

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 positions:

OFFICE OF THE MUNICIPAL MANAGER	
VACANCY	MANAGER: COMMUNICATION
QUALIFICATIONS/ REQUIREMENTS	*An appropriate three (3) year qualification (NQF level 6) in Communication or Public Relations or Journalism *8 years communication experience at a Senior Practitioner level with knowledge of communication disciplines, including media liaison, research and development communication
KEY RESPONSIBILITIES	*Ensure the establishment and where necessary review and strengthening of communication co-ordination structures in the Municipality to ensure the effective cascading of municipal communication content especially to leaders and structures in the Municipality *To support all initiatives aimed at strengthening local government communication system through interface with strategic IGR structures at local level *To further provide communication support in various integrated service delivery models of government *To develop and maintain high effective stakeholder relations in the Municipality and compile and distribute quarterly newsletters *Ensure that the Municipal social media page and website are updated regularly for dissemination of information and publication of documents in line with regulations
OCCUPATIONAL COMPETENCIES	*Must be able to review and implement communication strategies *Must be able to manage unplanned and urgent communication *Must be able to liaise closely with other function heads to ensure completeness of messaging *Must be able to execute high level stakeholder management and liaison *Must be able to take on complex communication tasks, develop and communicate messages appropriately to obtain understanding *Must have in-depth knowledge of Municipal and sector legislation ,together with all relevant protocols *Must be able to manages the budget of Communication Section
SALARY	R841 054.00 per annum Level 2
FINANCIAL SERVICES	
VACANCY	MANAGER: BUDGET
QUALIFICATIONS/	*BCom Degree in Financial Accounting / Economics *8 years or more

REQUIREMENTS	relevant experience and management of financial information
KEY RESPONSIBILITIES	*Preparing of in-year reports: Annual budget; Adjustment budget; Annual financial statement *Advise department on budget matters *Ensure that data strings are submitted to treasury on time
OCCUPATIONAL COMPETENCIES	*Communication skills *Computer skills *Management skills *Good personnel skills
SALARY	R841 054.00 per annum Level 2
VACANCY	ASSISTANT MANAGER: CASH MANAGEMENT
QUALIFICATIONS/ REQUIREMENTS	*A relevant three (3) year qualification diploma or degree (NQF level 6) with Accounting as a major subject *Grade 12 *Computer Literacy *5 – 8 years relevant experience *Valid driving license
KEY RESPONSIBILITIES	*Manage the cash management unit and set the necessary rules and regulations in place to ensure proper effective client services, revenue collection, credit control and debt collection *Put processes in place to ensure timeous billing and rendering of accounts *Set tariffs, obtain approval from council, communicate changes and monitor implementation and adherence thereof *Maintain and manage the financial administration of the valuation roll to ensure the recovery of basis charges and assessment rates *Manage the debtor services for both metered and unmetered services *Study trends and provide forecasts on collections and other services and propose changes when needed *Monitor adherence to the rules and regulations governing the indigent program *Advise the manager on revenue management issues and general administration *Investigate and comment on reports submitted to council which have a financial implication *Monitor transactional sequences associated with cash management *Prepare and present the revenue management operational plans reports to sub-committees, strategic management planning workshops and discussion groups * Evaluate and reporting on the implementation of the revenue enhancement strategy
OCCUPATIONAL COMPETENCIES	*Interpersonal relations *Planning and Organising skills *Problem solving skills *Financial process management skills
SALARY	R726 956.00 per annum Level 3
VACANCY	ASSISTANT MANAGER: EXPENDITURE
QUALIFICATIONS/ REQUIREMENTS	* A relevant three (3) year qualification diploma or degree (NQF level 6) with Accounting as a major subject *Grade 12 *Computer Literacy *5 – 8 years relevant experience *Valid driving license

KEY RESPONSIBILITIES	<p>*Analysing and aligning operating capacity and capabilities of the Section to deliver against specific key performance areas*Studying capital and operating expenditure trends and forecasts received from internal departments and, preparing estimates with due consideration to internal and external funding requirements and limitations</p> <p>*Studying capital and operating budget trends and forecasts received from internal departments and, preparing estimates with due consideration to internal and external funding requirements and limitations</p> <p>*Evaluating and commenting on the strengths, weaknesses, opportunities and threats arising out of operational activities and deliverables in detailed financial reports submitted for perusal to the Senior Manager for submission to sub-committees, strategic management planning workshops, discussion groups and Executive Committee</p> <p>*Preparing and presenting reports detailing the status of expenditure and availability of funds for current and short term interventions to sub-committees and strategic management planning workshops</p> <p>*Compiling the Activity Based Costing enhancement plans and activity plans and submitting for discussion and strategic planning workshops.</p>
OCCUPATIONAL COMPETENCIES	<p>*Sound knowledge on the use of accounting software and spreadsheets</p> <p>*Sound public finance management knowledge (PFMA, GAAP, GRAP, Treasury Regulations)</p> <p>*Sound knowledge of Expenditure policies and procedures</p> <p>*Able to pay attention to detail</p> <p>*Strong statistics and analytical skills</p> <p>*Ability to work under pressure.</p> <p>Performance monitoring skills.</p>
SALARY	R726 956.00 per annum Level 3
VACANCY	FINANCIAL INTERN X3 (2 YEARS FIXED-TERM CONTRACT)
QUALIFICATIONS/ REQUIREMENTS	<p>*NQF level 7 (BCom/BTech) in Accounting/Financial Management/Cost and Management Accounting and at least Auditing/Internal Auditing III</p>
KEY RESPONSIBILITIES	<p>*Assist to compile and review monthly cash focus of the municipality</p> <p>*Assist to update asset register</p> <p>*Assist to compile monthly bank reconciliation</p> <p>*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</p> <p>*Assist with compiling of budget and any other duties in the Budget and Treasury Offices</p> <p>*Assist with the reconciliation in all sections of the Financial Directorate</p> <p>*Assist the division that handles council's insurance portfolio</p> <p>*Assist in ensuring that the asset register balances with council's financial statements</p> <p>*Assist in ensuring new assets are marked/bar coded</p> <p>*Assist in verifying physical count of assets and record the results according to council's policy</p> <p>*Other financial functions as instructed by the CFO or his delegate</p>
OCCUPATIONAL COMPETENCIES	<p>*Computer skills</p> <p>*Good interpersonal skills</p> <p>*Ability to work under pressure</p> <p>*Communication skills</p>
SALARY	R100 000.00 per annum
DEVELOPMENT PLANNING	
VACANCY	TOWN PLANNER
QUALIFICATIONS/ REQUIREMENTS	<p>*Relevant tertiary qualification preferably a B Degree / National Diploma in Architecture / Urban Design or equivalent Planning Degree</p> <p>*Working towards or completed registration as a professional planner / architect / urban designer i.e. candidate member; and *</p>

