeously; Ensure proper and safeguarding of departmental documentation for audit and other reference purposes; Other responsibilities are contained in planning law, applicable municipal policies or provisions which may from time to time be issued by the Municipality and made binding upon you.

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 on 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 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. Successful applicant(s) shall be required to sign 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 appointment on these posts. Enquiries shall be directed to the Manager Human Resources Management and Development Mr. Mafiri L.M @ 013 262 3056 and applications forwarded to: The 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, 2nd Grobler Avenue, Groblersdal, 0470.

SENIOR MANAGER CORPORATE SERVICES

ADVERTISEMENT:

(Annual Total Remuneration Package: Minimum R935,100

Midpoint R1, 068,686 and Maximum R1, 184,979).

DURATION:PERMANENT

REQUIREMENTS: At least a Bachelor's Degree in Management, Post Graduate Diploma/ Higher or Advanced Certificate in Management / Leadership or equivalent qualifications at NQF level 8* Five (5) years 'experience at middle management level and have proven successful management experience in administration*.

KNOWLEDGE: Good knowledge and understanding of relevant policy and legislation* good knowledge and understanding of institutional governance systems and performance management* good knowledge of corporate support services including Human Capital Management, Facilities Management, Information Communication Technology and council support* good knowledge of supply chain management regulations and Preferential Procurement Policy Framework act 5 of 2000* good governance* Labour Relations Act * Legal background and Human Capital Management and knowledge of coordination of oversight of specialized support function*.

ADDED ADVANTAGE: Registration with a relevant professional body* A qualification relating to national treasury competencies requirements obtained from an accredited and recognized body (CPMD/MFMP) core competencies in the unit standards prescribed for financial and supply chain management areas in terms of local government : Municipal Finance Management Act Municipal Regulations on Competency Levels, will be an added advantage.

KEY PERFORMANCE: knowledge and understanding of relevant policy development and legislation* Understanding of institutional governance systems and performance management* Understanding of council operations and delegation of powers* Implement and review HR strategies, Plans, Policies and Procedures in line with the national frameworks and guidelines* Provide strategic support and oversees the provision of support services* Provide strategic leadership in HR strategy implementation and Labour matters as well as management of Corporate Services budget* Knowledge of corporate support services including: Human Resources Administration, Organization Development, Legal

Services, Employee Assistance Programme. Training and Development, Information and Communication Technology, Labour Relations, Auxiliary and Administration Services.

The closing date shall be 02 JUNE 2023