EMALAHLENI LOCAL MUNICIPALITY

NOTICE NO: HR 04/2025

EXTERNAL ADVERTISEMENT OF POSITIONS

Emalahleni Municipality is a Grade 2 municipality comprising of Indwe, Dordrecht and Cacadu as its main office. 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:

1. OFFICE OF THE MUNICIPAL MANAGER

1.1 SECRETARY TO MUNICIPAL MANAGER

REPORTING TO THE MUNICIPAL MANAGER

SALARY SCALE: TASK GRADE 07 (R201 620.04 - R261 708.84) PER ANNUM, EXCLUDING BENEFITS

MINIMUM REQUIREMENTS:

- Grade 12
- A relevant National Diploma (NQF Level 6) in Secretarial/Office Administration.
- Computer literacy-MS Office Applications
- 2 years' relevant local government experience

KEY PERFORMANCE AREAS

- Secretarial Support: scheduling, confirming and updating the diary of the Municipal Manager and alerting or indicating priority/urgent meetings required attention.
- Organising, confirming and scheduling meeting/appointments with internal departments/external officials, arranging the venue and attending to catering/refreshments requirements.
- Copy, typing and formatting documents/reports and creates presentations using Word processing and related office applications.
- Information Recording: Referencing source documentation, reports and/or instructions using alpha-numeric sequential codes, to facilitate retrieval.

- General Office Support/Receptionist/Telephonist function.
- Attending to telephonic calls and visitors to the office of the Municipal manager, establishing nature of visits and directs requests to appropriate personnel.

2 CORPORATE SERVICES DIRECTORATE

2.1 TECHNICIAN: INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

REPORTING TO MANAGER: INFORMATION & COMMUNICATION TECHNOLOGY (ICT)

SALARY SCALE: TASK GRADE 10 (R287 736.06 – R347 854.56) PER ANNUM, EXCLUDING BENEFITS

MINIMUM REQUIREMENTS

- Grade 12
- National Diploma (NQF level 6) in information technology
- Valid Driving License
- Two (2) years relevant working experience in the ICT Field

KEY PERFOMANCE AREAS:

- Installation of computer software (operating systems and applications) or computer hardware
- Troubleshoot, repair and maintain computer hardware and software components.
- Determining and maintaining appropriate security measures.
- Configuration of computer networks includes installation and replacement of data cabling and network points.
- Provide technical support to users on site, via phone or email.

3. COMMUNITY SERVICES DIRECTORATE

3.1 MANAGER: WASTE AND ENVIRONMENTAL MANAGEMENT

REPORTING TO THE DIRECTOR: COMMUNITY SERVICES

SALARY SCALE: TASK GRADE 17 (R797 775.12- R1 035 588.72) PER ANNUM, EXCLUDING BENEFITS

MINIMUM REQUIREMENTS:

- Grade 12
- Bachelor's Degree in Waste and Environmental Management (NQF Level 7) or Equivalent.

- Computer Literacy
- Minimum three (3) years relevant experience in Local Government and / Public Administration
- Extensive knowledge of local government legislation
- Report & writing skills as well as good communication skills
- Proven leadership and managerial abilities
- Valid driving license

KEY PERFORMANCE AREAS

- Identifies and defines the immediate, short- and long-term objectives/ plans associated with effective environmental management and community development services
- To ensure compliance with relevant legislation in the department.
- Presenting a conceptual framework of current and future interventions necessary to achieve acceptable levels and standards of service delivery to the Directorate: Community Services for consideration and inclusion into the department's short/ long term performance and service delivery plans.
- Planning and programming annual schedules to ensure sufficient operating capacity and capability, and resources to meet departmental service delivery needs.
- Defining/ adjusting the key performance indicators, job design and role boundaries of personnel against service delivery requirements
- Directs and controls outcomes associated with utilisation, productivity and performance of personnel within the Directorate.
- Analysing trends, operating requirements and forward plans to establish/ determine funding/ expenditure for the period.
- Prepares capital and operating estimates and controls expenditure against the approved budget allocations by
- To implement and manage the financial reporting process of the municipality.
- To provide direction and guide management within the area of responsibility.
- Evaluating the sections performance against budget and addressing deviations/ variances with
- appropriate personnel.
- Manages and monitors specific procedural applications associated with the operations of the waste management services.
- Manages and monitors specific procedural applicants associated with the operations of environmental management (Environmental impact Management, Environmental Compliance Monitoring and enforcement, Air quality management, and Climate change and related programs)
- To promote a pollution free environment
- To promote clean and aesthetically and healthy park, fauna and flora within the municipality area.
- Analysing new and existing issues and reporting on trends to the Director: Community Services.
- To provide direction and guide management within the area of responsibility.

