

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	RE-ADVEDRTISEMENT DEPUTY DIRECTOR: STRATEGIC & EXECUTIVE SUPPORT
QUALIFICATIONS/ REQUIREMENTS	*(NQF Level 7) B-Degree qualification preferably in Public Administration, Strategic Management and Leadership, Development Studies *LLB *Gr. 12 *8 years experience with at least 5 years experience in a managerial position * Computer literacy: MS Office *A valid drivers license
KEY RESPONSIBILITIES	*Supervision of the Regional Strategic Offices *Monitoring the organizational compilation and implementation of the Service Delivery Budget Implementation Plan *Implementation of Council By-Laws and Policies *Ensuring implementation of with strategic communication process and targets for *Monitoring and reporting of Risk Management activities *Monitor and Evaluate the implementation of organisational compliance register *Monitoring and report on implementation of governance structure recommendations *Facilitate ,monitor and evaluate the Budget processes in the Office of the Municipal Manager and political offices*Analyze all written communication, correspondence and documents to the Office of the Municipal Manager* Provide support through leadership and guidance on governance structures and intergovernmental relations forums* Provide strategic and executive support to the head of administration, political offices *Review and monitor implementation of the organisational Service Charter and Standards*Preparing departmental circulars based on directives/decisions taken at management meetings *Submission of monthly, quarterly and annual reports *Attending of committee meetings e.g. Audit, Performance Risk, MPAC, Council committee meetings *Participating in the Municipal Strategic Planning session, IDP and Budget Processes
KEY COMPETENCIES:	*Analytical thinking/skills *Leadership skills *Good interpersonal skills *Communication and negotiation skills *Project management skills
SALARY	R924 936.00 per annum Level 1

VACANCY	RE-ADVERTISEMENT MANAGER: PERFORMANCE MANAGEMENT
QUALIFICATIONS/ REQUIREMENTS	*(NQF Level 6) National Diploma in Management or Human Resource Management / Public Management / Business Management BCom/BTech will serve as an advantage*Gr. 12 * Computer literacy: MS Office *Valid driving license *8 years relevant experience in a managerial position
KEY RESPONSIBILITIES	<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</p> <p>*Compile Quarterly and Annual Performance reports</p> <p>*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</p>
CORE MANAGERIAL & OCCUPATIONAL COMPETENCIES	<p>*Must have knowledge of the municipality's functional directorates and understands strategic integration *Must be able to display thorough understanding of subject matter, risks, stakeholder dynamics and consultation processes and methodologies *Must ensure that all parties are aware of agreements and required actions when the issues are resolved</p> <p>*Must prepare and review reports to committees, ensuring clear and concise communication to appropriate parties *Must be able to ensure that Change Management interventions remain effective, even in conditions of change fatigue</p>
SALARY	R797 964.00 per annum Level 2
VACANCY	RE-ADVERTISEMENT MANAGER: WATER SERVICE AUTHORITY
QUALIFICATIONS/ REQUIREMENTS	<p>*(NQF Level 7) B-Degree in Water Care / Chemical Engineering</p> <p>*Registration as or qualified to register as Professional Engineer with ECSA will serve as an advantage,*8 years relevant experience in a management position * Computer literacy: MS</p>

	Office
KEY RESPONSIBILITIES	*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
CORE MANAGERIAL & OCCUPATIONAL COMPETENCIES	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
SALARY	R797 964.00 per annum Level 2
VACANCY	MANAGER: WASTE MANAGEMENT
QUALIFICATIONS/ REQUIREMENTS	*(NQF Level 7) B-Degree in Environmental Sciences or Environmental and Waste Management or Natural Science *Gr. 12 *8 years' experience with at least 5 years' experience on a supervisory position* Computer literacy: MS Office *Valid driver's license
KEY RESPONSIBILITIES	*Administering of the activities of the Waste Management services *Collecting budget needs by holding meetings with staff *Planning all activities of Waste Management *Control and manage the implementation of all activities of waste management *Giving guidance to interviewing panel to ensure proper choice in staff selection so to avoid wrong recruitment of staff *Controlling and monitoring *Planning all the activities of the section *Ensuring that the section has proper plans to achieve cost effectiveness available *Manages the implementation of the development strategies, controls and procedures
CORE MANAGERIAL & OCCUPATIONAL COMPETENCIES	*Must be able to measure progress and monitors performance and results *Must be able understand and weighs up financial implications of propositions *Must be able to interpret IDP and planning initiatives into specific projects requirements
SALARY	R797 964.00 per annum Level 2
VACANCY	MANAGER: ENVIRONMENTAL MANAGEMENT
QUALIFICATIONS/ REQUIREMENTS	*(NQF Level 7) B-Degree in Environmental Sciences or Environmental and Waste Management or Natural Science *Gr. 12 *8 years experience with at least 5 years experience on a supervisory position* Computer literacy: MS Office *Valid driver's license
KEY RESPONSIBILITIES	*Implement and monitor effective environmental management programmes/systems *Coordinate specific procedures associated with environmental issues *Manage and control all resources *Performs specific administrative activities associated with functionality *Controlling and monitoring *Planning all the activities of the section *Ensuring that the section has proper plans to achieve cost effectiveness available *Manages the implementation of the development strategies, controls and procedures
CORE MANAGERIAL &	*Must be able to measure progress and monitors performance

