



## EMALAHLENI LOCAL MUNICIPALITY

Emalahleni Local Municipality hereby invites applications from committed, self-driven, motivated, service delivery-orientated and high performance professionals / practitioners who want to build careers in the areas of specialization mentioned herein through rendering high quality services within the Emalahleni Local Municipality.

### ADVERTISEMENT

#### POSITION: EXECUTIVE DIRECTOR: COMMUNITY SERVICES

This position is a five (05) years term contract which is based in Emalahleni Head Office. The incumbent will be subjected to signing an employment contract, a performance agreement, disclosure of financial interest and undergo security vetting.

**REMUNERATION:** As per Government Gazette No 43122 of 20 March 2020 on the determination of upper limits of total remuneration package payable to municipal managers and managers directly accountable to municipal managers.

**R1 188 638 (minimum); R1, 415 047 (midpoint) and R1, 596 747 (maximum).**

**REQUIREMENTS:** Bachelor's Degree in Social Sciences/Public Administration/Law or equivalent; Five (5) years' experience at middle management level and must have proven successful institutional transformation within public or private sector, A valid driver's license, Registration with a relevant professional body, Must have completed Municipal Finance Management Programme (MFMP).

**KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES:** Good knowledge and understanding of relevant policies and legislations; Good understanding of institutional governance systems and performance management; Understanding of council operations of powers as well as **Social Services, Traffic Management Services, Disaster Management Services, Emergency Management Services, Registration and Licensing as well ensuring the integration of Sport Activities in the Municipality.** Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No.5 of 2000).

**CORE MANAGERIAL & OCCUPATIONAL:** \*Programme and Project Management \*Financial Management \*Service Delivery Management \*Problem Solving Management \*People Management & Empowerment \*Client Orientation & Customer Focus \*Communication \*Competence in Self-Management \*Knowledge of Performance Management & Reporting \*Willingness to work irregular hours \*A strategic thinker who possess leadership qualities with strong general management skills, with ability to develop and formulate policy, procedures and systems \*Understanding the transformation challenges and change management \*Well developed conflict resolution, negotiation and communication skills and computer literate \*Resource management skills \*Financial and budgeting skills \*Ability to manage performance \*The ability to identify and develop opportunities to the benefit of the municipality \*A foresighted developmental strategist on practical ordinary and intelligence security issues \*Sensitivity for the political and strategic objectives of government, especially local government will be an added advantage.

**KEY PERFORMANCE AREAS:** The successful candidate will be responsible to lead, direct and manage staff within the Community Services directorate so that they are able to meet their departmental and organizational objectives. The incumbent will be responsible for the following: Disaster Management Services, Fire and Rescue Services, Social Services, Traffic Management Services, Registration and Licensing, Sports, Arts and Culture amongst other responsibilities; Efficiently manage and control the budget for the Department; Prepare and submit required reports to the Municipal Manager and relevant political structures; Develop and implement the Department's Service Delivery and Budget Implementation Plan (SDBIP); Perform any other related functions as requested by the Municipal Manager.

**POSITION: EXECUTIVE DIRECTOR: ENVIRONMENTAL & WASTE MANAGEMENT**

This position is a five (05) years term contract which is based in Emalaheni Head Office. The incumbent will be subjected to signing an employment contract, a performance agreement, disclosure of financial interest and undergo security vetting.

**REMUNERATION:** As per Government Gazette No 43122 of 20 March 2020 on the determination of upper limits of total remuneration package payable to municipal managers and managers directly accountable to municipal managers.

**R1 188 638 (minimum); R1, 415 047 (midpoint) and R1, 596 747 (maximum).**

**REQUIREMENTS:** Bsc. Degree in Environmental Management or equivalent degree qualification, Work-related Experience and competency. 5 years' experience at Middle Management level; and Have proven successful Environmental and Waste Management experience and must have completed the Municipal Finance Management Programme (MFMP), Must be registered with a professional body

**KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES:** Good knowledge, understanding and interpretation of relevant policies and legislation; Good knowledge and understanding of institutional governance systems and performance management; Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); Knowledge of management of landfill site; and Knowledge of waste management in a Local Government context

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**KEY PERFORMANCE AREAS :** Fulfilling the role of Executive Director: Environmental & Waste Management and Administer the following sections: Waste Management, Environmental Management, Waste Infrastructure – Landfill sites, Cemeteries, Crematorium and Parks & open spaces. Developing and implementing environmental strategies and action plans that ensure sustainable service delivery, Coordinating all aspects of pollution control, waste management, recycling, environmental health, conservation and renewable energy, Leading the implementation of environmental policies and practices, Carrying out impact assessments to identify, assess and reduce municipals environmental risks and financial costs, To economically, efficiently and effectively manage and develop the day to day operations, procedures, processes and resources of the directorate, Effectively manage both demand and source or supply management of municipal services, Responsible for the Directorates' Budget, Promoting transformation and diversity management, Performing any other functions that may be assigned by the Municipal Manager, Develop and implement the Department's Service Delivery and Budget Implementation Plan (SDBIP); Perform any other related functions as requested by the Municipal Manager.

