EMALAHLENI LOCAL MUNICIPALITY

NOTICE NO: HR 01/2025

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. The Municipality invites suitable qualified candidates to apply for the following positions:

African Females and people with disabilities are encouraged to apply for the filling of the following position:

1. DIRECTORATE PLANNING, ECONOMIC DEVELOPMENT, TOURISM AND AGRICULTURE

1.1 MANAGER: IDP, PLANNING AND OPMS

REPORTING DIRECTLY TO THE DIRECTOR: PLANNING ECONOMIC DEVELOPMENT TOURISM & AGRICULTURE

SALARY SCALE: TASK GRADE 17 (R797 775,12 – R1 035 588,72) PER ANNUM, EXCLUDING BENEFITS

MINIMUM REQUIREMENTS:

- (Grade 12)
- Appropriate B Degree in Town and Regional Planning or Development Studies or Public Management / Administration.
- 3-5 years' experience in a supervisory position at local government.
- Valid driving licence
- Proficient Computer Literacy
- Sound knowledge of legislative prescripts relating to Integrated Development Planning, Town Planning and Institutional Performance Management System.

KEY PERFORMANCE AREAS

- Coordinating the development and review of the Integrated Development Plan (IDP)
- Coordinating the development and reviewal of the Performance Management Systems (SDBIP, Annual Performance Report and Annual Report)
- Facilitating the development of Department Scorecards, incorporating areas of improvement in scorecards,
- Developing, reviewing, implementing, monitor and evaluation of the IDP & PMS to ensure critical performance indicators are identified and specific

measured established to enable and guide the departments to plan, manage and or prioritize outcomes accordingly.

- Developing, strengthening, and maintaining relationship with relevant role players and other implementing agents or IGR structures.
- Plan and coordinate the formulation of the Municipal long-term vision,
- Plan and coordinate the municipal spatial development framework
- Plan other planning frameworks to guide the future plans of the municipality and availability of municipal land for housing development projects and for investment (IDP, SDF, Land Use Scheme, LSDF and Precinct Plans)
- Developing Land use Management Systems, enforcing planning policies and land administration legislation
- Preparation of Spatial Planning Bylaws and Land administration Policies for the enhancement of land use management of municipal land.

2. INFRASTRUCTURE DEVELOPMENT AND HUMAN SETTLEMENTS

2.1 PROJECT MANAGER X2

REPORTING DIRECTLY TO PMU MANAGER

SALARY SCALE: TASK GRADE 13 (R451 556,52 – R586 135,44) PER ANNUM, EXCLUDING BENEFITS

MINIMUM REQUIREMENTS

- (Grade 12)
- National Diploma in Civil Engineering (NQF Level 6)
- Three (3) years relevant Experience in Project Management.
- Valid Driving licence.
- Good Computer Literacy.
- Diploma in Project Management will be an added advantage.
- Registration with professional body will be an added advantage.

KEY PERFOMANCE AREAS:

- 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.

3. BUDGET & TREASURY OFFICE

3.1 REVENUE ACCOUNTANT

REPORTING DIRECTLY TO THE MANAGER: REVENUE & EXPENDITURE

SALARY SCALE: TASK GRADE 12 (R401 049,24 – R520 584,12) PER ANNUM, EXCLUDING BENEFITS

MINIMUM REQUIREMENTS:

- (Grade 12)
- National Diploma in Accounting (NQF Level 6)
- B Degree qualification in Commerce (NQF Level 7) with accounting 3 will be an added advantage.

- Computer literacy-MS Application with Advanced Excel
- Sound knowledge of MSCOA, Treasury Regulations, GRAP, MFMA, MPRA
- Minimum experience of 3 years in municipal accounting environment of which 2 years should have been within Revenue Management Cycle
- Valid Driving License

KEY PERFORMANCE AREAS

- Verifying monthly bank reconciliations and cash reconciliations through identifying and correcting discrepancies between cash book and bank statements.
- Analysing transactional recordings (reports generated by the Consolidated Billing System) Debtor reports and summaries and, processing adjustments to entries.
- Running system functionality to upload billing data to individual debtor account by using all segments of Mscoa.
- Proving support with regards to the consolidation of income transactional information to facilitate the production of Financial Statements.
- Preparing statistical reports depicting short to medium tern cash flow trends inclusive of explanations to support specific deviations.
- Interacting with the internal/external auditors and makes available information, supporting documentation and proofs of approval guiding specific recording, adjustments and allocation of Account receivable transactions.
- Reconciling cash receipted and proceeding with the posting and balancing of General Leder
- Reconciling Debtor accounts and proceeding with the posting and balancing of ledger accounts.
- Generating reminder notifications for circulation to overdue debtors and/or communicating, calculating and establishing payment terms and conditions with defaulters.
- Generating Debtor Age Analysis reports and checks the status of accounts with a view to referring arrear/overdue accounts for further action.