OCCUPATIONAL COMPETENCIES	and results *Must be able understand and weighs up financial implications of propositions *Must be able to interpret IDP and planning initiatives into specific projects requirements *Must be able to provide strategic direction for air quality management programme *Must be able to build the municipality's reputation as an organization committed to excellent service delivery *Must be able to manage and monitor the complaints management process and system *Must be able to monitor evaluate sustainable revenue streams for air quality licenses *Must be able to apply best practices to improve air quality for the municipality *Must be able to identify innovative service delivery options for the municipality *Must ensure that service delivery mechanisms are innovative and fully comply with the MSA and MFMA
SALARY	R797 964.00 per annum Level 2
VACANCY	RE-ADVEDRTISEMENT ASSISTANT MANAGER: ARTS & CULTURE
QUALIFICATIONS/ REQUIREMENTS	*(NQF Level 6) National Diploma in Fine Arts / Arts and Culture BA in Arts and Culture will serve as an advantage* 5 – 8 years relevant experience *Computer literacy: MS Office *Valid driving license
KEY RESPONSIBILITIES	*Manage budget of the section *Oversee the development and implementation of strategic and operational policies of the section *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
KEY COMPETENCES	*Must have good communication skills *Leadership skills *Management skills *Planning and implementation skills *Occupational health and safety training *Delegation skills and abilities *Financial management skills *Project management skills *Change management skills *Must be able to work with different kinds of people *Must be multilingual *Management and organizational abilities *Must be matured and have a strong personality *Must be physically fit
SALARY	R689 712.00 per annum Level 3
VACANCY	RE-ADVEDRTISEMENT ASSISTANT MANAGER: TOURISM
QUALIFICATIONS/ REQUIREMENTS	*(NQF Level 6) *National Diploma in Tourism, Developmental Studies, Economics, Local Economic Development *Gr. 12 *A valid driver's license * Computer literacy: MS Office *5-8 years experience in Local Government or Provincial Government
KEY RESPONSIBILITIES	*Guide SMME within the tourism industry to register their Tourism Business Profiles *Attend to all tourism related workshops, Lekgotla's and events *Develop, implement the programmes and projects related to tourism development *Grade new tourism establishments within eMalahleni *Facilitate and coordinate Land identification for the projects *Develop tourism route and related brochures for dissemination to tourists *Develop tourism packages for visitors *Develop a Local Tourism Organisation representative of all stakeholders *Administer and implement the sectional budget *Promote tourism facilities and activities and support the industry by

