

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 wherefore suitably qualified candidates are hereby invited to apply for the vacancies hereunder.

INTERNAL / EXTERNAL ADVERTISEMENT

POSITION : MANAGER REVENUE MANAGEMENT
DEPARTMENT : BUDGET AND TREASURY
REMUNERATION : R523 236. 00 p.a (excluding employment benefits and allowances where applicable)
DURATION : PERMANENT POST

MINIMUM REQUIREMENTS: Degree in Accounting or equivalent qualification in Accounting* Minimum of 3 years relevant experience in finance environment* A valid driver's license* Computer literacy* Good knowledge and understanding of relevant policy and legislation* Good knowledge and understanding of institutional governance systems and performance management* Attention to detail* Negotiation skills* Interpersonal and communication skills. Registration as Chartered Accountant, Certificate in Municipal Financial Management Programme or Certificate Programme in Management Development (CPMD) Municipal Finance will be an added advantage.

RESPONSIBILITIES: General management of revenue services* Manage and maintain banking functions including managing and participating in performing investment of funds* Transferring bank funds and processing transfers of funds* Evaluating and recommending improvements to banking services and monitoring daily bank balances* Manage account receivables (debtors)* Update and reconcile revenue accounts* Prepare financial reports reflecting the municipality's income status* Billing and revenue collection systems* Manage and monitor a variety of revenue sources for the municipality including equitable shares, property rates, and tariffs on utility services* Development and management of indigent services including partnering with other spheres of government in regard to poverty alleviation of indigents to improve their status and facilitate their exit from the indigent programme. Assist with internal and external audit findings.

POSITION : MANAGER INTERNAL AUDIT
DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
REMUNERATION : R523 238. 00 p.a (excluding employment benefits and allowances where applicable)
DURATION : PERMANENT POST

MINIMUM REQUIREMENTS: A recognized Degree in Internal Audit or equivalent qualification in Internal Audit/Auditing/Accounting/Risk Management* Minimum of 3 years relevant experience in Internal Auditing/Auditing/Accounting/Enterprise Risk Management* A valid driver's license* Computer literacy* Extensive knowledge of laws and legislation governing local government* Knowledge of International Standards for Professional Practice of Internal Auditing* Knowledge of risk management* Registration with the Institute of Internal Auditors (SA) and/or working towards Certified Internal Auditor (CIA) will be an added advantage.

KEY PERFORMANCE AREAS/ RESPONSIBILITIES: Plan and organize internal audit work. Develop strategic and operational plan for internal audit in line with organizational risk assessment* Review policies/charters/frameworks guiding internal auditors annually* Conduct follow up on internal and external audit findings* Monitor internal auditors' work* Provide advice and recommendations to management regarding

organization's adequacy and effectiveness in risk management, internal control and governance* Provide independent assurance and consulting services to management* Provide quarterly reports to the Audit Committee and other relevant stakeholders* Provide requisite support to the Audit Committee. Internal audit personnel supervision* Conduct ad hoc assignments as and when required.

POSITION: PROJECTS SOCIAL FACILITATOR

DEPARTMENT: INFRASTRUCTURE

REMUNERATION: R358008. 00 p.a (excluding employment benefits and allowance where applicable)

DURATION: PERMANENT POST

MINIMUM REQUIREMENTS: Grade 12* National Diploma or B. Degree or B. Tech in Social Sciences* At least three (3) years' experience in the field of social facilitation or involvement with communities* A valid driver's license* Computer literacy* Good communication and presentation skills* Good telephone etiquette and interpersonal skills* Excellent organizational skills and customer care. Ability to multi-task and to work with people at all levels particularly senior management* Flexible and adaptable, tactful and discreet* Confidentiality.

RESPONSIBILITIES: Promote participation, ownership and active involvement of stakeholders throughout the Project Life Cycle* Gain knowledge and understanding of various social facilitation strategies by various departments with the view to develop an integrated strategy* Establish community structures for projects management* Conduct baseline surveys and reports for all new projects* Conduct skills audit and training for Project Steering Committees (PSCs)* Apply conflict resolution strategies in cases of social conflict that may affect the projects* Provide on-going monitoring of projects to ensure sustainability* Coordinate projects hand-over for completed projects* Prepare and submit reports at set periods* Crafts, implement interventions and mitigation strategies.

POSITION : SENIOR HR (HUMAN RESOURCES) OFFICER

DEPARTMENT : CORPORATE SERVICES

REMUNERATION : R317988. 00 p.a (excluding employment benefits and allowances where applicable)

DURATION : PERMANENT POST

MINIMUM REQUIREMENTS: Degree / National Diploma in Human Resources Management or equivalent* A valid driver's license* Computer literacy* 2 years' relevant experience in human resources field* Knowledge of human resources legislations and prescripts* Communication skills* Interpersonal and conflict management skills.

RESPONSIBILITIES: Facilitate recruitment and selection activities for the municipality* Facilitate and activate the appointment of new employees* Facilitate and implement the promotion of employees, second-mends, transfers, and termination of employment service* Provide advice on, and, implement authorized activities on remuneration, allowances, reimbursable expenses and other applicable benefits* Provide advice and implement activities covering all conditions of service including leave management, human resources legislations and applicable prescripts* Monitor and supervise human resources personnel* Co-ordinate review of organizational structure* Prepare staff establishment and turnover reports as and when required* Maintain and safeguard human resources records* Support internal departments and participate in the dealings with internal and external auditors on human resources matters.