- To effectively manage: waste and reuse removal, landfill site, public open spaces, public toilets, street cleaning, taxi ranks and their cleanliness, reclamation and recycling.
- Responsible for municipal facilities and amenities management.
- Conserve and preserve heritage and cultural site within the municipality area
- Management of libraries, halls, sport fields, cemeteries, parking and open spaces

4. BUDGET & TREASURY OFFICE (BTO)

4.1 MANAGER: BUDGET, FINANCIAL STATEMENTS & REPORTING

REPORTING TO THE CHIEF FINANCIAL OFFICER (CFO)

SALARY SCALE: TASK GRADE17 (R797 775.12- R1 035 588.72) PER ANNUM, EXCLUDING BENEFITS

MINIMUM REQUIREMENTS:

- Grade 12
- Bachelor's Degree in Commerce (NQF Level 7) or equivalent.
- Minimum of 3 years' experience in Local Government environment Annual Financial Statements and Internal control environment.
- Minimum of 3 years extensive knowledge and experience in Municipal Budgeting and Reporting /Finance Statements/Asset Management.
- Good understanding of the Municipal Finance Management Act, National Treasury Regulations, Audit Standards, Risk Management, Taxation, and any other related legislative requirements
- Computer literacy (Excel, word, outlook, presentation etc.)
- Valid Driver's licence.

KEY PERFORMANCE AREAS

- Perform functions allocated to the head of Budget and Reporting
- Ensure full compliance with Budget and financial management related policies and legal prescripts
- Coordinate budget activities across the municipality.
- Develop and implement processes and procedures on sound financial management for the municipality and organize training on those processes.
- Attend to specific administrative recording and reporting requirements to ensure full compliance with said requirements
- Supervise and manage staff in the Budget Management Section, Asset Management and Financial reporting under Budget and Treasury Office
- Managing the process of compiling annual financial statements by:

- Preparing credible monthly, quarterly and annual GRAP compliant financial statements
- Performing monthly audit readiness by coordinating monthly preparations of the audit file for internal and external audit
- Coordinating and facilitating all internal control procedures associated with the compilation of AFS.
- Ensuring that fixed asset register, sub-ledgers, general ledger, and all relevant audit controls balance to ensure credible compilation of mandatory statements and reports.
- Update the fixed assets register and balance it with general ledger monthly.
- Assist with compilation of audit actin plan.

5. INFRASTRUCTURE DEVELOPMENT & HUMAN SETTLEMENTS DIRECTORATE

5.1 TECHNICIAN: ELECTRICAL SERVICES

REPORTING TO MANAGER ELECTRICAL SERVICES

SALARY SCALE: TASK GRADE 12 (R 401 049.24 – R 520 584.12) PER ANNUM, EXCLUDING BENEFITS

MINIMUM REQUIREMENTS:

- Grade 12
- National Diploma in Electrical Engineering
- Three (3) Years relevant experience on electrical distribution and reticulation
- Valid driving license
- Computer Literacy
- Knowledge of Local Government environment will be an added advantage

KEY PERFORMANCE AREAS

- Develop maintenance plan for medium and low voltage network
- Develop network performance reports
- Monitors departmental Operational Procedures and Standing Instructions issued to all staff members by doing routine on-site inspections to ensure the safe, cost effective and continuous electrical supply to consumers
- Analysis of recorded information in emergency and standby faults reports received scrutinising reports for referral to ensure further action is taken by relevant departments for continuous supply to customers
- Manage the subordinates within the Technical Installations section by monitoring all required operational activities to ensure that all instructions given are executed in a safe, cost efficient and cost- effective manner.
- Develop refurbishment plans
- **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 vetting and security checks. 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 applicants.

The closing date of the applications is Thursday 27 November 2025.

MS TT MADOTYENI
ACTING MUNICIPAL MANAGER

05 | 11 | 2025
DATE