



Vaal River City, the Cradle of Human Rights

CIRCULAR 3/2021

INTERNAL ONLY

EMFULENI LOCAL MUNICIPALITY, WITH ITS HEAD OFFICE SITUATED IN VANDERBIJLPARK, INVITES SUITABLY QUALIFIED CANDIDATES TO APPLY FOR THE FOLLOWING POSITIONS:

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| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE EXECUTIVE MAYOR |
| 1. POSITION | CHIEF OF STAFF (1 POST) REF.C3/MAYOR |
| SALARY | Job level 2 of a grade 11 Local Authority R1 219 828.33 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package) |
| REQUIREMENTS | B. Degree in Public Administration/Political Science/Law or equivalent qualification. Valid Driver's License. |
| COMPETENCIES | Ability to communicate in writing and verbally with various political officials, members of the Public. Good organizing and project management skills, good command of English, problem solving skills and liaison with other stakeholders. Knowledge relating to the relevant in the political environment. |
| EXPERIENCE | 5-10 years (At least 5 years working experience of which 2 years should be at a managerial level in a relevant field or political environment). |
| DUTIES | To ensure administrative functionality, competency and compliance with the guidelines and procedures in line with the political mandate of the office and to meet specific reporting deadlines. Leading the office of the Executive Mayor in developing scheduled political programmes in response to the political mandate of the office. Provide political, administrative, policy and strategic support to the Executive Mayor and Mayoral Committee. Provide administrative support to the office, coordinate records management within the office. Provide high standard of efficiency when dealing with other arms of government and creating a general professional atmosphere at all times and act as liaison. Receive all guests of the Executive Mayor in such a manner that the professional atmosphere at all time is maintained. Develop and maintain system for storage and prompt retrieval of information which also track incoming and outgoing mail. Ensure that appointments are coordinated with the Executive Secretary to ensure effective diary management. Oversee arrangement for meetings. Attend relevant departmental and senior management meetings. Support the Executive Mayor by providing strategic advice and professional opinion. To oversee the proper management of the Executive Mayor's office. Act as a link between the Executive Mayor, members of the mayoral committee, Municipal Manager's office, head of the clusters and sector department outside Emfuleni Local Municipality. |
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| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE EXECUTIVE MAYOR |
| 2. POSITION | ASSISTANT MANAGER : MONITORING AND EVALUATION(1 POST) REF.C3/VALUA |
| SALARY | Job level 3 of a grade 11 Local Authority R1 098 005.26 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package) |
| REQUIREMENTS | B. Degree in Public Administration/Political Science/Law or equivalent qualification. Valid Driver's License. |
| COMPETENCIES | Political Management, Human Relations, Conflict Resolution, Communication Skills, Excellent oral and influencing skills, Fundamental project management skills, Project management tools & techniques, Build and manage interpersonal relationships and Ability to influence and win respect |
| EXPERIENCE | 5-10 years (At least 5 years working experience of which 2 years should be at a managerial level in a relevant field or political environment). |
| DUTIES | To ensure administrative functionality, competency and compliance with the guidelines and procedures in line with the achievement of visible sustainable service delivery to all residents, consumers and rate payers within Emfuleni Local Municipality. To analyze community trends within Emfuleni Local Municipality and to interpret and advise the Executive Mayor of the overall implications. Monitor the implementation of Strategies. Projects and Programmes across the Municipality and advise the Executive Mayor on progress, problems, deviations and possible actions to be taken. Conduct analysis to ensure that the IDP incorporates planned Strategies and Programmes and that it is aligned with the District, Provincial and National Priorities. Participate in the review of IDP. Under the supervision of the Executive Mayor, the Monitoring and Evaluation Manager will be responsible for the monitoring of Municipal Performance Indicators to identify |

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| | gaps in information and make recommendations for collection of this data. Prepare reports for submission to Political Office Bearers and the Municipal Manager. Establish a Monitoring and Evaluation Framework to ensure effective implementation. Produce monthly, quarterly and annual Monitoring and Evaluation Reports based on agreed Indicators that will guide decision making and programme implementation. Work with partners to ensure the collection of relevant and appropriate data which is needed for an effective Monitoring and Evaluation System. Coordinate as appropriate, to ensure that current information and indicators to monitor the Municipality's performance are available. Participate in Monitoring and Evaluation meetings as an Advisor and Ex-Officio Member and Manages the hotline service of the Municipality. |
| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE EXECUTIVE MAYOR |
| 3. POSITION | SENIOR ADMIN OFFICER: SPECIAL PROJECTS (1 POST) REF.C3/RSPL |
| SALARY | Job level 5/4 of a grade 11 Local Authority R 841 524 .78 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package). |
| REQUIREMENTS | B. Degree in Public Administration/Political Science/Law or equivalent qualification. Valid Driver's License. |
| COMPETENCIES | Ability to communicate in writing and verbally with various political officials, members of the Public. Good organizing and project management skills, good command of English, problem solving skills and liaison with other stakeholders. Knowledge relating to the political environment. |
| EXPERIENCE | 5 years experience |
| DUTIES | Provide political research, policy and strategic advice to the Executive Mayor and Mayoral Committees. Formulate systems and guidelines for executive protocol. Development of research agenda for the office of the Mayor. Complement the political and research need of the Mayoral Committee members and relevant clusters and departments. Ensure effective coordination of tasks in support of the political mandate of the office. Management and application of protocol and etiquette. Conducting policy analysis and information management. Provide political, research, policy and strategic advice to the Executive Mayor and Mayoral Committees. Assist with oversight work and to translate information into knowledge, interpret policy into tools of analysis in order that the Executive Mayor and Members of Mayoral committee can perform their functions, their political responsibilities and duties. Actively lead and manage projects including formulation of protocol for Interact with various stakeholders in local government, other spheres of government and other organs of state. Collect and synthesis research material. Undertake any other tasks as delegated by the Senior Structures. Formulate systems and guidelines for executive protocol in events office, municipal-wide programmes and council sittings. Development of research agenda for the office of the Executive Mayor. Complement the political and research needs of Mayoral Committee members and relevant departments by writing speeches, opinion papers, media statements etc. Supporting the political and oversight work of the Executive Mayor by conducting relevant research. Respond to the research needs of the Executive Mayor and Mayoral Committees members by assisting them in developing high quality political research documents, briefing notes, analysis of legislation, policy developments and strategic planning. Ensure a professionally managed and politically organized office of the Executive Mayor in meeting the mandate of the office. |
| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE EXECUTIVE MAYOR |
| 4. POSITION | MAYORAL SPOKESPERSON (1 POST) REF.C3/SPOKES |
| SALARY | Job level 3 of a grade 11 Local Authority R1 098 005.26 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package). |
| REQUIREMENTS | B. Degree in Public Relations/Communications or equivalent qualification. Valid Driver's License |
| COMPETENCIES | Human Relations, Conflict Resolution, Emotional Intelligence, Communication Skills, Writing and editing, Excellent oral and influencing skills, Excellent IT skills, including Word, Excel and Power-point with the ability quickly to learn new packages as required |
| EXPERIENCE | 5-10 years (At least 5 years working experience of which 2 years should be at a managerial level in a relevant field or political environment). |
| DUTIES | Provide direct communication within the Office; Communicate decisions taken in the Office through: Production of communication scripts to consistently disseminate key decisions taken; and coordination of the delivery of those scripts to employees. Construct "Service Offering Profiles" of all initiatives undertaken by the Office such that: Profiles are presented; Programmes are profiled each month; and -Profiles and promote the image and reputation of them municipality to all Stakeholders. Produce case studies and promote success stories which represent achievements to all Stakeholders in the Emfuleni Local Municipality and Gauteng; Prepare or edit publications for internal and external audiences; Respond to requests for information from the media or designate another appropriate Spokesperson or information source; Establish and maintain cooperative relationships with representatives of community and public interest groups Plan and conduct public opinion research to test services or determine potential for success, communicating results to the Executive Mayor; To communicate with the Media, arrange and attend press conferences and appear for media interviews; Correspond with individuals and groups and constantly interact with others so as to keep a smooth flow of information between the Office and the Public; Be the public face of the Office; In case of any disaster or a scenario where |

