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31 August 2023

## ELUNDINI LOCAL MUNICIPALITY

### INTERNAL ADVERTISEMENT

The Elundini Local Municipality a category B Municipality, incorporating Nqanqarhu, Ugie, Tlokoeng and parts of Tsolo and Qumbu with its seats in Nqanqarhu, invites applications from experienced, qualified and committed individuals to the following positions:

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

1. **MANAGER: LEGAL & COMPLIANCE (TASK GRADE 18)**  
(NQANQARHU OFFICE x 1)  
ANNUAL BASIC SALARY R 891 375 .48 – R 1 157 086 .80

**MINIMUM REQUIREMENTS:** • Grade 12 • Bachelor Degree in Law/LLB • Code B Driver's license • Five (5) years relevant experience of which 2 years must be in a Supervisory level.

#### KEY PERFORMANCE AREAS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- **MANAGEMENT FUNCTIONS • FORWARD PLANNING:** • Conducting research into best practices associated with the functionality and determining the appropriateness of specific policies/ procedures for implementation
- **PERSONNEL AND PERFORMANCE MANAGEMENT:** • Implementing Human Resources policies and procedures to control/ regulate workplace conflict and/or instituting corrective measures and consultation processes to address deviations from standards.
- **FINANCIAL CONTROL AND RISK MANAGEMENT:** • Monitoring and implementing corrective measures to rectify deviation acts contrary to financial regulations, audit requirements and departmental procedure
- **LEGAL AWARENESS: BY LAW FACILITATION:** • Supporting Municipal Departments in the development of bylaws assisting them in the application and incorporation of relevant legislation in drafting proposed bylaws. • Guiding Departments on the implementation of the approved bylaws.

If you are aware of any instances of fraud or corruption in the municipality, report anonymously to:  
Freecall: 0800 117844 | SMS 32840 | Email: elundini@tip-offs.com | Freepost: KZN138 Umhlanga Rocks 4320  
All correspondence must be addressed to the Municipal Manager

- **LEGAL ADVICE:** • Supervising legal research and analysis, identifying important issues, and apprising the operational departments of emerging legal trends from court decisions and tendering advice to avoid unnecessary litigation. • Formulating legal opinions and recommending guidelines to resolve issues e.g. drafting agreements, undertakings etc. • Advising on the matters of preferring appeals in superior courts and in the matter of taking recourse to other legal remedies.
- **LEGAL COMPLIANCE:** • Managing the alignment and implementation of key legal requirements concerning upholding the image and/or maintaining positive perceptions of the municipality. • Participation in the municipality's disciplinary board, provide guidance on the application of legislations, conducting investigations related to allegations of financial misconduct and input into the development of the disciplinary board report for submission to Council.
- **PAIA COMPLIANCE:** • Managing responses to requests for information from the general public through source responses within legal parameters and approves responses on behalf of the municipality.
- **LEGAL COMMUNICATION:** • Communicating responses through the collection of information and/or conducting the necessary investigation. Research, to inquires and concerns from general public, Councillors, Government Departments etc.
- **ADMINISTRATION AND REPORTING:** • Managing the quality of written documents initiated by the staff of the division by, for example, checking for grammatical errors, the relevance of content in written documents and approving these before dispatching them out of the division.

**DEPARTMENT: INFRASTRUCTURE PLANNING AND DEVELOPMENT**

**2. MANAGER: PROJECT MANAGEMENT UNIT (PMU) (TASK GRADE 18)**  
**(NQANQARHU OFFICE x 1)**  
**ANNUAL BASIC SALARY R 891 375 .48 – R 1 157 086 .80**

**MINIMUM REQUIREMENTS:** • Grade 12 • Bachelor Degree or B -Tech in Civil Engineering • Professional Registration with Engineering Council of South Africa (ECSA) • Code B Driving License • Four (4) years relevant experience of which 2 years must be in a Supervisory position.

**KEY PERFORMANCE AREAS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

- **MANAGEMENT FUNCTIONS • FORWARD PLANNING:** • Conducting research into best practices associated with the functionality and determining the appropriateness of specific policies/ procedures for implementations • Giving inputs in the alignment of the Departmental Strategy and formulation of the budget.
- **FINANCIAL CONTROL AND RISK MANAGEMENT** • Analysing trends, operating requirements and forward plans to establish/ determine funding / expenditure for the period and, consolidating the department's operating and capital budget. • Developing expenditure reports of the Section by obtaining required financial print outs and consolidating required information within the appropriate report form.
- **PERSONNEL AND PERFORMANCE MANAGEMENT:** • Defining/ adjusting the key performance indicators, job design and role boundaries of personnel against service delivery requirements.



