

EMALAHLENI LOCAL MUNICIPALITY
INTERNAL & EXTERNAL NOTICE

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	DIRECTOR: STRATEGIC & EXECUTIVE SUPPORT
QUALIFICATIONS/ REQUIREMENTS	*B.degree in Management or related field *5 years managerial experience with special focus on planning, research and programme and project management. Valid drivers license
KEY RESPONSIBILITIES	*Supervision of the Regional Managers *Ensure the provision of sustainable service at Ga-Nala, Thubelihle, Ogies and Phola *Compilation and implementation of Regional Service Delivery Budget Implementation plan *Coordinate the regional activities in collaboration with Municipal Directorates *Facilitate the provision building maintenance services and cleaning of Municipal buildings *Ensuring compliance to the Occupational Health and Safety Act *Implementation of Council By-Laws and Policies *Communicating and implementing a company's strategy internally and externally so that all employees, partners, suppliers, and contractors understand the company-wide strategic plan and how it carries out the company's overall goals *Monitor and evaluate communication impact by ensuring appropriate distribution of information at local level and promoting the culture of responsive government *Plan and undertake internal liaison strategy to ensure that all officials are informed of important events and activities within the Council Ensuring the promotion of Access to information Act, 2000 (Act 2 of 2000), which gives the right of the public to access information through newsletters, as provided by the Constitution *Defining/ adjusting the Key performance indicators, job design and role boundaries of personnel against service delivery requirements *Conducting appraisals to measure performance and objective accomplishments against agreed targets and, reviewing goals and setting new objectives *Identifying skills gap within the department and completes developmental plans for existing personnel with clearly defined career paths and job enrichment opportunities *Monitoring the adequacy of current training interventions supporting

	<p>personnel development and reporting on workplace impact post training and or the need for changes to plans</p> <p>*Implementing relevant policies and procedures to control, regulate workplace conflict and or instituting corrective measures and consultation processes to address deviations from standards</p> <p>*Evaluating and presenting reports to the immediate superior detailing the Regions performance against specific measures</p> <p>*Monitoring and implementing corrective measures to rectify deviations/acts contrary to financial regulations, audit requirements and departmental procedure</p> <p>*Communicating with the Council's financial personnel on audit findings and recommendations and institutes the necessary investigational or corrective measures</p> <p>*Analyzing and reporting to the immediate superior the adequacy of coverage against damage arising out of accidents/incidents and negligence to departmental assets (facilities, plant and equipment)</p> <p>*Negotiating contractual terms and conditions of maintenance contracts to support office equipment with service providers/vendors</p> <p>*Maintaining contractual procedures to facilitate assessment of financial/administrative implications for the Regions</p> <p>*Evaluating the adequacy of current administrative systems and redefining registry and archiving sequences with a view to correcting deviations from laid down Departmental guidelines and statutory and/or audit requirements</p> <p>*Preparing departmental circulars based on directives/decisions taken at management meetings, and analyzing and formulating responses to correspondence received to facilitate clarification and understanding</p> <p>*Submission of monthly, quarterly and annual reports</p> <p>*Attending of committee meetings e.g. Audit, Risk, Council committee meetings</p> <p>*Participating in the Municipal Strategic Planning session, IDP and Budget Processes and Monitoring</p> <p>*Making available verified information to facilitate the compilation of statutory reports for submission to official regulatory bodies depicting the employment and skills profile of the organization</p>
KEY COMPETENCIES:	<p>*Analytical thinking/skills</p> <p>*Leadership skills</p> <p>*Good interpersonal skills</p> <p>*Communication and negotiation skills</p> <p>*Project management skills</p>
SALARY	<p>R881 724.00 per annum</p> <p>Level 1 of Grade 6</p>
VACANCY	<p>PERSONAL ASSISTANT TO THE EXECUTIVE MAYOR</p> <p>FIXED TERM CONTRACT (LINKED TO THE CURRENT INCUMBENT)</p>
QUALIFICATIONS/ REQUIREMENTS	<p>*An appropriate National 3 Years Diploma or NQF Level 6 qualification, and /or relevant experience</p> <p>*Valid Code (B) driver's license</p>
KEY RESPONSIBILITIES	<p>*Providing a comprehensive administrative support to the Office of the Executive Mayor</p> <p>Extensive liaison with internal and external stakeholders</p> <p>*Compiling of the Executive Mayor's reports and speeches</p> <p>*Co-ordinating the Executive Mayor's programme and rendering logistical support</p> <p>*Co-ordinate the Executive Mayor's functions</p>

