EMALAHLENI LOCAL MUNICIPALITY

NOTICE NO: HR 01/2026

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:

1. INFRASTRUCTURE DEVELOPMENT & HUMAN SETTLEMENTS (IDHS)

1.1 SECRETARY TO DIRECTOR INFRASTRUCTURE DEVELOPMENT & HUMAN SETTLEMENTS (IDHS)

REPORTING DIRECTLY TO THE DIRECTOR IDHS

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 Director: IDHS 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.
- Copying, 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 Directorate, establishing nature of visits and directs requests to appropriate personnel.

1.2 ELECTRICAL ARTISAN (DORDRECHT)

REPORTING DIRECTLY TO TECHNICIAN: ELECTRICAL SERVICES

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

MINIMUM REQUIREMENTS

- Grade 12
- N6 Electrical Certificate with Trade Test Certificate
- Valid Code 10 Driving License with PDP
- Minimum of three (3) years' experience as an Electrical Artisan + Trade Test
- Valid Crane Truck operating MV Underground Cable Jointing and Termination Certificate, MV and LV Overhead Construction Certificate and wireman's License will be an added advantage.

KEY PERFOMANCE AREAS:

- Transport and install Electrical equipment from stores to site (where works will be carried out)
- Perform the electrical works like pole planting, installation of Electrical equipment like pole mounted transformers, miniature Substations, Ring Main Unit etc with Minimum Supervision.
- Construct Overhead lines both MV and LV Lines with minimum supervision.
- Perform MV Cable Jointing and Termination Both indoor and outdoor terminations, Also LV Cable joining with minimum supervision.
- Perform the installation and maintenance of Street lights and High mast lights with minimum supervision.
- Maintain electrical related problems with the municipal facilities and issues Certificate of Compliance (CoC) where necessary.
- Perform daily site operations using crane truck where overhead electrical operations are being carried out with minimum supervision.

2. COMMUNITY SERVICES

2.1 FACILITIES CARETAKER (VAALBANK COMMUNITY HALL)

REPORTING DIRECTLY TO THE FACILITIES MANAGEMENT PRACTITIONER

SALARY SCALE: TASK GRADE 05 (R141 974.76 -R183 362. 64) PER ANNUM

MINIMUM REQUIREMENTS:

- Basic Education (NQF Level 1)/ Grade 9/ Abet
- Be able to read and write

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- Be physically fit/ good state of health

KEY PERFORMANCE AREA

- Making sure that the municipality is safe and secured.
- Adhering to verbal/ written instructions by immediate supervisor
- Monitoring keys of the municipality facility and access therefor
- Responsibility for maintenance of municipality facility building to the supervisor.

2.2 DRIVER (REFUSE TRACTOR/ TRUCK DRIVER) INDWE

REPORTING DIRECTLY TO THE SUPERVISOR: WASTE AND ENVIROMENT

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

MINIMUM REQUIREMENTS:

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

KEY PERFORMANCE AREAS:

- Driving to designated locations transporting personnel, material, refuse and take instructions to immediate supervisor regarding cleaning of spillages.
- Driving to waste disposal sites, monitoring the offloading of waste from vehicle, informing personnel of specific guidelines with respect to waste separation where necessary.
- Delivering/collecting materials or items to/from offices and specific locations, checking items on loading against documentation for correctness prior to departure.
- Inspecting the vehicle/refuse truck before use and report condition to immediate supervisor where necessary.

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.

The closing date for applications is 26 February 2026.

MS TT MADOTYENI
MUNICIPAL MANAGER

04/02/26
DATE