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| | the Municipality's reputation is on the line, to handle damage control measures, thereby assuring the public and Stakeholders that they need not worry; and Be aware of Municipal Policies, Strategies and know what stand to take so that a positive public image is maintained. |
| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE EXECUTIVE MAYOR |
| 5. POSITION | POLITICAL ADVISOR (1 POST) REF.C3/ADVIC |
| SALARY | Job level 5/4 of a grade 11 Local Authority R841 524.78 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package). |
| REQUIREMENTS | National Diploma/B. Degree in Public Administration/ Political Science/Policy or equivalent qualification. Valid Driver's License. |
| COMPETENCIES | Political Management, Human Relations, Conflict Resolution, Communication Skills, Excellent oral and influencing skills, |
| EXPERIENCE | 5 years' experience in the relevant field |
| DUTIES | Contribute to the development of political management strategy and work to maintain a positive reputation of political heads. Arrange meetings and produce papers and follow up actions as required. Undertake any other political management duties and responsibilities appropriate to the post. Undertake research to meet the political environment of Emfuleni Local Municipality political heads, so that they are able to undertake their duties efficiently and effectively. Contribute to the planning, organising and delivery of Political head events and seminars. |
| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE EXECUTIVE MAYOR |
| 6. POSITION | SPEECH WRITER (1 POST) REF.C3/SPEECH |
| SALARY | Job level 5 of a grade 11 Local Authority R841 524.78 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package). |
| REQUIREMENTS | National Diploma/B. Degree in Public Administration/ Political Science/Policy or equivalent qualification. Valid Driver's License. |
| COMPETENCIES | Political Management, Human Relations, Conflict Resolution, Communication Skills, Excellent oral and influencing skills, |
| EXPERIENCE | 5 years' experience I the relevant field |
| DUTIES | Writes, edits and prepares a range of documents including speeches, feature addresses, speaking notes, briefs, messages, letters, releases, PowerPoint presentations, articles and other communications documents. Researches the materials required for the writing and editing of all speeches/communications documents and provide input for the analysis required for the development, implementation, review and evaluation of new and existing policies. Sources information-related issues in reports (local, regional and international), the electronic print and other media at libraries and other archives for reference and record keeping purposes. Submits speeches and other communications documents within timelines given. Reviews speeches and other communications documents to ensure that information is relevant, up to date and addresses national and other issues as required. Maintains indexed archive file of all speeches/communication documents. Performs all the related queries as required by the position |
| CLUSTER | POLICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE EXECUTIVE MAYOR |
| 7.POSITION | SENIOR ADMINISTRATION OFFICER: PROJECTS (1 POST) REF.C3/SPROJ |
| SALARY | Job level 5/4 of a grade 11 Local Authority R841 524.78 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package). |
| REQUIREMENTS | National Diploma/B. Degree in Public Administration/ Political Science/Policy or equivalent qualification. Valid Driver's License. |
| COMPETENCIES | Leadership Skills, Supervisory Skills, Negotiations. Organizational, events management, project management, communication, report writing and advance computer skills. |
| EXPERIENCE | 5-10 years` experience in Project Management |
| DUTIES | Lead and manage all the mayoral special projects including legacy projects and general office programmes. Coordinate the administrative functioning of the office to have adequate administrative and logistical support. Design, develop and implement all the Mayor's special projects and provide advice on the subject matter. Provide leadership and political content to the work of NGO's stakeholders in Emfuleni area. Coordinate all programmes and projects within the Mayor's office. Act a single point of contact on projects and coordinate the work and project of other departments. Responsibility for International Relations and Intergovernmental relations including managing and supervising twinning agreements. Ensure that sufficient coverage of projects and programmes are undertaken to compliments inline and in keeping with the political mandate of the office. Ability to interpret national and provincial agenda and mandate. Willing to work long hours with high |

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| | level of accuracy. |
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| CLUSTER | POLICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE EXECUTIVE MAYOR |
| 8.POSITION | SENIOR ADMINISTRATION OFFICER PROTOCOL AND EVENTS (1 POST) REF.C3/PROTO |
| SALARY | Job level 5/4 of a grade 11 Local Authority R841 524.78 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package). |
| REQUIREMENTS | National Diploma/B. Degree in Public Administration/ Political Science/Policy or equivalent qualification. Valid Driver's License. |
| COMPETENCIES | Leadership Skills, Supervisory Skills, Negotiations. Organizational, events management, project management, communication, report writing and advance computer skills. |
| EXPERIENCE | 5-10 years` experience in the field. |
| DUTIES | Leading the implementation of the Emfuleni Local Municipality protocol and etiquette. Assist with the facilitation and condition of the Executive Mayor to foreign countries on trade missions. Ensure that the Municipality adhere to the best practice etiquette. Facilitate the relationships between Emfuleni Local Municipality and other country's municipalities. Ensure all protocol rules are adhered at the Emfuleni Local Municipality. Coordinate multiple events from beginning to end, stakeholders briefings, generating theme ideas for various events where necessary deal with the unexpected, develop and organize ideas for the next event with all internal and external. Coordinating protocol and etiquette training and workshops. Continuously benchmarking protocol activities against internationally accepted protocol standard. Ensuring that the highest level of integrity and confidentiality is maintained in dealing with sensitive information. Defining infrastructure need of protocol. Fulfilling the coordination and the productions of events from conception. Perform a variety of administrative duties to complement the administrative and management functions of the office. |
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| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE EXECUTIVE MAYOR |
| 9.POSITION | EXECUTIVE SECRETARY (1 POST) REF. C3/EXEC |
| SALARY | Job level 07 of a Grade 11 Local Authority R519 300 (Calculated up to a maximum total cost to council per annum inclusive of Housing subsidy and benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 12 and National Diploma in Secretarial/Administration or equivalent qualification. EB Drivers License (will be an added advantage) |
| COMPETENCIES | Computer Literate in MS Word, MS Excel, MS PowerPoint and Spreadsheets. Decision making skills. Effective verbal, listening and written communication skills. Ability to be discrete and maintain high levels of confidentiality. People orientated and self driven individual with the ability to perform., Ability to access each circumstance in order to assist, advise and refer to other clusters on a daily basis (Inclusive of communication to Senior Management, Officials or members of the public). |
| EXPERIENCE | 3-5 years experience in administration. |
| DUTIES | General Office Management and administration to ensure the smooth running of the office of the Executive Mayor. Handle telephone calls and control access to the Executive Mayor. Prioritize appointments and keep electronic diary. Organize and co-ordinate meetings, conferences functions and take minutes. Maintain confidentiality, keep filing system and update registers and control systems for the Executive Mayor. Prepare routine correspondence and compile other information as requested by the Executive Mayor. Perform other relevant administrative duties as requested by the Executive Mayor. Precision and excellence in execution, ability to handle stress related job and long working hours |
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| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE EXECUTIVE MAYOR |
| 10.POSITION | GENERAL WORKER (1 POST) REF. C3/GEN |
| SALARY | Job level 16 of a Grade 11 Local Authority R242 772.00 (Calculated up to a maximum total cost to council per annum inclusive of Housing subsidy and benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 8 or abet certificate |
| EXPERIENCE | 1-2 years experience. |
| DUTIES | Keep the Executive Mayors and Managers office environment clean. Prepare and serve tea for Executive Mayor for all meetings including Mayoral Committee Meeting. Empty the Executive Mayors bins. Keep stock of the Mayors domestic needs. Mop or sweep the Executive Mayor's office floor. Polish the Executive Mayors and the Managers furniture. Ensure a healthy and conducive environment of work. |
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| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE SPEAKER |
| 11. POSITION | MANAGER: SPEAKERS OFFICE (1 POST) REF.C3/SPOF |

