EMALAHLENI LOCAL MUNICIPALITY
NOTICE NO: HR 8/2016
ADVERTISEMENT OF POSITIONS

Emalahleni Municipality is a Grade 2 municipality comprising of Indwe, Dordrecht and Lady Frere with its seat in Lady Frere. Emalahleni Municipality is an equal opportunity employer and subscribes to the principles of employment equity.

Applications are invited from suitably qualified candidates for the filling of the following position:

1. MUNICIPAL MANAGER'S OFFICE

1.1 SECRETARY TO MAYOR

SALARY SCALE: TASK GRADE 07 (R121 691 – R157 968)

FRINGE BENEFITS

Normal fringe benefits include leave, housing subsidy on certain conditions, pension/provident fund.

REQUIREMENTS

- 3 year Diploma in Secretarial studies or equivalent qualification
- Grade 12
- 2 years' experience in Secretarial work
- Interpersonal and good communication skills
- Drivers licence will be added advantage
- Ability to work under pressure
- Computer literate
- Understanding of Government Protocol

RESPONSIBILITIES

- Public Relations.
- Arranging meetings, appointments, functions and deal with the Public.
- Filing, archiving, photocopying, scanning and faxing documents.
- Screening calls and taking messages.
- Creating invoices, filing receipts and dealing with the financial documentation of Mayors office.
- Making travel and accommodation arrangements for the Mayor.
• General ad-hoc duties such as ordering stationery, making tea, and tidying the office area.
• Dealing with incoming and outgoing telephone calls.
• Preparing correspondence and documents from digital dictation.
• Handling confidential information in line with the municipality’s data security protocols.

2. ECONOMIC DEVELOPMENT TOURISM AND AGRICULTURE DIRECTORATE

2.1 LED PRACTITIONER AGRICULTURE: CROP PRODUCTION

SALARY SCALE: TASK GRADE 11 (R205 034 – R266 145)

FRINGE BENEFITS

Normal fringe benefits include leave, housing subsidy on certain conditions, pension/provident fund.

OTHER BENEFITS

Car subsidy: R48 000 per annum. Provision of Council cellphone capped at R350 per month with 3G card capped at R150 per month.

REQUIREMENTS

• Grade 12 (Senior Certificate)
• National Diploma or Degree in Agricultural Sciences
• At least 1-2 years’ experience on the related field
• Computer Literacy
• Valid driver’s licence
• Good communication, interpersonal and report writing skills
• Ability to work under pressure
• Report directly to the LED Manager

KEY RESPONSIBILITIES

• Coordinating and implementing key performance areas and provide inputs into a broader Agricultural Development objective.
• Identifying with the key dimensions and opportunities with regards to crop production.
• Coordinating and implementing specific crop production improvement Projects or Programme requirements and monitors application and outcomes.
• Coordinating and facilitates marketing of crop production.
• Ensure value addiction (agro-processing) and value analysis in respect of crop products or produce.
• Facilitating training, capacity building of farmers and cooperatives in respect of crop production or improvement, product development and value addiction
• Attending to administrative recording, reporting and record keeping requirements or procedures.
• Preparing investigational reports and summaries detailing functional progress and or outcomes for submission to the LED Manager for consideration and inclusion in specific Committee agendas.
• Conducting situational analysis and feasibility studies to assess the impact of specific crop production improvement or development or development initiatives or opportunities.

2.2 LED PRACTITIONER : SMME DEVELOPMENT

SALARY SCALE: TASK GRADE 11 (R205 034 – R266 145)

FRINGE BENEFITS

Normal fringe benefits include leave, housing subsidy on certain conditions, pension/provident fund.

OTHER BENEFITS

Car subsidy: R48 000 per annum.
Provision of Council cellphone capped at R350 per month with 3G card capped at R150 per month.

