



Physical Address: No. 01 Seller Street | Nqanqarhu | 5480

Postal Address: P.O. Box 1 | Nqanqarhu | 5480

Tel: 045 9328100 | Fax: 045 9321094

Social Media | Facebook: @Elundini Local Municipality | X: @ElundiniLM  
| YouTube Channel: @Elundini Local Municipality | Instagram: @elundini\_lm

12 January 2024

## **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:

#### **INFRASTRUCTURE PLANNING AND DEVELOPMENT**

##### **1. PMU TECHNICIAN (TASK GRADE 12)**

**ANNUAL BASIC SALARY R 388 658.64 – R 504 500.40**

**MINIMUM REQUIREMENTS:** • Three Year National Diploma in Civil Engineering • Code EB driving license • Computer Literacy • Three (3) year relevant experience.

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

##### **• PROJECT MANAGEMENT FUNCTIONS • PROJECT PLANNING & COORDINATION:** •

Assessing and consulting on the prioritization of project applications for the Municipalities with a view to guiding and facilitating the process • Mapping out project key performance areas, deliverables and time frames and/or attending to the approval and implementation sequences.

**• CONTRACT MANAGEMENT:** • Participating in an advisory capacity in the appointment process and briefing parties (Consultants/ Contractors, etc) on the terms and scope of such appointments and evaluating, investigating and approving submissions on progress, performance and costs. • Implementing procedures to administer contracts and the processing of completion certificates and, verifying outcomes prior to approving payment certificates.

**• PROJECTS IMPLEMENTATION MONITORING AND EVALUATION:** • Project- managing labor- intensive projects in line with the EPWP framework and related reporting requirements  
• Maintaining project performance data on a national database.

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*





• **GENERAL FUNCTIONS • RELATIONSHIP MANAGEMENT AND COMMUNICATION:** •

Coordinating the set-up and implementation of local structures such as project steering committees, roads forum, etc to serve as avenue to facilitate functional information and receive public comment.

• **ADMINISTRATION:** • Compiling investigational reports and /or responses to correspondences and queries, undertaking research and extracting information and records to support content, recommendations and/or opinion.

**BUDGET & TREASURY OFFICE**

**2. CASHIER (TASK GRADE 06) (TLOKOENG OFFICE)**

**ANNUAL BASIC SALARY R 161 617.92 – R 209 800.32**

**MINIMUM REQUIREMENTS:** • Grade 12 • 1 Year Certificate in Accounting • Computer Literacy • One (1) year relevant experience.

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

• **DEBTOR ACCOUNTS:** • Accepting cash payments over the counter, giving change as an appropriate and issuing receipt. Follows the same process on receipt of cheque payments, through post or at counter, ensuring that amounts are accurate and cheques completed correctly before issuing a receipt. • Receiving payments and issuing receipts for graves on receipt of burial orders. • Keeping and maintaining cash file for audit purposes.

• **ELECTRICITY SALES:** • Calculating balance and explaining transactional recordings and penalties applicable and / or providing information on specific products / services e.g. purchasing electricity and tender documents.

• **OFFICE ADMINISTRATION COMMUNICATION & ENQUIRIES:** • Responding to enquiries made telephonically by the public / consumers by referring and checking on computer and records on hand and through collection of factual information. • Maintaining files of amended and manual receipts by filling in alphabetical numerical order, making these easily accessible.

• **RECONCILIATION AND BANKING:** • Sorting receipts in numerical order, adding and balancing same.

•**GENERAL FUNCTIONS ADMINISTRATION & REPORTING:** • Compiling reports and / or responses to specific correspondences and queries, extracting information and records to support content and recommendations.

**COMMUNITY SERVICES DEPARTMENT**

**3. GENERAL WORKER (TASK GRADE 03) UGIE OFFICE  
ANNUAL BASIC SALARY R128 142.72 – R137 588.40**


**MINIMUM REQUIREMENTS:** • Grade 5 or Std 3 • 6 weeks relevant experience.

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

- **STREET CLEANING MAINTENANCE ACTIVITIES:** • Receiving instructions/guidance from the supervisor regarding designated areas, personal protective equipment and workflow sequences • Sweeping streets and pavements and clearing of litter using prescribe equipment such as broom, litter spikes, dustpan, refuse bags etc.
- **REFUSE COLLECTION ACTIVITIES:** • Collecting refuse from business premises through lifting mobile waste containers, gathering and loading refuse bags into vehicle.
- **TOOL AND EQUIPMENT STORAGE/ CARE:** • Removing debris/ dirt from tools and containers before storage. • Inspecting tools for defects and report to immediate superior.

**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

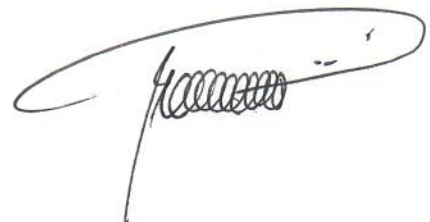
**NB: APPLICATIONS MAY ALSO BE DROPPED AT OUR RECRUITMENT APPLICATION DROPBOXES AT THE MUNICIPAL SATELLITE OFFICES IN UGIE AND TLOKOENG**

**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: 19 January 2024 @ 16h00**

A handwritten signature in black ink, appearing to be 'L. Sam', written over a large, light-colored oval scribble.