

ELIAS MOTSOALEDI LOCAL MUNICIPALITY

P O BOX 48
GROBLERSDAL
Grobler Avenue
0470
Tel: 013-262 3056



Civic Centre
2nd

GROBLERSDAL,
0470

Elias Motsoaledi Local Municipality with its seat in Groblersdal Limpopo Province is committed to the achievement, maintenance and equity in employment, especially in respect of race, gender and disability. Suitable candidates are hereby invited to apply for the posts as indicated below.

INTERNAL / EXTERNAL ADVERT

POSITION : Manager LED (Local Economic Development)
DEPARTMENT : PLANNING, LAND AND ECONOMIC DEVELOPMENT
REF NO : D&PL01/641/01
DURATION : PERMANENT
TASK GRADE : T 15
REMUNERATION : R403 476- 00 pa (Excluding benefits)

Requirements : 3 years Degree or Diploma in Business Management or Economics/ Agriculture/ Tourism. Must have Computer literacy, Driver's License, have the following skills: negotiation skills, Communication skills, Human relations skills, Project management skills etc. minimum of 04 years' experience in the economic development field.

Responsibilities : to prepare and coordinate the LED strategies to ensure an effective LED processes, to establish and co-ordinate the LED forum to ensure its proper functioning and goal achievement,

To coordinate partnerships to ensure the effective relationship between relevant parties, prepare and submit business plans to ensure that the objectives of the IDP are met and that SMMEs are supported, ensure an effective financial control system for the LED projects, to co-ordinate the implementation of the LED strategies and programmes to ensure that the objectives are met and that optimum utilization of available resources are achieved, promote the development, maintenance and implementation of tourism guidelines, strategies, frameworks and policies to ensure the effective development and promotion of tourism, interacts with the various institutions/ persons such as LED forums, tourism forums, community forums to ensure that the execution of the post's responsibilities are met.

POSITION : Employee Health and Wellness Officer (EAP Officer)
DEPARTMENT : CORPORATE SERVICES
Ref no : HR02/505/02
DURATION : Permanent post
Task grade : T 11
REMUNERATION : R245 208 pa (Excluding benefits)

Requirements : Degree / National Diploma in Social work or Nursing, Valid Certificate in EAP, Valid certificate in occupational health and safety, Computer literacy – MS Office, driver's license (code B), communication skills, interpersonal and conflict management skills, co-ordination skills, two (2) years' experience in the municipal / public service environment.

Responsibilities : Develop employee wellness programme (EWP) through benchmarking, create a referral network with relevant experts in the municipal area, create and implement an awareness campaign, induction of employees inclusive of managers into the programme, keep records and ensure their confidentiality, plan and provide event management for wellness days.

POSITION : Occupational Health and Safety Officer (OHS Officer)
DEPARTMENT : CORPORATE SERVICES
Ref no : HR02/505/03
DURATION : Permanent post
Task grade : T 11
REMUNERATION : R245 208 pa (Excluding benefits)

Requirements : Grade 12 plus Degree or National Diploma in Safety management / Occupational Health and Safety, sound knowledge of OHS legislation, Computer literacy, communication skills, three (03) years' experience in the municipal / public service environment, driver's license, a good listener and analytical skills.

Responsibilities : facilitate and co-ordinate the health and safety risk assessment, implement the provisions of the Occupational Health and Safety Act and the Regulations, anticipate, identify and evaluate safety hazards or conditions from the workplace, investigate and report all workplace accidents to the Department of Labour, monitor compliance of the safety files of contractors rendering services on behalf of the municipality, facilitate training on OHS matters.

POSITION : Internal Audit Officer
DEPARTMENT : MUNICIPAL MANAGER
Ref no : MM01/507/01
DURATION : Permanent post
Task grade : T 12
REMUNERATION : R276 060. 00 p. a (Excluding benefits)

Requirements : National diploma in internal auditing with 1 – 2 years' experience, knowledge of municipal finance management act (MFMA) and treasury regulations, understanding of the institute of auditors international standards for professional practice of internal auditing, computer literacy, good written and interpersonal communication skills, have ability to work under pressure and take initiative.

Duties and Responsibilities : Assessing and evaluating the adequacy and effectiveness of the controls, procedures, and processes. Assist with development of system description and audit Program. Performing of the audit fieldwork in terms of the audit program. Drafting of audit reports. Obtaining preliminary management reports. Verbally communicate findings to the senior management. Delivering audit outputs including final reports within agreed timescales and in accordance with internal audit standards. Evaluate auditee's response and perform follow-up audits. Conduct ad-hoc assignments/ investigations as and when requested by management. Take part in the preliminary and closing meetings with audit. Provide administrative support to the audit committee and assist in ensuring that internal audit reports to the audit committee are prepared and available on time. Perform any other duties that may be required.

