

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 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. Suitably qualified candidates (those who previously applied for the re-advertised vacancy marked "RE-ADVERT") are hereby invited to apply for the vacancies hereunder.

EXTERNAL / INTERNAL ADVERTISEMENT

POST: CHIEF FINANCIAL OFFICER (CFO)

REF: 4/3/2/5

Annual Total Remuneration Package: Minimum R857, 571, Midpoint R980, 082 and Maximum R1, 102, 590 (determined in terms of prism of Item 8 read together with Item 9 of the Local Government: Upper Limits of Total Remuneration Packages Payable to Municipal Managers and Managers Directly Accountable to Municipal Managers GN 1224, GG 42023 of 08th November 2018). This position is a five (05) years fixed term contract stationed in Groblersdal, Elias Motsoaledi Local Municipality. The incumbent shall be subjected to signing of contract of employment, a performance agreement, disclosure of financial interests and undergo screening, security vetting and competency assessment.

HIGHER EDUCATION QUALIFICATION, WORK-RELATED EXPERIENCE AND OTHER REQUIREMENTS: At least a Bachelor degree in Accounting, Finance or Economics or a 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* Drivers' license and the totality of the requirements for the post are as prescribed under the Local Government: Municipal Systems Act 32 of 2000 pertaining to appointments of senior managers read together with the regulations promulgated thereunder, the Local Government: Regulations on Appointment and Conditions of Employment of Senior Managers GN 21 GG 37245 of 17th January 2014.

ADDED ADVANTAGE: Registration 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.

LEADING COMPETENCIES: Strategic direction & leadership* People management* Program and project management* Financial management* Change leadership* Governance leadership.

CORE COMPETENCIES: Moral competence* Planning & organizing* Analysis & innovation* Knowledge & information management* Communication* Results & quality focus.

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 applicable laws/prescripts* Ensure and maintain efficient and effective financial systems* Exercise overall financial management responsibilities in a diligent manner* Ensure proper and safeguarding of departmental 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.

Candidates applying for this position must submit the fully completed and signed official “**Application Form for Employment Senior Managers 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 and competencies, contactable references, registration with a relevant professional body, disclosing full details of any dismissal for misconduct and any disciplinary actions, whether pending or finalized instituted against such applicant from current and previous employment, recently (not older than 3 months old) certified copies of academic qualifications, Identity Document (ID) as well as the Driver's license. Late, faxed, e-mailed or applications not made on the official application form shall not be considered. Canvassing Councillors or officials for the appointment is strictly prohibited and any collaborating evidence thereof will automatically disqualify the applicant. Failure to submit all the required documents including the recently (not older than 3 months) certified academic qualifications will render the application invalid. Should you not hear from the Municipality within 30 days after the closing date, regard your application as unsuccessful. The Municipality reserves the right to appoint or not appoint for this post.

Enquiries for the post shall be directed to the Acting Municipal Manager Mr MM Kgwale 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 Acting Municipal Manager, 2nd Grobler Avenue, Groblersdal, 0470. **The closing date shall be 1st of February 2019 at 16H15.**

RE-ADVERT (INTERNAL / EXTERNAL)

POST : PMU TECHNICIAN

DEPARTMENT : INFRASTRUCTURE

REMUNERATION : R336,151.20 pa (excluding employment benefits & allowances where applicable)

DURATION : PERMANENT

MINIMUM REQUIREMENTS: Grade 12* Three years National Diploma in Civil Engineering* 2-3 years' relevant experience in project management* Valid driver's license* Computer literacy* Good knowledge and understanding of relevant policy and legislation* Attention to detail* Negotiation skills* Interpersonal and Communication Skills.

ADDED ADVANTAGE: B-Tech in Civil Engineering or Certificate in Project Management will be added advantage.

RESPONSIBILITIES: Technical support and evaluation of proposed projects in alignment with the respective municipal IDPs and the regional and provincial growth and development plans. Project management of the Labour intensive projects in line with EPWP framework and the related reporting requirements. Arrange regular projects progress meetings. Manage cash flows and committed projects budget and expenditure. Ensure that projects are completed within time, budget and required quality. Monitor contractors and consultants during the implementation of projects. Ensure projects compliance of all legal aspects and conditions required from different spheres of government. Conduct site visits/ meetings to ensure compliance to business plan conditions. Verify payment certificates and preparations of monthly schedule documentation. Prepare monthly reports and attend to all meetings as and when required.

For full details, application, minimum requirements and responsibilities in respect of these specific positions and/or posts, please visit the www.eliasmotsoaledi.gov.za/vacancies.htm . Application for the posts must be submitted on an official application form obtainable from the Municipal Human Resources Offices / downloadable from www.eliasmotsoaledi.gov.za/vacancies.htm. Accompanied by recently (not older than 3 months) certified copies of qualifications, ID Copy and Drivers 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 councillor or official for preference shall be disqualified immediately from the selection process or from appointment. The Municipality reserves the right to appoint or not to. This is a re-advert and those who applied previously are encouraged to re-apply. The applications must be addressed to: The Acting Municipal Manager Mr MM Kgwale, P.O BOX 48, Groblersdal, 0470 or hand delivered at 2nd Grobler Avenue Groblersdal 0470, put in the marked Box for Vacancies. For further information or enquiries contact Mr Lawrence Mafiri or Mr Moses Mahlangu of the Human Resources Management during working hours at Tel: (013) 262 3056/7/8/9. All faxed, late and e-mailed applications shall not be considered. The **closing date** for the above mentioned position shall be **1st of February 2019 at 16H:15** (with a grace of an additional 3 (three) days for posted applications).


Mr MM Kgwale
Acting Municipal Manager