

# ELIAS MOTSOLEDI LOCAL MUNICIPALITY

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



Civic Centre  
2<sup>nd</sup> 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 COMPLIANCE & VERIFICATION  
DEPARTMENT : MUNICIPAL MANAGER  
REMUNERATION : R 555 941. 18pa (excluding employment benefit and allowances where applicable)  
DURATION : PERMANENT POST

**MINIMUM REQUIREMENTS:** National Diploma / B. Degree in Public Administration / Internal Auditing / Financial Accounting / Law (NQF 6/7). A valid driver's license. 5 years' experience in a public service environment. MFMP / CPMD Certificate and Valid Membership Certificate of Compliance Institute of Southern Africa (CISA) will be as an added advantage.

**SKILLS REQUIRED** Plan, coordinate and manage the activities of the unit and reporting divisions. Manage performance of reporting divisions. Responsible for financial management of the division. Valid Code B/C license and reliable transport. Develop and monitor systems, policies, procedures and processes to ensure correct working operations and practices. Responsible for execution and delivering on Divisional Key Performance areas and indicators

**RESPONSIBILITIES:** Develop compliance monitoring and reporting tools to ensure minimization of legislation non-compliance in the execution of the service delivery programmes across the municipal environment. Verify that all the relevant legislation to ensure constant alignment with the municipality policies and compliance thereof. Responsible to ensure compliance and correct allocations of all municipal transactions in line with financial plan and mSCOA. Responsible to provide advice to municipal stakeholder regarding the drafting, reviewing, and ensuring the implementation of with relevant compliance policies, provide guidance to staff on matters of statutory obligations, identify legislation, contracts and policies with which the Municipality should comply, review the contracts register to verify that the control measures are in place, analyses the environment in which legal, rules, policies and contracts stipulations are applicable and must be met. Ensure that control measures are in place, ensure that staff members are educated about the laws, contracts, rules and policies with which they must comply. Provide advisory support to management in relation to compliance with the municipal legislative

matters. Draw and submit the required reports and statutory returns to the relevant statutory bodies in time.

**POSITION : MANAGER LABOUR RELATIONS**  
**DEPARTMENT : CORPORATE SERVICES**  
**REMUNERATION : R 555 936. 00pa (excluding employment benefit and allowances where applicable)**  
**DURATION : PERMANENT POST**

**MINIMUM REQUIREMENTS:** B Degree in Labour Relations/Human Resources Management or equivalent, A valid drivers' license, 5 years' experience in labour relations environment or human resources of which 2 in a supervisory level, knowledge and understanding of the labour relations and governance processes, policies and legislation, applications and principles to enable analysis, evaluation and reporting role. Computer literacy and attention to details, negotiation skills, interpersonal, team- player and communication skills.

**RESPONSIBILITIES:** Management of Labour Relations. Including the Compliance and adherence to employee relations legislation, processes and prescripts. Coordinate and control of Labour Relations information. Give input in the development of Labour relations policies and procedures. Facilitate dispute and grievance prevention processes. Manage and conduct IR investigations. Manage and represent the municipality in disciplinary hearings. Coordinate the negotiation of strikes and lockout process, sourcing legal information and presenting to team. Conduct training on Employee Relations processes. Represent the municipality in Conciliations and Arbitration proceedings at the CCMA. Manage the appointments of Legal Representatives for Employee Relations case. Manage the communication and implementation of resolutions and collective agreements. Manage and facilitate Disciplinary hearings and address Complaints, grievances hearings and compile report on such hearings. Review, peruse or comment on the chairperson ruling or decision and recommend whether to appeal or to send for review. Smooth relations between employer and employees within the Municipality and enhance employee satisfaction for improved productivity. Prepare and represent the Municipality in cases referred for Conciliation/ Arbitration. Ensure a balance between employer and employee relations and ensure unbiased processes. Provide practical training and guidance to Management and employees on Industrial Relations processes. Engage Trade Unions from time to time on specific issues or requests (reasons for specific actions / decision against member, shop stewards time –off, etc.) and scrutinize responses prior to circulation. Maintain case files containing all documents, correspondence and outcome / award determination and / or accessing/ retrieving information upon request. Develop and strengthen relationships within and outside the Municipality. Develop and manage an annual budget for the division, and prepare and submit budget adjustments

**POSITION : EXECUTIVE ASSISTANT CHIEF WHIP**  
**DEPARTMENT : EXECUTIVE SUPPORT**  
**DEVISION/UNIT : CHIEF WHIP OFFICE**  
**REMUNERATION : R 215 291. 00pa (excluding employment benefit and allowances where applicable)**  
**DURATION : PERMANENT POST**

**MINIMUM REQUIREMENTS:** Grade 12. Secretarial Diploma or Equivalent. Computer Literacy – Office Applications. Good Interpersonal and Communication Skills. 1-year relevant experience.

**RESPONSIBILITIES:** Provide secretarial support to the Office of the Chief Whip. File documents in the

office of the Chief Whip, and submit relevant documents to registry for filling. Manage the Diary of the Chief Whip and his delegates. Support the department with administration.

