



# EMADLANGENI MUNICIPALITY

Emadlangeni Municipality as an equal opportunity, affirmative action employer with its legislative and executive seat in Utrecht invites suitably and qualified candidates to apply and fill the following vacant positions:

## **INTEGRATED DEVELOPMENT PLANNING OFFICER**

**Salary: R250 000 per annum (3 year contract)**

### **Requirements:**

- Bachelor's Degree or National Diploma in Town and Regional Planning or Developmental Studies.
- Grade 12
- Computer Literate
- A valid driver's licence
- At least 2 years experience in a municipal environment and/ or local government.

### **Duties:**

- Reporting directly to the **IDP/PMS Manager**, the successful incumbent will be responsible and accountable for the following:
  - Develop and renew Integrated Development Planning (IDP).
  - Develop and review the Integrated Development Process Plan. Develop planning, monitoring and reporting tools on Integrated Development Plan.
  - Ensure legislative compliance when compiling Integrated Development Plan.
  - Update, manage and review Town Planning Scheme/ Land Use System/Spatial Development Framework.
  - Ensure alignment of Service Delivery and Budget Implementation Plan with integrated Development Plan.
  - Development of Integrated Development Plan framework and process plans.
  - Develop and review the Service Delivery and Budget Implementation Plan.
  - Develop, strengthen and maintain relationships with relevant role-players and other implementing agents.
  - Alignment of Council activities to Provincial Growth Development Strategy and National Spatial Development Perspective

# PERFORMANCE MANAGEMENT SYSTEM OFFICER

**Salary: R250 000 per annum (3 year contract)**

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## Requirements:

- An appropriate Degree/National Diploma in Monitoring and Evaluation Planning/Performance Management
- Grade 12
- Experience in Monitoring and Evaluation will be an added advantage.
- Valid driver's licence is essential.
- Excellent verbal and written communication skills.
- Sound knowledge and understanding of local, provincial and national Departments in relation to Performance Management System.

## Duties:

- Reporting directly to the **IDP/PMS Manager**, the successful incumbent will be responsible and accountable for the following:
  - Develop and review Performance Management System.
  - Develop and review Departmental and Organisational scorecards.
  - Compile quarterly and annual performance reports.
  - Development of planning, monitoring and reporting tools on Performance Management System.
  - Liaise with municipal departments continuously to ensure that all activities and operations are aligned with the Performance Management System.
  - Ensure alignment of Service Delivery and Budget Implementation Plan with Performance Management System. Ensure legislative compliance when compiling Performance Management System.
  - Update, manage and review Performance Management Systems.
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# SENIOR MANAGER : BUDGET AND TREASURY

**Salary: R300 000 per annum (3 year contract)**

## Requirements:

- Grade 12
- Qualification in local government finance
- National Diploma in Accounting or equivalent
- Five years experience in local government finance
- 3 years experience in a similar position or supervisory position.

## Preferred Requirements

- Grade 12
- B.Com in Accounting
- Five years experience in a similar position
- 3 years experience in a similar position or supervisory position

**Duties:**

Reporting directly to the Chief Financial Officer, the successful candidate must perform, among other things, the following duties:

- Responsible for the overall compilation of annual financial statements by utilizing balance sheets and various for financial records and statistics in order to present the completed financial statements to the Chief Financial Officer
- Ensuring the compilation and implementation of financial regulations and policies relevant to the Office of Budget and Treasury in order to ensure compliance with the relevant legislation and to promote efficiency with the Office of Budget and Treasury.
- Taking responsibility for the completion of financial statistical questionnaires /returns and financial reporting by obtaining information from the relevant documents for submission to the relevant authority.
- Managing and controlling other staff accountable to the position by taking full responsibility of duties executed by his subordinates in order to promote efficiency and good human relations within the Department.
- Keeping abreast with circulars and legislation affecting the area of responsibility by preparing the relevant pieces of legislation which are relevant to the functions allocated to the Department in order to ensure ultimate compliance.

**EXPENDITURE ACCOUNTANT**

**Salary: R210 011 per annum**

**Requirements:**

- Matric plus a National Diploma in Accounting
- The incumbent should be in possession to work independently with figures
- 2-3 years experience in a similar position in Municipal Environment.

**Duties:**

- Reporting directly to the Senior Manager: Budget and Treasury, the successful incumbent will be responsible and accountable for the following:
  - Assist with compilation of the Annual Budget and Financial Statements by providing relevant financial information and compiling certain sections of the budget and financial statements for submission to the Senior Manager: Budget and Treasury in order to enable the Senior Manager to ultimately compile the annual financial statements and to furnish the Chief Financial Officer with all the relevant required financial information.
  - Exercise internal control by monitoring and reporting the expenditure levels in order to ensure that the expenditure by various Departments including Budget and Treasury is within the relevant budget allocations.
  - Preparation of reports by properly compiling the said reports in a required format for timeous submission to the Senior Manager: Budget and Treasury in order to enhance ultimate submission to the Chief Financial Officer

- Responsible for the complete processing of monthly salaries and necessary returns in respect of deductions made by considering relevant changes on circumstances of an employee if any, in order to ensure the correctness and timeous payment of monthly salaries

## **TOWN PLANNING INTERNS X 2**

**Salary: R67 278 per annum (Two Year Contract)**

### **Requirements:**

- Diploma in Town Planning and Regional Planning, Development Planning or Geography
- Good interpersonal and team building skills
- Ability to work independently
- Good communication and presentation skills

### **Duties:**

- Reporting directly to the Acting Director of Technical Services, the successful incumbent will be responsible and accountable for the following duties:
  - Assist in developing and maintaining GIS database
  - Assist in undertaking GIS mapping
  - Assist in undertaking on the job GIS accessibility training
  - Establish and update reference database for projects outputs
  - Conducting literature searching
  - Conducting desk-top research
  - Preparation of monthly reports
  - Assist with the review of Spatial Development Framework
  - Execute any other duties that may be assigned from time to time by the Technical Services Department.

**Detailed CV's can be forwarded to the Municipal Manager Emadlangeni Municipality 34 Voor Street Utrecht 2980 or P O Box 11 Utrecht 2980. For further information you may contact the Human Resources Officer, Mr M Mokoena at 034-331 3041.**

- Canvassing for appointment will automatically disqualify an applicant
- If no reply to your application has been received within 30 days of the closing date, you should consider your application as being unsuccessful
- The Department: Corporate Services will not take responsibility for information not mentioned in applications
- **NO** late applications will be accepted
- **NO** e-mails or faxes will be accepted
- The Department: Corporate Services will not be held be responsible for lost applications unless proof of submission can be supplied
- All applicants may be required to undergo proficiency test
- **NO** applications shall be considered without certified copies of the original documents of qualifications
- Emadlangeni Municipality adheres to the provisions as contained in the Employment Equity Act to ensure the representativity through the process of affirmative action and female candidates are encouraged to apply.

- Reference checks and vetting will be done accordingly
- Foreign qualifications accredited by the South African Qualification Authority only will be considered
- **SHOULD** the candidate be successful in the interviews and thereafter decline the offer, such candidate will be liable for all costs incurred to have the position re-advertised.

**CLOSING DATE: 21 AUGUST 2014**

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**GPN NTSHANGASE**  
**MUNICIPAL MANAGER**