



EMALAHLENI LOCAL MUNICIPALITY

NOTICE NO: HR 02/2018

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.

African Males and people with disabilities are encouraged to apply for the filling of the following position:

1. INFRASTRUCTURE DEVELOPMENT AND HUMAN SETTLEMENT

1.1 ELECTRICAL ARTISAN (INDWE UNIT)

SALARY SCALE: TASK GRADE 10 (R186 450 – R242 042)

FRINGE BENEFITS

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

REQUIREMENTS

- Grade 12
- N3 Electrical Engineering
- Two (2) years relevant experience in the Electrical Services
- Valid code C1 (10)
- Computer Literacy

RESPONSIBILITIES

- Performing planned maintenance on electrical distribution network to ensure continuity of supply.
- Attending to customer daily complaints.
- Co-ordinating activities associated with trouble shooting / fault finding and repairing to medium/low voltage reticulation and electrical systems.
- Installing of new services and prepaid meter to ensure all new connections are measured.
- Producing monthly performance report.
- Performing standby duties.

African Females and people with disabilities are encouraged to apply for the filling of the following position:

2. COMMUNITY SERVICES DIRECTORATE

2.1. SENIOR SUPERINTENDENT: WASTE AND ENVIRONMENT MANAGEMENT

SALARY SCALE: TASK GRADE 12 (R259 886 – R337 345)

FRINGE BENEFITS

Normal fringe benefits include

leave, housing subsidy on certain conditions, pension/provident fund, medical aid scheme,

Car Allowance: R79 872.00 per annum.

Cellphone allowance capped at R375.76 per month with 3G card capped at R150 per month

REQUIREMENTS

- Grade 12 (Matric) Certificate
- Bachelor's degree or B. Tech in Environmental Management or Waste Management
- Valid Code B Driver's license
- Three (3) years' experience in local government Waste & Environmental Management field
- Supervisory Skills
- Computer Literate
- Excellent communication, facilitation, people management and financial management skills
- In-depth understanding of the Local Governments legal framework

KEY RESPONSIBILITIES

- Planning and coordination in Waste removal
- Operating and management of solid waste sites
- Ensuring management and conservation of the biological diversity
- Ensuring the management and prevention of air pollution in conjunction with sector departments.
- Implementing effective integrated pollution prevention and control strategies within the district.
- Ensuring compliance of all development projects with environmental authorization regulations.
- Investigating and identifying environmental hazards/risks and investigating mitigatory measures in conjunction with other departments.
- Writing up of business plans, reports, proposals and minutes
- Planning and coordinating community awareness campaigns
- Supervising staff
- Liaise with external organisations regarding the Council's IWMP to effect cooperative governance.
- Any other functions that may be delegated by Director from time to time

African Females and people with disabilities are encouraged to apply for the filling of the following position:

3. BUDGET AND TREASURY OFFICE

3.1. EXPENDITURE PRACTITIONER

SALARY SCALE: TASK GRADE 11(R220 125-R 285 733)

FRINGE BENEFITS

Normal fringe benefits include leave, housing subsidy on certain conditions, pension/provident fund, medical aid scheme,

REQUIREMENTS

- Grade 12 (Matric)
- A relevant national diploma in Accounting
- 2 – 3 years relevant experience
- Computer Literacy

KEY RESPONSIBILITIES

- Coordinating and controlling sequences associated with the verification and provision of information relating to expenditure transactions
- Controlling the key performance areas and critical outputs of personnel within the Section
- Coordinating and controlling sequences associated with the payment of creditors and provision of information relating to such transactions
- Coordinating and controlling sequences associated with the payroll system and provision of information relating to such transactions
- Coordinating the recording and processing procedures of Expenditure transactions
- Providing information on the status of payments and specific procedural applications.

African Male and people with disabilities are encouraged to apply for the filling of the following position:

3.2 SUPPLY CHAIN MANAGEMENT ADMINISTRATOR

SALARY SCALE: TASK GRADE 07 (R130 648 –R169 594)

FRINGE BENEFITS

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

REQUIREMENTS

- Matric (Grade 12)
- Diploma in Accounting or Equivalent
- Computer literacy
- 1-2 years' experience in Supply Chain Environment

KEY RESPONSIBILITIES

- Maintaining the Supply Chain Database and attending to the application of related procedures.
- Receiving demand requests from user departments, requesting quotes and documentation in accordance with procedures, scheduling and attending the opening of quotations to public and updating registers.
- Ensuring that Supply Chain information is loaded on municipal website and other regulated websites.
- Communicating with suppliers, establishing the status of goods and services and expected delivery dates and / or prioritising requirements for delivery in accordance with internal needs.
- Filing quotations, compiling bid committee agendas and assigned by the Supply Chain Management Manager.

4. CORPORATE SERVICES DIRECTORATE

African Male and people with disabilities are encouraged to apply for the filling of the following position:

MANAGER: LEGAL SERVICES AND ADMINISTRATION

Salary Scale: Task Grade 17: (R516 941. 00 – R671 037. 00)

FRINGE BENEFITS

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

Car allowance: R79 236 per annum.

Provision of Council cellphone capped at R18 695 per annum with 3G card capped at R150 per month

REQUIREMENTS

- Matric
- Bachelor of Law Degree/LLB or any appropriate legal degree at NQF level 6.
- At least 5 - 7 years' relevant experience of which four (4) years at post admission experience and 3 years at Managerial level.
- Admission as an Attorney or Advocate.
- Computer literacy
- Valid driver's licence
- Local government experience will serve as an added advantage.

KEY RESPONSIBILITIES: (INCLUDE BUT ARE NOT LIMITED TO)

- Providing legal support service to senior management, departments and council on exercise of powers and functions and decision making through analysis and evaluation of attitudes and needs of the Municipality.
- Facilitating the drafting and vetting of policies, procedures, by-laws and legal agreements claims.
- Coordinating the reporting of external attorneys
- Referring litigation matters to the appointed panel of attorneys
- Managing council contractual obligations and ensure legal compliance
- Managing operating and capital budget for the department
- Monitoring preparation of agendas for Council Structures
- Managing Records and Archives of the municipality
- Managing the Fleet Management section of the municipality
- Coordinating the Municipal Public Accounts Committee (MPAC) activities

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, 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.

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, Ms M Swayena, at 047 878 2000/ 071 822 5596 during office hours. (08H00 to 16H30)

Applications should be addressed to:

DR SW VATALA
The Municipal Manager
Emalahleni Local Municipality
Private Bag X1161
CACADU
5410

The closing date for applications is Thursday, 02 August 2018, Cacadu Municipal offices