**POSITION** : **MANAGER LICENSING**  
**DEPARTMENT** : **COMMUNITY SERVICES**  
**DIVISION/ UNIT** : **LICENSING**  
**REMUNERATION** : **R503 160. 60pa (excluding employment benefit and allowances where applicable)**  
**DURATION** : **PERMANENT POST**

**MINIMUM REQUIREMENTS:** B Degree in Transportation/ Traffic related courses/ Diploma Examiner of Licenses/ Motor Vehicle or Equivalent. 5 years relevant experience of which 3 years at supervisory level

**RESPONSIBILITIES:** Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programs designed to accomplish key service delivery objectives With respect to the Registration Authority, Driving License Testing Centre and the Vehicle Testing Centre through the co-ordination and management of all the related administrative Duties executing the sequences and applications effective and efficiently.  
Manage motor vehicle registration and licensing authority services through a service level agreement from provincial government. Manage driver's license testing within DLTCs through a service level agreement from provincial government. Manage motor vehicle roadworthy testing through a service level agreement from government. Manage the payment on monthly basis, reconciliation's of Licensing and Testing grounds to the Directorate Finance. Monitor and randomly inspect functions at the satellite registering authorities. Manage and control the e-Natis system in the cross-boundary areas of jurisdiction according to Road Traffic Act.

**POSITION** : **CHAIRPERSON OF RISK MANAGEMENT COMMITTEE**  
**DEPARTMENT** : **OFFICE OF THE MUNICIPAL MANAGER**  
**DURATION** : **3 YEARS CONTRACT**

**TERMS OF OFFICE AND REMUNERATION:** The term of office of appointed candidates, which both are part-time positions only, will be **two (2) years** (linked to Audit Committee). Appointed candidates will be remunerated at rates commensurate with their professional standing.

**REQUIREMENTS:** A post graduate degree in Risk Management or auditing, Member of Institute of risk management or studying towards Certified Risk Management Practitioner will be an added advantage, At least 5+ years' experience in the risk management environment, proven experience as a member of risk management and audit committee or similar committees. Knowledge and understanding of internal controls, project management, governance, risk management principles, accounting practices and ICT and exposure to risk management legislations and policies.

**RESPONSIBILITIES:** To review and monitor Implementation of the Risk Management Framework, Policies and Strategy within the municipality. Advice on integration of risk management into planning, monitoring and reporting processes. Provide advice / guidance on setting risk of appetite and review risk appetite and tolerance levels. The Committee is expected to conduct its activities in terms of the Public Sector Risk Management Framework, MFMA, Treasury Regulations, Risk Committee Charter and King III Report on Corporate Governance. To provide proper and timely reports to the Accounting Officer and Audit Committee on the state of Risk Management.

Interesting persons must submit an application letter, detailed CV indicating qualifications and experience. Short listed candidates will be required to produce original copies of qualifications on or before appointment. Correspondence will only be entered into with short listed candidates. If you do not receive notifications regarding your application within 60 (sixty) days of the closing date, kindly assume that your application was not successful. Applicants will be penalized for canvassing.

**POSITION : SENIOR ACCOUNTANT**  
**DEPARTMENT : BUDGET AND TREASURY**  
**DIVISION/UNIT : REVENUE MANAGEMENT**  
**REMUNERATION : R380 376. 00pa (excluding employment benefit and allowances where applicable)**  
**DURATION : PERMANENT POST**

**MINIMUM REQUIREMENTS:** B Degree in Accounting or Financial Management or equivalent. 2 years relevant experience. Municipal Finance Management Act (MFMA) and Treasury Regulations, Computer literacy. Good writing and interpersonal communication skills and have the ability to work under pressure and take initiatives.

**RESPONSIBILITIES:** Accounts receivable (debtors): Update and reconcile revenue accounts, and prepare the financial reports reflecting the municipality's income status. Co-ordinate and provide guidance on specific deadlines associated with audit and legal compliance. Implement controls to monitor debtor accounts, alerting users to activate or seek approval on specific debt recovery sequences. Carry out debtor transactional processing sequences, and Monitor debtors' age analysis to determine progress with recovery. Implement billing and revenue collection systems such as cash collection / revenue, including cashiering, direct debit payment, bank payment, sundry debtors, and utilities payment monitoring. Input and reconcile all investment transactions into the municipality's investment software programme. Perform investment administration duties, tracking investment activity including payments, receipts and arbitrage. Reconcile monthly investment trustee statements and process journal entries, Prepare annual fiscal-year-end reconciliation and auditor's schedules of all accounts relating to investment debt continually as needed.

**POSITION : SENIOR ACCOUNTANT**  
**DEPARTMENT : BUDGET AND TREASURY**  
**DIVISION/UNIT : SUPPLY CHAIN MANAGEMENT**  
**REMUNERATION : R380 376. 00pa (excluding employment benefit and allowances where applicable)**  
**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:** Oversea 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 SCIM to ensure that Bid process is managed properly and executed, Establish and maintain bid administrative procedure including Bid Specification and bid evaluation

committee meetings, Manage the safekeeping of SCM documents including the proper filling.  
Management of contracts/ service level agreement with bidders.

**PLEASE NOTE:** Applications 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](http://www.eliasmotsoaledi.gov.za/vacancies.htm). Accompanied by recently certified copies of qualifications, 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 2<sup>nd</sup> Grobler Avenue, Groblersdal, 0470**, put in the marked Box for Vacancies. For further information or enquiries contact Mr Mafeefe 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 **03 December 2020** at 16:15 (with a grace of an additional three (3) days for posted applications).



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**M.M KGWALE**  
**ACTING MUNICIPAL MANAGER**