**POSITION: DEPUTY CHIEF FINANCIAL OFFICER**

This is on a permanent position which is based in Emalahleni Head Office. The incumbent will be subjected to signing an employment contract, a performance agreement, disclosure of financial interest and undergo security vetting.

**REMUNIRATION:** A basic salary of **R851 904.00 per annum.**

**REQUIREMENTS:** B. Degree in Accounting With Financial Accounting III and Auditing II, Computer Literate (Excel & Word), Driver's License Code C1 (8) – preparedness to travel, 8 years in Accounting of which at least 5 years must be in Local Government

**KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES:** Good knowledge, understanding and interpretation of relevant policies and legislation; Good knowledge and understanding of institutional governance systems and performance management; Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); Knowledge of management of landfill site; and Knowledge of waste management in a Local Government context

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**KEY PERFORMANCE AREAS :** To assist the Chief Financial Officer in the execution of his duties and management of the Directorate, To assist the Chief Financial Officer with drafting of items for submission to Council, Investigate, implement and continuously improve internal controls and systems in consultation with the Chief Financial Officer, To co-ordinate planning, organization and training of employees in the Directorate, Bank reconciliation, Cash Management and Investments; Assist with budget preparations – annual/adjustments; Control & monitor capital projects/grant funding; Reconciliation of control accounts – monthly division of revenue returns; Compliance with MFMA and other statistical returns; Asset & Liability Management; Revenue Management; Expenditure Management; Salaries; Monthly budget statement; Drafting of financial statements and compliance with Grap/Gamap accounting standards; Budget monitoring – or Directorates insurance, Proposed policy & implement procedure manuals – Supply Chain Management, Cash Collection, Creditors, Preparation of Annual Financial Statement and verification of Assets Register

#### POSITION: MANAGER: ELECTRICAL

This is a permanent position which is based in Emalahleni Head Office. The incumbent will be subjected to signing an employment contract, a performance agreement, disclosure of financial interest and undergo security vetting.

**REMUNIRATION:** A basic salary of **R734 964.00 per annum.**

**REQUIREMENTS:** BSc Degree in Electrical Engineering or B Tech in Electrical Engineering, Government Certificate of Competency, Registration as Professional Engineer will serve as advantage, Valid Code B (8) driver's License, 5 years relevant experience which 3 years must be middle management

**KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES:** Good knowledge, understanding and interpretation of relevant policies and legislation; Good knowledge and understanding of institutional governance systems and performance management; Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); Knowledge of management of landfill site; and Knowledge of waste management in a Local Government context

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**KEY PERFORMANCE AREAS :** Manage City Electrical Engineering Services within delegated powers and responsibilities, Planning, organizing, coordinating and control of electricity supply function, Responsible for the sound utilization of allocated resources within Engineering Services, Budgeting and Financial Control, Utilization and development of personnel, Advise on all electricity supply matters, Ensure that Council's vision and strategies are achieved through cooperation and teamwork, Ensure compliance with Occupational Health and Safety Act and regulations, Responsible for the Directorates' Budget

#### POSITION: MANAGER: FLEET

This is a permanent position which is based in Emalahleni Head Office. The incumbent will be subjected to signing an employment contract, a performance agreement, disclosure of financial interest and undergo security vetting.

**REMUNIRATION:** A basic salary of **R734 964.00 per annum.**

**REQUIREMENTS:** B.Tech in Transport Management or Fleet Management, Must have completed the Municipal Finance Management Programme or CPMD, A valid driver's license, 5 to 10 years experience working at Fleet Workshop preferably Local Government.

**KNOWLEDGE, SKILLS AND PERSONAL ATTRIBUTES:** Good knowledge, understanding and interpretation of relevant policies and legislation; Good knowledge and understanding of institutional governance systems and performance management; Good knowledge of Supply Chain Management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000); Knowledge of management of landfill site; and Knowledge of waste management in a Local Government context

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**KEY PERFORMANCE AREAS :** Oversee and executes the workshop and maintenance strategies, Manage/ control and ensure effective and utilization and maintenance of council vehicles, Compiling of monthly/quarterly reports to Council, Monitor compliance of relevant Acts, Legislations, Council policies and safety standards, Direct, control and manages financial resources with the Department, Preparation of the budget and monitoring thereof, Facilitate meetings with teams, workshop and other stakeholders, Responding to audit queries, Attending Audit, Risk and Performance meetings

Interested candidates should fill in the application form which can be downloaded from our website at [www.emalahleni.gov.za](http://www.emalahleni.gov.za) indicating the position they are applying for, comprehensive CV, certified copies of qualifications and ID document. Shortlisted candidates will be subjected to suitability checks including qualifications, employment records, criminal records, company ownership/directorship and reference checks. Applications not accompanied by the required documentation will not be considered.

Please send your **CV together with certified copies of your qualifications**, to the Executive Director: Corporate Services, 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***

***CLOSING DATE: 11 DECEMBER 2020***

**ENQUIRIES: Executive Director: Corporate Services**

**MR. Mandla Vilane:**

**Tel. no.: (013) 690 6537/6358/6227**

**HS MAYISELA  
MUNICIPAL MANAGER**