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 05/2026

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. OFFICE OF THE MUNICIPAL MANAGER

1.1 MANAGER: COMMUNICATIONS

REMUNERATION: TASK GRADE 16 OF CATEGORY 2 MUNICIPALITY: R691 270,92 – R897 296,64 PER ANNUM (EXCLUDING COUNCIL BENEFITS)
REPORTING DIRECTLY TO THE MUNICIPAL MANAGER
Term of appointment: Permanent | Place of work: Office of the Municipal Manager, Cacadu

JOB PURPOSE:

To manage the communication, media relations and public relations function of the Municipality, so that the Municipality communicates its programmes, decisions and services clearly and builds and keeps a positive reputation with communities, stakeholders and staff.

Requirements:

- Grade 12
- A relevant three-year tertiary qualification (National Diploma/bachelor's degree, NQF Level 6 or 7) in Communication, Public Relations, Journalism, Media Studies or Marketing
- Three (3) to five (5) years' relevant experience in communication, media liaison or public relations at a practitioner level, preferably in the public sector or local government
- Computer literacy (MS Office, content management and social media platforms)
- Valid Code EB driver's licence

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Inherent requirements of the job:

- Willingness to work extended hours, weekends and public holidays to cover municipal events, emergencies and community meetings
- Willingness to travel throughout the municipal area (Cacadu, Dordrecht, Indwe and surrounding villages)

COMPETENCY REQUIREMENTS:

- **Core professional:** Communication; Organisational Awareness; Conceptual Thinking
- **Functional:** Project Management; Financial Management; Information Measuring and Monitoring; Technology Usage
- **Public service orientation:** Service Delivery Orientation; Interpersonal Relationships; Customer Orientation and Customer Focus
- **Personal:** Action Orientation; Resilience; Accountability and Ethical Conduct; Learning Orientation
- **Management / leadership:** Direction Setting; Impact and Influence; Coaching and Mentoring; Team Orientation

KEY PERFORMANCE AREAS:

- Communication strategy: develop, implement and annually review the municipal communication strategy and annual communication action plan, aligned with the IDP and the Government Communication and Information System (GCIS) framework.
- Media relations: manage relations with print, broadcast and community media; draft and issue media statements, responses and advisories; arrange interviews and media briefings for the Mayor, Speaker and Municipal Manager.
- Digital and print platforms: manage the municipal website and official social media platforms and ensure that documents that must be published by law (including under the Municipal Systems Act and section 75 of the MFMA) are placed on the website on time; produce newsletters, publications and publicity material.
- Internal communication: develop and maintain internal communication channels so that staff are informed of Council decisions, policies and programmes.
- Corporate identity: manage and protect the municipal brand, corporate identity and communication protocols across all directorates.
- Public participation support: provide communication and publicity support for IDP and budget roadshows, imbizos, Mayoral and Council outreach programmes and other municipal events.
- Crisis and issues management: anticipate and manage communication during service disruptions, disasters and other urgent issues, and coordinate messages with directorates.
- Intergovernmental communication: represent the Municipality on the District and Provincial

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communicators' forums and coordinate messages with GCIS, Chris Hani District Municipality and sector departments.
- Monitoring: monitor media coverage and public sentiment, analyse trends and advise the Municipal Manager and political office-bearers.
- Financial and people management: plan and manage the communication budget in line with the MFMA and SCM prescripts; supervise, develop and manage the performance of staff in the unit.
- Reporting: compile monthly, quarterly and annual reports on the unit's performance against the SDBIP, and respond to oversight structures, internal audit and external audit.

1.2 SENIOR LEGAL SERVICES AND COMPLIANCE ADVISOR

REMUNERATION: TASK GRADE 13 OF CATEGORY 2 MUNICIPALITY: R451 556,51 – R586 135,42 PER ANNUM (EXCLUDING COUNCIL BENEFITS)
REPORTING DIRECTLY TO THE MUNICIPAL MANAGER
Term of appointment: Permanent | Place of work: Office of the Municipal Manager, Cacadu

JOB PURPOSE:

To provide professional legal advice, litigation management and legislative compliance services to Council and the administration, so that the Municipality acts lawfully, manages its legal risks and protects its interests.

Requirements:

- Grade 12
- A relevant three-year tertiary qualification in law (NQF Level 7), preferably an LLB degree
- Three (3) to five (5) years' relevant legal experience, preferably in local government
- Admission as an Attorney or Advocate of the High Court of South Africa will be an added advantage
- Sound knowledge of the Constitution, the Municipal Structures Act, the Municipal Systems Act, the MFMA, PAJA, PAIA, POPIA and labour legislation
- Computer literacy (MS Office)
- Valid Code EB driver's licence

Inherent requirements of the job:

- Willingness to work extended hours to meet court and statutory deadlines

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- Willingness to travel to courts, tribunals and other dispute resolution forums

COMPETENCY REQUIREMENTS:

- **Core professional:** Written Communication / Drafting; Oral Communication; Advocacy / Negotiation; Ethics and Professionalism; Organisational Awareness
- **Functional:** Litigation Management; Research and Analysis
- **Public service orientation:** Interpersonal Relationships; Communication; Service Delivery Orientation
- **Personal:** Action Orientation; Resilience; Change Readiness; Cognitive Ability; Learning Orientation
- **Management / leadership:** Impact and Influence; Team Orientation; Direction Setting; Coaching and Mentoring