REQUIREMENTS

• Grade 12 (Senior Certificate)
• National Diploma or Degree in Economic Development or relevant qualification from a recognised institution of Higher Learning
• 2-3 years’ experience in the Local Government field
• Computer Literacy
• Valid driver’s licence
• Good communication, interpersonal and report writing skills
• Ability to work under pressure
• Report directly to the LED Manager

KEY RESPONSIBILITIES

• Coordinating key applications and procedures associated with the identification, implementation, monitoring and reporting of the effectiveness of Local Economic Development initiatives.
• Identifying with the key deliverables and immediate goals details in the IDP.
• Coordinating programs and projects in creating an environment conducive to entrepreneurs and capacitating citizens, community based organisations, business and other interested groups towards achieving sustainable ways to meet social, economic and material needs and improve the quality of life.
• Mapping out initiatives and interventions necessary for delivery of a professional and quality services with due consideration given to the needs of the target public and priorities requiring attention.
• Providing information based on trends and expected outcomes to facilitate the provision of specific activities / intentions during the functional budgeting process.
• Participating in the district support team activities.
• Organising meetings and attend to matters connected therewith.
• Organising and assisting in developing and evaluating LED Business Plans and funding proposals for Emalahleni Local Municipality.
• Conducting training to develop understanding and improve capabilities of the local community to participate in economic development initiatives.
• Presenting information and opinions on economic development opportunities and capacity of current marketing initiatives to support strategies and develop and strengthen relationships with and outside the organisation.

3. BUDGET AND TREASURY OFFICE

3.1 DEMAND PRACTITIONER

SALARY SCALE: TASK GRADE 11 (R205 034 – R266 145)

FRINGE BENEFITS

Normal fringe benefits include leave, housing subsidy on certain conditions, pension/provident fund.

REQUIREMENTS

• Grade 12 (Senior Certificate)
• Supply Chain Management Diploma or Finance Related Diploma NQF Level 6
• Computer literate

KEY RESPONSIBILITIES

• Compiling a demand management plan or procurement plan
• Co-ordinating specification committee meetings
• Assisting with administration of the bid specification committee
• Assisting with audit queries
• Database administration
• Compiling supply chain monthly reports
• Advertising bids on newspaper and relevant regulatory related websites
• Performing any other responsibility assigned by the supervisor.

4. CORPORATE SERVICES

4.1 COMMITTEE CLERK – RE-ADVERTISEMENT

SALARY SCALE: (R100 657 – R130 674)

FRINGE BENEFITS

Normal fringe benefits include leave, housing subsidy on certain conditions, pension/provident fund.

REQUIREMENTS

• Grade 12 qualification (NQF Level 4)
• 3 Years Diploma in Office Management or relevant qualification.
• Must have good writing skills and communication skills.
• Computer Literacy
• Ability to work under pressure

KEY PERFORMANCE AREA

• Assisting in preparation of Agendas and meeting schedules.
• Meeting attendance and minute taking
• Typing
• Attending scheduled meetings
• Taking accurate minutes of meetings
• Typing notices of meetings, minutes, agendas and reports when required
• Assisting Senior Administration Officer with administration work when required.

5. INFRASTRUCTURE DEVELOPMENT AND HUMAN SETTLEMENTS

5.1 HOUSING ADVISOR – RE-ADVERTISEMENT

SALARY SCALE: (R100 657 – R130 674)

FRINGE BENEFITS

Normal fringe benefits include leave, housing subsidy on certain conditions, pension/provident fund.

REQUIREMENTS

• Matric / NQF Level 4
• Computer Literacy
• Two to Three years’ experience in Housing Environment
• Be able to interpret National Housing code
• Be prepared to work overtime
• Be prepared to work under pressure

**KEY RESPONSIBILITIES**

• Conducting interviews on applicants / beneficiaries applying for housing assistance in terms of the national housing policy.
• Housing subsidy administration
• Records keeping
• Performs tasks / activities associated with tenants inspections / complaints and identify illegal occupancy and the conditions or misuse of property
• Data capturing

Applicants for the above-mentioned positions are required to submit a prescribed application form obtainable from our reception or download from [www.emalahlenilm.gov.za](http://www.emalahlenilm.gov.za), detailed Curriculum Vitae together with certified copies of all qualifications and the 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 employment practices irrespective of race, gender and disability.

**Faxed or e-mailed 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 Manager Human Resources, Ms M Swayena, at 047 878 2000/ 076 512 6338 during office hours. (08H00 to 16H30)

Applications should be addressed to:

**DR SW VATALA**
The Municipal Manager
Emalahleni Local Municipality
Private Bag X1161
LADY FRERE
5410

*The closing date for applications is Wednesday, 28 September 2016 Lady Frere Municipal Offices.*