- Preparing and/or approving correspondences and calculations of rates due on properties and buildings, forwarding to legal professionals to facilitate the preparation of specific contractual documentation.
- Attending to queries related to the calculation of penalties/interest on and providing explanations to clients.
- Issuing rates certificates to support the transfer/sale agreement and approving payment terms and conditions.
- Providing guidelines/guidance to personnel on the application of procedures.
- Implementing remedial measures/ corrective action to align performance and output against agreed standards.
- Appraising performance levels, setting objectives and measuring accomplishment or establishing reasons for non-conformance.

3.3 CASHIER (INDWE OFFICE)

REPORTING DIRECTLY TO THE SENIOR REVENUE PRACTITIONER

SALARY SCALE: TASK GRADE 6 (R166 770,36 – R216 488,88) PER ANNUM, EXCLUDING BENEFITS

MINIMUM REQUIREMENTS:

- Grade 12
- Diploma/ higher certificate in Administration
- Computer Literacy
- 1 years working experience in a finance field
- Working experience in local government environment will be an added advantage.

KEY PERFORMANCE AREAS :

- Receives and receipts daily customer payments/ purchases.
- Ensures daily day end report amount reconciles with physical cash collected per day.
- Perform daily filing of the day end reconciliation documents.

4. COMMUNITY SERVICES

4.1 TRAFFIC OFFICERS X2

REPORTING DIRECTLY TO CHIEF TRAFFIC OFFICER

SALARY SCALE: TASK GRADE 10 (R 269 959,32 – R350 426,40) PER ANNUM, EXCLUDING BENEFITS

MINIMUM REQUIREMENTS

- Grade 12

- Traffic Officers National Diploma.
- Diploma: Examiner of driving licence GRADE "A" will be an added advantage.
- Diploma: Examiner of vehicles GRADE "A" will be an added advantage.
- Registration as Traffic officer.
- 2 years relevant experience.
- Computer literacy (Excel, word, outlook, presentation, etc.
- Valid Driving licence

KEY PERFOMANCE AREAS:

- Conducting effective Law Enforcement, to ensure safety on the road.
- Stopping vehicles for inspections.
- Issuing traffic fines/citations and warnings.
- Impounding cars that are not roadworthy, illegally parked or abandoned.
- Conducting point duty (Traffic control).
- Conducting speed measuring and control overload.
- Attending moving violations and drunken driving.
- Attending to road accidents, record accidents and secure accidents scenes.
- Conducting physical escorts for VIPs, abnormal loads, and events.
- Conducting crowd control.
- Ensuring compliance with all policies and Standard operating Procedures in the execution of duties.
- Effective utilization of Municipal assts and resources.
- Maintaining records and register in the work area.
- Provide evidence in court for any transgression.
- Keeping records of activities and compile reports concerning infringements, transgressors, accidents.
- Sharing information and working with other law enforcement agencies as directed and appropriate.
- Support emergency, fire and rescue services during disasters.

4.2 DRIVER: REFUSE TRACTOR/TRUCK DRIVER

REPORTING DIRECTLY TO THE SUPERVISOR: WASTE MANAGEMENT SUPERVISOR

SALARY SCALE: TASK GRADE 5 (R141 974,76 – R183 362,64) PER ANNUM, EXCLUDING BENEFITS

MINIMUM REQUIREMENTS:

- Grade 8
- Code 10 Valid Driving Licence
- Valid Professional Drivers Permit (PDP)
- Be able to read and write
- Be physical fit/ good state of health

- One (1) year relevant experience in truck driving

KEY PERFORMANCE AREAS:

- Driving to designated location, transporting personal material, refuse
- Driving to waste disposal sites, monitoring the offloading waste from vehicle
- Delivering and collecting materials or items to/from offices and specific locations, checking items on loading against documentation for correctness prior departure.
- Inspecting the vehicle/refuse truck before use and report condition to immediate supervisor where necessary.

4.3 CLEANERS X2,

REPORTING DIRECTLY TO FACILITIES PRACTITIONER

SALARY SCALE: TASK GRADE 03 (R 132 228,00-R148 873,92) PER ANNUM, EXCLUDING BENEFITS

MINIMUM REQUIREMENTS

- Grade 8
- Be able to read and write.
- Be physical fit/good state of health.
- One (1) year relevant experience.

