

**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:

<b>VACANCY</b>	<b>MANAGER: TRAFFIC AND PROTECTION SERVICES</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*B Degree in Policing / Traffic and Safety Management *Basic Training Certificate in Law Enforcement/ Traffic *Fire Arm Competency*Computer literate *8 years or more relevant experience required inclusive of proven supervisory / managerial experience * Valid driving license
<b>KEY RESPONSIBILITIES</b>	*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
<b>KEY COMPETENCES</b>	*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
<b>SALARY</b>	<b>R797 964.00 per annum</b> <b>Level 2</b>
<b>VACANCY</b>	<b>MANAGER: WATER SERVICE AUTHORITY</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*B-degree in Civil Engineering or equivalent relevant qualification *Registration as or qualified to register as Professional Engineer with ECSA will serve as an advantage, 8 years or more relevant experience required inclusive of proven supervisory / managerial experience *Valid driving license
<b>KEY RESPONSIBILITIES</b>	*Provide water service authority functions *Provide water services provider functions *Develop and ensure the implementation of the section plan *Provide strategic management functions *Provide operational management functions *Ensure statutory compliance *Provide project and contract management *Provide human capital management *Provide project engineering functions *Provide asset management functions *Ensure effective performance management *Ensure effective risk management *Conduct stakeholder management functions *Implement strategic resolutions *Implementation of Local Government regulations
<b>KEY COMPETENCES</b>	Must have knowledge of Water utility management *Infrastructure asset management *Project Engineering & Management *System Engineering *Financial Management *Human Capital Management *Conflict management *People management *Communication skills

<b>SALARY</b>	<b>R797 964.00 per annum Level 2</b>
<b>VACANCY</b>	<b>MANAGER: PERFORMANCE AND EVALUATION</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	National Diploma in Management / Human Resources Management / Public Management / Business Management *Valid driving license *8 years or more relevant experience required inclusive of proven supervisory / managerial experience *Valid driving license
<b>KEY RESPONSIBILITIES</b>	<p>*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</p> <p>*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</p> <p>*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</p>
<b>CORE MANAGERIAL &amp; OCCUPATIONAL COMPETENCIES</b>	* 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
<b>SALARY</b>	<b>R797 964.00 per annum Level 2</b>
<b>VACANCY</b>	<b>ASSISTANT MANAGER: ARTS &amp; CULTURE</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*National Diploma Public Administration * 5 – 8 years relevant experience *Valid driving license
<b>KEY RESPONSIBILITIES</b>	<p>*Manage budget of the section *Oversee the development and implementation of strategic and operational policies of the section</p> <p>*Assess and maintain the Arts and Culture portfolio of community grants for perform performing arts groups, festivals and events and individuals *Identify community needs for cultural facilities, program and services *Program and deliver innovative annual programs and events in indoor and outdoor venues including the development of risk management plans *Manage all projects that concerns arts and culture</p>
<b>KEY COMPETENCES</b>	<p>*Must have good communication skills *Leadership skills</p> <p>*Management skills *Planning and implementation skills</p> <p>*Occupational health and safety training *Delegation skills and abilities *Financial management skills *Project management skills</p> <p>*Change management skills</p>