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| SALARY | Job level 2 of a grade 11 Local Authority R1 219 828.33 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package) |
| REQUIREMENTS | B. Tech Degree in Public Management or equivalent qualification. Must have a Driver's License |
| COMPETENCIES | Ability to communicate in writing and verbally with various political officials and members of the Public. Good organizing and project management skills, good command of English, problem solving skills and liaison with other stakeholders. Knowledge relating to the relevant field or environmental management |
| EXPERIENCE | 5-10 years in the relevant field |
| DUTIES | Manage and supervise senior administrators and the rest of the staff regarding the submissions of all information required by the Municipal Manager, Mayoral Committee, Council, Councilors, Executive Directors, National Government, Provincial Government and members of the Community so that communication is effective and deadlines are met on time. Ensure that all deadlines are met and submitted to the Speakers for approval. Furthermore monitor that various sections in the office of the speaker implement of Senior Management, Mayoral and Council resolution so that the speaker and the Municipal Manager are kept informed of the unit progress. Thoroughly scrutinize all reports and resolutions on Mayoral and council agendas and minutes. Manage and control office budget of all units in the office of the speaker as well as various budget task delegated by the Municipal Manager so that there is full control of finances. Approve and certify documents for purchase and payments. Advices the Council Speaker in matters both politically and administratively to ensure that there is development, sound running of the Municipality and improved service delivery within the council and the communities. Serve as a link between the administrative wing and political wing. Manage and develop office SDBIP's so that proper budget systems and programmes are in place and that there senior staff account quarterly. Ensure that the office budget is in line with the SDBIP's. Must be able to work under pressure. |
| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE SPEAKER |
| 12. POSITION | ASSISTANT MANAGER: SPEAKERS OFFICE (1 POST) REF.C3./SPKR |
| SALARY | Job level 3 of a grade 11 Local Authority R1 098.005.26 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package) |
| REQUIREMENTS | B. Tech Degree in Human Resource/Public Management/Governance Management or equivalent qualification. Must have a Driver's License. |
| COMPETENCIES | Ability to communicate in writing and verbally with various political officials, members of the Public. Good organizing and project management skills, good command of English, problem solving skills and liaison with other stakeholders. Knowledge relating to the relevant field or environmental management |
| EXPERIENCE | 5-10 years in the relevant field |
| DUTIES | Ensure effective coordination of tasks in support of the political office, Management and application of protocol. Conduct policy analysis and information management. Assist all units in the execution of their respective tasks. Advice, lead and manage projects. Interact with various stakeholders in all the three spheres of government. Undertake any other duties as delegated by the senior structures. Formulate systems and guidelines for executive protocol in events and office and municipal wide programmes and Council sittings. Develop framework for interpreting legislation, submissions made stakeholders. Respond to community needs and advise the speaker accordingly. Assist the Speaker in the management of his diary. Provide political guidance with a view of providing and maintain approved political administrative procedures. To ensure a professionally managed and politically organized office. |
| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE SPEAKER |
| 13.POSITION | SENIOR ADMINISTRATION OFFICER: RESEARCHER (MPAC) (1 POST) REF.C3/MPAC |
| SALARY | Job level 5/4 of a grade 11 Local Authority R841 524.78 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package). |
| REQUIREMENTS | National Diploma/B. Degree in Human Resource/Public Management/Governance or equivalent qualification. Valid Driver's License |
| COMPETENCIES | Leadership Skills, Supervisory Skills, Negotiations. Organizational, events management, project management, communication, report writing. |
| EXPERIENCE | 5-10 years` experience in research and development |
| DUTIES | To manage Municipal Public Accounts Committee which comprises of Councilors and to make sure the accounting officer manages financial administration of the municipality properly according to the legislation so that the committee can function fully and approve the annual report. To benchmark with other municipalities and to share the best practices so that the Municipality is are able to excel and to provide management of Municipal funds including the adoption of new ideas. To serve research needs of the members, committee and council through pro-active and reactive research and analysis. This includes identification, initiation, conducting, coordination of research IDP Projects and the dissemination of results in a suitable format so that the standing rules are adhered to throughout to guide the chairperson and the committee on the procedural aspects as and when necessary. Manage and organize committee activities providing procedural advice, facilitating committee budget processes, capturing and drafting minutes of committee proceeding and drafting reports committee so that proper procedures are followed and that there is a proper facilitation of budgetary process. Ensure the |

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| | proper usage of municipal and committee budget. Provide legal advisory services to the committee so that the committee fully understands their role as an oversight and all legal matters related to the utilization of public funds and advice the committee regarding legal implications. Must be willing to work irregular hours. |
| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE SPEAKER |
| 14.POSITION | SENIOR/CHIEF WARD COMMITTEE CO-ORDINATOR (1 POST) REF.C3/ORDINA |
| SALARY | Job level 5/4 of a grade 11 Local Authority R841 524.78 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package). |
| REQUIREMENTS | National Diploma/B. Degree in Public Management and Governance or equivalent qualification. Valid Driver's License Code B/EB. |
| COMPETENCIES | Leadership Skills, Supervisory Skills, Negotiations. Organizational, events management, project management, communication, report writing. |
| EXPERIENCE | 5 years` experience in field. |
| DUTIES | Provide administrative support to the manager and the rest of the unit regarding submission of reports required by COGTA, DLG & H District, The Speaker, Mayoral Committee, Council, Municipal Manager, Manager in the office of the Speaker and Ward Committees so that there is effective communication and that the reports reach respective offices accordingly. Compile and consolidate reports from ward councilors and ward committees. Delegate duties to regional coordinators and admin assistants. Initiate/plan systems that will encourage a smooth running of ward Committee Unit and to ensure that there are Policies and By-Laws in place so that the office is able to reach its mandate and achieve its strategic objectives. Identify problems that hampers with effective administration of regional office and identify training needs of Ward Councillors, Ward Committees and office staff responsible for wards. Manage and control the budget of Ward Committee and Councilors unit as well as various other unit accounts delegated by the manager so that budgetary processes are kept and funds are used accordingly as prescribed in legislations. Determine availability of funds before authorizing expenditure. Manage, Control, Coordinate and monitor Councilors and ward committee by ascertaining the needs and arranging the necessary training and capacity building in order to create an environment of continued learning so that Councillors and Ward Committees are fully capacitated and are able to execute their duties diligently as per constitutional mandate. Assess training and capacity needs of both councilors and ward councilors. Monitor attendance of both councilors and ward committees. Provide protocol support to councilors and monitor and evaluate all events and programmes which require the presence of any councilors and to also be available in all events/programmes organized by other government departments from National to District level so that there is proper management of events and to ensure that security needs of councilors are adhered to. Monitoring and evaluation of all events. Must be willing to work irregular hours |
| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE COUNCIL SPEAKER |
| 15. POSITION | SENIOR ADMIN: COUNCILLORS WELFARE, TRAINING AND SUPPORT CO-ORDINATOR (1 POST) REF.C3/WELFAR |
| SALARY | Job level 5/4 of a grade 11 Local Authority R841 524.78 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package). |
| REQUIREMENTS | National Diploma in Humanities or Public Administration or equivalent qualification. Valid Driver's license |
| COMPETENCIES | Administration experience in Political office, Public Services or Local Government. Good interpersonal skills. Computer Literate (MS Word, MS Excel, MS Power-point). Decision Making skills. Effective verbal, listening and written communication skills. Ability to be discrete and maintain high levels of confidentiality. Must be willing to work under pressure |
| EXPERIENCE | 5 -10 years experience in Public administration or Humanities |
| DUTIES | Provide administration support to All Councillors in the office of the Speaker. Build capacity of Emfuleni Local Municipality Councillors to empower them in performing their duties. Conduct and arrange all trainings and workshops within the municipality and other government entities. Communicate all information relating to Councillors in any form as required at all times to keep them updated of municipal business. Offer administration support in looking after all welfare of Councillors in the institution. Mediate between the municipality, Salga, District and other government structures for councillors on all administration work. Produce timeous and accurate reports on performance based on welfare, support and capacity building of Councillors. Arrange for skills development needs of Councillors to be enrolled in learning institutions. Coordinate all the logistical related to Councillors including managing all their correspondences, attending of conferences and induction to be done for all incoming Councillors. Consult and collaborate with clusters to ensure alignment of information between Councillor's and the Municipality. |
| EXPERIENCE | 5-10 years` experience in the field. |
| DUTIES | Manage and render admin support services of the Public Participation Unit in the Speakers office. Provide support and advise the manager, assistant manager and various sections of the Municipality in Public Participation and community issues. Provide administrative support in all public activities of the Municipality. Carry out the Public Participation process of the Council. Facilitate outreach programmes for the Municipality. Engage with the community and other stakeholders on the roll out of government programmes and information. Provide support to ward councilors in mobilizing the community through the loud-hailing system. Assist ward councilors in inviting members of the Public to regular scheduled and unscheduled meetings. |
| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE COUNCIL SPEAKER |