	advertising their services in various media
CORE MANAGERIAL & OCCUPATIONAL COMPETENCIES	<ul style="list-style-type: none"> *Must be computer literate *Must be able to work as a team *Must have knowledge and understanding on Tourism *Must have leadership and conflict management skills *Must have report writing and presentation skills
SALARY	R689 712.00 per annum Level 3
VACANCY	RE-ADVERTISEMENT ASSISTANT MANAGER: PARKS & CEMETERIES
QUALIFICATIONS/ REQUIREMENTS	<ul style="list-style-type: none"> *(NQF Level 6) National Diploma in Horticulture / Nature Conservation *Gr. 12 *5-8 Years relevant experience *Computer literacy: MS Office *Valid Driver's license
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> * Administering of the activities of the Parks Management Service *Attending to correspondence or complaints *Ensuring that Council's policy is applied so as to afford satisfaction in service delivery *Controlling and monitoring expenditure *Ascertaining the financial requirements *Compiling variance reports for the Section *Ensuring that leave vacation of staff is not misused *Implementing performance management strategy *Planning all the activities of the section *Ensuring that the section has proper plans to achieve cost effectiveness available *Controlling and managing all cleaning services within the Municipality area *Ensuring optimum usage of parks cleansing machines, plant and equipment *Conducting regular checks and inspections on site *Ensuring that requests for new service or increase of reduction in existing services are adequately dealt with *Proper co-ordination of administrative functions of the Section *Co-ordination of all parks services that are taking place within the Municipality *Ensure proper co-ordination of all Parks management programmes from the community level to provincial level *Ensuring proper co-ordination of the transport system *Manages the implementation of the development strategies, controls and procedures
CORE MANAGERIAL & OCCUPATIONAL COMPETENCIES	<ul style="list-style-type: none"> *Must effectively manage own time and available resources and tools to ensure that work is completed efficiently and on time *Develops maintenance specifications for outsourced maintenance work, partake in procuring of service providers, verifies and sign-off of work and completes job cards for payment of service providers *Develops maintenance plans specifying detailed activities, resources, responsibilities, timescales and risks for the attainment of facility *Must be able to manage all safety requirements as per regulations/legislation for the facilities under direct control *Must be able to communicate sensitive or controversial information effectively *Establishes a collaborative relationship with community *Proactively searches the environment to detect situations which might cause setbacks or failures *Must be able to promote change as an opportunity rather than a threat and acts as a role model in mobilizing team members towards change
SALARY	R689 712.00 per annum Level 3
VACANCY	RE-ADVERTISEMENT ASSISTANT MANAGER: ADMINISTRATION AND AUXILIARIES
QUALIFICATIONS/ REQUIREMENTS	<ul style="list-style-type: none"> *(NQF Level 6) National Diploma in Administration / Public Administration *B.Degree in Administration or Public Administration will serve as an advantage * Computer literacy: MS Office *more than 5 years administrative experience

KEY RESPONSIBILITIES	<ul style="list-style-type: none"> *Identifies and defines the immediate, short and long term objectives plans associated with the provision of administrative support to the Section *Directs and controls outcomes associated with utilization, productivity and performance of personnel within the Administration department * Directs and controls outcomes associated with utilization, productivity and performance of personnel within the Administration department * Identifies administrative support needed to the section *Controlling and monitoring expenditure
CORE MANAGERIAL & OCCUPATIONAL COMPETENCIES	<ul style="list-style-type: none"> *Must be able to edit and proof reads all agendas and minutes *Must be able to manage the integration of technology in the operations of the office *Manage and monitor routing of submissions *Persuades political heads to adopt and implement resolutions / outcomes arrived at in Council meetings *Co-ordinate Council, Mayoral Committee, Management and other Committees *Ensures that all communication with stakeholders is a two-way process *Must be able to handle sensitive one-on-one discussions effectively (does not disclose sensitive information)
SALARY	R689 712.00 per annum Level 3
VACANCY	ASSISTANT MANAGER: ENVIRONMENTAL MANAGEMENT & COMPLIANCE
QUALIFICATIONS/ REQUIREMENTS	<ul style="list-style-type: none"> *(NQF Level 6) National Diploma in Environmental Management / Environmental Science or other related qualification *Gr.12 *Registration with a relevant professional body will serve as an advantage *5-8 years experience with at least 2 years experience on a supervisory position * Computer literacy: MS Office *Valid driver's license
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> *Develop and implement environmental strategies and action plans that ensure corporate sustainable development *Taking the lead on sustainable procurement for all goods and services *Coordinating all aspects of pollution control/waste management, recycling environmental health, conservation and renewable energy *Leading the implementation of environmental policies and practices *Controlling and monitoring *Planning all the activities of the section *Ensuring that the section has proper plans to achieve cost effectiveness available *Manages the implementation of the development strategies, controls and procedures
CORE MANAGERIAL & OCCUPATIONAL COMPETENCIES	<ul style="list-style-type: none"> *Must be able to understand the Municipality's objectives, and the impact of decisions on the community and the functioning of the department *Must be able to plan, co-ordinate and control the tasks of self and others to deliver projects and tasks to the required specification and within budget and schedule *Must be able to drive optimization of financial management of the municipality through use of standard operating procedure *Must be able to plan and organize the work unit using goal setting, objectives, targets, creating work schedules and work plans with associated resources and budgets, according to the municipal's procedures in order to chive the tasks/functional results of the work *Must be able to do long-term planning and execute the expected activities *Must manage the interface and relationship with key stakeholders in support of meeting objectives *Must be able to manager legislative requirements and compliance matters in relation to air quality *Must be able to review and study relevant information from various sources to develop new information *Must be able to follow processes, conclude investigations and generate compliance notices and

