



EMALAHLENI LOCAL MUNICIPALITY

NOTICE NO: HR 03/2025

EXTERNAL ADVERTISEMENT OF POSITION

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:

2. INFRASTRUCTURE DEVELOPMENT AND HUMAN SETTLEMENT

2.1 MANAGER: PROJECT MANAGEMENT UNIT

REPORTING DIRECTLY TO DIRECTOR: INFRASTRUCTURE DEVELOPMENT & HUMAM SETTLEMENTS

SALARY SCALE: TASK GRADE 17 (R797 847,12 – R1 035 588,72) PER ANNUM, EXCLUDING BENEFITS

ESSENTIAL REQUIREMENTS

- Grade 12 with Maths and Science
- National Diploma/Degree in Civil Engineering
- Post graduate Diploma in Civil Engineering will be an added advantage
- Five (5) years relevant experience in Project Management
- Valid Code Driving Licence
- Computer literacy
- Good communication and leadership skills
- Diploma in Project Management will be an added advantage
- Registration with relevant body will be an added advantage.

KEY RESPONSIBILITIES

- Preparing grants business plans, implementation plans etc.
- Managing of grant funded projects
- Registering projects on MIG MIS
- Reporting on MIG MIS

- Presenting projects on District Appraisal Committee
- Preparing of tender documents for projects
- Drafting of Project Specification
- Participating on Projects evaluation process

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

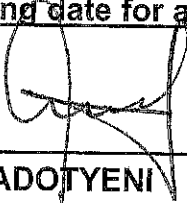
Dordrecht,

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.



MS TT MADOTYENI
ACTING MUNICIPAL MANAGER

30/09/2025
DATE