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| 16. POSITION | SENIOR ADMIN OFFICER: PUBLIC PARTICIPATION (1 POST) REF.C3/PARTIC |
| SALARY | Job level 5/4 of a grade 11 Local Authority R841 524.78 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package). |
| REQUIREMENTS | National Diploma/B. Degree in Political Science/Public Administration/Communication Management or equivalent qualification. Valid Driver's License. |
| COMPETENCIES | Leadership Skills, Supervisory Skills, Negotiations. Organizational, events management, project management, communication, report writing. |
| EXPERIENCE | 5-10 years` experience in the field. |
| DUTIES | Manage and render admin support services of the Public Participation Unit in the Speakers office. Provide support and advise the manager, assistant manager and various sections of the Municipality in Public Participation and community issues. Provide administrative support in all public activities of the Municipality. Carry out the Public Participation process of the Council. Facilitate outreach programmes for the Municipality. Engage with the community and other stakeholders on the roll out of government programmes and information. Provide support to ward councilors in mobilizing the community through the loud-hailing system. Assist ward councilors in inviting members of the Public to regular scheduled and unscheduled meetings. |
| EXPERIENCE | 2-3 years experience in administration. |
| DUTIES | Handling of all telephone calls and controlling access to and from the Manager in the office of the Speaker. Handling the diary of the Manager in the office of the Speaker. Organizing and co-coordinating meetings, conferences, functions, travel arrangements. Maintain confidentiality and filing systems. Prepare minutes for meetings. Order office logistics i.e. order stationary, toners, papers, and other stock items. Perform other office administrative duties as per the request of the Manager in the office of the Speaker. Control of timesheets and leave related applications or arrangements of the office of the speaker. Keeping the Manager's office clean and tidy at all times. Typing and respond to all office correspondence. Prepare presentations and other office logistics. Be willing to work overtime and be able to work under pressure. |
| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE SPEAKER |
| 17.POSITION | SENIOR ADMIN OFFICE: ADMIN AND LOGISTICS (1 POST) REF.C3/ADMLOG |
| SALARY | Job level 5/4 of a grade 11 Local Authority R841 524.78 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package). |
| REQUIREMENTS | National Diploma/B. Degree in Political Science/Public Administration/Communication Management or equivalent qualification. Valid Driver's License. |
| COMPETENCIES | Leadership Skills, Supervisory Skills, Negotiations. Organizational, events management, project management, communication, report writing. |
| EXPERIENCE | 5 years` experience in the relevant field |
| DUTIES | Manage study groups in order to ensure there is properly running, informed and effective study group (Water, Sanitation and Electricity, Corporate Services, Roads and Public transport).Do Research and Advise. Manage the proper sitting of study groups so that councilors can work better in workshops for section 80 agenda as a sub-caucus of the ANC** . Ensure relevant documents are availed for councilors. Advise councilors on issues relating to the Manifesto as an adopted councilor document in ensuring that council keeps up with the electorate mandate. Read section 80 agenda before the study so as to make informed inputs. Conduct research on behalf of the Councilors in order to make informed inputs in all council meetings. Align the council program with the Manifesto. Compile and submit monthly reports to the Assistant Manager for proper accountability. |
| COMPETENCIES | Ability to communicate in writing and verbally with various political officials, members of the Public. Good organizing and project management skills, good command of English, problem solving skills and liaison with other stakeholders. Knowledge relating to the relevant field or environmental management |
| EXPERIENCE | 5 years in the relevant field |
| DUTIES | Overall Management in the Office of the Chief Whip and service Political advisor to the Chief Whip. Develop SDBIP's of the Office for proper budgeting of the office programs and accountability in every quarter. Monitors its implementation and account on them. Managing the departmental budget of the office. Ensuring that there is sufficient budget before approval. Prepares departmental reports to Executive, Caucus and progress and challenges. Preparing reports that go to the caucus on a monthly basis. Provide administrative support to the Chief Whip of the Council. Ensure that the Chief Whip is correctly advised on political issues. Serve as the Secretary of Caucus and take minutes. Provide support to the opposition Whip's: Process requests from the opposition. Manage the allocated budget to the opposition parties. Responsible for communication in the Office of the Chief Whip. The official spokesperson of the office on issues commissioned by the caucus through the Chief Whip. Edit Caucus newsletter which is produced on a quarterly basis. Edit and proofread all the articles before they are publicly consumed. Ensure the conduct of research on behalf of councilors in order to take informed decisions and develop policies that shape the council direct, whilst still managing the flow of information. Ensure proper monitoring of the integration of political decisions to and from section 80 committees: Through the Senior Admin Officer has to ensure decisions taken at political level find expressive at an administrative level. Monitor and evaluate staff in the office of the Chief Whip: Has to keep high level of discipline in the office in terms of all the Labour laws. |
| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE CHIEF WHIP |
| 18.POSITION | MANAGER: OFFICE OF THE CHIEF WHIP (1 POST) REF.C3/CHIP |

