**EMALAHLENI LOCAL MUNICIPALITY (EASTERN CAPE)**

**NOTICE NO: HR 06/2025**

**EXTERNAL ADVERTISEMENT OF POSITIONS**

**Emalahleni Municipality is a Grade 2 municipality comprising of Indwe, Dordrecht and Cacadu with its seat in Cacadu. Emalahleni Municipality is an equal opportunity employer and subscribes to the principles of employment equity.**

**Applications are invited from suitably qualified candidates for the filling of the following position (African Females and Males are encouraged to apply)**

## 1. MUNICIPAL MANAGERS OFFICE

**Applications are invited from suitable qualified candidates for the filling of the following positions (Preference will be given to African Males)**

**AUDIT AND PERFORMANCE COMMITTEE MEMBERS X2**

**SALARY SCALE: R7500 Chairperson**
**R6000 per member**
**Plus, Travel reimbursement and Data allowance of R300**

### REQUIREMENTS

- Undergraduate degree in Accounting/Auditing/Public Management/ LLB or Legal Qualification.
- Post Graduate Degree in CA/MBA/MPA/CIA.
- 10 Years Management experience
- 3 Years Audit Committee member experience in Local Government.

### KEY RESPONSIBILITIES:

- Knowledge and understanding of internal controls and Local Government sector reporting issues.
- Understanding and expertise on Disciplinary Board functions according to Financial Miscinduct regulations.
- Knowledge and understanding and exposure to legislation/policies (MFMA/GRAP/NATIONAL TREASURY Regulations and relevant practice notes).
- Have a good understanding of the committee position as a governance structure.

- Can conduct the Audit Committee affairs efficiently and effectively.
- Have the necessary leadership and personal qualities with the ability to lead and participate in the discussions.
- Must demonstrate independency, integrity, willingness to dedicate time and energy, good communication skills, analytical reasoning abilities and objectivity.
- Must have sound knowledge of issues affecting Local government, expertise/skills in any of the following:
  Financial Management, Human Resources Management and Labour Relations, Legal/Corporate Governance, Project Management, Internal control, knowledge in Municipal Legislation.

## 2. INFRASTRUCTURE DEVELOPMENT AND HUMAN SETTLEMENTS

**Applications are invited from suitable qualified candidates for the filling of the following positions (Preference will be given to African Males)**

### 1.1 PROJECT MANAGER

**ALL-INCLUSIVE PAKAGE: OF R 639 840.04 PER ANNUM**

**5-YEAR FIXED TERM CONTRACT (TOTAL COST TO COMPANY)**

**REQUIREMENTS**

- Grade 12 (Matric)
- Minimum qualification National Diploma in Civil Engineering (NQF Level 6) or
- Preferable a B Degree qualification in Civil Engineering (NQF Level 7).
- At least five (5) years relevant Experience in Local Government Project Management.
- Valid Driver's licence.
- Good Computer Literacy.
- Diploma in Project Management will be an added advantage.
- Registration with professional body will be an added advantage.

**KEY RESPONSIBILITIES**

- Preparing grant business Plan, Implementation Plan etc.
- Managing of grant funded projects.
- Registering and Reporting projects on MIG-MIS.
- Monitoring projects and Reporting.
- Presenting Projects on the District Appraisal Committee.
- Drafting of Projects Specification.
- Participating on Project evaluation process.

Applicants for the above-mentioned positions are required to fully complete and submit a prescribed application form obtainable from our reception or download from www.emalahlenilm.gov.za, detailed Curriculum Vitae together with certified copies of all qualifications and the Identity Document, Driver's licence. Applications not accompanied by the required documentation will not be considered. The Council reserves the right not to continue with the interviews and appointments if no suitable candidate is found.

Emalahleni Municipality is an equal opportunity employer with a firm commitment to employment practices irrespective of race, gender and disability.

**Correspondence will only be entered into with short-listed candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. Enquiries can be made with Manager: Human Capital: Mr Zamuxolo Mbotyi, at mbotyiz@emalahlenilm.gov.za during office hours.**

**Applications can be hand delivered to the Registry Section, 37 Indwe Road, Lady Frere or posted to the as follows: -**

**MS POB MAKOMA**
**The Municipal Manager**
**Emalahleni Local Municipality**
**Private Bag X1161**
**CACADU**
**5410**

**No email applications will be accepted, and**

**No Late applications will be considered, therefore post delays must be considered by the applicant.**

**The closing date for applications is Wednesday, 12th March 2025.**