POSITION : GARDENERS X03

DEPARTMENT : COMMUNITY SERVICES (PARKS AND CEMETERIES)

REMUNERATION : R120264. 00 p.a (excluding employment benefits and allowances where applicable)

DURATION : PERMANENT POST

MINIMUM REQUIREMENTS: ABET level 1

RESPONSIBILITIES: Carry out numerous gardening duties, such as soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting. Carry out lawn maintenance and

cultivation. Use and maintain hand tools and basic light machinery. Use cylinder and rotary mowers, trimmers, leaf blowers. Ensure all equipment and machinery are secure.

Keep the tool shed / store room clean and tidy, Keep the borders, thoroughfares and street footpaths clear and free from litter at all times. Empty litter bins around designated municipal sites, Assist with the initial marking and over marking of the sport pitches, running tracks, field events. Prepare and plant rockeries, herbaceous borders and shrubberies. Maintain diverse plantings of trees, shrubs, vines, perennials, grasses, and bulbs. Hand-water and monitor irrigation of plantings, especially during time of establishment and drought. Perform seasonal landscape work including pruning, clean up, bulb planting, dividing and transplanting, leaf removal. Scout for pests and disease, clean up litter in planting beds

POSITION : ROTATING CEMETERY OPERATOR X 07
DEPARTMENT : COMMUNITY SERVICES (PARKS AND CEMETERIES)
REMUNERATION : R120264. 00 p.a (*excluding employment benefits and allowances where applicable*)
DURATION : PERMANENT POST
MINIMUM REQUIREMENTS: ABET level 1

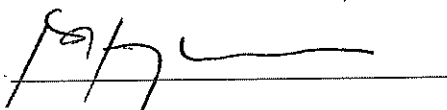
RESPONSIBILITIES: Excavate graves both manually and mechanically observing at all times prescribed Health and Safety practices using shoring and mechanical plant equipment. Cover the excavation with boards immediately after completion of excavation, to protect the public and leave the site clean and tidy. To remove these cover boards shortly before the funeral is due to take place. Ensure the paths that the funeral cortege will walk are clear of all litter, debris, brash and free from obstructions leading up to and around the grave area. Level existing grave surfaces and prepare for either new turf or an application of grass seed, generally clean the ablution facilities a minimum of one times a week, ensure good housekeeping and security of all such stocks. Carry out minor miscellaneous improvements works within the cemeteries and crematoria. Maintain the municipal garden and the yard including tree pruning, grass cutting with lawn mower. Maintain cleanliness of the municipal yard.

POSITION : SENIOR ACCOUNTANT ASSETS
DEPARTMENT : BUDGET AND TREASURY
REMUNERATION : R358006.14 p.a (*excluding employment benefits and allowances where applicable*)
DURATION : PERMANENT POST
MINIMUM REQUIREMENTS: Degree in Accounting (*NQF Level 6*), Computer literacy. Good knowledge and understanding of relevant policy and legislation* Good knowledge and understanding of institutional governance systems and performance management* Attention to detail* Negotiation skills* Interpersonal and communication skills. Certificate in Municipal Financial Management Programme or Certificate Programme in Management Development (CPMD) Municipal Finance will be an added advantage.

RESPONSIBILITIES: Implement Asset Management Strategy: Produce plans based upon analysis of service delivery options, Include in the Service Delivery and Budget Implementation Plan (SDBIP) the measurable objectives and targets of each asset management plan. Develop Asset Management Plans: Conduct a "gap analysis" of the required vs. current service levels, Risk assessment across the whole life cycle of each option, and Consult with other divisions in the development of the asset management plans such as to: Conduct asset life-cycle analyses as key concept underpinning municipal asset management, and covering all phases of an asset's life starting with planning, through its acquisition, operation, maintenance and eventual disposal, Ensure that life-cycle cost management of assets is aligned to the municipality's planning, budgeting, monitoring and reporting processes, and including any environmental rehabilitation at the end of its life. Implement Asset Management Policies, Compile and maintain Asset Register, Link Asset Register to other systems, Provide detailed specifications for asset management demands of the municipality to IT to facilitate development / acquisition thereof within the particular architecture of the municipality's information systems, and the organizational structure. Condition assessment of assets, Stocktaking, Conduct physical verification of the quantities and condition of items held in an inventory, as a basis for accurate inventory audit and valuation. Asset monitoring and reporting: Prepare

monthly, quarterly, and other reports that measure the implementation progress and deadlines against that of the asset management plan. Report on the service performance of capital assets, as well as financial aspects extracted from the asset register, and give them to the CFO via the Manager, for authorization and for inclusion in the formal monthly, quarterly, and annual reports

PLEASE NOTE: Application for the posts must be submitted on an official application form obtainable from the Human Resources Offices / downloadable from www.eliasmotsoaledi.gov.za/vacancies.htm. Accompanied by recently certified copies of qualifications, Detailed CV, ID Copy and Driver's 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 councilor or official for preference shall be disqualified immediately from the selection process or from appointment. It is the responsibility of the applicants in possession of the foreign qualifications to submit the evaluated results by the South African Qualifications Authority. The Municipality reserves the right to appoint or not to appoint for these positions. The applications must be addressed to: The Acting Municipal Manager, 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. The **closing date** for the above-mentioned positions shall be **27th of August 2019** at 16H: 15 (with a grace of an additional (three) days for posted applications).



M.M KGWALE
ACTING MUNICIPAL MANAGER