



## **EMALAHLENI LOCAL MUNICIPALITY (EASTERN CAPE)**

**NOTICE NO: HR 01/2023**

### **EXTERNAL ADVERTISEMENT OF POSITIONS**

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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.

Applications are invited from suitably qualified candidates for the filling of the following position (African Females are encouraged to apply)

#### **1. BUDGET AND TREASURY DIRECTORATE**

##### **1.1 REVENUE ACCOUNTANT**

**SALARY SCALE: TASK GRADE 12 (R341 635-R443 458) PER ANNUM**

##### **FRINGE BENEFITS**

Normal fringe benefits include leave, housing subsidy on certain conditions,

Car allowance: R 101 450.40 per annum.

Cellphone allowance: R5 726.88 per annum

Data Allowance: R6 294 per annum

##### **ESSENTIAL REQUIREMENTS**

- B Comm Degree with Accounting as a major subject or equivalent Finance qualification with Accounting III at NQF level 7
- Computer literate-MS Application with Advanced Excel
- Sound knowledge of MSCOA, Treasury Regulations, GRAP, MFMA, MPRA
- Minimum experience of 3 years in municipal accounting environment of which 2 years should have been within Revenue Management Cycle
- Valid Code B Driving License
- Be in possession of CPMD or attainable within 18 months.

##### **KEY RESPONSIBILITIES**

- Verifying monthly bank reconciliation and cash reconciliations through identifying and correcting discrepancies between cash book and bank statement
- Analysing transactional recording (reports generated by the Consolidated Billing System), Debtors reports and summaries and processing adjustment to entries.
- Running system functionality to upload billing data to individual debtor account by using all segments of Mscoa
- Providing support with regards to the consolidated of Income transactional information to facilitate the production of Financial Statements
- Preparing statistical reports depicting short to medium term cash flow trends inclusive of explanations to support specific deviations
- Interacting with the internal/external auditors and makes available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Account receivable transaction
- Reconciling cash receipted and proceeding with the posting and balancing of General Ledger
- Generating reminder notifications for circulation not overdue debtors and/or communicating, calculating and establishing payment terms and conditions with defaulters
- Generating Debtors Age Analysis reports and checks the status of accounts with a view to referring arrear/overdue accounts for further action
- Preparing and/or approving correspondence and calculations of rates due on properties and buildings, forwarding to legal professionals to facilitate the preparation of specific contractual documentation
- Attending to queries related to the calculations of penalties/interest on and providing explanations to clients
- Issuing rates certificates to support the transfer/sale agreement and providing payment terms and conditions
- Providing guidelines/guidance to personnel on the application of procedures
- Implementing remedial measures/corrective action to align performance and outputs against agreed standards
- Appraising performance levels, setting objectives and measuring accomplishment or establishing reasons for non-conformance.
- Supervising subordinates and meeting set deadlines
- Instituting disciplinary action for non-conformance and serious breaches to terms and conditions of employment/code of conduct.

## **2. COMMUNITY SERVICES DIRECTORATE**

### **1.1 UNIT MANAGER: DORDRECHT**

**Salary Scale: Task Grade 17: (R 679 549- R882 114) PER ANNUM**

#### **FRINGE BENEFITS**

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

Car allowance: R 101 450.40 per annum.

Cellphone allowance: R 23 745.36 per annum

Data Allowance : R6 294 per annum

## **ESSENTIAL REQUIREMENTS**

- Garde 12 (Matric)
- Bachelor of Administration in Public Management/Bachelor's Degree in Developmental Studies
- 3 year's relevant working experience .
- 3 years' experience coordinating services delivery programmes.
- 3 year's supervisory experience
- Knowledge of management practice, excellent interpersonal skills, having ability to demonstrate record of safety leadership role.
- Strong office administration skills and knowledge of legislations and interpretation
- Knowledge and skills, computer literacy including Microsoft word, Excel, Publisher and Powerpoint.
- Must have at least a code B valid driver's licence