	<ul style="list-style-type: none"> *Representing the Executive Mayor in selected meetings *Providing policy advice and technical support *Conducting research on twinning agreements with local, national and international municipalities *Manage and monitor all programmes/projects emanating from the twinning agreements *Facilitate Executive Mayor delegations visits abroad * Strengthen intra and inter governmental relationships and liaison systems of the Executive Mayor *Advises on usage of the Council's coat of arms, flags and other notable systems of the Municipality * Liaise between the Office of the Executive Mayor and the Office of the Municipal Manager *Perform all duties and functions as required
CORE MANAGERIAL & OCCUPATIONAL COMPETENCIES	<ul style="list-style-type: none"> *Computer literacy, analytical and good writing skills *Programme and project Management *Financial Management *Service Delivery Management *Problem Solving Management *People Management & Empowerment *Client Orientation & Customer Focus *Ability to Communicate in two or more official languages within the locality *Competence in Self Management *Knowledge of Performance Management & Reporting *High degree of confidentiality *Willingness to work irregular hours
SALARY SCALE	R760 680.00 per annum Level 2 of Grade 6
VACANCY	MANAGER: PERFORMANCE AND EVALUATION
QUALIFICATIONS/ REQUIREMENTS	<ul style="list-style-type: none"> *BCom / Degree / BTech in Management / Human Resource Management / Public Management / Business Management *Valid driving license *3-5 years experience in management position
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> *Responsible for managing, planning, organizing, review and implementation of organizational performance management, individual performance management, service delivery and budget implementation plans, compliance, change management institutional transformation and policy development of the Municipality *Design, implement and monitor appropriate Performance Management Systems, policies and procedures to enable the Municipal employees and teams understanding of the goals of the organization and to identify how individual and team outputs contribute to the achievement of the Municipality's business objectives *Work with key stakeholders to establish and support the link between strategic business objectives and all Directorates on a day-to-day tasks and activities by implementing a process for tracking progression from goal setting, mid-year reviews and end of year evaluations to support individual and team performance and to optimize performance and productivity *Compile Quarterly and Annual Performance reports *Responsible for the preparation and review of the Performance Management Framework and annual preparation of service delivery and budget implementation plan as per legislative requirements *Ensure alignment of SDBIP with Integrated Development Plan (IDP) and Performance Management System (PMS) *Ensure targeted communication and

	capacity building programmes in the performance management process to enable effectively evaluate and measure performance and to optimize performance and productivity through-out the municipality *Manage and co-ordinate organization-wide efforts to ensure that performance management and performance improvement programs are developed and managed using data-driven approach that sets priorities for improvements in line with on-going strategic imperatives
CORE MANAGERIAL & OCCUPATIONAL COMPETENCIES	* Ability to work under pressure *Strong Interpersonal Skills *Strong change management capabilities & communication skills *Ability to drive organizational performance, efficiency and effectiveness by translating analytics into actions and sustainable results * Must have analytical Skills
SALARY	R760 680.00 per annum Level 2 of Grade 6
VACANCY	MANAGER: TRAFFIC AND SECURITY
QUALIFICATIONS/ REQUIREMENTS	• Relevant B Degree in Public Safety Management / Traffic and Safety Management • Computer literate • 3 years practical experience gained at strategic management level equivalent • Drivers License Code B
KEY RESPONSIBILITIES	• Management of Traffic and Security functions • Management of staff and labour relations • Ensuring the implementation and compliance of Council resolutions • management of Traffic and Security budget • Coordinate crime prevention • Prepare tender documents and closed quotations • Prepare and implement IDP projects and programmes • Any other duties given by the supervisor
KEY COMPETENCES	• Able to work under pressure • Resource management skills • Financial management skills • Good communication skills • Management skills • Leadership & negotiation skills • Report writing skills • Office administration knowledge • Implementing Batho Pele principles • Willingness to work irregular hours
SALARY	R760 680.00 per annum Level 2 of Grade 6
VACANCY	ASSISTANT MANAGER: YOUTH DEVELOPMENT FIVE (5) YEARS FIXED CONTRACT
QUALIFICATIONS/ REQUIREMENTS	* National Diploma in Public Management*Three (3) years experience in youth activities *Demonstrate and understanding of youth development programmes * Valid Code B (8) driver's license *Applicant must not be older than 30 years of age
KEY RESPONSIBILITIES	*Developing principles and guidelines and make recommendations to the Municipality regarding such principles and guidelines, for the implementation of an integrated local/ district youth development policy *Coordinating, directing and monitoring the implementation of the principles of the Youth Policy and its principles as a matter of priority *Promoting a uniformity of approach by all municipal departments, including the mayoral committee, the portfolio or standing committees of the council and the full council seating to matters relating to or involving the youth *Maintain close liaison with institutions of youth development, government departments, bodies or authorities which have been established to foster common policies and practices and to promote co-operation *Coordinating the activities of the