KEY PERFORMANCE AREAS:

- Litigation management: manage all litigation by and against the Municipality; keep the litigation register up to date; instruct, brief and monitor external attorneys and counsel; and recommend settlement or defence based on an assessment of facts, risks and costs.
- Legal advice: prepare legal opinions and advise Council, committees, the Municipal Manager and directorates on legal matters affecting the Municipality.
- Contracts: draft, vet, and negotiate contracts, service level agreements, memoranda of understanding, leases and other legal documents, and maintain a contracts register in support of contract management.
- By-laws and policies: draft and review by-laws and policies and support the public participation and promulgation processes.
- Legislative compliance: develop and maintain a compliance universe and register of applicable legislation; monitor and report on compliance by directorates; and advise on new and amended legislation.
- Governance support: maintain the system of delegations; advise on the legality of Council and committee items; and support disciplinary, grievance and labour dispute processes with Corporate Services.
- Legal risk and costs: identify and report legal risks to the risk management function; manage the legal budget and legal costs; and provide information on contingent liabilities for the annual financial statements.
- Access to information: support the Information Officer on requests and compliance under PAIA and POPIA.
- Supervision: provide work leadership, functional advice and training to legal staff, and manage their performance.
- Reporting: compile monthly, quarterly and annual reports, including litigation reports to Council committees, and respond to oversight structures, internal audit and external audit.

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2. INFRASTRUCTURE DEVELOPMENT & HUMAN SETTLEMENTS (IDHS)
2.1 ELECTRICAL ARTISAN (INDWE)

SALARY SCALE: TASK GRADE 10 (R287 736.06 – R347 854.56) PER ANNUM (EXCLUDING COUNCIL BENEFITS)
REPORTING DIRECTLY TO TECHNICIAN: ELECTRICAL SERVICES
Term of appointment: Permanent | Place of work: Indwe Unit office

COMPETENCY REQUIREMENTS:

- **Core Professional Competencies**: Effectively manages own time and available resources and tools to ensure that work is completed efficiently and on time.
- **Functional Competencies**: The ability to identify and correct conditions that affect employee safety.
- **Public Service Orientation Competencies:** The ability to explore and implement new ways of delivering services that contribute to the improvement of municipal processes to achieve municipal goals.
- **Personal Competencies**: The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests in one's ability to stay focused on tasks and to be energetic, persistent, and reliable.

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 PERFORMANCE AREAS:

- Transport and install Electrical equipment from stores to site (where works will be carried out)
- Perform 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.

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- Maintain electrical-related problems with the municipal facilities and issue Certificate of Compliance (CoC) where necessary.
- Perform daily site operations using a crane truck where overhead electrical operations are being carried out with minimum supervision.

2.2 ELECTRICAL SERVICES TECHNICIAN

SALARY SCALE: TASK GRADE 12 (R 420 099.12 – R 545 311,08) PER ANNUM (EXCLUDING COUNCIL BENEFITS)
REPORTING DIRECTLY TO MANAGER ELECTRICAL SERVICES

JOB PURPOSE:

To ensure safe, reliable and efficient electrical operations.
COMPETENCY REQUIREMENTS:

- **Core Professional Competencies**: The ability to systematically identify, analyse and prioritise options to meet the short-, medium- and long-term requirements of the municipality.
- **Functional Competencies**: The ability to design infrastructure in accordance with engineering codes and standards, and with due consideration for operational requirements, budgets, safety, cost effectiveness and environmental standards.
- **Public Service Orientation Competencies:** The ability to establish and maintain productive relationships with people within and outside of the municipality.
- **Personal Competencies**: The display of high work ethic in setting and achieving challenging goals, meeting deadlines and keeping promises. It manifests in one's ability to stay focused on tasks and to be energetic, persistent, and reliable.

- **MINIMUM REQUIREMENTS:**
- Grade 12
- National Diploma in Electrical Engineering
- Three (3) years' relevant experience in electrical distribution and reticulation
- Valid driving licence
- Computer Literacy
- Knowledge of the local government environment will be an added advantage.

KEY PERFORMANCE AREAS

- Develop a maintenance plan for the medium- and low-voltage network.
- Develop network performance reports.
- Monitor 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.

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- Analyse recorded information in emergency and standby fault 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.

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, and certified copies of all qualifications and their Identity Document. Applications not accompanied by the required documentation will not be considered.

Applications must be made on the prescribed municipal application form (Annexure B of the Municipal Staff Regulations). Applications not made on the prescribed form will not be considered. Applicants must disclose their qualifications and experience, contactable references, registration with a relevant professional body (if applicable), full details of any dismissal for misconduct or poor performance, and any pending or finalised disciplinary action in current or previous employment.

The successful candidates will be required to sign an employment contract and an annual performance agreement, and to disclose their financial interests and benefits.

Shortlisted candidates will be subjected to screening and vetting, which include criminal record, credit, qualification and reference checks.
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. If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment and/or re-advertise is reserved by Council. Job-related queries: 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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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 Wednesday, 02 December 2026 at 16H30, in all our Municipal Offices.

MS TT MADOTYENI
MUNICIPAL MANAGER

DATE 10/11/26