<b>SALARY</b>	<b>R689 712.00 per annum Level 3</b>
<b>VACANCY</b>	<b>ASSISTANT MANAGER: ADMINISTRATION AND AUXILIARIES</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*National Diploma/Degree in the field of Administration *5 – 8 years relevant experience. *Valid driving license
<b>KEY RESPONSIBILITIES</b>	*Determine needs of the section and provide input in the compilation of the budget *Manage the annual capital and operating budget of the section within the budgetary constraints of Council *Motivate the budget and budget amendments to the Unit Head for approval *Develop and implement the sections operational plans to ensure improved service delivery and alignment with the unit plans *Monitor that the methods, processes and systems used in the section are conducive to efficient service delivery *Make sure trained Officers, and typists are available and prioritize work *Provide support with the collection of information and compilation of the Annual Report of the Executive Director to ensure correct and quality information *Manage the maintenance and upkeep of the Control Documents with regard to resolutions of the Council to ensure compliance with and implementation of resolutions *Order stationery and other materials required by the Unit *Draft reports for the section as requested by management *Maintain the asset register for the Unit and submit the Asset Management certificates to the Asset Management section *Communicate designated staff responsibilities, authority and personal performance measurement criteria *Implement staff development and training to achieve overall objectives *Determine staff levels and prepare motivations for the filling of vacancies to complement functional objectives and requirements *Determine human resource requirements taking into consideration operational needs, skills scarcity and retention capability *Implement staff development and training to achieve overall objectives *Participate in the induction programme and provide “on-the job” training for the new recruits to the department *Participate in the recruitment and selection of individuals according to job requirements, EE targets and guidelines *Evaluate individual and team performance, and address deviations from agreed performance indicators *Address workplace conflict through the initiation and coordination of consultative processes and implementation of appropriate disciplinary procedures *Determine needs of the section and provide input in the compilation of the budget *Manage the annual capital and operating budget of the section within the budgetary constraints of Council *Motivate the budget and budget amendments to the Unit Head for approval *Develop and implement the sections operational plans to ensure improved service delivery and alignment with the unit plans *Facilitates the implementation of the policies and procedures in the section within Council and legislative requirements *Monitor that the methods, processes and systems used in the section are conducive to efficient service delivery
<b>KEY COMPETENCIES:</b>	*Analytical thinking/ Skills * Leadership skills * Good interpersonal skills * Communication and negotiation skills * People management and empowerment * Ability to work under pressure * Ability to work extended hours
<b>SALARY</b>	<b>R689 712.00 per annum Level 3</b>
<b>VACANCY</b>	<b>CHIEF CHEMICAL ANALYST</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*B.Sc in Chemistry/Microbiology/Biotechnology/Water Care and/or equivalent *Accreditation with the SA Council for Natural Scientific profession (Pr.Sci.Nat) will be an added advantage *5-8 years working experience in a supervisory position *Valid driving license
<b>KEY RESPONSIBILITIES</b>	*Develop strategic plans for the laboratory and ensure the