	<p>various provincial government institutions involved in youth matters and to link those activities to an integrated local/district youth development policy</p> <p>*To develop appropriate strategy that will enable the municipality to meet its policy commitments and legal obligations to the youth</p> <p>*To develop appropriate strategy that will enable the municipality to meet its policy commitments and legal obligations to the youth</p> <p>*To conduct or commission meaningful, period research into youth development and its impact in the municipality</p> <p>*To coordinate annual youth summit as may be dictated by the policy of the municipality</p> <p>*To manage projects for, and report on, various interventions aimed at youth development</p> <p>*To develop mechanisms such as scorecards or indicators for monitoring and evaluation of the municipality's performance on youth development</p> <p>*Initiate programmes and projects for municipality and ensure their inclusion in the IDP of the municipality including its regular updates and amendments</p> <p>*To provide a platform for advocacy, public information and planning for the youth structures in the municipality</p> <p>*To provide a stakeholder liaison and representation function on youth matters on behalf of the management at local, regional and national levels</p> <p>*Compliance to relevant legislation</p> <p>*To perform any other duties given by supervisor</p>
CORE MANAGERIAL & OCCUPATIONAL COMPETENCIES	<p>*Computer literacy</p> <p>*Good communication skills</p> <p>*Knowledge of local languages</p> <p>*Interpersonal relations</p> <p>*Organizing skills</p> <p>*Report writing skills</p> <p>*Must be able to work diligently and independently</p> <p>*Willingness to work irregular hours</p>
SALARY SCALE	<p>R657 492.00 per annum</p> <p>Level 3 of Grade 6</p>
VACANCY	ASSISTANT MANAGER: RECORDS/ARCHIVES
QUALIFICATIONS/ REQUIREMENTS	<p>*National Diploma (NQF L6) in Archival Studies / Archives and Records Management</p> <p>*3 - 4 years relevant experience</p> <p>*Valid Driving license</p>
KEY RESPONSIBILITIES	<p>*Manage the annual capital and operating budget of the section within the budgetary constraints of Council</p> <p>*Monitor that the methods, processes and systems used in the section are conducive to efficient service delivery</p> <p>*Compile, implement, maintain and utilise the approved file plan</p> <p>*Conduct routine inspections to various offices to ensure that records are kept safely and disposed of systematically according to required standards</p> <p>*Monitor whether officials are conversant to the applicable records management rules through relevant training</p> <p>*Compile disposal manuals to be applied on various records</p> <p>*Conduct regular updates and backups and liaise with directorates on the latest developments electronically</p> <p>*Authorise electronic archiving of closed documents and supervise scanning of new information as well as its classification on the system and distribute to various directorates</p>
KEY COMPETENCES	<p>*Must have Leadership skills</p> <p>*Must have Good interpersonal skills</p> <p>*Must have good communication and negotiation skills*</p>

	Report writing skills *Must be able to work diligently and independently *Willingness to work irregular hours
SALARY	R657 492.00 per annum Level 3 of Grade 6
VACANCY	ASSISTANT MANAGER: WASTE MANAGEMENT
QUALIFICATIONS/ REQUIREMENTS	National diploma in waste or environmental management *3 - 4 years relevant experience *Valid Driving license
KEY RESPONSIBILITIES	*Compilation of SDBIPs and IDPs to comply with the key performance areas.*Ensure that efficient and sustainable waste removal services are delivered. *Compilation of the waste collection capital and operational budget.*Management of budget *Supervision and control of Council's assets *Investigation of complaints and resolve conflicts.*Enforcement of all Waste Management legislation *Implementation of the Waste Management Strategy * Administering of the activities of the Waste Management Service
KEY COMPETENCES	Must have Leadership skills *Must have Good interpersonal skills *Must have good communication and negotiation skills* Report writing skills *Must be able to work diligently and independently *Willingness to work irregular hours
SALARY	R657 492.00 per annum Level 3 of Grade 6
VACANCY	ASSISTANT MANAGER: SCM (PERFORMANCE & RISK)
QUALIFICATIONS/ REQUIREMENTS	*National Diploma in Commercial, Economics, Financial or Purchasing Management *Computer Literate *Valid code B drivers license *2 to 3 years relevant & appropriate experience in procurement or supply chain management experience *Middle Management Programme/MFMP/CPMD
KEY RESPONSIBILITIES	*Implement an effective internal control & monitoring system to ensure that SCM processes are adhere to *Assess SCM performance & analyze procurement spend to ensure that IDP objectives are achieved *Develop guidelines and procedure manual on SCM *Develop inspection plans & conduct compliance inspections *Develop and implement anticorruption measures & practices *Maintain a register of default *Assess performance of suppliers *Render advisory service to the BEC *Monthly reporting on SCM information to Council, National & Provincial Treasury *Any other duties given by the supervisor.
KEY COMPETENCES	*Knowledge of MFMA, PPPFA, BBBEEA, CIDB Act & Supply Chain Regulations *Good communication skills * Leadership & Organizational skills *Contract, Project & Financial Management skills *Budgeting, Research & Analysis skills *Accounting background *Implementing Batho Pele principles *Willingness to work irregular hours.
SALARY	R657 492.00 per annum Level 3 of Grade 6
VACANCY	SENIOR RESEARCHER
QUALIFICATIONS/ REQUIREMENTS	*Gr.12 *National Diploma in Political Science / Community Development *Degree in Social Sciences will serve as an advantage *3 years experience within a research environment, preferable in Local Government *Valid driving license
KEY RESPONSIBILITIES	*Research and analyse the Provincial and Local Policy environment *Identify critical areas for local government intervention *Provide input into multi-functional policy and strategic responses *Undertake customer satisfaction surveys *Analyse socio-economic trends and advise the Accounting Officer on interventions *Perform all research activities *Undertake research activities to MPAC
KEY COMPETENCES	*Strong conceptual and formulation skills *Must be computer literacy *Team building and strong inter-personal skills *Excellent communication skills *Ability to work under pressure *Public management theory and practical *Public Policy

