EMALAHLENI MUNICIPALITY

37 Indwe Road
Private Bag X1161
Lady Frere, EASTERN CAPE 5410
Tel: 047 878 0020 Fax: 047- 878 0112
Fax to E-mail: 088 047 - 878 0112

INTERNAL AND EXTERNAL ADVERTISEMENT
EMALAHLENI LOCAL MUNICIPALITY
NOTICE NO: HR 03/2026

Emalahleni Municipality is a Grade 2 municipality comprising 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 suitably qualified candidates to apply for the following positions:

1. PLANNING, ECONOMIC DEVELOPMENT, TOURISM AND AGRICULTURE (PEDTA)

1.1 MANAGER: LOCAL ECONOMIC DEVELOPMENT (LED)

Remuneration: TASK GRADE 16 of Category 2 Municipality: R691 270,92 – R897 296,64 per annum (Excluding Council Benefits)
REPORTING DIRECTLY TO THE DIRECTOR: PLANNING, ECONOMIC DEVELOPMENT, TOURISM & AGRICULTURE.

JOB PURPOSE:

To manage the key performance areas and result indicators associated with Local Economic Development projects and programs.

Requirements:

- Grade 12
- Bachelor's degree (NQF Level 7) qualification in Development Studies/ Economics/ Business Administration
- Computer Literacy
- Five (5) years' relevant experience, three (3) years of which must have been at a supervisory level in the field of local economic development in Local Government Sector.

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- Valid Code EB driver's licence

KEY PERFORMANCE AREAS:

- Management of staff: meet regularly with staff to discuss performance objectives. Determine any skills gaps and where capacitation, training and development are required.
- Planning, Policy Development, and Implementation: provide inputs into the IDP regarding LED by attending IDP cluster and community meetings. Identify gaps in service delivery and in the enablement of the business sector.
- Tourism ensures that the tourism structures/forums are established by meeting with and following up with officials to ensure that meetings are scheduled as planned.
- Financial Management and Control: constantly monitor departmental spending to avoid under- or overspending of the budget. Plan for budget spending and report to the immediate supervisor.
- SMME Development Initiatives: ensure that structures are created that will be used to assist new and emerging businesses to gain access to funding and to enhance their skill levels. Ensure that business development is executed effectively through effective branding and adherence to an approved implementation plan.
- Agricultural initiatives: use IGR structures to develop working relations with government and district organisations involved with agricultural groups, communal farmers, homestead food producers, commodity groups, agricultural businesses, and agricultural cooperatives.
- Fundraising: lobby for funds for local economic development programmes across the economic sectors like agriculture, forestry, mining, tourism, etc.
- Identify revenue-generating streams for the funding of LED initiatives.
- Implementation and review of LED strategies.
- Coordinate the LED Forum.
- Supervise personnel and compile reports in accordance with PMS standards.
- Coordinate specific administrative and reporting requirements associated with the key performance indicators.
- Respond to municipal oversight structures in relation to auditing, MPAC and risk management.

2. BUDGET AND TREASURY OFFICE (BTO)

2.1 DATA AND BILLING CLERK

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Remuneration: TASK GRADE 06 of Category 2 Municipality: R174 691, – R226 772,16 per annum (Excluding Council Benefits)

JOB PURPOSE

Performs specific clerical tasks associated with the updating of information associated with the activities in the Consolidated Billing section, generating transactional/ instructional documentation/ correspondence, receiving, and transferring complaints/ enquiries and providing general office support in specific functional areas.

REPORTING DIRECTLY TO THE SENIOR REVENUE PRACTITIONER

Requirements:

- Grade 12
- National Diploma (NQF level 6) qualification in Accountancy
- Computer Literacy
- Certificate in Municipal Finance Management Programme (MFMP)
- Minimum experience of two (2) years in local government

Key Performance Areas:

- Monitor deeds transfer and update the billing system for all property transfers for which the rates clearance certificates have been issued.
- Perform administrative and accounting procedures involving the updating and adjustment of the valuation roll and property rates.
- Perform regular data cleanup to prevent duplicate or inaccurate billing.
- Maintain the debtors' database on the billing system to be in line with the general valuation roll and supplementary valuation roll.
- Process monthly municipal accounts for rates and services. Consolidate debtor accounts and generate itemised statements.
- Attend to specific enquiries from customers and, if necessary, prepare documentation for the immediate supervisor to process journal entries.
- Input all the data in the accounting system and maintain the accounting of final bills.

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- Maintain the revenue information and record-keeping system, file transactional documentation, notifications and correspondence in alpha-numeric/ chronological sequence and retrieve information to support query solutions.
- Perform any other duties assigned by the immediate supervisor.

2.2 ACQUISITIONS CLERK: SUPPLY CHAIN MANAGEMENT

Remuneration: TASK GRADE 06 of Category 2 Municipality: R174 691,92 – R226 772,16 per annum (Excluding Council Benefits)

JOB PURPOSE

To execute all procurement-related duties pertaining to the acquisition and requirements of the Municipality.

REPORTING DIRECTLY TO CONTRACTS PRACTITIONER

Requirements:

- Grade 12 and National Diploma (NQF level 6) qualification in Cost and Management Accounting or Supply Chain Management
- Computer Literacy-(MS Office applications)
- Certificate in Municipal Finance Management Programme (MFMP)
- Comprehensive knowledge and understanding of the Municipal Finance Management Act (Act 56 of 2003)
- Knowledge of acquisition and procurement processes
- Knowledge of relevant legislation governing SCM.
- Minimum experience of two (2) years in local government

Key Performance Areas

- Execute the bidding/ quotation process.
- Send request for quotation documents to the identified service providers on the database.
- Issue orders and follow up on delivery.
- Process purchase orders and submit invoices for payment.

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- Receive and open bid/quotation documents.
- Check compliance, completeness and accuracy of documents received.
- Evaluate quotations received in line with SCM prescripts and make recommendations.
- Publish bid/tender notices and closing dates in the relevant publications.
- Serve as secretariat to the SCM committees.
- Adhere to SCM policies.
- Ensure that no irregular expenditure is processed or incurred.
- Submit the monthly quotations register report.
- Adhere to the requisition turnaround times.
- Manage the area of responsibility.

Applicants for the above-mentioned positions are required to submit an application form obtainable from our reception or downloaded from www.emalahlenilm.gov.za, a detailed Curriculum Vitae together with certified copies of all qualifications, and their Identity Document. 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 fair employment practices irrespective of race, gender, and disability. African females and 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. Council nevertheless appreciates the interest shown by applicants. Enquiries may be directed to Mr Z Mbotyi 047 878 2000 during office hours, (08H00 to 16H30).

Applications should be addressed to:

Email Address: Applications@emalahlenilm.gov.za OR hand-delivered to any of the following PHYSICAL ADDRESSES:

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following PHYSICAL ADDRESSES:

37 Indwe Road
Emalahleni Local Municipality
Cacadu
5410
40 Fletcher Street
Indwe Municipal Offices
5445
Grey Street Town Hall Building
Dordrecht Municipal Offices
5435

The closing date for applications is Friday, 16 October 2026 at 16H30, in all our Municipal Offices.

MS TT MADOTYENI
MUNICIPAL MANAGER

05/10/2026
DATE