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| SALARY | Job level 2 of a grade 11 Local Authority R1 219 828.33 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package) |
| REQUIREMENTS | B. Degree in Public Administration/Political Science/Law or equivalent qualification. Valid Driver's License. |
| EXPERIENCE | 5-10 years (At least 5 years working experience of which 2 years should be at a managerial level in a relevant field or political environment). |
| DUTIES | <p>Providing strategic advice to the Chief Whip on current and broader political insight with the view of continuously moulding municipal planning processes alignment with policies outcomes. To oversee and manage the overall political guidance of Municipal Caucuses and to provide strategic direction on macro political matters within the municipality. Ensuring implementation of majority party policies and Caucus decisions within the context of relevant Constitutional and Legal Framework. Coordination and provision of political research, primarily for use by Caucus Sub-committees. Coordination and management of caucuses' activities, management of staff, budget and including caucuses resources.</p> <p>Provision and ensuring of logistic support to Parliamentary Constituency Offices (PCO's) in support of Councillors constituency work and community outreach programs. Provision of administrative and secretariat support to the TROKA (Political Management Team PMT), Act as link between the offices of the Executive Mayor and Speaker of Council Overall Management in the Office of the Chief Whip and service Political advisor to the Chief Whip. Develop SDBIP's of the Office for proper budgeting of the office programs and accountability in every quarter. Monitors its implementation and account on them. Managing the departmental budget of the office. Ensuring that there is sufficient budget before approval. Responsible for communication in the Office of the Chief Whip. The official spokesperson of the office on issues commissioned by the caucus through the Chief Whip. Edit Caucus newsletter which is produced on a quarterly basis. Edit and proofread all the articles before they are publicly consumed. Ensure the conduct of research on behalf of councillors in order to take informed decisions and develop policies that shape the council direct, whilst still managing the flow of information. Ensure proper monitoring of the integration of political decisions to and from section 80 committees:</p> <p>Through the Senior Admin Officer has to ensure decisions taken at political level find expressive at an administrative level. Monitor and evaluate staff in the office of the Chief Whip: Has to keep high level of discipline in the office in terms of all the Labour laws.</p> |
| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE CHIEF WHIP |
| 19. POSITION | ASSISTANT MANAGER: CHIEF WHIP (1 POST) REF.C3/ACHIEF |
| SALARY | Job level 3 of a grade 11 Local Authority R1 098.005.26 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package) |
| REQUIREMENTS | B. Tech Degree in Human Resource/Public Management/Governance Management or equivalent qualification.. Must have a Driver's License. |
| COMPETENCIES | Ability to communicate in writing and verbally with various political officials, members of the Public. Good organizing and project management skills, good command of English, problem solving skills and liaison with other stakeholders. Knowledge relating to the relevant field or environmental management |
| EXPERIENCE | 5-10 years in the relevant field |
| DUTIES | Ensure effective coordination of tasks in support of the political office, Conduct policy analysis and information management. Assist Caucus oversight committees in the execution of their respective tasks. Interact with various stakeholders in all the three spheres of government. Formulate systems and guidelines for caucus oversight committee activities. Respond to community needs and advise the Chief Whip accordingly. Provide political and administrative guidance with a view of ensuring effective administration. Monitor and ensure sound performance based outcomes for the Office of the Chief Whip. Formulate systems and guidelines for Caucuses Makgotla and ensure proper coordination of implementation of Resolutions by Municipal Departments. Provision and ensuring of logistic support to Parliamentary Constituency Offices (PCO's) in support of Councillors constituency work and community outreach programs. Provide Logistic support to the Multi party and manage the allocated budget to all of them. Allocate duties and perform quality control on the work delivered by officials. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning of the Office. |

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| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE CHIEF WHIP |
| 20.POSITION | SENIOR ADMIN OFFICER: CAPACITY BUILDING (1 POST) REF.C3/BUILD |
| SALARY | Job level 5/4 of a grade 11 Local Authority R841 524.78 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package). |
| REQUIREMENTS | National Diploma/B. Degree in Education/Training and Capacity Building or equivalent qualification. Driver's License Code B/EB. |
| COMPETENCIES | Leadership Skills, Supervisory Skills, Negotiations. Organizational, events management, communication, report writing and Computer skills |
| EXPERIENCE | 5 years` experience in training/capacity building field. |

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| DUTIES | Manage study groups in order to ensure there is properly running, informed and effective study group, study group of land and tribunal, SRACLIS, Petitions and Public Safety. Convene study group meeting in consultation with relevant councilor, Conduct research as directed by the office. Heading the Capacity building unit of councilors. Identifying skills gap. Finding respective academic institutions to render service. Ensuring constituency work is happening on the wards through P.C.O. Consolidating the constituency issues for referral. Support councilors administratively during the constituency work. Must be willing to work irregular hours. |
| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE CHIEF WHIP |
| 21.POSITION | SENIOR ADMIN OFFICER: MARKETING AND COMMUNICATIONS (1 POST) REF.C.3/WHIP |
| SALARY | Job level 5/4 of a grade 11 Local Authority R841 524.78 (calculated up to a maximum total cost to Council per annum inclusive of Car allowance, housing subsidy and other Benefits i.e. medical aid, U.I.F, pension, group insurance and Cell phone allowance is excluded in this package). |
| REQUIREMENTS | National Diploma/B. Degree in Marketing Management or equivalent qualification. Valid Driver's License Code B/EB. |
| COMPETENCIES | Leadership Skills, Supervisory Skills, Negotiations. Organizational, events management, project management, communication, report writing. |
| EXPERIENCE | 5-10 years` experience in Communications field. |
| DUTIES | Manage study groups in order to ensure there is properly running, informed and effective study group (Financial, Housing and GEYODI) Conduct research as directed by the office. Develop minutes and reports. Properly market the office and keep strategic communication. Ensure that AMAVA is produced on the quarterly basis. Manage corporate identity of the office. Ensure constituency work is happening on the wards through P.C.O. Consolidating the constituency issues for referral. Convening councilors on Monday's at P.C.O's. |
| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE CHIEF WHIP |
| 22. POSITION | ADMINISTRATION OFFICER (1 POST) REF.C3/AAOFF |
| SALARY | Job level 06 of a Grade 11 Local Authority R604 416.00 (calculated up to a maximum total cost to Council per annum inclusive of housing subsidy, and other Benefits i.e. medical aid, U.I.F, pension and group insurance |
| REQUIREMENTS | National Diploma/B. Degree in Office Administration/ relevant qualifications and Valid Driver's License. |
| COMPETENCIES | Technical insight of the subject. Ability to work/perform under pressure. Ability to meet the deadlines and compiling administration reports. Ability to arrange site meeting with the stakeholders which also includes agendas and minutes. Ability to resolve conflict. Computer literate. |
| EXPERIENCE | 3-5 year's experience in administration |
| DUTIES | To perform a variety of administrative duties so that a full administrative service is provided to the department. Control budget for stock and materials. Perform store keeping responsibilities/duties so that an effective store keeping system is provided in the department. Complete entry register for issuing of material and equipment and make sure that the good quality and quantity materials are delivered. Deal with telephone so that telephone communication operates in an effective manager. Liaise with IT Section to ensure the telephones are working at all time. |
| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE CHIEF WHIP |
| 23.POSITION | ADMINISTRATIVE ASSISTANT (3 POSTS) REF.C3/ADMIN |
| SALARY | Job level 09 of a Grade 11 Local Authority R423 912.00 (calculated up to a maximum total cost to Council per annum inclusive of housing subsidy, and other Benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 12 and National Diploma in Administration/Office Assistant or equivalent qualification. |
| COMPETENCIES | Proven knowledge in public administration. Understanding and experience of local government. Understanding of communication channels. Possess a high degree of familiarity with Microsoft Office programmes. |
| EXPERIENCES | 2-3 years experience in administration. |
| DUTIES | Keep filing of all office documentation for administrative purposes. After every transaction, filing should be done. Arrange and prepare meetings venues/places for smooth and prosperous meetings. Make bookings in time and communicate venues to the councilors. Keep the diary of the Senior Admin Officer for proper administrative purposes. Write minutes whilst the meeting is in progress so that the Senior Admin Officer is able to follow up on the administrative issues, |
| CLUSTER | POLITICAL OFFICES |
| BUSINESS UNIT | OFFICE OF THE CHIEF WHIP |
| 24. POSITION | DRIVER/MESSENGER (1 POST) REF.C3/DDRIVA |
| SALARY | Job level 10 of a Grade 11 Local Authority R365 868.00 (Calculated up to a maximum total cost to council per annum inclusive of Housing subsidy and benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 12 and valid Driver's license. |
| COMPETENCIES | Good inter-personal skills. Good Communication skills. Ability to work under pressure and be able to read and write in various languages. Willing to work overtime. |
| EXPERIENCE | 2-3 years relevant experience as a driver. |

