

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:

FINANCIAL SERVICES	
VACANCY	ASSISTANT MANAGER: MARKET
QUALIFICATIONS/ REQUIREMENTS	*Diploma in, Business Management/Public Administration/ Management or Agricultural Management * 3-5 Years relevant experience of which 3 years must be at supervisory level *Code B Driver's License
KEY RESPONSIBILITIES	*Supervise daily operations on the fresh produce trading floor and assign vendor stalls * Inspect cold storage units and verify compliance with health and safety standards *Collect daily market fees, rentals and levies according to the MFMA *Supervise personnel * Submit daily stock and financial reports to the reporting Manager.
OCCUPATIONAL COMPETENCIES	*Must be able to understand and internalizes the municipality's priorities and goals *Must show an in-depth knowledge of municipal and sector legislation, together with all relevant protocols *Must be able to organize, prioritise and schedule task so that they can be performed within budget and with efficient use of time and resources *Must be able to develop corrective measures / actions to ensure alignment of budget to financial resources *Must be able to communicate with stakeholders and ensures that technologies and systems designed to support service delivery and client needs are monitored and updated *Must be able to relentlessly pursue project objectives *Must be able to deal effectively with ambiguity and uncertainty
SALARY SCALE	R848 196.00 per annum Level 3 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
VACANCY	SENIOR ACCOUNTANT (BUDGET)
QUALIFICATIONS/ REQUIREMENTS	*A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. *Computer literacy: MS Office

	*5-8 years' relevant experience required which includes 2 years of supervisory experience.
KEY RESPONSIBILITIES	*Assist in preparation of annual budgets, forecasts and financial reports. *Monitor budget expenditure and ensure adherence to budgetary constraints. *Conduct variance analysis to identify discrepancies between the budget and actual expenditure. *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. *Preparing and presenting reports detailing the status of the functionality for current and short-term budget interventions to sub-committees and strategic management planning workshops and obtaining Council resolutions to reaffirm commitment and implementation. *Drafting budget compilation programme, evaluating and commenting on the strengths, weaknesses, opportunities and threats arising out of budget deliverables in detailed financial reports, compiling draft and final budgets and submitting for perusal to the Chief Financial Officer and Mayoral Committee. *Maintain accurate records of all financial transactions and budget adjustments. *Monitor ongoing budget performance, providing timely analysis and recommendations. *Ensure compliance with financial regulations and internal policies throughout the budgeting process. *Compiling and advice on budget virements to ensure compliance with the virement policy and MSCOA. *Provide assistance with Section 71 and Section 52 reports. *Tracking of circular 124 conditions and compliance on monthly basis. *Provide assistance with the Budget Funding Plan and Financial Recovery Plan.
OCCUPATIONAL COMPETENCIES	*Knowledge of the Municipal Finance Management Act (MFMA) and other related Local Government Legislation. *Understanding of the Municipality Financial Reporting Framework (GRAP). *Conversant with the Municipal Standard Chart of accounts (Mscoa). *Good communication and writing skills. *Ability to work with a team independently and ability to work under pressure. *Team leader/good supervision skills and ability to transfer skills to the junior staff.
SALARY SCALE	R599 856.00 per annum Level 5 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
VACANCY	ACCOUNTANT: FINANCIAL REPORTING X2
QUALIFICATIONS/ REQUIREMENTS	*A relevant 3-year tertiary qualification, preferably a National Diploma or B Com with financial accounting as a major subject. *Computer literacy: MS Office *2-5 years' relevant experience required.
KEY RESPONSIBILITIES	*Analyzing income and expenditure recording processes referring to information detailed in supporting documentation and resolving deviation on procedures. *Balance and aligning structures within the General Ledger to ensure that financial information is sound and credible. *Providing support with

	regards to the consolidation of income and expenditure transactions to facilitate the production of Financial Statements. *Ensure accurate integrating all sub-systems within the financial system for credible and accurate financial reporting in accordance with the applicable policies, standards and legislation. *Preparation of the Financial Statements using case ware in accordance with the Generally Recognized Accounting Practice. *Attending to, reviewing and approving reconciliations and authorizing and preparing journals to reflect adjustments, in the preparation of financial statements. *Updating and maintaining master data including general ledger structure, business intelligence system and other systems to ensure compliance with applicable accounting standards. *Balancing Trial Balance for the preparation of Interim and Annual Financial Statements. *Ensure month/year end runs and plans are implemented partial and financial closing off the general ledger and annual rolling-over of balances from the audited annual financial statements. *Interacting with the internal/external auditors and making available information, supporting documentation and proofs of approval guiding specific recordings, adjustments and allocation of Accounts. *Monitoring and guiding continuous improvement processes against audit and financial regulations and requirements. *Perform other lawful duties as may be delegated by management.
OCCUPATIONAL COMPETENCIES	*Knowledge of the Municipal Finance Management Act (MFMA) and other related Local Government Legislation. *Understanding of the Municipality Financial Reporting Framework (GRAP). *Conversant with the Municipal Standard Chart of accounts (Macao). *Good communication and writing skills. *Ability to work with a team independently and ability to work under pressure. *Team leader/good supervision skills and ability to transfer skills to the junior staff.
SALARY SCALE	R530 304.00 per annum Level 6 of Grade 6 <i>(this position is EE targeted, African females are encouraged to apply)</i>
VACANCY	SUPPLY CHAIN MANAGEMENT (SCM) BUYER X2
QUALIFICATIONS/ REQUIREMENTS	*A relevant 3-year Tertiary qualification, preferably in SCM / Logistics / Procurement. *Computer literacy: MS Office. *2 - 5 years relevant experience required.
KEY RESPONSIBILITIES	*Implementing efficient and competitive procurement systems through the investigation of current system and processes in compliance with the Supply Chain Management Act and Municipal Finance Management Act. *Implementing of Preferential Procurement Policy and related procedures through liaison with private entities pertaining to municipal specific goals and advising on the Council's position specific goals status and initiatives. *Verifying that the municipality is provided with uninterrupted flow of materials, goods and services and checking products and confirming/ acknowledging details recorded on transactional documentation correspond with

	receipts. *Planning in conjunction with user department's reliable sources of goods and services required, negotiating short and long term supply/ service contracts with suppliers (using Just-in-Time principles), obtaining "Best Value for Money" in the procurement of goods and services, identifying and managing risk of supplier default with contingency planning, and liaising with user departments on supplier performance. *Maintaining an approved supplier database and reviewing and locating potential suppliers, verifying information supplied by potential suppliers, and liaising with Creditor's Department pertaining to supplier registration. *Providing input into the drafting of tender notices/ quotations and/ or formulation of contracts in respect of procuring and appointing vendors/ service providers for the delivery of specific services (building and facilities maintenance, office equipment support, etc.). *Collating, checking and verifying information recorded on transactional documents, forms and schedules prior to commencing with updating sequences. *Capturing information associated with time, material and resources utilized. *Entering details of inbound material/ goods (quantity, date, etc.) against product codes and preparing supporting documentation (e.g. goods received note) to validate receipt. *Receiving instructions on the disposal of damaged/ excess goods. *Inserting documentation, correspondence, forms, etc in alpha/ numerical or chronological sequence into appropriate files, accessing relevant information upon request or support query resolution and/ or deleting or removing old/ obsolete records from the respective files.
OCCUPATIONAL COMPETENCIES	*Knowledge of the Municipal Finance Management Act(MFMA) and other related Local Government Legislation. *Conversant with the Municipal Standard Chart of accounts (Mscoa). *Good communication and writing skills. *Ability to work with a team and independently and also ability o work under pressure. *Team leader/good supervision skills and ability to transfer skills to the junior staff. *Detailing the functionality's objectives and goals and the Municipality's standards and requirements. *Evaluating the capability of service providers and suppliers to meet the demand and supply requirements of the Municipality. *Assessing feedback and analyzing quality control assurance appraisals on service level/standards and implementing remedial measures and/or actions to maintain internal/external supply chain integrity. *Identifying and evaluating suppliers strengths and weaknesses, identifying the need for alternatives/ or contingency plans to effectively deal with fluctuations in the supply cycle. *Recommending appropriate stock minimization methodologies/ approaches aimed at reducing capital stock piling.
SALARY SCALE	R530 304.00 per annum Level 6 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
VACANCY	(RE-ADVERTISEMENT) AUTO ELECTRICIAN (FLEET)

QUALIFICATIONS/ REQUIREMENTS	*Trade certificate; and Preferably a Proficiency certificate, Grade 11 or equivalent N2 level certificate. *1-2 years' experience required
KEY RESPONSIBILITIES	* Installing new vehicle wiring systems on light, heavy & agricultural vehicles, *Installing & troubleshooting immobilizer & alarm systems, * inspecting electrical & wiring faults on vehicles, * diagnosing electrical issues & proposing course of action, * repairing & replacing faulty wiring on electrical system, * Servicing of electrical automotive parts,
OCCUPATIONAL COMPETENCIES	* Must have analytical skills, * Must have mechanical background * Report writing, * Must be physically fit, * Must be able to work under pressure * Must have good hand dexterity,
SALARY SCALE	R407 364.00 per annum Level 8 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
	COMMUNITY SERVICES
VACANCY	(RE-ADVERTISEMENT) ASSISTANT MANAGER: SECURITY & LAW ENFORCEMENT
QUALIFICATIONS/ REQUIREMENTS	*Grade 12; *Basic training qualification; *Code B drivers' licence; *No criminal record; *Firearm proficiency; and Relevant degree or B-Tech / policing degree. *8 years' or more relevant experience required inclusive of proven supervisory / managerial experience.
KEY RESPONSIBILITIES	*By-law Enforcement: Managing the enforcement of municipal by-laws (e.g., street trading, illegal dumping, and business licensing) through inspections, compliance notices, and issuing fines. *Land Invasion Management: Planning and controlling programmes to manage and prevent illegal land occupation within the municipality. Special Operations: Leading multidisciplinary operations with external partners like the South African Police Service (SAPS) and provincial traffic departments. *Risk Assessments: Conducting Threat Risk Assessments (TRA) and security audits at all municipal properties to identify vulnerabilities and implement mitigation measures. *Breach Investigations: Investigating security breaches or unauthorized disclosures and reporting these to the relevant authorities for further action. *Performance Monitoring: Tracking the division's performance against the Service Delivery and Budget Implementation Plan (SDBIP) targets. *Budget Management: Developing and monitoring the division's capital and operating budgets to ensure financial compliance under the MFMA. *Staff Supervision: Managing the training, discipline, and performance appraisals of subordinates, including Peace Officers and Security Officers
OCCUPATIONAL COMPETENCIES	*Law Enforcement & By-law Knowledge: Deep understanding of the Criminal Procedure Act, National Road Traffic Act, and specific municipal by-laws to manage enforcement operations. *Security Risk Assessment: Proficiency in conducting physical security audits and Threat Risk Assessments (TRA) for

	municipal assets and high-profile events. *Emergency & Crisis Management: Ability to lead the immediate tactical response to civil unrest, land invasions, or major disasters. *Information & Intelligence Management: Oversight of the Minimum Information Security Standards (MISS) and managing sensitive data related to investigations. *Intergovernmental Coordination: Skills in liaising with SAPS, provincial traffic departments, and private security providers to ensure an integrated safety model. *Communication & Negotiation: High-level verbal and written skills for reporting to Council and negotiating with community leaders during protests.
SALARY SCALE	R848 196.00 per annum Level 3 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
VACANCY	TRAFFIC WARDEN (X5)
QUALIFICATIONS/ REQUIREMENTS	*Grade 12 *Code B Driver's License *Physical fitness
KEY RESPONSIBILITIES	*Traffic control *Execution of Council By-Laws *Any of the duties as assigned by the Executive Director
KEY COMPETENCIES:	*Be able to communicate in English *Must be physically fit *Must have no criminal records
SALARY	R197 628.00 per annum Level 13 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
VACANCY	(RE-ADVERTISEMENT) LIBRARY ASSISTANT (MAIN LIBRARY)
QUALIFICATIONS/ REQUIREMENTS	*Gr. 12 *Computer literacy *0-1 year experience *Registered member of LIASA
KEY RESPONSIBILITIES	*Controlling library functions *Receiving books from users and issuing new items *Sorting and filing of items issued *Keep statistics *Operating the photocopy machine *Provide reader and information guidance to users *Marketing and promotion of Library Services *
OCCUPATIONAL COMPETENCIES	*Must be able to understand and internalises the municipality's priorities and goals *Must show an in-depth knowledge of municipal and sector legislation, together with all relevant protocols *Must be able to organize, prioritise and schedule task so that they can be performed within budget and with efficient use of time and resources *Must be able to develop corrective measures / actions to ensure alignment of budget to financial resources *Must be able to communicate with stakeholders and ensures that technologies and systems designed to support service delivery and client needs are monitored and updated *Must be able to relentlessly pursue project objectives *Must be able to deal effectively with ambiguity and uncertainty
SALARY SCALE	R249 444.00 per annum Level 11 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
VACANCY	(RE-ADVERTISEMENT) LAW ENFORCEMENT OFFICER X4
QUALIFICATIONS/ REQUIREMENTS	*Gr. 12 *Code B driver's license *Fire arm competency certificate *No criminal record *Basic training qualification *2-5 years relevant experience

KEY RESPONSIBILITIES	*Enforcement of municipal by-laws *Monitoring of illegal land invasion electricity connection dumping, hawker and any act of infringing municipal by-laws
OCCUPATIONAL COMPETENCIES	*Able to speak and write English *Able to handle firearm *Computer literacy *Able to drive motor vehicle * NB no criminal record
SALARY SCALE	R249 444.00 per annum Level 11 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
CORPORATE SERVICES	
VACANCY	MANAGER: HUMAN RESOURCE MANAGEMENT
QUALIFICATIONS/ REQUIREMENTS:	*A relevant 3 year tertiary qualification in Human Resources Management field * Computer Literate * Code B Driver's License * 8 Years relevant experience of which 3 years must be at supervisory level.
KEY RESPONSIBILITIES:	*Coordinates administrative requirements associated with the Human Resources functionality *Co-ordinates specific sequences associated with the employment of personnel *Co-ordinates procedural requirements associated with personnel development initiatives *Leading and managing that budget formulated, monitored and constraints adhered to *Represent HRM department in all relevant forums and meetings to ensure good flow of information, including Portfolio Committees, Local Labour Forum meetings, and council meetings, if required as representative of the Executive Director: Corporate Services *Assist internal and external auditors ensuring that all matters raised by these auditors in queries, management letters and audit reports are addressed *Communicate with key clients and other stakeholders on their needs and resolve and respond to their queries *Interact with State Departments and other bodies where required *Interact with any software or other service providers to ensure SLA's have been met and contracts managed appropriately *Identify 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 *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 *Approve acting appointments within department, overtime and leave as per delegated authority
KEY COMPETENCES:	*Must be able to work under pressure *High level of integrity *Sound drafting skills in contracts *Ability to apply Human Resources legislation knowledge to resolve matters *Leadership and negotiation skills
SALARY	R981 300.00 per annum Level 2 of Grade 6

	(this position is EE targeted, African females are encouraged to apply)
VACANCY	ASSISTANT MANAGER: HUMAN RESOURCE SERVICES
QUALIFICATIONS/ REQUIREMENTS	*A relevant 3-year tertiary qualification in Human Resources Management * Computer Literacy * Code B Driver's License * 5-8 years relevant experience.
KEY RESPONSIBILITIES	*Ensuring compliance with legal demands with regard to HR matters *Develop and manage all HR policies, practices and procedures *HR budgeting control *Supervision on recruitment, selection, placement and managing of staff *Responsible for all HR reports *Management of Conditions of Services *Responsible for all HR activities
CORE MANAGERIAL & OCCUPATIONAL COMPETENCIES	*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
SALARY SCALE	R848 196.00 per annum Level 3 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
VACANCY	LEGAL ADVISOR
QUALIFICATIONS/ REQUIREMENTS	*Appropriate Degree in Law *Clear understanding of Local Government legislation, including Municipal Structures, Systems Acts, MFMA and a sound knowledge of Labour Law *Valid Code B drivers license
KEY RESPONSIBILITIES	*Interpretation of Local Government legislation and compliance *Drafting and interpreting of contracts *Monitoring of contracts *Implementation of a contract management system *Providing advice to relevant Council committees and structures dealing with Supply Chain Management *Monitor legislative amendments and developments *Maintain records of all legal cases *Research and analyze information to compile and formulate new and amendments to legislation required to implement council policies *Attend to correspondence pertaining to legal matters *Ensure council's awareness of all new and amended powers and exemptions by applying knowledge of all relevant legislation *Provide legal service to the Council by ensuring that draft policies and by-laws are approved by Council *Any other duties given by the supervisor. Provide legal option to Council & Council structures and sourcing of such opinions on behalf of Council from Council Service Providers
OCCUPATIONAL COMPETENCIES	*High level of integrity *Must be able to work under pressure *Sound drafting skills in contracts *Sound knowledge in administrative law *A strategic thinker *Understands transformation *Performance management skills *Leadership and negotiation skills *Good communication skills *Sensitivity for the political and strategic objectives of government, especially local government will be an added advantage *Willingness to work irregular hours *Able to work under pressure *Implementing Batho Pele principles
SALARY SCALE	R599 856.00 per annum

	Level 5 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
DEVELOPMENT PLANNING	
VACANCY	MANAGER: LOCAL ECONOMIC DEVELOPMENT
QUALIFICATIONS/ REQUIREMENTS	* A relevant 3 year tertiary qualification * Computer Literacy * Code B Driver's License * 5-8 Years relevant experience.
KEY RESPONSIBILITIES	*Develop and implement the municipality's Local Economic Development Strategy in alignment with the Integrated Development Plan (IDP) *Identify and promote investment opportunities, SMME development, and public-private partnerships *Facilitate stakeholder engagement with business forums, government departments, and development agencies *Manage LED projects, including funding applications, project implementation, and monitoring *Promote tourism, agriculture, and industrial development initiatives *Prepare reports, budgets, and performance plans for the LED unit.
CORE MANAGERIAL & OCCUPATIONAL COMPETENCIES	*Must have a proven experience in project management, stakeholder engagement, and economic research.
SALARY	R981 300.00 per annum Level 2 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
VACANCY	MANAGER: SPATIAL PLANNING
QUALIFICATIONS/ REQUIREMENTS	*B. Degree/BTech in Town Planning and/or Land Administration *5-8 years' experience at a local government authority in planning and land admin field *Valid Code B driver's license
KEY RESPONSIBILITIES	*Manage the implementation of land reform within the municipal area *Prepare and manage the annual budget for the Unit *Manage the processes of land acquisition, disposal and expropriation *Land administration and management *Manage Unit staff *Engagement in Stakeholder Management.
CORE MANAGERIAL & OCCUPATIONAL COMPETENCIES	*Computer literate *Excellent communication, interpersonal relations, problem solving, negotiation and excellent report writing skills *Managerial skills *Financial skills * Knowledge of Town Planning, land administration and project management
SALARY	R981 300.00 per annum Level 2 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
VACANCY	FIELD RANGER
QUALIFICATIONS/ REQUIREMENTS	*Gr. 10 *Basic field ranger course *1-year relevant experience *Valid driver's license
KEY RESPONSIBILITIES	*Patrolling of the Boundary fence *Law enforcement *Monitoring of Game *Security of the Reserve
OCCUPATIONAL COMPETENCIES	*Must be physically fit *Must be mentally fit *Must be able to work irregular hours
SALARY SCALE	R294 444.00 per annum Level 11 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
	TECHNICAL SERVICES
VACANCY	(RE-ADVERTISEMENT) ARTISAN: LIFTS (PUBLIC FACILITY)
QUALIFICATIONS/ REQUIREMENTS	*N2 Technical Certificate *Trade Test in Mechanical or Mechatronics or Electrical *Valid driver's license *2 -5 years'

	experience in lift maintenance or servicing *Certificate in Lift Technician will serve as an advantage
KEY RESPONSIBILITIES	*Conduct routine inspections, preventive maintenance and lubrication of lift components *Diagnose and repair mechanical, electrical and electronic faults *Ensure compliance with occupational health, safety, and regulatory requirements *Maintain accurate service records, job cards, and technical documentation *Provide technical support and attend to emergency breakdowns promptly
OCCUPATIONAL COMPETENCIES	*Strong knowledge of lift systems (Mechanical, electrical, electronic) *Ability to read and interpret technical drawings and manuals *Proficiency in fault-finding and problem-solving *Commitment to safety and compliance *Good communication and teamwork skills
SALARY SCALE	R407 364.00 per annum Level 8 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
VACANCY	(RE-ADVERTISEMENT) ASSISTANT PROCESS CONTROLLER: WWTW X3
QUALIFICATIONS/ REQUIREMENTS	*Gr.12 with Math's and Science or relevant post matric qualification preferably a NTC II *Operators certificate/Wastewater 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 clarifiers *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 SCALE	R407 364.00 per annum Level 8 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
VACANCY	(RE-ADVERTISEMENT) ASSISTANT PROCESS CONTROLLER: ABSTRACTION
QUALIFICATIONS/ REQUIREMENTS	*Gr.12 with Math's 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 SCALE	R407 364.00per annum Level 8 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
CLOSING DATE	23 SEPTEMBER 2026
ENQUIRIES	MS. SA NXUMALO/ MR. ML SITHOLE Tel: 013 690 6537/6358

Please submit your completed application form, CV, certified copies of your qualifications, a certified copy of your ID, and a certified copy of your driver's license (where required) via the Municipality's official website: www.emalahleni.gov.za

Applications must be submitted through the online application portal available on the municipal website. No hand-delivered, posted, or emailed applications will be accepted.

If no response is received from Emalahleni Local Municipality within 90 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
hr/adverts/Sept 2026