KEY PERFORMANCE AREAS:

- Cleaning of offices and municipal building/facilities.
- Making and serving tea to staff.
- Direct and accompany visitors to relevant offices and buildings.
- Collecting all cups/dishes etc and return to the kitchen for washing.
- Collecting and delivering post and work documents.
- Setting up offices and boardroom for meetings.
- Perform any other directed by supervisor.

5 CORPORATE SERVICES DIRECTORATE

5.1 ADMINISTRATION ASSISTANT: COUNCIL COMMITTEES X2

REPORTING DIRECTLY TO SENIOR ADMINISTRATION PRACTITIONER

SALARY SCALE: TASK GRADE 08 (R227 005,02-R294 659,76) PER ANNUM, EXCLUDING BENEFITS

MINIMUM REQUIREMENTS

- Grade 12
- National Diploma in Office Management/ Administration or relevant qualification
- Communication skills in English and any of Nguni Languages, computer literacy, good listening skills, attention to details and problem-solving skills.
- Ability to function effectively and efficiently.
- One (1) year experience in Local Government/ Municipal Environment.

KEY PERFORMANCE AREAS

- Performing all administration functions for Councillors, typing for Councillors, receive their correspondence and make travel arrangements for Councillors.
- Performing associated function when required to do so.
- Assisting with complying and distribution of meeting agendas.
- Performing any other duties as and when required to do so.

6. OFFICE OF THE MUNICIPAL MANAGER

6.1 SPECIAL PROGRAMMES UNIT PRACTITIONER

REPORTING DIRECTLY TO THE MANAGER: OPERATIONS

SALARY SCALE: TASK GRADE 11 (R339 704,04-R440 952,06) PER ANNUM, EXCLUDING BENEFITS

MINIMUM REQUIREMENTS:

- Grade 12
- National Diploma Public Management/ Public Administration/ Social Science
- Three (3) year's relevant experience in Municipal/Local Government sector.
- Computer Literacy.
- Valid Driving License.

KEY PERFORMANCE AREAS:

- Mainstream and institutionalize the rights and upliftment of women, children, senior citizens, youth, people with disabilities and military veterans through advocacy, inter-sectoral collaboration; capacity development, monitoring and evaluation.
- Conducting community outreached and educational programs calculated to foster the welfare of all special groups.
- Promoting and foster sports, arts, culture and recreation within the Municipal area through working with the relevant local bodies.
- Promoting the development of sports grounds and recreational facilities.
- Reporting, Monitoring and Evaluation of the units activities and projects as per SDBIP

6.2 PUBLIC PARTICIPATION & CUSTOMER CARE PRACTITIONER

REPORTING DIRECTLY TO THE MANAGER: OPERATIONS

SALARY SCALE: TASK GRADE 11 (R339 704,04-R440 952,06) PER ANNUM, EXCLUDING BENIEFTS

MINIMUM COMPETENCY REQUIREMENTS:

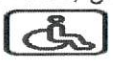
- Grade 12
- National Diploma in Public Management/Administration/ Social Science
- Three (03) years' experience in working with in local government sector.
- Computer literacy.
- Valid driving licence

KEY PERFORMANCE AREAS:

- Controls the critical key performance areas of the functionality and provides input into the broader Public Participation plans and programme
- Participating in meetings and presenting information, opinions and advice on events/ programs and the capability of current initiatives to support strategies and, develop and strengthen relationships within and outside the organization.
- Coordinates and implementing processes necessary to facilitate program development.
- Implementing and monitoring success of Public Participation programs and reporting on outcomes for future developmental needs
- Attends to queries/ complaints associated with customer service from the general public/ officials, etc.
- Implements Customer Care Services procedures and monitors the key functional areas.

APPLICATION 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. People with disabilities are encouraged to apply. 

Faxed applications will not be accepted.

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 HUMAN RESOURCES MANAGER, Mr. Zamuxolo Mbotyi, at 066 2180718 Mbotyiz@emalahlenilm.gov.za** during office hours. **(08H00 to 16H30)**
Applications should be addressed to:
Email Address: Applications@emalahlenilm.gov.za
OR Physical Adress
37 Indwe Road
Emalahleni Local Municipality
Cacadu
5410

40 Fletcher Street,
Indwe
5445

Grey Street, Town Hall Building
Dordrecht,
5435

NB: Shortlisted candidates will be subjected to security vetting. Appointed Candidate will be required to sign a Performance Agreement and will be required to disclose financial interests.

Late applications will not be considered, therefore post delays must be considered by the applicant.

Grey Street, Town Hall Building
Dordrecht,
5435

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The closing date for applications is 11 September 2025.

22/08/2025

MS TT MADOTYENI
ACTING MUNICIPAL MANAGER

DATE