



EMALAHLENI LOCAL MUNICIPALITY

NOTICE NO: HR 02/2025

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. The Municipality invites suitable qualified candidates to apply for the following positions:

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

1. MUNICIPAL MANAGER'S OFFICE

1.1 MUNICIPAL MANAGER Two (2) year fixed - term contract)

SALARY PACKAGE

SALARY: Total remuneration package will be in terms of Upper limits of total remuneration packages payable to Municipal Managers and Managers directly accountable to Municipal Managers, Government Gazette No. 48789, dated 14 May 2024.

Reporting directly to the Mayor, the following appointment will be made in line with sections 57 of the Local Government Municipal System Act 32 of 2000 as Amended and relevant Local Government Regulations applicable to the appointment of Municipal Managers and Managers directly accountable to Municipal Managers. Appointment will be a two (2) Year Fixed Term Performance Based Employment Contract.

REQUIREMENTS

- A recognised Bachelor Degree in Public Administration /Political Sciences/ Social Sciences, Law and/ or relevant or related field of study, at NQF level 7, such qualification having been obtained from a recognised tertiary institution.
- 5 years relevant experience at a senior management level
- 5 years proven successful institutional transformation within public or private sector
- Advanced knowledge and understanding of relevant policy and legislation
- Advanced understanding of institutional governance systems and performance management
- Advanced understanding of council operations and delegation of powers
- Good governance
- Audit and risk management establishment and functionality

- Budget and finance management
- Attainment of required minimum competencies for Senior Managers in terms of Government Gazette No 29967 on Minimum Competencies will be an added advantage.

KEY PERFORMANCE AREAS

- Carry out the duties of the Municipal Manager as contained in section 55 of the Municipal Systems Act 32 of 2000.
- Strategic planning and ensure that a strategic management culture exists within the institution.
- Inform and develop an economical, effective, efficient and accountable administration.
- Manage the municipality's administration in accordance with Municipal Systems Act and other applicable legislations.
- Manage provision of services to the local community in a sustainable and equitable manner.
- Exercise any powers and duties delegated by the municipal council or sub delegated by other delegating authorities of the municipality to the municipal manager.
- Provide sound and strategic advice to political structures and office-bearers, manage communication between them, administer and carry out their decisions.
- The implementation of the municipality's integrated development plan, and the monitoring of the progress with implementation of the Serve Delivery and Budget Implementation Plan.
- Carrying out the decisions of the political structures and political office bearers of the municipality as per the adopted delegation framework in terms of section 59 of the Local Government: Municipal Structures Act 117 of 1998.
- Appoint staff other than those referred to in terms of section in terms of section 56 of the MSA, subject to the Employment Equity Act 55 of 1998.
- Ensure effective utilisation, training and discipline of staff.
- The management of the provision of services to the local community in a sustainable and equitable manner.
- Ensure implementation of national and provincial legislation applicable to the municipality.

APPLICATION PROCESS

Applicants for the above-mentioned positions are required to fully complete and 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, Driver's licence. 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. People with disabilities are encouraged to apply. 

Faxed 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 HUMAN RESOURCES MANAGER, Mr. Zamuxolo Mbotyi, at 066 2180718 Mbotyiz@emalahlenilm.gov.za during office hours. (08H00 to 16H30)**

Applications should be addressed to:

Email Address: Applications@emalahlenilm.gov.za

OR Physical Address

37 Indwe Road

Emalahleni Local Municipality

Cacadu

5410

40 Fletcher Street,

Indwe

5445

Grey Street, Town Hall Building

Dordrecht,

5435

NB: Shortlisted candidates will be subjected to security vetting. Appointed Candidate will be required to sign a Performance Agreement and will be required to disclose financial interests.

Late applications will not be considered, therefore post delays must be considered by the applicant.

The closing date for applications is 23 October 2025.

N. F. Cowi

CLLR NF KONI
HON MAYOR

30/09 2025

DATE