	<p>accreditation of the ELM laboratory *Maintain a low-risk laboratory operation by implementation of a regulatory compliance risk profile in mitigation against regulatory risks, reputational risks, financial risks, as well as all other associated risks within the laboratory environment</p> <p>*Develop and implement the water and sewer quality monitoring programme. To ensure the sustainability of laboratory operations using an integrated business approach with focus on economic, social and environmental aspects of business</p> <p>*Develop and implement the sections operational plans to ensure improved service delivery and alignment with the unit plans</p> <p>*Monitor that the methods, processes and systems used in the section are conducive to efficient service delivery</p> <p>*Communicate designated staff responsibilities, authority and personal performance measurement criteria</p> <p>*Implement staff development and training to achieve overall objectives</p> <p>*Determine human resource requirements taking into consideration operational needs, skills scarcity and retention capability</p> <p>*Implement staff development and training to achieve overall objectives</p> <p>*Address workplace conflict through the initiation and coordination of consultative processes and implementation of appropriate disciplinary procedures</p> <p>*Determine needs of the section and provide input in the compilation of the budget</p> <p>*Manage the annual capital and operating budget of the section within the budgetary constraints of Council</p> <p>*Develop and implement the sections operational plans to ensure improved service delivery and alignment with the unit plans</p> <p>*Facilitates the implementation of the policies and procedures in the section within Council and legislative requirements</p> <p>*Ensure Laboratory meets or exceed all requirements of the Blue, Green and No Drop and the related Water and waste water legislation</p> <p>*Ensure the Lab adheres to ISO 17025 standards and also compliant to ISO 18001, ISO 9001 and ISO 45001 standards</p>
<b>KEY COMPETENCES</b>	<p>*Must have knowledge of the Blue Drop, Green Drop and SANS 241 water quality requirements</p> <p>*Must have sound knowledge and application of national and international trends in water quality, effluent testing</p> <p>*Must have knowledge in application of water and effluent analytical methodologies and instrumental techniques within the disciplines of microbiology and chemistry</p> <p>*Must have a substantial experience and understanding of water and wastewater quality analysis in an accredited laboratory</p> <p>*Must have understanding of the analytical laboratory, application of laboratory and environmental quality assurance (QA), good laboratory practice (GLP) and management systems including laboratory safety practices</p>
<b>SALARY</b>	<b>R689 712.00 per annum</b> <b>Level 3</b>
<b>VACANCY</b>	<b>ASSISTANT PROCESS CONTROLLER: ABSTRACTION &amp; WATER X1 RIETSPRUIT (X5) EMALAHLENI</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	<p>*Gr.12 with Maths and Science</p> <p>*NTC II or NQF Level 3 in Water and Waste Water*</p> <p>Class II Process Controller will serve as an advantage</p> <p>*2 years relevant experience</p>
<b>KEY RESPONSIBILITIES</b>	<p>*Ensure sufficient chemical dosing</p> <p>*Prepare chemical mixtures</p> <p>*Perform backwashing of sand filters</p> <p>*Perform desludging of clarifiers</p> <p>*Conduct water analysis</p> <p>*Collect samples for water analysis</p> <p>*Record process data in the operational logbook</p> <p>*Connects and disconnects chlorine drums</p> <p>*Adherence to Occupational Health and Safety Act</p> <p>*Operate and control purification process</p>
<b>KEY COMPETENCES</b>	<p>*Must have good writing skills</p> <p>*Must be a team player</p> <p>*Must have good communication skills</p> <p>*Must be willing to work shifts</p>
<b>SALARY</b>	<b>R331 236.00 per annum</b> <b>Level 8</b>
<b>VACANCY</b>	<b>ASSISTANT PROCESS CONTROLLER :WASTE WATER TREATMENT (X2) PHOLA (X2) THUBELIHLE/GA-NALA (X6) EMALAHLENI</b>

<b>QUALIFICATIONS/ REQUIREMENTS</b>	Gr.12 with Maths and Science *NTC II or NQF Level 3 in Water and Waste Water* Class II Process Controller *Class III will serve as an advantage *2 years relevant experience
<b>KEY RESPONSIBILITIES</b>	*Adhere to OHS act *Operation and basic maintenance of treatment process *Inspection of process units and performance upon shift handover *Recording of daily process meter readings *Cleaning and maintenance of screens, grit channel Primary and Secondary clarifiers *Monitoring process equipment for faults and taking appropriate prescribed remedial steps *Collecting samples and conducting analysis *Interpretation of results *Cleaning and emptying of drying beds
<b>OCCUPATIONAL COMPETENCIES</b>	*Good writing skills *Good communication skills *Problem solving skills *Team player *Interpretation of analytical results *Must be willing to work shifts *Computer literacy
<b>SALARY</b>	<b>R331 236.00 per annum Level 8</b>
<b>VACANCY</b>	<b>FINANCIAL INTERNS X7 (3 YEARS FIXED-TERM CONTRACT)</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*NQF level 7 (BCom/BTech) in Accounting/Financial Management/Cost and Management Accounting and at least Auditing/Internal Auditing III
<b>KEY RESPONSIBILITIES</b>	*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
<b>OCCUPATIONAL COMPETENCIES</b>	*Computer skills *Good interpersonal skills *Ability to work under pressure *Communication skills
<b>SALARY</b>	<b>R100 000.00 per annum</b>
<b>CLOSING DATE</b>	<b>1 FEBRUARY 2023</b>
<b>ENQUIRIES</b>	<b>MR. ML SITHOLE/MS. BM ZITHA Tel: 013 690 6537/6358</b>

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**