	documentation to ensure enforcement of relevant legislation
SALARY	R689 712.00 per annum Level 3
VACANCY	RE-ADVERTISEMENT CHIEF SPORTS AND RECREATION OFFICER
QUALIFICATIONS/ REQUIREMENTS	*(NQF Level 6) National Diploma in Sports Management *Gr.12 *3-5 year relevant experience * Computer literacy: MS Office *Valid driving license
KEY RESPONSIBILITIES	*Management of ELM sporting facilities *Community development in sporting activities *Interacting with sporting role players *Engaging all role players in all spheres of government *Planning sporting events *Ensuring compliance with municipal legislation *Supervision of employees
OCCUPATIONAL COMPETENCIES	*Must be able to plan ahead to ensure that required equipment and materials are in appropriate on locations so that own and others' work can be done effectively *Must be able to apply specialist knowledge to solve problems or enhance solutions *Must be able to implement changes to correct unsafe working conditions *Must be able to negotiate skilfully in tough situations with both internal and external stakeholders *Must be able to engage effectively with general public *Must be able to successfully completes projects with time and budget allocations
SALARY	R566 016.00 per annum Level 4
VACANCY	SENIOR WASTE MANAGEMENT OFFICER X2
QUALIFICATIONS/ REQUIREMENTS	*(NQF Level 6) National Diploma in Natural Science / Environmental Management / Waste Management *Gr. 12 * Computer literacy: MS Office *2-5 years relevant experience *Valid drivers license
KEY RESPONSIBILITIES	*Supervise the waste removal section *Ensure refuse removal on the scheduled areas are completed *Co-Operate with mechanical workshop personnel to ensure availability of vehicles *Conduct investigations on waste related complaints *Enforce all waste management legislations *Formulate and control budget of the section *Monitor the quality and performance of waste services, including contract management of external providers *Ensure compliance with municipal by-laws collection *Deal with enquiries and complaints from members of the public both in person and by phone or email *Conduct investigations and follow-up claims of the illegal dumping of waste and work with other waste regulation enforcement staff *Consult with residents, community groups, councilors, housing associations and traders' associations on waste management issues *Develop research projects and contribute to the activities of national groups concerned with waste disposal *Planning for service expansion and improvement *Waste service delivery, collection, transport and disposal of domestic waste
OCCUPATIONAL COMPETENCIES	*Willingness to work irregular hours *Fit and healthy *No physical disabilities *Must have good communication skills *Must be able to understand and communicate municipality's priorities and goals *Must be able to manage resources within function to achieve project objectives *Must be able to organise
SALARY	R487 788.00 per annum Level 5
VACANCY	STAGE MANAGER
QUALIFICATIONS/ REQUIREMENTS	*(NQF Level 6) National Diploma in Theatre Management/Entertainment Technology *Gr. 12 *Code C

