

13 August 2026

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:

COMMUNITY SERVICES DEPARTMENT

A. SUPERINTENDENT - SECURITY SERVICES (EPWP) X 1

NQANQARHU

TWELVE (12) MONTHS CONTRACT

STIPEND – R 9 000. 00 pm

MINIMUM REQUIREMENTS:

- Grade 12
- National Diploma in Safety and Security Management or equivalent qualification.
- Security Training Certificate (Grade A or B)
- Valid PSIRA Registration Certificate
- Valid Firearm Competency Certificate / Firearm Licence
- Valid Code B Driver's Licence
- Computer literacy
- Two (2) years' relevant supervisory experience in a security environment
- No criminal record.

KEY PERFORMANCE AREAS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- Supervise and coordinate security personnel to ensure the protection of municipal assets, property, employees, councillors, visitors and municipal facilities
- Monitor access control, patrols, occurrence registers, incident reports and security operations to ensure compliance with municipal security procedures
- Identify and respond to security risks, investigate incidents and implement appropriate corrective measures.
- Prepare duty rosters, conduct inspections and monitor staff performance to ensure effective security service delivery
- Liaise with the South African Police Service, law enforcement agencies and other stakeholders on security-related matters
- Assist with the planning, implementation and monitoring of security programmes and operational plans.

If you are aware of any instances of fraud or corruption in the municipality, report anonymously to the National Anti-Corruption Hotline on 0800 701 701 OR Send an email to fraudhotline@elundini.gov.za
All correspondence must be addressed to the Municipal Manager

B. TEAM LEADER - SECURITY SERVICES (EPWP) X 6

NQANQARHU (X 2), TLOKOENG (X 2), UGIE (X 2)

TWELVE (12) MONTHS CONTRACT

STIPEND: R 7 500. 00 per month

MINIMUM REQUIREMENTS:

• Grade 12 • Security Training Certificate: Grade A or Grade B • Valid PSIRA Registration Certificate • Valid Firearm Competency Certificate and/or Firearm Licence • Valid Code B Driver's Licence • Computer literacy • At least two (2) years' relevant experience in a security environment, preferably in a supervisory or team-leading capacity • No criminal record.

KEY PERFORMANCE AREAS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

• Supervise and coordinate security guards during daily operations and ensure effective deployment according to approved duty rosters. • Monitor access control, patrols and security posts and ensure that security procedures are followed • Conduct regular inspections of security personnel and municipal facilities and report any security risks, incidents or breaches to the Superintendent. • Maintain and check occurrence books, incident reports and other required security records. • Report security incidents and assist with appropriate responses and follow-up actions.

• Ensure that security personnel are properly equipped, punctual and present at their assigned posts. • Assist the Superintendent with the implementation of security programmes, operational plans and instructions. • Liaise with municipal officials, security personnel, SAPS and other relevant stakeholders when required. • Perform any other duties related to security services as assigned by the Superintendent or authorised municipal official.

C. SECURITY GUARDS (EPWP) X 50

NQANQARHU (X 15) TLOKOENG (X 22) UGIE (X 13)

TWELVE (12) MONTHS CONTRACT

STIPEND R 5 895. 00 per month

MINIMUM REQUIREMENTS: • Grade 9 • Security Guard Qualification / Certificate (Grade D) Recognised by the Security industry Authority • Valid PSIRA Certificate • Proof of medical fitness from a registered Medical Practitioner • Twelve (12) months relevant security experience. No criminal record.



KEY PERFORMANCE AREAS INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

- Safeguard municipal assets and properties in all designated sites. Recording of incoming and outgoing equipment / assets in the inventory control book
- Updating occurrence registers, inserting routine details of activities and / or incidents
- Controlling the entry / exit of personnel / visitors from the premises.
- Search vehicles on arrival and departure.
- Communicating with the public to follow relevant queues or directing them to the relevant office.
- Recording of incoming and outgoing equipment / assets in the inventory control book.
- Updating occurrence registers, inserting routine details of activities and / or incidents.
- Controlling the entry / exit of personnel / visitors from the premises.
- Search vehicle on arrival and departure.
- Communicating with the Public to follow relevant queues or directing them to the relevant office.
- Monitoring of perceived risks and threats against the employees, Councillors, important delegations and council property.
- Protect and secure entry and departure of the movement of persons in and out of the municipal buildings.
- Applying Security Protocol within the municipality ensuring quality control of movement by employees, councillors and important delegations.

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

Applicants are to attach proof of address and a sworn affidavit that they are born and bred at Elundini Municipality.

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:

DIRECTOR CORPORATE SERVICES

Elundini Local Municipality

P.O. Box 1

NQANQARHU

5480

NB:

APPLICATIONS MAY BE DROPPED AT OUR RECRUITMENT APPLICATION BOXES AT THE MUNICIPAL OFFICES IN NQANQARHU, UGIE AND TLOKOENG

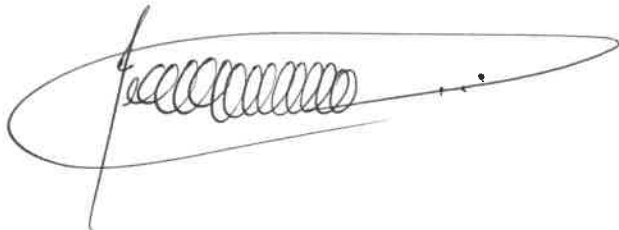
APPLICANTS ARE ALSO ENCOURAGED TO APPLY CLOSE TO THEIR PLACE OF RESIDENCE AND TO INDICATE LOCATION PREFERENCE

Faxed/ Emailed applications will not be accepted.

NB: For enquiries you can contact the Recruitment and Selection Officer: Ms. Linda Sam at (045) 932 8192/8191 during office hours.

Tel. No: (045) 932 8100

Closing Date: 21 August 2026 @ 16h00

A handwritten signature in black ink, featuring a large, stylized 'L' or 'S' shape with a series of loops and a long horizontal stroke extending to the right.