	development processes *Constitutional and Institutional arrangements governing Local Government
SALARY	R465 000.00 per annum Level 5 of Grade 6
VACANCY	YOUTH DEVELOPMENT CO-ORDINATOR
QUALIFICATIONS/ REQUIREMENTS	*Gr. 12 *Must be studying towards a National Diploma in Public Management or Development Studies *valid Code EB driver's license *2 years experience in youth activities *Applicant must not be older than 30 years of age
KEY RESPONSIBILITIES	*Research and development programmes for youth main activities *Plan and implement activities for youth activities *Promote youth programmes *Administer youth programme *Implement IDP programme base on youth
KEY COMPETENCES	*Computer literacy *Good communications skills *Knowledge of local languages *Report writing skills must be able to work deliberately and independently *Willingness to work irregular hours and adhere to municipal policies.
SALARY	R411 072.00 per annum Level 6 of Grade 6
VACANCY	PUBLIC PARTICIPATION CO-ORDINATOR
QUALIFICATIONS/ REQUIREMENTS	*National Diploma in Public Administration / Community Development *Valid driver's license *2 years experience *Sign language proficiency will serve as an added advantage
KEY RESPONSIBILITIES	*Coordinating and implementing processes necessary to facilitate programme development *Coordinate specific administrative and reporting requirements associated with operational key performance and result indicators *
KEY COMPETENCIES:	*Must have good communication and negotiation skills *Must have interpersonal skills *Must have Project Management skills
SALARY	R411 072.00 per annum Level 6 of Grade 6
VACANCY	PROTOCOL OFFICER (FIXED TERM CONTRACT (LINKED TO THE CURRENT INCUMBENT))
QUALIFICATIONS/ REQUIREMENTS	*Gr. 12 *National Diploma in Public Management / Development Studies / Public Administration *Must be a South African *Minimum of 1 – 2 years in stakeholder coordination and service delivery
KEY RESPONSIBILITIES	*Receive, accompany and send off official delegates and guests *Assist in drawing up programs for official visits *Assist in organizing conferences and meetings *Assist in organizing hospitality and other logistic arrangements for visiting delegates and guests *Assist in planning and organizing reception and social events for the Executive Mayor and Council
KEY COMPETENCIES:	*Must have good communication *Must have interpersonal skills
SALARY	R465 000.00 per annum Level 5 of Grade 6
VACANCY	ENVIRONMENTAL MANAGEMENT & COMPLIANCE OFFICER
QUALIFICATIONS/ REQUIREMENTS	* Degree or Diploma in Environmental Management or related field *3 years minimum experience
KEY RESPONSIBILITIES	*Conduct regular site inspections and investigations on environmental non-compliance activities in terms of the National Environmental Management Act, 2008 and other environmental legislative framework. *Ensuring that the development activities comply with legislation *Monitoring and verification of adherence to the conditions of the Environmental Authorizations *Compile reports on environmental impacts, legislative compliance and other environmental matters which falls within his/her area of

	operation or scope of work *Ensure the management and maintenance of a complaints register *Administer all environmental By-Laws and policies of council *Evaluate an identified environmental risks and required appropriate remedial actions *Facilitate and preparation of affidavits, summons and other legal documents that may be necessary in any legal compliance law enforcements processes *Perform any function that may be delegated by a person with authority to do so.
KEY COMPETENCIES:	*Developed verbal, written and interpersonal communication skills * Excellent organizational and time management skills * Strong coordination and problem solving skills, with proven ability to meet deadlines * Independent; ability to work effectively semi-autonomously *Must be able to meet deadlines *Must be able to work on several projects at once, and understand all of the concepts involved in the work performed *
SALARY	R352 728.00 per annum Level 7 of Grade 12

CLOSING DATE	25 MAY 2022
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