



EMALAHLENI LOCAL MUNICIPALITY (EASTERN CAPE)

NOTICE NO: HR 02/2023

EXTERNAL 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.

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

1. INFRASTRUCTURE DEVELOPMENT AND HUMAN SETTLEMENTS

1.1 MANAGER: PMU (FIVE YEAR FIXED TERM CONTRACT AT AN ALL- INCLUSIVE TOTAL PACKAGE OF R847 517.88 PER ANNUM

ESSENTIAL REQUIREMENTS

- Matric
- National Diploma in Civil Engineering
- Preferably a B Degree Qualification in Civil Engineering
- 5 Years relevant experience in Project and Contract Management in Local Government sector of which three (3) years must be a supervisory level.
- Good understanding of MIG requirements and GCC
- Registration with Engineering Council of South Africa
- Good presentation skills
- Good communication skills
- Valid Driver's licence.

KEY RESPONSIBILITIES

- Provides business plans for Capital Projects
- Prepare annual business plan and budget register on MIG and Reporting.
- Prepare capital and operating estimates and controls expenditure against the approves budget allocation.
- Identifying and defining the immediate and short -term objectives/plans associated with projects and contracts.

- Managing formulation of specific contracts and tender documents and controls contractual contracts
- Managing formulation of specific contracts and tender documents and controls contractual obligations
- Managing service providers, technical and operational outcomes associated with projects and contracts.
- Disseminating functional and operational information on the immediate and short-term objectives and current projects, problems and constraints

1.2 TECHNICIAN: ELECTRICAL SERVICES

SALARY SCALE: TASK GRADE 12: (R341 635-R443 458) 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 5 726.88 per annum

Data Allowance: R6 294 per annum

ESSENTIAL REQUIREMENTS

- Matric
- National Diploma -Electrical Engineering
- 3 years' relevant experience on electricity distribution and reticulation
- Valid drivers license
- Knowledge of Local Government environment will be an added advantage.

KEY RESPONSIBILITIES

- Develop maintenance plan for medium and low voltage network.
- Develop network performance report.
- Monitors 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.
- Analysis of recorded information on emergency and standby faults reports received by scrutinizing reports for referral to ensure further action is taken by relevant departments for continuous supply consumers.
- Manages the subordinates within the Technical Installations Sections by monitoring all required operational activities to ensure that all instructions given are executed in a safe, efficient and cost-effective manner.
- Develop refurbishment plan.

1.3 BUILDING CONTROL PRACTITIONER

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: R 5 726.88 per annum

Data Allowance: R6 294 per annum

ESSENTIAL REQUIREMENTS

- Grade 12
- National Diploma in Building
- 3 years relevant experience in Local Government of which 2 years must be a Municipal Building Control environment.
- Code B Drivers' license
- Computer Literacy
- Knowledge of applicable building regulations
- Knowledge of Local Government environment will be an added advantage.

KEY RESPONSIBILITIES

- Building inspections and plan approval.
- Process applications on building related matters.
- Investigate complaints and queries related to new structures.
- Administration of building related matters
- Building control of the entire Municipality
- Compile bill of quantities for building maintenance
- Compile bill of quantities for all new building work.

2. BUDGET AND TREASURY OFFICE

2.1 AFS ACCOUNTANT

SALARY SCALE: TASK GRADE 12: (R341 635-R443 458) 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 5 726.88 per annum

Data Allowance: R6 294 per annum

ESSENTIAL REQUIREMENTS

- Matric
- Minimum qualification: National Diploma in Accounting (NQF Level 6)
- B Degree qualification in Commerce (NQF Level 7) with accounting 3 will be an added advantage
- Minimum 3 years' experience in Local Government Annual Financial Statements and Internal control environment
- Minimum 3 years extensive knowledge and experience in Local government finance environment
- Completed articles at an auditing firm will be an added advantage.
- Computer literacy (Excel, Word, Outlook, presentation, etc.)
- Valid Driver's Licence

KEY RESPONSIBILITIES

- Providing inputs into the planning processes, implements and maintain specific procedures, systems and controls associated with the budget and treasury functionality.
- Giving inputs into the development of the Standard Operating Procedures (SOPs) with respect to the financial reporting
- Providing inputs into budget and treasury related audit information and investigative reports with a view to determine levels of interventions required to curb non-conformance and non-compliance with relevant legislation.
- Giving inputs into the development and reviewal of asset management and reporting plans in compliance with relevant legislation
- Providing guidance on specific aspects pertaining to the Annual Financial Statements (AFS), policies and processes, clarifying understanding and implementation approach outcomes and performance measures
- Assessing the inadequacy of current transactional recording/ accounting procedures related to AFS and presenting recommendations outlining approaches aimed to improving g controls and processes.
- Coordinating activities and processes associated with the key performance arears and result indicators of the general ledger functionality.
- Coordinating activities and processes associated with preparation of monthly, quarterly, half-yearly and Annual Financial Statements in accordance with provisions of the MFMA and Generally Recognized Accounting Practice
- Coordinating activities and processes associated with the audits by the Auditor General
- Coordinating activities and processes associated with the planning and in-year reporting.
- Coordinating activities and processes associated with the asset management reporting.

- Coordinating activities and processes associated with the fleet management reporting.
- Coordinating activities and processes associated with the key accounts reconciliations.
- Coordinating activities and processes associated with sectional administration and support.

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

The closing date for application is Monday, 22nd of May 2023.