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| DUTIES | Collect and distribute official documents and files within the department and to other departments and depots. Liaise with the Administration Officer: Records with regard to internal and external deliveries. Collect and distribute official documents and files from all Council Venues and do deliveries within and outside the official boundaries of Emfuleni Local Municipality. Collect stock and materials from Stores as and when requested. Collect quotations from suppliers as and when required. Responsible for the Council Vehicle allocated. Other driver/delivery duties as directed. (Short listed candidates will undergo practical vehicle driving test). |
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| CLUSTER | SHARED SERVICES |
| BUSINESS UNIT | HUMAN RESOURCES (ADMINISTRATION) |
| 25.POSITION | ADMINISTRATION ASSISTANT (1 POST) REF.C3/HUMAN(RE-ADVERTISEMENT) (CANDIDATES WHO PREVIOUSLY APPLIED MUST RE-APPLY) |
| SALARY | Job level 09 of a Grade 11 Local Authority R423 912 (calculated up to a maximum total cost to Council per annum inclusive of housing subsidy, and other Benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 12 plus National Diploma in Administration/Office Assistant or equivalent qualification. |
| COMPETENCIES | Proven knowledge in public administration. Understanding and experience of local government. Understanding of communication channels. Possess a high degree of familiarity with Microsoft Office programmes. |
| EXPERIENCES | 2-3 years experience in administration. |
| DUTIES | Handling of all telephone calls and controlling access to and from the Manager: Human Resources office. Handling the diary of the Manager: Human Resources. Organizing and co-coordinating meetings, conferences, functions, travel arrangements. Maintain confidentiality and filing systems. Prepare minutes for meetings. Order office logistics i.e. order stationary, toners, papers, and other stock items. Perform other office administrative duties as per the request of the Manager: Human Resources. Control of timesheets and leave related applications or arrangements of the Human Resources Department. Keeping the Manager's office clean and tidy at all times. Typing and respond to all office correspondence. Prepare presentations and other office logistics. Be willing to work overtime and be able to work under |

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| CLUSTER | SHARED SERVICES |
| BUSINESS UNIT | HUMAN RESOURCES (BENEFITS) |
| 26. POSITION | DRIVER/MESSENGER (1 POST) REF.C3/BENEFIT(RE-ADVERTISEMENT) (CANDIDATES WHO PREVIOUSLY APPLIED MUST RE-APPLY) |
| SALARY | Job level 10 of a Grade 11 Local Authority R365 868 (Calculated up to a maximum total cost to council per annum inclusive of Housing subsidy and benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 12/NQF level 4 certificate and valid driver's license. |
| COMPETENCIES | Good inter-personal skills. Good Communication skills. Ability to work under pressure and be able to read and write in various languages |
| EXPERIENCE | 2-3 years relevant experience as a driver. |
| DUTIES | Collect and distribute official Human Resources documents and file within the department and to other departments and depots. Liaise with the Administrative Assistant in the Office of the Manager: Human Resources with regard to internal and external deliveries. Collect and distribute official documents and files from all Council Venues and deliveries outside the official boundaries of Emfuleni Local Municipality. Collect stock and materials from Stores as and when requested. Collect quotations from suppliers as and when required. Responsible for the Council Vehicle allocated. Assist with transportation of employees with regard to disability, benefits and other claims to physicians and relevant service providers outside the boundaries of Emfuleni Local Municipality. (Short listed candidates will undergo practical vehicle driving test). |

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| CLUSTER | SHARED SERVICES |
| BUSINESS UNIT | SECRETARIAT AND ADMINISTRATION SUPPORT |
| 27. POSITION | DRIVER/MESSENGER (3 POSTS) REF.C3/RECORDS(RE-ADVERTISEMENT) (CANDIDATES WHO PREVIOUSLY APPLIED MUST RE-APPLY) |
| SALARY | Job level 10 of a Grade 11 Local Authority R365 868 (Calculated up to a maximum total cost to council per annum inclusive of Housing subsidy and benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 12 and valid Driver's license. |
| COMPETENCIES | Good inter-personal skills. Good Communication skills. Ability to work under pressure and be able to read and write in various languages. Willing to work overtime. |
| EXPERIENCE | 2-3 years relevant experience as a driver. |
| DUTIES | Collect and distribute official documents and files within the department and to other departments and depots. Liaise with the Administration Officer: Records with regard to internal and external deliveries. Collect and distribute official documents and files from all Council Venues and do deliveries within and outside the official boundaries of Emfuleni Local Municipality. Collect stock and materials from Stores as and when requested. Collect quotations from suppliers as and when required. Responsible for the Council Vehicle allocated. Other driver/delivery duties as directed. (Short listed candidates will undergo practical vehicle driving test). |

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| CLUSTER | SHARED SERVICES |
| BUSINESS UNIT | FLEET SERVICES |
| 28.POSITION | CLERK/SENIOR CLERK (1 POST) REF. C6/FLEET |
| SALARY | Job level 10/09 of a Grade 11 Local Authority R365 868 (calculated up to a maximum total cost to Council per annum |

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| | inclusive of housing subsidy, and other Benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 12 plus Diploma in Administration and computer literacy. |
| COMPETENCIES | Must have good communication skills, both verbal and written. Must be competent in telephone etiquette. Strong interpersonal skills and collaborative style to communicate at all levels. Computer Skills. Must be a team player and work under pressure. |
| EXPERIENCE | 2-3 years experience in administration |
| DUTIES | Helping with filing. To ensure that all important data is captured into the system. Electronic processing of agendas and minutes. Electronic processing of draft documents, i.e. memos, letters, report and forms. Electronic processing of action list. Administrative duties related to Committees of Council. Handling enquiries from all Clusters regarding reports and resolutions. |
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| CLUSTER | SHARED SERVICES |
| BUSINESS UNIT | FLEET MANAGEMENT |
| 29.POSITION | TRADESMAN ASSISTANT (6 POSTS)REF.C3/FLEET |
| SALARY | Job level 13 of a Grade 11 Local Authority R279 012 (Calculated up to a maximum total cost to council per annum inclusive of Housing subsidy and benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 10 |
| COMPETENCIES | Good interpersonal skills. Good communication skills. Ability to work under pressure and be able to read and write in various languages |
| EXPERIENCE | 1-2 year experience in the field. |
| DUTIES | Assist the artisan with heavy and difficult mechanical work when requested to prevent work injuries. Perform routine mechanical work when requested to improve own skills. Remove and replace parts when requested to improve productivity. Assist with the cleaning of vehicles and equipment when requested in order to keep fleet clean and improve working conditions. Clean parts when requested to assist the artisan. Keep tools and work areas in a clean and safe condition and secure tools for good housekeeping and security. Always work safe to prevent work injuries. Strive to avoid idle time to avoid unnecessary standing time of vehicles and equipment. Co-operate with other staff by lending a helping hand when requested for better relations and productivity. Clean vehicles and equipment after repairs and services to maintain a clean fleet and improve the image of work performed by the department. Perform standby duties assisting the Artisan Mechanic. |
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| CLUSTER | SHARED SERVICES |
| BUSINESS UNIT | FLEET MANAGEMENT |
| 30. POSITION | TYRE REPAIR ASSISTANT (3 POSTS) REF. C3/TYRE |
| SALARY | Job level 13 of a Grade 11 Local Authority R279 012 (calculated up to a maximum total cost to Council per annum inclusive of housing subsidy, and other Benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 10 |
| COMPETENCIES | Good interpersonal skills. Good communication skills. Ability to work under pressure and be able to read and write in various languages |
| EXPERIENCE | 1-2 years experience in the field. |
| DUTIES | Assist the senior tyre repair with heavy and difficult tyre work when requested to prevent injuries. Perform routine tyre repair work when requested to improve productivity. Assist with the cleaning of vehicles when requested in order to keep fleet clean and improve working conditions. Clean parts when requested to assist the Tyre bay controller. Keep tools and work areas in a clean and safe condition and secure tools for good-housekeeping and security. Always work safe to prevent injuries. Strive to avoid idle time to avoid unnecessary standing time of vehicles and equipment. Co-operate with other staff by lending a helping hand when requested for better relations and productivity. Clean vehicles and equipment after repairs to maintain a clean fleet and improve the image of work performed by the department. Control and maintain equipment in tyre bay to ensure safety standards are adhering to. |
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| CLUSTER | PUBLIC WORKS |
| BUSINESS UNIT | ENVIRONMENTAL MANAGEMENT AND PLANNING |
| 31. POSITION | DRIVER/MESSENGER (1 POST) REF. C3/WASTE |
| SALARY | Job level 10 of a Grade 11 Local Authority R365 868 (calculated up to a maximum total cost to Council per annum inclusive of housing subsidy, and other Benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 12/NQF level 4 certificate and valid driver's license |
| COMPETENCIES | Good interpersonal skills. Good communication skills. Ability to work under pressure and be able to read and write in various languages |
| EXPERIENCES | 2- 3 years relevant experience. |
| DUTIES | Collection of documents. Distribution of documents. Responsible for mail. Assist with any work relating to collecting |