## **KEY RESPONSIBILITIES**

- Attending to customer service, by developing and maintain culture of customer service in accordance with standards and requirements.
- Managing and controlling rendering street and stormwater drainages, park, cemeteries, and municipal commonages services
- Coordinating and controlling activities associated with identification of maintenance requirements.
- Monitoring of effective utilization of municipal assets and resources
- Addressing workplace conflicts/conduct through the initiation and coordination of consultative processes and implementation of specific disciplinary procedures
- Facilitating a sound relationship amongst the employees and create climate of labour peace, stability and wellness through Human Resources.
- Monitoring and evaluating compliance to the policies and procedures of the municipality
- Ensuring the implementation and monitoring of Batho Pele strategy
- Ensuring proper and diligent compliance within applicable municipal legislative requirements
- Planning and coordinating communication strategy within the unit
- Directing supervision and instruction to subordinates and delegate responsibilities.
- Coordinating specific administrative and reporting requirements associated with the key performance results and indicators of the unit.

## **1.2 CHIEF TRAFFIC OFFICER**

**Salary Scale: Task Grade 15: (R 499 292-648 095) PER ANNUM**

### **FRINGE BENEFITS**

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

Car allowance: R 101 450.40 per annum.

Cellphone allowance: R5 726.88 per annum

Data Allowance: R6 294 per annum

### **ESSENTIAL REQUIREMENTS**

- Garde 12 (matric)
- B Degree in Public Safety and Security/Municipal and Traffic Policing
- 5 year's working experience as Traffic Officer of which 3 years at a supervisory level
- Diploma: Examiner of Driving License GRADE "A"
- Diploma: Examiner of Vehicles GRADE "A"
- Must have Code A & EC Driving License
- Registration as Traffic Officer
- No Criminal records Police Clearance Certificate (SAPS365) must be attached and security vetting will be conducted.

### **COMPETENCIES:**

- Computer literacy (Microsoft Word, Excel, Publisher and PowerPoint)
- Ability to work under pressure
- Excellent interpersonal skills, having ability to demonstrate record of safety leadership role
- Financial and Risk management skills and knowledge of legislation and interpretation

### **KEY RESPONSIBILITIES**

- Coordinate and controls all activities associated with Municipal Traffic Services Functions, Law Enforcement, Traffic transgression and Municipal By-Laws
- Plan and facilitate Law Enforcement operations by ensuring that all regulations and laws are effectively executed
- Develop short, medium and long term Traffic Law Enforcement strategies
- Develop Traffic Management Plan and be responsible for its execution
- Create and institute an effective reporting system of the unit
- Conduct research and inspection in order to develop intervention strategies that will address the expansion of Traffic demands in line with the Municipal IDP

- Plans and manages functions associated with the driving testing licensing Centre by developing and managing the implementation of systems and controls to regulate specific work sequences associated with the functionality of the DLTC
- Plans and leads functions associated with testing and certification of vehicle road worthiness applications, by planning dates and timing of vehicle road worthiness in conjunction with the management Representative (Examiner)
- Manages and controls specific routines associated with the impounding, disposal and administering stray animals within the municipality
- Administering road accident., road safety and supporting emergency, fire and rescue services during disaster
- Managing and coordinates speed checking, roadblocks, special operations, traffic patrol duties and attends to court cases
- Maintain effective and efficient stakeholder's relations and ensure all general protocols, policy and procedures are adhered to
- Motoring of effective utilization of municipal assets and resources
- Addressing workplace conflict/conduct through the initiation and co-ordination of consultative processes and implementation of specific disciplinary procedures.

Applicants for the above-mentioned positions are required to submit a prescribed application form obtainable from our reception or downloaded 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.

**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 can be made with the Human Resources Practitioner, Ms. Sanelisiwe Zangwa, at 0878080905**

**Applications should be addressed to:  
37 Indwe Road  
Emalahleni Local Municipality  
CACADU  
5410**

**Or email to**

**[Applications@emalahlenilm.gov.za](mailto:Applications@emalahlenilm.gov.za)**

**The closing date for application is Wednesday, 15 March 2023.**