	Computer literacy: MS Office *2 - 5 years relevant experience required.
KEY RESPONSIBILITIES	*Evaluate development applications (township establishment, rezoning etc.) *Assist with compiling/reviewing of the Spatial Development Framework *Ensure sound land use management *Any other duties given by the Supervisor related to Land Use Management & Planning
OCCUPATIONAL COMPETENCIES	*Must be able to consistently attains targets and goals as planned *Must be able to collect and analyse information from relevant sources to understand the issues and positions of all parties to the negotiation *Must be able to develop contingency plans for potential problems *Must be able to develop creative solutions to the municipality's special development problems *Must be able to develop comprehensive written and graphically illustrated brief to designers and design teams
SALARY	R596 581.00 per annum Level 4
ENVIRONMENTAL & WASTE MANAGEMENT	
VACANCY	WASTE DISPOSAL SITE SUPERVISOR (OGIES)
QUALIFICATIONS/ REQUIREMENTS	*Gr.12 *Certificate in Supervisory *2-5 years relevant experience *Valid driving license
KEY RESPONSIBILITIES	* Coordination and supervision of personnel on site * To clean the yard area when and if necessary as indicated by the Supervisor * Control the operation of the disposal site * Inspection of compactor * Ensure that no unauthorized people enter the site * Cooperation with mechanical workshop personnel to ensure the correct functioning of the compactor and hiring of equipment * Investigation of the complaints * Completion of leave forms, overtime forms, attendance registers and Internal works orders * Implement the National Waste Management Strategy
OCCUPATIONAL COMPETENCIES	*Must be Physically fit and healthy *Must be able to work in varying weather and temperatures *Must be willing to work irregular hours
SALARY	R390 001.00 per annum Level 7
TECHNICAL SERVICES	
VACANCY	ARTISAN CARPENTRY (PUBLIC FACILITY)
QUALIFICATIONS/ REQUIREMENTS	*NQF Level 2 *Trade Test Carpentry *3-5 years' experience*Valid driving license
KEY RESPONSIBILITIES	*Studies specifications in blueprints, sketches for building plans to prepare project layout and determine dimensions and materials required shapes and cuts materials to specified measurements, using hand tools, machines *Keep detailed records of work done and monitoring of Job Cards *Prepare maintenance schedule *Maintain the quality of work done by the subordinates *Follows established safety safety rules and regulations and maintaining a safe and clean environment
OCCUPATIONAL COMPETENCIES	*Must be able to identify more critical and less critical activities and tasks, adjust priorities when appropriate *Must be able to identify various alternatives options and selects most appropriate solutions *Must be able to organise, priorities and scheduled tasks so that they can be performed with efficient use of time and resources *Must be able to initiate action to correct quality problems *Must be able to identify safety issues and problem – detects hazardous working conditions, is alert to unsafe work conditions *Must be able to understand the use and application of the full range of appropriate tools and equipment *Must be able to relate to people at all levels of the organisation

SALARY SCALE	R349 123.00 per annum Level 8
VACANCY	ARTISAN: PUBLIC FACILITY
QUALIFICATIONS/ REQUIREMENTS	*NQF Level 2 *Trade Test Plumbing *3-5 years' experience*Valid driving license
KEY RESPONSIBILITIES	*Establish material and resources necessary against specific work orders *Providing guidelines and specific instructions to personnel with respect to preparation of work site for mahor or minor work *Supervision of subordinates *Marking rates for the running in and laying of pipes *Measuring, marking and drilling plastered surfaces using hand held power tools *Insalling valves, flow meters, bends and joints
OCCUPATIONAL COMPETENCIES	*Must be able to identify more critical and less critical activities and talsk, adjust priorities when appropriate *Must be able to identify various alternatives options and selects most appropriate solutions *Must be able to organise, priorities and scheduled talsks so that they can be performed with effivient use of time and resources *Must be able to initiate action to correct quality problems *Must be able to identify safety issues and problem – detects hazardous working conditions, is alert to unsafe work conditions *Must be able to understand the use and application of the full range of appropriate tools and equipment *Must be able to relate to people at all levels of the organisation
SALARY SCALE	R349 123.00 per annum Level 8

CLOSING DATE	20 JUNE 2024
ENQUIRIES	MR. ML SITHOLE/MS. BM ZITHA Tel: 013 690 6358

Please send your **Application form, CV together with certified copies of your qualifications and Identity Document** 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!!!

hr/adverts/June 2024