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| | or distributing information or documents. Must be reliable to handle confidential documents. Records be kept to proof deliveries and vehicle logbook/checklist must be filled in daily. (The short listed candidates will undergo practical vehicle driving test). |
| CLUSTER | PUBLIC WORKS |
| BUSINESS UNIT | ELECTRICITY |
| 32. POSITION | JOURNEYMAN (5 POSTS) REF. C3/JMAN |
| SALARY | Job level 12 of a Grade 11 Local Authority R300 396 (Calculated up to a maximum total cost to council per annum inclusive of Housing subsidy and benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 10. |
| COMPETENCIES | Good Communication skills. Good public relations. Must be able to work under pressure. Be able to work in a team. |
| EXPERIENCES | 2-3 years work experience especially with Municipal background. |
| DUTIES | Assist Special Workmen/Electrician with daily work tasks. Communicate with co-workers. Report to Electrician/Foreman. Clean all vehicles. Carry and clean tools. Clean Workshops and substation yards. Assist electrician with standby duties when necessary. Excavation work/Digging trenches etc. |
| CLUSTER | COMMUNITY SERVICES |
| BUSINESS UNIT | SPORT AND RECREATION |
| 33.POSITION | SUPRINTENDENT GR2 (4 POSTS) REF.C3/SPORT |
| SALARY | Job level 10 of a Grade 11 Local Authority R365 868 (calculated up to a maximum total cost to Council per annum inclusive of housing subsidy, and other Benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 12 and Pool life Guard Courses |
| COMPETENCIES | Good interpersonal skills. Good communication skills. Ability to work under pressure and be able to read and write in various languages |
| EXPERIENCE | 2-3 years relevant experience in the field. |
| DUTIES | Maintenance of pools by ensuring that pools are suctioned, swept, water quality tested and the necessary chemicals added to ensure that the facility and pools are in proper condition to be used by the Public Daily. Maintenance of grass areas and gardens by ensuring that the grass is cut and beddings are done to make the facility attractive to the public, by controlling machine operators and general workers daily. Maintenance of office complex, club houses and ablutions by using chemicals etc. to ensure hygienic condition, by controlling cleaners/general workers daily. Doing the books and banking of money by daily collecting of money from cashier and completing the income daily to ensure no losses are incurred by council daily. Completing time sheet, leave forms and all other administration necessary to ensure a proper service delivery according to Councils rules and regulations daily. Act as lifeguard to ensure the safety of all public members and do first aid where and when necessary daily. Obtain necessary quotations etc to maintain the facility and adhere to council's rules and regulations by advertising to tending daily. Supervision of all council employees working at the pool and frequent inspections and patrols to safeguard council from claims and losses and to ensure the public safety. |
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| CLUSTER | COMMUNITY SERVICES |
| BUSINESS UNIT | SPORT AND RECREATION |
| 34.POSITION | MACHINE OPERATOR (1 POST) REF.C3/MACHIN |
| SALARY | Job level 10 of a Grade 11 Local Authority R365 868 (Calculated up to a maximum total cost to council per annum inclusive of Housing subsidy and benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 12 and Drivers License |
| COMPETENCIES | Good interpersonal skills. Good communication skills. Ability to work under pressure and be able to read and write in various languages |
| EXPERIENCE | 2-3 years experience in the field. |
| DUTIES | Responsible for maintenance of Sport and Recreation facilities by controlling and co-coordinating schedule of the machine operator and general workers to ensure that the facilities are up to standard. To make sure that all equipment is in working order by daily inspection and if necessary, send it to workshop to ensure that the maintenance is always up to standard. To make sure that the ablutions are clean and neat by the doing daily inspection and controlling chemicals used to ensure clean and healthy facility. To keep proper control of sub-ordinates by completing time sheet leaves forms etc. on a daily basis. To adhere to any other legitimate instruction given to him by the control officer within the boundaries of councils Rules and regulations to ensure good standard of service to the public. To ensure that all relevant information is recorded as per laid down procedure. To ensure that the council's safety policy, rules and regulations are adhered to at all times, by controlling the provision and usage of safety equipment to ensure no injuries or accidents. Transport workers to their working stations and when necessary. |
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| CLUSTER | COMMUNITY SERVICES |
| BUSINESS UNIT | SPORT AND RECREATION |
| 35.POSITION | CARETAKER (1 POST) REF.C3/CARE |
| SALARY | Job level 14 of a Grade 11 Local Authority R257 652 (Calculated up to a maximum total cost to council per annum inclusive of Housing subsidy and benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 10 |
| COMPETENCIES | Good interpersonal skills. Good communication skills. Ability to work under pressure and be able to read and write in various languages |
| EXPERIENCE | 1-2 years experience in the field. |
| DUTIES | Keep records of all activities taking place in the facility to ensure records kept reflecting the usage of the facility. Maintain of facility by using the necessary equipment e.g. Grass cutting machine machinery, to ensure that the facility is unacceptable usable condition. Supervise sub-ordinates to ensure the cleanliness and safety of the facility is maintained. Securing of facility by doing access control and regular patrols to ensure a facility to the public. Facility control by receiving bookings from immediate superior and locking and unlocking of premises to ensure proper control over usage and visitors. Reporting of problems etc. by way of daily/weekly, report to ensure and damages to the facility is reported and attends on time. With security allocated, ensures that accesses control is maintained all times and access is given only to those who have made prior booking for facility. |
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| CLUSTER | COMMUNITY SERVICES |
| BUSINESS UNIT | SPORT AND RECREATION |
| 36.POSITION | POOL ASSISTANT (1 POST) REF.C3/POOL |
| SALARY | Job level 11 of a Grade 11 Local Authority R329 172 (Calculated up to a maximum total cost to council per annum inclusive of Housing subsidy and benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 12, Pool life guard course |
| COMPETENCIES | Good interpersonal skills. Good communication skills. Ability to work under pressure and be able to read and write in various languages |
| EXPERIENCE | 2-3 years experience in the field |
| DUTIES | Maintenance of pools by ensuring that pools are suctioned, backwashed, swept, water quality tested and the necessary chemicals added to ensure that the facility and pools are in proper condition to be used by the public daily. Maintenance of the office complex, Club houses and ablutions. Making sure that they are always clean by supervising subordinates. Make sure of the completion of subordinates time sheets, leave forms and all other administration necessary to ensure a proper serviced delivery according to council's rules and regulations. Lifeguarding by patrolling around the swimming pool to ensure the safety of public members when they are swimming and do first aid where and when is necessary. Taking verbal or written instructions from immediate superior, to insure continuation of daily facility program. |
| CLUSTER | FINANCIAL SERVICES |
| BUSINESS UNIT | EXPENDITURE :CREDITORS |
| 37.POSITION | CLERK/SENIOR CLERK (1 POST) REF.C3/CREDIT |