	Driver's License *5 Years working experience in theatre
KEY RESPONSIBILITIES	*Assists director in reviewing audition material *Assist in setting up props and other items for a production *Address and resolve any technical difficulties during rehearsal and performances *Ensure that all actors and actresses are prepared for a performance *Assist director in overseeing technical run-through directly prior to a performance *Supervise the set, lighting and sound installation and all staff
KEY COMPETENCIES:	*Time management *Must be familiar with the basic function of lighting, sound and technical details *Must have knowledge of productions *Must be familiar with the logistics of a theatrical production directly prior to a performance
SALARY	R431 220.00 per annum Level 6
VACANCY	YOUTH DEVELOPMENT CO-ORDINATOR (FIXED TERM CONTRACT)
QUALIFICATIONS/ REQUIREMENTS	*(NQF Level 6) National Diploma in Public Management or Management*Gr. 12 *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 and youth strategy
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	R431 220.00 per annum Level 6
VACANCY	SENIOR TECHNICAL ASSISTANT
QUALIFICATIONS/ REQUIREMENTS	*(NQF Level 5) N4 in Electro Mechanical *Trade Test in Millwright *5 years working experience and at least 3 years as a qualified Millwright *Computer literacy *Valid code B driver's license
KEY RESPONSIBILITIES	*Trouble shooting on electrical machineries *Management of spares *Supervision of subordinates *Build and install electrical panels *Schedule maintenance activities *Mentoring of subordinates *Commission electro-mechanical machineries
OCCUPATIONAL COMPETENCIES	*Must be able to write reports *Must be physically fit *Must be a self-starter *Must be able to work under pressure *Must be self-disciplined *Must be able to work on Microsoft software *Must be willing to work extra hours when required
SALARY	R431 220.00 per annum Level 6
VACANCY	FITTER X2
QUALIFICATIONS/ REQUIREMENTS	*(NQF Level 2) N2 or Grade 10*Trade test in fitter*2-3 years relevant experience as a Fitter *Code B driver's license
KEY RESPONSIBILITIES	*Troubleshooting of electro mechanical machineries *Remove and install electromechanical machines *Reading and interpret project plans *Carrying out planned maintenance *Responding to emergency calls *Assembling components so they are ready for installation *Conserving resources wherever possible to ensure budgetary integrity and client satisfaction*Mentor and supervise subordinates operating specialized tools *Repairing, maintaining and operating machinery *Performing regular maintenance on machinery, diagnosing and repairing any faults
OCCUPATIONAL COMPETENCIES	*Effectively manages own time and available resources and tools to ensure that work is completed efficiently and on time

	*Must be able to identify potential problems, to break the problems into component parts, to generate potential solutions, to select an option and implement it *Must be able to plan activities within specific timeframes and to execute these activities according to plan *Must ensure high quality output, accurately checks processes and tasks and shows attention to detail
SALARY	R331 236.00 per annum Level 8
VACANCY	RE-ADVEDRTISEMENT ASSISTANT PROCESS CONTROLLER: ABSTRACTION & WATER X1 RIETSPRUIT (X5) EMALAHLENI
QUALIFICATIONS/ REQUIREMENTS	*Gr.12 with Maths and Science or relevant post matric qualification preferably a NTC II *Operators certificate/Waste Water Treatment practice (N2)* 0-1 years relevant experience
KEY RESPONSIBILITIES	*Ensure sufficient chemical dosing *Prepare chemical mixtures *Perform backwashing of sand filters *Perform desludging of clarifiers *Conduct water analysis *Collect samples for water analysis *Record process data in the operational logbook *Connects and disconnects chlorine drums *Adherence to Occupational Health and Safety Act *Operate and control purification process
OCCUPATIONAL COMPETENCIES	*Must have good writing skills *Must be a team player *Must have good communication skills *Must be willing to work shifts *Must be able to manage the environmental and workplace hazards and promotes the principles of Occupational Health and Safety *Must be able to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve department goals
SALARY	R331 236.00 per annum Level 8
VACANCY	RE-ADVEDRTISEMENT ASSISTANT PROCESS CONTROLLER :WASTE WATER TREATMENT (X2) PHOLA (X2) THUBELIHLE/GA-NALA (X6) EMALAHLENI
QUALIFICATIONS/ REQUIREMENTS	*Gr.12 with Maths and Science or relevant post matric qualification preferably a NTC II *Operators certificate/Waste Water Treatment practice (N2)* 0-1 years relevant experience
KEY RESPONSIBILITIES	*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 clarifies *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
OCCUPATIONAL COMPETENCIES	*Good writing skills *Good communication skills *Problem solving skills *Team player *Interpretation of analytical results *Must be willing to work shifts *Computer literacy *Must be able to explore and implement new ways of delivering services that contribute to the improvement of municipal processes in order to achieve department goals
SALARY	R331 236.00 per annum Level 8
CLOSING DATE	29 JUNE 2023
ENQUIRIES	MR. ML SITHOLE/MS. BM ZITHA Tel: 013 690 6537/6358

Please send your **Application form, CV together with certified copies of your qualifications**, to the Manager: 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***

PEOPLE FROM DESIGNATED GROUP ARE ENCOURAGED TO APPLY!!!