

# ELIAS MOTSOLEDI LOCAL MUNICIPALITY

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Civic Centre  
2<sup>nd</sup> Grobler Avenue  
GROBLERSDAL,  
0470

Elias Motsoaledi Local Municipality with its seat in Groblersdal Limpopo Province is committed to the achievement and maintenance and equity in employment, especially in respect of race, gender and disability. Candidates should essentially demonstrate visionary strategic thinking and decision making skills, enhanced by proven leadership qualities as well as the ability to influence others. The necessary drive, enthusiasm, communicative ability, as well as the ability to build and maintain positive interpersonal relations, must form part of the ideal profile. Suitable candidates are invited to apply for the posts as indicated below

## EXTERNAL ADVERTISEMENT

**1X DIRECTOR CORPORATE SERVICES (RE-ADVERT)**

**2 YEAR FIXED TERM CONTRACT POSITION**

**REMUNERATION: TOTAL COST TO COMPANY PACKAGE: R581 810 Minimum TO R748 050 Maximum** (*Offer of remuneration will be determined by competence in line with the guidelines as set out in Notice 225 published in Government Gazette No.37500, March 2014*)

### MINIMUM QUALIFICATION AND REQUIREMENTS

- An appropriate Bachelor Degree in Public Administration / Management Sciences / Law or equivalent qualifications
- Five (5) years experience in middle management level.
- A qualification relating to National Treasury Competencies requirements obtained from an accredited and recognized body (CPMD/ MFMP)
- Knowledge of local government environment, Excellent communication and negotiating skills at all levels of government. Good skills in conflict resolution, problem solving and ability to be decisive
- **Effective Management of Human Resource in order to ensure the transformation of skills development, Employment Equity advancement and knowledge of Performance Management system are critical.**

Knowledge of local government legislation is vital. Good interpersonal and communication (written and verbal) skills and the ability to manage a wide range of functions are recommended. The incumbent will also be expected to have a sound knowledge and understanding of computer packages (MS Word, MS Excel and MS PowerPoint and MS Outlook.

- Drivers license

**NB.Shortlisted candidates will be subjected to information/ qualifications verification process, security vetting clearance. Successful candidate will be required disclose the financial interest and sign a performance agreement for the duration of the employment.**

### KEY PERFORMANCE AREAS

- Assist the municipal manager with the overall governance of the municipality
- Administer human Resource Management (personnel planning, provisioning, training , development, labour relations, management and organizational development)
- Responsible for developing organizational policies and procedures
- Develop and manage the directorate's service delivery and budget implementation in line with relevant legislative prescripts
- Prepare and submit the reports to the municipal manager and relevant political structures
- Provide support and advice to other directorates in relation to all human resource management matters
- Provide strategic leadership in corporate support services including:
  - Human Resource Administration
  - Organization Development
  - Legal Services
  - Council secretarial services
  - Employee Assistance Programme
  - Training and Development
  - Information and Communication Technology
  - Labour Relations
  - Facilities and properties management and related Auxiliary Services