POSITION : Administrative Officer/ Data Capture (PMU)
DEPARTMENT : INFRASTRUCTURE
Ref no : INFR01/642/01
DURATION : PERMANENT

TASK GRADE : T11
REMUNERATION: R245 208.00 p. a
DIVISION: PMU

MINIMUM QUALIFICATION AND REQUIREMENTS

National diploma in Administration, Accounting or equivalent. Project management Certificate. Advance MS excel Certificate Will be an added advantage. The incumbent must be computer literate and familiar with project management programs. Computer literacy

RESPONSIBILITIES/DUTIES

Management and maintenance of the national monitoring database. Liaise with provincial and National IT specialist on related issues. Provision and quality control of data and information technology. Manipulation of data of the preparation of all necessary report to municipal and the relevant provincial and national departments. Support and assist with all administration duties requested by the PMU team. Report on projects finances. Ensuring proper filling to meet AG' S requirements. Processing of related correspondence and in report generation. Data duties. Register maintenance: site-visit report. OHS & S register etc. Administrative and co-ordination support to the project manager. HR and duties given by PMU manager and Director Infrastructure Services.

POSITION : Information system security officer
DEPARTMENT : CORPORATE SERVICES
REF NO : HR02/505/03
DURATION : Permanent
TASK GRADE : T10
REMUNERATION : R 207 696. 00 pa (Excluding Benefits)

Minimum requirements: NDIT, BTECH in IT, Bcom Informatics with MCSE International Qualification specializing in Information Security will be an advantage, Valid Driver's License code 8 or 10, Minimum of 3 years' experience in information systems security

RESPONSIBILITIES/ DUTIES: Establish and enforce information security policies to protect municipal computer infrastructure, networks and data, Provide first line protection of municipal information and data integrity.

Mitigate information and data risks on security breach, loss of confidential and commercial sensitive data and financial loss, Gathering information necessity to maintain security. Establishment of functional external barriers and other information and data securities. Inform municipal users about security measures, potential threats and prevent unauthorized access. Protect municipal integrity from cyber criminals, virus attacks and attempts by unauthorized parties. Advise and report all information and data security threats to the immediate supervisor/manager municipality.

POSITION : Manager Legal Services
DEPARTMENT : CORPORATE SERVICES
REF NO : HR02/505/04
DURATION : Five 5 Years Fixed term performance based contract
TASK GRADE : T16
REMUNERATION : R 668 674. 80 pa (Cost to the Company)

Minimum requirements: Law degree (LLB) or B Proc, basic computer literacy, five (5) years' experience in the relevant field (attorneys), experience working in local government will be an added advantage,

excellent analytical skills, interpretation of statutes, ability to act within strict policy guidelines and meet deadlines, admission as attorneys and proof of mentorship with relevant legal authority.

Responsibilities/ KPA: Provide sound legal advice and opinions on all matters of the municipality, where required, attend and investigate claims instituted by and against the council, interpret advice and comment on new legislation and monitor implementation, draft review and update by-laws and vets by-laws, appoint, brief and consult attorneys and monitor progress of cases, report to council on litigation and recommend settlement of claims, Facilitate compliance with court orders, collective agreements, national and provincial government directives, etc attend to administration matters in regard to legal aspects, provide legal assistance in respect of townships, town plan administration and property matters, deal with Labour matters from internal processes up to Labour court, drawing and administer all municipal contracts and lease agreements. Draft and review the service level agreements / contracts to facilitate contracts management.

Applications must be on the application form for employment which is obtainable from the municipal offices or municipal website. Quoting the relevant reference number, direct your application to:

**Municipal Manager
Elias Motsoaledi Local Municipality
P.O. BOX 48
GROBLERSDAL
0470**

ENQUIRIES: Faxed and e-mailed applications shall not be accepted.

For further information please contact **The Senior Manager Corporate Services Mr. A. Mayimele/ L.M. Mafiri** (HRM) during working hours at Tel: (013) 262 3056/7/8/9

Closing date: 06 May 2016


**MAREDI RM
MUNICIPAL MANAGER**

**Elias Motsoaledi
Local Municipality
15 APR 2016
Municipal Manager**