

EMALAHLENI LOCAL MUNICIPALITY
EXTERNAL

Emalahleni Local Municipality is an equal opportunity employer committed to the promotion of equity and equality.

The appointment of a candidate is at the Emalahleni Local Municipality's sole discretion, taking into account factor which Council considers relevant, including but not limited to Employment Equity.

Emalahleni Local Municipality reserves the right to appoint the suitable candidate in line with the affirmative Action Strategy.

Suitable qualified females and people with disabilities are encouraged to apply.

The submission of an application gives Emalahleni Local Municipality the right to make enquiries necessary to obtain information regarding the applicant's background. Such enquiry will include current and previous employers as well as academic institutions.

The Municipality hereby invites applications from suitably qualified candidates for the following position:

VACANCY	EXECUTIVE DIRECTOR: CORPORATE SERVICES
QUALIFICATIONS/ REQUIREMENTS	*Bachelor's Degree in Management Sciences/Public Administration/Law or equivalent *Five (5) years' experience at middle management level and must have proven successful management experience in administration *A valid driver's license, Registration with a relevant professional body *Must have completed Municipal Finance Management Programme (MFMP).
KEY PERFORMANCE AREAS	*Direct and manage staff within the Corporate Services directorate so that they are able to meet their departmental and organizational objectives *The incumbent will be responsible for the following: Human Resource Management, Legal Services, Administration and Auxiliaries and Information and Technology amongst other responsibilities *managing and controlling the budget for the Directorate *Preparing and submitting required reports to the Municipal Manager and relevant political structures *Develop and implement the Department's Service Delivery and Budget Implementation Plan (SDBIP) * Perform any other related functions as requested by the Municipal Manager
CORE MANAGERIAL & OCCUPATIONAL COMPETENCIES	*Programme and Project Management *Financial Management *Service Delivery Management *Problem Solving Management *People Management & Empowerment *Client Orientation & Customer Focus *Communication *Competence in Self-Management *Knowledge of Performance Management & Reporting *Willingness to work irregular hours*A strategic thinker who possess leadership qualities with strong general management skills, with ability to develop and formulate policy, procedures and systems *Understanding the transformation challenges and change management *Well developed conflict resolution, negotiation and communication skills and computer literate *Resource management skills *Financial and budgeting skills *Ability to manage performance *The ability to identify and develop opportunities to the benefit of the municipality *A foresighted developmental strategist on practical ordinary and intelligence security issues *Sensitivity for the political and strategic objectives of government, especially local government will be an added advantage.
REMUNERATION	ALL INCLUSIVE REMUNERATION PACKAGE: R1 188 638 (minimum); R1, 415 047 (midpoint) and R1, 596 747 (maximum)
VACANCY	FINANCIAL INTERNS X2 (2 YEARS FIXED-TERM CONTRACT)
QUALIFICATIONS/	*B.Com with Accounting III and at least Auditing/Internal Auditing III

REQUIREMENTS	
KEY RESPONSIBILITIES	*Assist to compile and review monthly cash focus of the municipality *Assist to update asset register *Assist to compile monthly bank reconciliation *Assist to compile monthly and quarterly financial reports as required by division of Revenue Act and MFMA for submission to Provincial/National Treasury, Department of Local Government and Housing *Assist with compiling of budget and any other duties in the Budget and Treasury Offices *Assist with the reconciliation in all sections of the Financial Directorate *Assist the division that handles council's insurance portfolio *Assist in ensuring that the asset register balances with council's financial statements *Assist in ensuring new assets are marked/bar coded *Assist in verifying physical count of assets and record the results according to council's policy *Other financial functions as instructed by the CFO or his delegate
OCCUPATIONAL COMPETENCIES	*Computer skills *Good interpersonal skills *Ability to work under pressure *Communication skills
SALARY	R100 000.00 per annum

CLOSING DATE	11 MARCH 2021
ENQUIRIES	MR. ML SITHOLE/MS. BM ZITHA Tel: 013 690 6537/6358

Please send your **CV together with certified copies of your qualifications**, to the Head: Human Resources, P.O. Box 3, Witbank 1035, or submit your CV at

**Administration Building
Civic Centre
President Street
Witbank
1035**

If no response is received from Emalahleni Local Municipality within 60 days after the closing date, it must be regarded that your application has not been successful.

PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED

hr/adverts/ed: corp serv, snr researcher, foreman properties – feb 2021