

**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>ASSISTANT MANAGER: PROTECTION &amp; PUBLIC LIGHTING</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*National Diploma in Electrical Engineering (Heavy Current) or relevant equivalent qualification *Registered or registerable with ECSA *Computer literate *Driver's License Code B *People with experience in protection and metering are encouraged to apply *3 years relevant experience.
<b>KEY RESPONSIBILITIES</b>	*Management of capital projects and assets *Development and implementation of maintenance programmes for the protection and metering system *Performance management of personnel *Stand-by duties *Incident investigation or root cause analysis *Technical report writing *Financial management on all capital projects in the electrical department *Implementation and monitoring of all capital projects in the electrical department *Any other duties given by the Supervisor.
<b>KEY COMPETENCES</b>	*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
<b>SALARY</b>	<b>R657 492.00 per annum</b> <b>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 *Code B Drivers licence *3 - 4 years on Junior Managerial level.
<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

	<p>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</p>
<b>KEY COMPETENCIES:</b>	<p>*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</p>
<b>SALARY</b>	<b>R657 492.00 per annum Level 3</b>
<b>VACANCY</b>	<b>ASSISTANT MANAGER: WATER NETWORK</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	<p>*National Diploma in Civil Engineering *3 years experience in supervisory position *Valid driver’s license</p>
<b>KEY RESPONSIBILITIES</b>	<p>*Responsible for repairs and maintenance of municipal water infrastructure networks *Responsible for managing budget of the section *Implementation of the maintenance program *Ensure the implementation of council by-laws *Submission of reports to council and Government departments *Management off Water Network section</p>
<b>KEY COMPETENCES</b>	<p>*Knowledge and understanding of water infrastructure *Computer skills *Leadership skills *Communication skills *Must be familiar with the municipal environment *Must have knowledge and understanding of blue drop and water related legislation *Must have supervisory skills</p>
<b>SALARY</b>	<b>R657 492.00 per annum Level 3</b>
<b>VACANCY</b>	<b>SENIOR ENGINEERING TECHNICIAN (ROADS &amp; STORMWATER)</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	<p>*National Diploma in Civil Engineering * 3 years relevant experience * Valid code EB driver’s license</p>

<b>KEY RESPONSIBILITIES</b>	*Ensure compliance to municipal standards and codes for maintenance of municipal roads and stormwater (design and maintenance) *Project management and contractor management, personnel and budget management *Planning, resource allocation and utilization *Ensure compliance to standards and codes of best practices *Technical advisory and reporting
<b>KEY COMPETENCES</b>	*Able to work/perform in a team environment under pressure, long hours *Management and supervisory skills *Excellent written and verbal communication skills *Interpersonal skills, time management
<b>SALARY</b>	<b>R539 568.00 per annum Level 4</b>
<b>VACANCY</b>	<b>CHIEF SPORTS AND RECREATION OFFICER</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*Gr.12 *National Diploma in Sports Management *1 year relevant experience *Valid driving license
<b>KEY RESPONSIBILITIES</b>	*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
<b>OCCUPATIONAL COMPETENCIES</b>	*Able to read and write *Computer literacy *Communication skills *Coaching skill *Report writing skills *Preparation skills
<b>SALARY</b>	<b>R539 568.00 per annum Level 4</b>
<b>VACANCY</b>	<b>ZONING INSPECTOR (X2)</b>
<b>QUALIFICATIONS/ REQUIREMENTS</b>	*Diploma in Town Planning *2 years relevant experience at local authority level *Computer literate especially in MS Word *Driver's License code B
<b>KEY RESPONSIBILITIES</b>	*Ensure land uses and outdoor advertising is policed and controlled *Zoning certificates to be issued *Advertisement contracts managed
<b>KEY COMPETENCES</b>	*Experience in law enforcement with Supervisors and clients *Good Communication skills *Willingness to work irregular hours
<b>SALARY</b>	<b>R315 756.00 per annum Level 8</b>

<b>CLOSING DATE</b>	<b>9 DECEMBER 2021</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:**
1. **THAT NO FAXED OR E-MAIL APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER THE CLOSING DATE WILL NOT BE ACCEPTED; AND**
  2. **THAT SOME OF THE POSITIONS MIGHT REQUIRE A PRACTICAL TEST, ASSESSMENT OR A PRESENTATION**
  3. **THAT PREFERENCE WILL BE GIVEN TO LOCAL APPLICANTS**