

**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>RE-ADVERTISEMENT DEPUTY DIRECTOR: STRATEGIC &amp; EXECUTIVE SUPPORT</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*(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
<b>KEY RESPONSIBILITIES</b>	*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
<b>KEY COMPETENCIES:</b>	*Analytical thinking/skills *Leadership skills *Good interpersonal skills *Communication and negotiation skills *Project management skills
<b>SALARY</b>	<b>R974 883.00 per annum Level 1</b>
<b>VACANCY</b>	<b>CHIEF OF STAFF IN THE OFFICE OF THE EXECUTIVE</b>

	<b>MAYOR (FIXED TERM CONTRACT LINKED TO THE INCUMBENT)</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*Grade 12 *NQF L6 in Public Management or Management or LLB or Political Science qualification or equivalent *Computer Literacy *Have own transport and driver's license. Microsoft office knowledge and usage.
<b>KEY RESPONSIBILITIES</b>	*Handle the Executive Mayor's correspondence *Co-ordinate the Executive Mayor's official functions *Responsible for speech writing *Conduct research for the mayor *Update and advise the Executive Mayor on current issues affecting local governance *Responsible for any official task assigned by the Executive Mayor and/or the Municipal Manager *Management of Executive Mayor's office personnel *Stakeholder management *Performance management in the Executive Mayor's office.
<b>KEY COMPETENCIES:</b>	*Must be able to communicate in writing as appropriate to specific audiences <b>*ORAL COMMUNICATION</b> – the ability to articulate a message in an understandable and convincing manner <b>*ATTENTION TO DETAIL</b> – Ability to scrutinize own work and that of others to ensure accuracy and compliance with the relevant municipal standards <b>*INFLUENCING</b> – the ability to understand the Municipality's objectives, and the impact of decisions on the community and the functioning of the department <b>*PROBLEM SOLVING</b> – the ability to identify potential problem areas, to break the problem into component parts, generate potential solutions, select an option and implement it <b>*PLANNING AND ORGANISING</b> – the ability to plan activities within specific timeframes and then to execute these activities according to plan.
<b>SALARY</b>	<b>R841 054.00 per annum</b> <b>Level 2</b>
<b>VACANCY</b>	<b>PROTOCOL OFFICER</b> <b>(FIXED TERM CONTRACT LINKED TO THE INCUMBENT)</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*Grade 12 Certificate. *NQF L6 Public Management or related qualification *Extensive Computer Literacy (MS Word, Excel, and Power Point) and typing skills *A minimum of 1-3 years' work experience.
<b>KEY RESPONSIBILITIES</b>	*Receive, accompany and see off official delegations 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 delegations and guests *Assist in planning and organizing receptions, banquets and dinners for Executive Mayor and Council *Organise and process access for visitors/guests in and around the building and within the country. Perform any other tasks assigned.
<b>KEY COMPETENCIES:</b>	<b>*WRITTEN COMMUNICATION</b> – the ability to communicate in writing as appropriate to specific audiences. <b>*ORAL COMMUNICATION</b> – the ability to articulate a message in an understandable and convincing manner. <b>*ATTENTION TO DETAIL</b> – Ability to scrutinize own work and that of others to ensure accuracy and compliance with the relevant municipal standards.

	<p><b>*INFLUENCING</b> – the ability to understand the Municipality's objectives, and the impact of decisions on the community and the functioning of the department.</p> <p><b>*PROBLEM SOLVING</b> – the ability to identify potential problem areas, to break the problem into component parts, generate potential solutions, select an option and implement it.</p> <p><b>*PLANNING AND ORGANISING</b> – the ability to plan activities within specific timeframes and then to execute these activities according to plan.</p>
<b>SALARY</b>	<b>R514 329.00 per annum</b> <b>Level 5</b>
<b>VACANCY</b>	<b>SECRETARY TO THE EXECUTIVE MAYOR</b> <b>(FIXED TERM CONTRACT LINKED TO THE INCUMBENT)</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	<p>*Grade 12 Certificate *NQF L6 Secretarial or equivalent</p> <p>*Extensive Computer Literacy (MS Word, Excel, and Power Point) and typing skills</p> <p>*A minimum of 0-2 years' experience.</p>
<b>KEY RESPONSIBILITIES</b>	<p>*Render secretarial duties to the Executive Mayor</p> <p>*Reception related duties, filing, typing, safekeeping of records, keeping the mayoral diary and any other office related duties</p> <p>*Arrange catering for Mayoral Functions</p> <p>*Arranging accommodation and travel arrangements and process payment of the orders in advance</p> <p>*Perform other duties assigned by the Executive Mayor or the Municipal Manager</p> <p>*Must be prepared to work extensive overtime including weekends, after hours and holidays.</p>
<b>KEY COMPETENCIES:</b>	<p><b>*WRITTEN COMMUNICATION</b> – the ability to communicate in writing as appropriate to specific audiences.</p> <p><b>*ORAL COMMUNICATION</b> – the ability to articulate a message in an understandable and convincing manner.</p> <p><b>*ATTENTION TO DETAIL</b> – Ability to scrutinize own work and that of others to ensure accuracy and compliance with the relevant municipal standards.</p> <p><b>*INFLUENCING</b> – the ability to understand the Municipality's objectives, and the impact of decisions on the community and the functioning of the department.</p> <p><b>*PROBLEM SOLVING</b> – the ability to identify potential problem areas, to break the problem into component parts, generate potential solutions, select an option and implement it.</p> <p><b>*PLANNING AND ORGANISING</b> – the ability to plan activities within specific timeframes and then to execute these activities according to plan.</p>
<b>SALARY</b>	<b>R454 506.00 per annum</b> <b>Level 6</b>
<b>VACANCY</b>	<b>CARETAKER TO THE EXECUTIVE MAYOR</b> <b>(FIXED TERM CONTRACT LINKED TO THE INCUMBENT)</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*Gr.10 *0-2 years working experience
<b>KEY RESPONSIBILITIES</b>	<p>*Compile weekly reports with regard to work completed</p> <p>*Adhere to cleaning plans</p> <p>*Carry out periodic inspection with regards to the office of the Executive Mayor</p> <p>*Oversee the cleaning and tidying of the office areas as per plan</p> <p>*Responsible for cleaning material in the office of the Executive Mayor</p> <p>*Provide input on planning the monthly work programme</p>
<b>KEY COMPETENCIES:</b>	<p>Must be able to use time effectively and prevent irrelevant issues or distractions from interfering with work completion</p> <p>*Must be able to plan tasks on a daily basis according to a set schedule and executes as per priority list</p> <p>*Must display knowledge of all related safety or security regulations</p> <p>*Must be able communicate effectively with colleagues and clients</p>

<b>SALARY</b>	<b>R213 776.00 per annum Level 11</b>
<b>CLOSING DATE</b>	<b>11 SEPTEMBER 2024</b>
<b>ENQUIRIES</b>	<b>MR. ML SITHOLE/MS. BM ZITHA Tel: 013 690 6358</b>

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!!!**