



EMALAHLENI LOCAL MUNICIPALITY (EASTERN CAPE)

NOTICE NO: HR 05/2023

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 and Males are encouraged to apply)

1. INFRASTRUCTURE DEVELOPMENT AND HUMAN SETTLEMENTS

1.1 BUILDING INSPECTOR

**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

- Grade 12/ Matric Certificate
- National Diploma in Building, Construction Management and Quantity Surveying.
- 3 years relevant experience in Local Government.
- Valid Driver licence
- Computer Literacy
- Knowledge of applicable building Regulations.

KEY RESPONSIBILITIES

- Co-ordinating sequences associated with monitoring compliance with standards, procedures, regulations, and specification in terms of National Building Regulations and SABS codes of practices.
- Calculate fees in accordance with laid down tariffs, receipting payments received and forwarding documentations for further processing.
- Forwarding building plans to relevant departments for further comments and processing.

- Carry out inspection on a continuous basis to ensure that work is performed according to the set standards.
- Approving and issuing of compliance notice to align practice.

1.2 CRANE TRUCK OPERATOR

SALARY SCALE: TASK GRADE 10 (R258 334.00 -R335 359.00) PER ANNUM

ESSENTIAL REQUIREMENTS

- National Senior Certificate/ Matric/ Grade 12 or Equivalent
- Valid Crane Truck Operating Certificate
- N6 Electrical Certificate with Electrical Trade Test Certificate
- Valid code 10 drivers' licence with PDP
- Minimum of 2-3 years' experience as an Electrical Artisan and driving experience

KEY PERFORMANCE AREAS

- Transporting and installing Electrical equipment from stores to site (where works will be carried out).
- Performing the electrical works like Pole Planting, Installation of Electrical equipment like Pole Mounted Transformers, Miniature Substations, Ring Main Unit etc with Minimum supervisor.
- Performing the installation and maintenance of streetlights and High mast lights with minimum supervision.
- Performing daily Site Operations using crane truck where overhead electrical operations are being carried out with minimum supervision.

2. CORPORATE SERVICE DIRECTORATE

Applications are invited from suitable qualified candidates for the filling of the following positions (Preference will be given to African Males)

2.1 MANAGER: HUMAN CAPITAL (RE-ADVERT)

SALARY SCALE: TASK GRADE 17 (R 716 243- R929 748) PER ANNUM

FRINGE BENEFITS

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

Car allowance: R106 928.64 per annum

Cellphone allowance: R25 027.56 per annum

Data Allowance: R6 633.84 per annum

REQUIREMENTS

- National Diploma in Human Resources Management or related field
- Preferably a B-Degree Qualification in Human Resource Management
- 5 years generalist HR experience
- 3 years supervisory experience
- Valid Driver's Licence
- Registration with Professional Body
- Computer Literacy
- Driver's licence
- Ability to interpret Labour Legislation

KEY RESPONSIBILITIES:

- Provisioning of strategic HR Management services to the Municipality
- Managing the development and implementation of HR policies, procedures, and processes
- Managing the municipality's skills development programmes through the development and implementation of the WSP
- Managing and monitoring the effective administration of conditions of employment for all employees of the municipality
- Managing effective recruitment and selection services within the municipality
- Ensuring the development and effective monitoring of discipline management strategies, policies, and procedures
- Overseeing and managing HR Section in an effective and efficient manner
- Developing and implementing a structured Employee Wellness Programme
- Ensuring municipality's compliance with Employment Equity Act
- Overseeing the implementation of Bargaining Council Collective Agreements
- Developing and implementing a structured Employee Wellness Programme

- Overseeing the implementation of Individual Performance Management and Organisational Development
- Ensuring that the municipality is complying with legislation
- Ensuring the implementation of the Audit Action Plan
- Implementation and updating of the Risk Register
- Managing organisational design and job evaluation process
- Advice Directorate on performance management and improve systems

2.1 SYSTEM ADMINISTRATOR

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

REQUIREMENTS

- Grade 12/ Matric
- Minimum National Diploma (NQF level 6) in Information Technology/ Computer Science
- Valid driver's licence
- Minimum 3 years working experience in the Information Technology Field.

KEY RESPONSIBILITIES

- Responsible for general systems administration of the institution, these include but not limited to: Operation, maintenance, and control of the Telephone management system.
- Management and maintenance of Enterprise Management System (EMS).
- Administering access control for all users on biometric system.
- Configuration of policies on Active Directory to ensure controlled access privileges for all users.
- Monitoring and maintenance of servers (AD, Backup, EMS, etc.)
- Rendering advice and inputs on the use of software both Operating systems and applications software, this includes licensing.
- Website administration to ensure ICT invoice payments are processed on time, monthly.

2.2 INDIVIDUAL PERFORMANCE MANAGEMENT AND JOB EVALUATION PRACTITIONER (RE-ADVERT)

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

REQUIREMENTS

- Grade 12/ Matric
- National Diploma in Human Resources Management or Public Administration
- 3 years relevant experience in municipal systems and processes of developing the Performance Management Systems and or Job Evaluation.
- Valid driver's licence
- Sound knowledge of legislation and policies applicable in the local government environment.
- Sound knowledge of Performance Management Circle
- Good communication, interpersonal and report writing skills

KEY RESPONSIBILITIES

- Coordinating all functions of Individual Performance Management of the institution
- Coordinating all functions of Organisational Development
- Coordinating and providing support during performance assessment.

3. COMMUNITY SERVICES DIRECTORATE

3.1 UNIT MANAGER: DORDRECHT (RE-ADVERT)

SALARY SCALE: TASK GRADE 17 (R 716 243- R929 748) PER ANNUM

FRINGE BENEFITS

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

Car allowance: R106 928.64 per annum

Cellphone allowance: R25 027.56 per annum

Data Allowance: R6 633.84 per annum

ESSENTIAL REQUIREMENTS

- Garde 12 (Matric)
- National Diploma in Public Management
- Preferably a Bachelor of Administration in Public Management/bachelor's degree in Developmental Studies.
- 3 year's relevant working experience in a Local Government Environment.
- 3 years' experience coordinating services delivery programmes in a Municipality.
- 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.

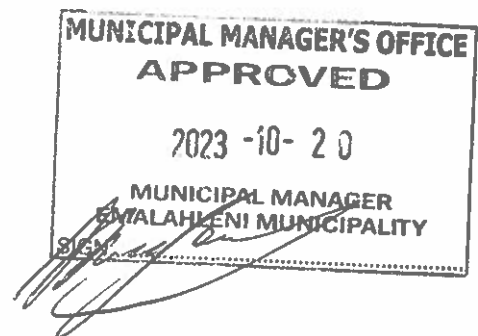
Applicants for the above-mentioned positions are required to submit a prescribed application form obtainable from our reception or download from www.emalahlenilm.gov.za, detailed Curriculum Vitae together with certified copies of all qualifications and the Identity Document. Applications not accompanied 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.

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. The Council nevertheless appreciates the interest shown by applicants. Enquiries can be made with Human Resources Practitioner Ms Sanelisiwe Zangwa, at 071 435 1078 during office hours.

Applications can be hand delivered to the Registry Section, 37 Indwe Road, Lady Frere or posted to the as follows: -

**MR M. GATYENI
ACTING MUNICIPAL MANAGER
EMALAHLENI LOCAL MUNICIPALITY
PRIVATE BAG X1161
CACADU
5410**



No email applications will be accepted, and

No Late applications will be considered, therefore post delays must be considered by the applicant.

The closing date for applications is Thursday, 09 November 2023.