



# EMADLANGENI MUNICIPALITY

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

## DEPARTMENT OF INFRASTRUCTURE AND PLANNING DEVELOPMENT

**ENVIRONMENT AND CONSERVATION OFFICER**

**PERMANENT POSITION.**

**SALARY: R253780, excluding benefits.**

### **Requirements:**

- a) Bachelor's Degree or National Diploma in Nature Conservation;
- b) 2 - 3 years' experience in Nature Conservation / Wildlife area;
- c) Understanding of Municipal Bi-laws and competent in using a firearms;
- d) A valid driver's licence;
- e) Firearm(s) Licence (s);
- f) SAPS Security Clearance;
- g) Good knowledge and understanding of Conservation Management Principles and legislation;
- h) Good knowledge and understanding of Environmental and other relevant legislative prescripts;
- i) Proven knowledge of the conservation and tourism sectors and their regulatory and legislative frameworks;
- j) Law enforcement techniques and
- k) Demonstration of the knowledge of the biodiversity conservation.

### **Duties:**

Responsibilities of the Incumbent are as follows:

- a) Ensure sustainable conservation and biodiversity management;
- b) Monitor the operations relating to the combating of poaching and other criminal activities;
- c) Check and maintain Game Park infrastructure;
- d) Conduct environmental impact assessment and
- e) Prepare budget, monitor expenditures and manage cash flow.

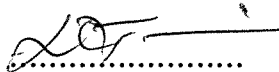
Detailed Curriculum Vitae, accompanied by a covering letter and certified copies of qualifications and documents can be forwarded to the Municipal Manager: Emadlangeni Municipality, 34 Voor Street, Utrecht: 2980 or PO Box 11, Utrecht: 2980.

For further information, you may contact the Human Resources Office at 034 331 304.

- 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 having been unsuccessful.
- The Municipality will not take responsibility for information not mentioned in applications.
- NO late applications will be accepted.
- NO emailed or faxed documents will be accepted.
- The Municipality will not be held responsible for lost applications, unless proof of submission can be supplied.
- All applicants may be required to undergo proficiency test.
- NO applications will be considered without originally certified copies of the documents and qualifications.
- Emadlangeni Municipality adheres to the provisions of the Employment Equity Act to ensure the representivity through the process of affirmative action.
- Reference checks will be done.
- Applicants must have no criminal record or pending criminal / Departmental or civil cases.
- Shortlisted applicants will be subjected to a vetting process which will include security screening and fingerprint verification and
- Only Foreign qualifications accredited by the South African Qualification Authority will be considered.

CLOSING DATE: 11 July 2018



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**MR LCT NKOSI**  
**MUNICIPAL MANAGER**



# EMADLANGENI MUNICIPALITY

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

## **DEPARTMENT:CORPORATE SERVICES**

## **PERMANENT POSITION: GENERAL ASSISTANT x2**

**Salary: R87300.48 per annum**

### **Requirements:**

- a) Grade 10;
- b) Drivers Licence and
- c) Physical fitness due to the nature of work to be done.

### **Added advantage**

- Machine Operator licences

Reporting directly to the Corporate Services Department, the successful candidates will perform, among others, the following duties on rotational basis in all Municipal Departments:

- a) Perform Road and storm-water drainage activities;
- b) operate Equipment and perform general labour tasks;
- c) Maintain the cleanliness of streets and open public places, by sweeping walkways and paved areas with a broom;
- d) Remove and replace refuse bags from collection bins in public areas;
- e) Carry refuse bags to designated areas for collection and/ or attend to the loading/ offloading of refuse bags into/ from refuse vehicles;
- f) Drive Municipal vehicles and operate the Municipal machines, for example, TLB, Grader, Front-end Loader and Roller;
- g) Clean vehicle and attend to the storage and care of cleaning tools, by removing and washing off debris from tools and/ or vehicles using pressurized cleaning systems (hand held hoses) and
- h) Place and stack tools in designated storage area and/ or, report verbally the conditions/ status of tools to the immediate superior.

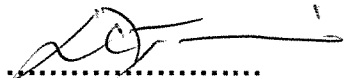
Detailed CV may be forwarded to the Municipal Manager: Emadlangeni Municipality, 34 Voor Street: Utrecht: 2980 or P.O. Box 11, Utrecht: 2980.

For further information you may contact the Human Resource Office at 034-331 3041.

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- **NO** late applications will be accepted.
- **NO** e-mailed or faxed documents will be accepted.
- **NO** application will be considered without certified copies of the original documents.
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**CLOSING TIME AND DATE: 12 NOON ON 11 July 2018.**



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MUNICIPAL MANAGER**



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## DEPARTMENT:CORPORATE SERVICES

## PERMANENT POSITION: SWITCHBOARD OPERATOR

Salary: R89382.60 per annum

### Requirements:

- a) Grade 12 and
- b) Computer Certificate.

N.B: Preference will be given to applicants with disability.

Reporting directly to the Committee Officer at Corporate Services Department, the successful candidates will perform, among others, the following duties:

- a) Answer all incoming calls efficiently and swiftly through the telephone receiver;
- b) Transfer calls to appropriate officials;
- c) Screen calls and take messages where necessary by recording them on the message book;
- d) Receive mail parcels over the counter and timeously deliver them to the consignee;
- e) Maintain safe and clean reception area by complying with procedures, rules, and regulations;
- f) Respond to public enquires and
- g) Monitor the use of supplies and equipment.

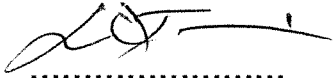
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**DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER**

**3 YEARS FIXED TERM POSITION: INTERNAL AUDITOR**

**Salary: R250775.52 per annum**

**Requirements:**

- a) B Com Degree or National Diploma in Auditing and
- b) Between 2 and 3 years' experience in Internal Auditing position.

**Added advantage**

- Be a member of the institute of Internal Auditors
- Being in possession of Internal Audit Technician certificate

Reporting directly to the Manager: Internal Audit, the successful candidate will perform, among others, the following duties:

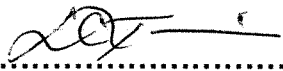
- Assist management with the identification of risks and the mitigating controls on a regular basis;
- Co-ordinate and control processes and procedures associated with the formulation of the Municipality's risk based Audit Plan and Program;
- Monitor applications, procedures and processes associated with specific statutory financial responsibilities and functions/ activities of the Municipality;
- Disseminate guidance and information on specific key performance areas and requirements associated with the Audit program and procedures;
- Advise the Accounting Officer and report to the Audit Committee on implementation of the Internal Audit Plan, internal controls, accounting procedures and practices, risks and risk management, performance management, loss control, compliance with the MFMA and Annual Division of Revenue Act and any other applicable legislation and
- Prepare comments, opinions and conclusions in respect of the investigation and findings.

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## **DEPARTMENT: CORPORATE SERVICES**

## **PERMANENT POSITION: CLEANERx2**

**Salary: R87300.48 per annum**

### **Requirements:**

- a) Grade 10 and
- b) Physical fitness due to the nature of work to be done.

### **Added advantage**

- Ability to speak English Language so as to communicate with clients and
- Proven record of rendering services of a similar nature, from former employer.

Reporting directly to the Committee Officer at Corporate Services Department, the successful candidates will perform cleaning and messenger duties on a rotational basis among all Municipal Departments/Offices, including the Library Offices. Among others, are the following duties to be performed:

- a) Cleaning of Municipal facilities(Halls, Offices and Game Park Rooms);
- b) Operating the cleaning equipment in all facilities;
- c) Maintaining the hygiene of and disinfecting the facilities;
- d) Working as per roster which includes weekends;
- e) Monitoring the cleaning inventory and reporting any defect and
- f) Performing messenger service as required.

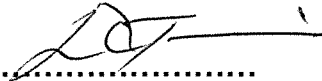
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