



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

**NOTICE NO: HR 04/2023**

### **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. CORPORATE SERVICES**

##### **1.1 Employee Relations and Occupational Health and Safety Practitioner**

**SALARY SCALE: TASK GRADE 11 (R304 992.00 -R395 894) PER ANNUM**

#### **FRINGE BENEFITS**

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

Car allowance: R68 986.32 per annum

Cellphone allowance: R6 036.12 per annum

Data Allowance: R6 633.84 per annum

#### **ESSENTIAL REQUIREMENTS**

- National Diploma in Labour Law/Labour Relations/ Industrial Relations/Human Resources Management
- 3 years relevant experience in Employee Relations and or Occupational Health and Safety
- A Valid Driver licence code EB is Essential
- Sound knowledge of legislation and policies applicable in the local government environment
- Sound knowledge of Skills Development related legislation
- Good communication, interpersonal and report writing skills.

## **KEY RESPONSIBILITIES**

- Coordinating disciplinary process and grievance procedures.
- Coordinating conciliation and arbitration process.
- Coordinating and providing secretarial support for the functionality of the Local Labour Forums.
- Monitoring and coordinating the implementation of the Occupational Health and Safety programmes.
- Facilitating programs regarding incidents and accidents.
- Coordinating conciliation and arbitration processes.
- Monitoring the implementation of Occupational Health and safety strategy.
- Conducting Health and Safety inspections within the workplace.
- Perform specific tasks associated with disaster risk avoidance.
- Facilitating specific programs regarding incidents and accidents.

## **2. BUDGET AND TREASURY DIRECTORATE**

### **2.1 FINANCE MANAGEMENT GRANT INTERNS X 5**

#### **2-YEAR FIXED TERM CONTRACT AT ALL -INCLUSIVE STIPEND OF R100 000 PER ANNUM**

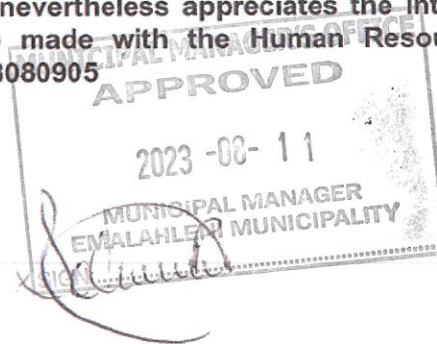
- Matric (Senior Certificate)
- Minimum Level 6 National Diploma with major qualification in Economics, Accounting or Finance, Audit and Risk Management. NQF Level 7: B Degree on the above qualification will be an added advantage.
- Must be computer literate
- Must be 21-35 years of age
- Must be the resident of Emalahleni Local Municipal area (proof must be provided)
- Must be able and willing to work and stay in any of the 3 towns of Dordrecht, Cacadu or Indwe
- Must be willing to learn all aspects of municipal finance
- Training and work experience in aspects of the Budget and Treasury Department operations
- Complete the Municipal Finance Management Programme (MFMP)

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:  
The municipal Manager  
37 Indwe Road  
Emalahleni Local Municipality  
CACADU  
5410



**The closing date for application is Wednesday, the 30<sup>th</sup> of August 2023**