- **CONTRACT MANAGEMENT:** ● Monitoring contractor performance against agreed terms and conditions through ongoing interaction with site personnel, on site inspections, etc and alerting the contractor to any acts of non-conformance.
- **CAPITAL AND OPERATIONAL PROJECTS MANAGEMENT:** ● Researching new construction trends, leading the development and final approval of designs, technical drawings/plans. ● Managing site inspections and attending to deviations from agreed specifications and procedures and implement corrective measures to achieve project completion.
- **APPLICATION OF SERVICE DELIVERY STANDARDS:** ● Formulating / adjusting operational plans to guide the provision of core services within the Municipality with due consideration given to capacity to sustain the quality of delivery
- **PROJECT MANAGEMENT:** ● Developing Business Plans for projects to be implemented and referring of Business Plans to the relevant stakeholder e.g. Sector Departments (COGTA - MIG etc). ● Interacting, briefing and managing diverse end users/project originators and owners in a consultative forum to facilitate participation on prioritization and decision making.
- **SOCIAL FACILITATION:** ● Monitoring all process related to the recruitment and appointment of the Community Liaison Officer (CLO) and the Local Labourers and related remuneration process. ● Implementing capacity building interventions to improve the performance of Project Steering Committee (PSC) members and the community at large.
- **RELATIONSHIP MANAGEMENT AND COMMUNICATION:** ● Participating in various meetings (Council, internal and external forums) and provides comments/ opinions on matters affecting or concerning the functionality.

### 3. MANAGER: BUILDING & CIVIL WORKS (TASK GRADE 18)

(NQANQARHU OFFICE x 1)

ANNUAL BASIC SALARY R 891 375 .48 – R 1 157 086 .80

**MINIMUM REQUIREMENTS:** ● Grade 12 ● Bachelor Degree / B - Tech Civil Engineering / Built Environment  
 ● Registered as a Professional Engineering with ECSA ● Code EB Driving licence ● Four (4) years relevant experience of which 2 years must be in a Supervisory position.

#### **KEY PERFORMANCE AREAS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

- **MANAGEMENT FUNCTION• FORWARDING PLANNING:** ● Keeping abreast with technological developments in the rehabilitation and maintenance of roads, storm-water drainage, traffic signage/markings and regulations. ● Managing the formulation of Roads and Storm-water Engineering Design proposal and, providing guidance to technical personnel on the interpretation of procedures /requirements.
- **PRODUCTIVITY PERFORMANCE AND PERSONNEL MANAGEMENT:** ● Providing on-site training to subordinates, through demonstration and practice so as to ensure that staff is continuously developed and have their skills uplifted so as to allow them to contribute positively to the organisation.

- Conducting overall planning session with staff regularly, so that future action and project become omitted to occurring as planned- and so that the desired results can be achieved.
- **FINANCIAL CONTROL:** • Evaluating the section performance against budget and addressing deviation/variances with appropriate personnel. • Managing the operational dimensions and resources and cost effectiveness of project activities against operational plans and budget.
- **BUILDING & CIVIL WORKS - CONSTRUCTION AND MAINTENANCE:** • Analysing and interpreting the project brief and interrogating legislation, regulation and other related factors requiring consideration during the design sequences • Managing all the sections plant by ensuring the vehicle tracking reports, fleet administration and fuel data captured by the Administration and Database Officer are submitted and evaluated and reported, and that plant and equipment are regularly serviced and maintained by the Plant Mechanic.
- **MONITORING PROJECT DELIVERABLES & CONTRACTS:** • Managing business plans and implementation plans for special projects and contracts in the acceptable formats. •Aligning proposals to comply with the reconstruction, maintenance and development requirements and guidelines.
- **HEALTH &SAFETY- COMPLIANCE:** • Leading incident investigating sequences, encompassing visiting locations/ sites and communicating with relevant personnel to gather relevant evidence in order to minimize future causative incidents.
- BUILDING REHABILITATION & MAINTENANCE:** • Approving building rehabilitation technical designs, plans, activities, and facilitate approval by internal stakeholder (Building Control and Health and Safety). • Inputting in the municipality's tariff scales for building plans and building rental.
- COMMUNICATION:** • Managing the establishment and the coordination of Project Steering Committees to serve as avenue to facilitate functional information and receive public comment.
- **ADMINISTRATION:** • Commenting on investigational reports and/or responses to correspondences and recommendations and/or option submitted by subordinates for query resolution.

**4. REVENUE PROTECTION OFFICER (TASK GRADE 12)**  
**(NQANQARHU OFFICE x1)**  
**ANNUAL BASIC SALARY R 388 658 .64 – R 504 500 .40**

**MINIMUM REQUIREMENTS:** • Grade 12 • N6 plus Trade test or National Diploma in Electrical Engineering / National "N" Diploma (Heavy Current) • Code C1 Driving Licence with PrDP • Three (3) years relevant experience.