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| SALARY | Job level 10/09 of a Grade 11 Local Authority R365 868 (Calculated up to a maximum total cost to council per annum inclusive of Housing subsidy and benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 12 plus Diploma in Finance/Accounting or equivalent qualification and computer literacy. |
| COMPETENCIES | Creditors section manages a very large suppliers' database. Good communication, reconciliation and numerical skills. Reconciliation and numerical skills. Knowledge of Venus/Solar System, Microsoft Office Software will be an advantage. Must be computer literate. |
| EXPERIENCE | 2-3 years relevant experience in the field. |
| DUTIES | Check, verify and capture source documents on Venus System. Reconcile general and statutory account balances against suppliers' statements. Resolve variance on invoices. Do the follow up on outstanding invoices. |
| CLUSTER | FINANCIAL SERVICES |
| BUSINESS UNIT | REVENUE: WATER AND LIGHSTS |
| 38.POSITION | CLERK/SENIOR CLERK (3 POSTS) REF.C3/WATER |
| SALARY | Job level 10/09 of a Grade 11 Local Authority R365 868 (Calculated up to a maximum total cost to council per annum inclusive of Housing subsidy and benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 12 plus Diploma in Finance/Accounting or equivalent qualification and computer literacy. |
| COMPETENCIES | Must have good communication skills, both verbal and written. Must be competent in telephone etiquette. Strong interpersonal skills and collaborative style to communicate at all levels. Must have knowledge of the Venus financial systems. Microsoft word and excel. Must work under pressure |
| EXPERIENCE | 2-3 years experience in financial services. |
| DUTIES | Will be required to do all administrative duties related to Water and Electricity accounts: Billing of accounts and issuing of notices. Deviations and corrections of readings. Processing of Journal entries, receipt transfers, RD cheques, and reconciliations and checking of accounts. Handling of queries regarding water and electricity to all customers. Do Easy pay payments and reconciliations. Must work under pressure. |
| CLUSTER | FINANCIAL SERVICES |
| BUSINESS UNIT | REVENUE MANAGEMENT (RATES & TAXES) |
| 39.POSITION | CLERK/SENIOR CLERK (1 POST) REF.C3/RATES |
| SALARY | Job level 10/09 of a Grade 11 Local Authority R365 868 (Calculated up to a maximum total cost to council per annum inclusive of Housing subsidy and benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 12 plus Diploma in Finance/Accounting or equivalent qualification and computer literacy. |
| COMPETENCIES | Must have good communication skills, both verbal and written. Must be competent in telephone etiquette. Strong interpersonal skills and collaborative style to communicate at all levels. Must have knowledge of Municipal Property Rates Act. Must also have knowledge of the Venus financial systems and be computer literate especially micro soft word and excel. |
| EXPERIENCE | 2-3 years experience in financial services. |
| DUTIES | Will be required to handle all administrative duties related to the transfer of properties: Processing of Deeds Office information, issuing of clearance applications and clearance certificates, reconciling of clearance application/certificate costs, calculation and processing of tariffs/levies linked to property, consolidation of owner and consumer accounts, account adjustments (Journals), refunds to attorneys, and proper record keeping. Also on request assist/relieve other clerks in rates section if required. Must be a team player and work under pressure. |
| CLUSTER | FINANCIAL SERVICES |
| BUSINESS UNIT | INSURANCE |
| 40.POSITION | CLERK/SENIOR CLERK (1 POST) REF.C3/INSURANC |
| SALARY | Job level 10/09 of a Grade 11 Local Authority R365 868 (Calculated up to a maximum total cost to council per annum inclusive of Housing subsidy and benefits i.e. medical aid, U.I.F, pension and group insurance). |
| REQUIREMENTS | Grade 12 plus Diploma in Finance/Accounting or equivalent qualification and computer literacy. |
| COMPETENCIES | Must have good communication skills, both verbal and written. Must be competent in telephone etiquette. Strong interpersonal skills and collaborative style to communicate at all levels. Must also have knowledge of the Venus financial systems and be computer literate especially micro soft word and excel. |
| EXPERIENCE | 2-3 years experience in financial services. |
| DUTIES | Open claim files. Filing of correspondence with Insurers and update claim files. Liaise with internal and external personnel. Obtain documentation communicate with Insurance brokers and internal staff. Correspond with Brokers public and internal staff. Attend to public when they report a claim. Attend to correspondence from Insurers. |

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| CLUSTER | INFRASTRUCTURE DEVELOPMENT |
| BUSINESS UNIT | PROJECTS MANagements |
| 41. POSITION | DRIVER/MESSENGER (1 POST) REF.C3/IDP |
| SALARY | Job level 10 of a Grade 11 Local Authority R365 868.00 (Calculated up to a maximum total cost to council per annum inclusive of Housing subsidy and benefits i.e. medical aid, U.I.F, pension and group insurance). |

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| REQUIREMENTS | Grade 12 and valid Driver's license. |
| COMPETENCIES | Good inter-personal skills. Good Communication skills. Ability to work under pressure and be able to read and write in various languages. Willing to work overtime. |
| EXPERIENCE | 2-3 years relevant experience as a driver. |
| DUTIES | Collect and distribute official documents and files within the department and to other departments and depots. Liaise with the Administration Officer: Records with regard to internal and external deliveries. Collect and distribute official documents and files from all Council Venues and do deliveries within and outside the official boundaries of Emfuleni Local Municipality. Collect stock and materials from Stores as and when requested. Collect quotations from suppliers as and when required. Responsible for the Council Vehicle allocated. Other driver/delivery duties as directed. (Short listed candidates will undergo practical vehicle driving test). |

PLEASE TAKE NOTE THAT EMFULENI LOCAL MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT IN THESE POSITIONS. CANDIDATES RECOMMENDED FOR APPOINTMENT WILL GO THROUGH VETTING PROCESS AS ONE OF SELECTION CRITERIA. CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES ONLY. FRAUDULENT QUALIFICATIONS OR DOCUMENTS WILL IMMEDIATELY DISQUALIFY OFFENDING APPLICANTS. WORKING EXPERIENCE IN A LOCAL GOVERNMENT SECTOR WILL BE AN ADDED ADVANTAGE. EMFULENI LOCAL MUNICIPALITY EMPLOYMENT EQUITY AND AFFIRMATIVE ACTION PLAN WILL BE CONSIDERED IN FILLING THESE VACANCIES.

SHORT LISTED CANDIDATES WILL GO THROUGH VETTING AS ONE OF THE SELECTION CRITERIA. Candidates, who have not been contacted within two (3) months of the closing date, should consider their applications unsuccessful. To apply interested candidates must submit a fully completed application form downloadable from our website: www.emfuleni.gov.za. Candidates are required to attach signed application letter, a comprehensive Curriculum Vitae (CV), **certified copies of qualifications**, driver's license and Identity document to their applications quoting the relevant reference number. Applicants can direct their applications to: Human Resources Department at ground floor, Human Resources Office, Room 145, Trust Bank Building, Cnr CR Swart and President Kruger Street, Vanderbijlpark. Enquiries can be made on 016 950-5534/5648/5671.

NB: Equivalent means the qualification is deemed equivalent to the relevant NQF level as prescribed by SAQA.

CLOSING DATE FOR ALL APPLICATIONS IS 04 NOVEMBER 2021 AT 16H15

PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY



Emfuleni Local Municipality is an equal opportunity and affirmative action employer. It is our intention to promote equitable representivity through the filling of these positions: