

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:

TECHNICAL SERVICES	
VACANCY	PROJECT CO-ORDINATOR (WATER)
QUALIFICATIONS/ REQUIREMENTS	* Degree/National Diploma in Civil Engineering *Tertiary qualification in Project Management *Professional registration with ECSA be an advantage *3 – 5 years proven track record of civil or multi-disciplinary project experience *Municipal infrastructure projects experience will be an added advantage *Valid driver's license
KEY RESPONSIBILITIES	*Technical support and evaluation of proposed projects in alignment with the respective Municipal IDP's and the regional and provincial growth and development plans *Managing of the labour-intensive projects in line with the EPWP framework and the related reporting requirements *Arrange regular project progress meetings *Ensure compliance of all legal aspects and conditions, required from the different spheres of government *Financial administration of municipal infrastructure projects *Contract administration of consultants and contractors including feasibility and backlog studies *Programme and Project management of the infrastructure projects *Monitoring and evaluation of projects in all its spheres e.g socio economic, backlog studies, EIA, etc *implementation of operations and planning maintenance for capital infrastructure projects *Conduct site visits/meetings *Manage cash flows and committed project expenditure *Verify payment certificates and preparation of monthly payment schedule documentation *Assist with other related municipal infrastructure programmes
OCCUPATIONAL COMPETENCIES	*Good interpersonal skills *Good communication skills *Prepared to work long and irregular hours *Project management *Civil engineering *Conduct management

SALARY SCALE	R599 856.00 per annum Level 5 of Grade 6 <i>(this position is EE targeted, African females are encouraged to apply)</i>
VACANCY	PROJECT CO-ORDINATOR (ELECTRICAL)
QUALIFICATIONS/ REQUIREMENTS	* Degree/National Diploma in Electrical Engineering *Tertiary qualification in Project Management *Professional registration with ECSA be an advantage *3 – 5 years proven track record of electrical or multi-disciplinary project experience *Municipal infrastructure projects experience will be an added advantage *Valid driver's license
KEY RESPONSIBILITIES	*Technical support and evaluation of proposed projects in alignment with the respective Municipal IDP's and the regional and provincial growth and development plans *Managing of the labour-intensive projects in line with the EPWP framework and the related reporting requirements *Arrange regular project progress meetings *Ensure compliance of all legal aspects and conditions, required from the different spheres of government *Financial administration of municipal infrastructure projects *Contract administration of consultants and contractors including feasibility and backlog studies *Programme and Project management of the infrastructure projects *Monitoring and evaluation of projects in all its spheres e.g socio economic, backlog studies, EIA, etc *implementation of operations and planning maintenance for capital infrastructure projects *Conduct site visits/meetings *Manage cash flows and committed project expenditure *Verify payment certificates and preparation of monthly payment schedule documentation *Assist with other related municipal infrastructure programmes
OCCUPATIONAL COMPETENCIES	*Good interpersonal skills *Good communication skills *Prepared to work long and irregular hours *Project management *Electrical engineering *Conduct management
SALARY SCALE	R599 856.00 per annum Level 5 of Grade 6 <i>(this position is EE targeted, African females are encouraged to apply)</i>
	COMMUNITY SERVICES
VACANCY	JUNIOR LIBRARIAN (OGIES LIBRARY)
QUALIFICATIONS/ REQUIREMENTS	*3 Year Library Science or Information Management post matric qualification * Computer Literacy *Registered member of LIASA *2-3 years practical experience in Library.
KEY RESPONSIBILITIES	*Controlling library functions like receiving of books from user s and issuing new items *Sorting and filing of items *Keeping statistics *Operating the cash register and photocopy machines *Library orientation *Story hours *Shelving of non-fiction books *Provide reader and information guidance to users *Marketing and promotion of library services
OCCUPATIONAL COMPETENCIES	*Good sight, hearing and speech ability *Good interpersonal and community relations *Energetic, ability to perform manual work
SALARY	R407 364.00 per annum Level 8 of Grade 6 <i>(this position is EE targeted, African females are encouraged to apply)</i>
VACANCY	JUNIOR LIBRARIAN (KWA-GUQA LIBRARY)
QUALIFICATIONS/	*3 Year Library Science or Information Management post matric

REQUIREMENTS	qualification * Computer Literacy *Registered member of LIASA *2-3 years practical experience in Library.
KEY RESPONSIBILITIES	*Controlling library functions like receiving of books from user s and issuing new items *Sorting and filing of items *Keeping statistics *Operating the cash register and photocopy machines *Library orientation *Story hours *Shelving of non-fiction books *Provide reader and information guidance to users *Marketing and promotion of library services
OCCUPATIONAL COMPETENCIES	*Good sight, hearing and speech ability *Good interpersonal and community relations *Energetic, ability to perform manual work
SALARY	R407 364.00 per annum Level 8 of Grade 6 (this position is EE targeted, African females are encouraged to apply)
CLOSING DATE	14 OCTOBER 2026
ENQUIRIES	MS. SA NXUMALO/ MR. ML SITHOLE Tel: 013 690 6537/6358

Please submit your 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/Oct 2026