**KEY PERFORMANCE AREAS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

- **OPERATIONAL FUNCTIONS- REVENUE PROTECTION OPERATIONAL EFFICIENCY:** • Verifying inspection reports on businesses and households and inputs into the development of operational plan. • Analysing inspection reports to address finding sourced in the initial inspection and recommend for approval prior to implementation.



- **INSTALLATIONS AND MAINTENANCE:** • Controlling metering activities to achieve compliance with electricity practices, rules and regulations. • Controlling the installation and commissioning of prepaid and conventional meters throughout the municipal jurisdiction.
- **METERING FUNCTION:** • Identifying and controlling municipal metering on Eskom network within Municipal jurisdiction for billing purposes. • Controlling the interaction with manufactures of electricity equipment for technical and specialist knowledge sharing.
- **STAKEHOLDERS ENGAGEMENT:** • Participating at various stakeholder engagements, related to the revenue protection function, including Department of Energy and ESKOM engagement. • Receiving and investigating complaints related to own function and/or billing sequences and coordinate resolution of complaints.
- **COMMUNICATION AND RECORDKEEPING:** • Coordinating the development of meter information for all power users and monitor the dissemination for safety and efficient use of electricity.
- **PERSONNEL AND PERFORMANCE MANAGEMENT:** • Allocating personnel to specific work tasks and make adjustments where necessary. • Coordinating staff meetings and toolbox talk to identify operational challenges, provide feedback, OHS Regulations allocate work schedule and tools of trade.

**5. INSTITUTIONAL AND SOCIAL DEVELOPMENT (ISD) FACILITATOR (TASK GRADE 11)**  
**(NQANQARHU OFFICE x 1)**  
**ANNUAL BASIC SALARY R329 209 .08 – R427 329.12**

**MINIMUM REQUIREMENTS:** • Grade 12 • National Diploma in Public Management or Public Administration or Project Management • Code B Driving Licence • Two (2) years relevant experience.

**KEY PERFORMANCE AREAS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:**

- **SOCIAL FACILITATION:** • Coordinating and Conducting baseline survey in the ward where the project will be implemented, collect the information and submitting it to immediate superior for further processing. • Drafting community and stakeholder mapping in consultation with the concerned ward councillor(s) and submit to immediate superior for approval
- **CAPACITY BUILDING:** • Developing and updating database of all employed local labourers. • Conducting skills audit on local labourers to determine training needs which will guide the required training.
- **PROJECT INSTITUTIONAL MECHANISMS:** • Coordinating the establishment of Project Steering Committee (PSC) consisting of community leaders, contractor, Community Liaison Officer (CLO) and community members selected by their community • Developing sitting schedule for project steering committees and coordinating the seating of project steering committee meetings as per adopted schedule.
- **PLANNING - ISO PROJECTS •:** Keeping abreast with technological and ISO project developments and legislative imperatives supporting community improvement and upgrade of core essential services.
- **ISD- CAPITAL PROJECTS- SUPPORT SERVICES:** • Monitoring project progress through analysis and evaluation of reports and schedules received from the relevant managers and conducting of site observations and attending to deviations from agreed specifications and procedures through the implementation of corrective measures.



- **RELATIONSHIP MANAGEMENT AND COMMUNICATION:** • Drafting sectional plan(s), financial and non-financial reports, to the immediate superior and other EPWP stakeholders within and outside of the municipality.

**THIS IS TO CLARIFY THE FOLLOWING ISSUES REGARDING THE INTERNAL ADVERTISEMENT:**

1. Internal candidates to attach proof of address and a sworn affidavit that they are born and bred at Elundini Municipality and those who are on EPWP, Internship and Experiential Learners must attach their contracts of employment.
2. Any internal candidate who gets appointed into any of the positions will be remunerated in terms of the advertisement and shall not move with his/her salary into the new position.
3. To be eligible to apply an employee must have completed at least 12 months period in the current position.

**VALUE STATEMENT**

"The Elundini Municipality subscribes to high morals and principles to promote and maintain integrity of the Municipality"

**EMPLOYMENT EQUITY STATEMENT:**

Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons. Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found. The Council nevertheless appreciates the interest shown by applicants.

Applications should be addressed to:

**Manager: Human Resources Management and Development**

Elundini Local Municipality

P.O. Box 1

**Nqanqarhu**

5480

**APPLICANTS MAY ALSO SUBMIT THEIR APPLICATIONS IN OUR MUNICIPAL SATELLITE OFFICES  
IN UGIE OFFICE AND TLOKOENG OFFICE**

**Faxed/ Emailed applications will not be accepted.**

**NB: For enquiries you can contact the Recruitment and Selection Officer: Ms. L. Sam at (045) 932 8192/8118 during office hours.**

**Tel. No: (045) 932 8100**

**CLOSING DATE: THURSDAY, 07 SEPTEMBER 2023 @ 16h00**

