



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

FIXED TERM POSITION: MANAGER :OFFICE OF THE MAYOR (CONTRACT LINK TO THE TERM OFFICE OF THE MAYOR)

Salary: R370 894.32 per annum

Requirements:

- Master in Public Management
- Between 4 and 5 years' experience in the civic organization.
- 10 years of services in the local government preferable as a Political Office Bearer
- Drivers licence

Alternative Requirements:

- 5 to 10 years' experience in the civic organization
- 10 years of services in the local government preferable as a Political Office Bearer
- Drivers licence

Added Advantage

- Exposure in Provincial / National legislature
- Serving in Local Government Portfolio of the Provincial /National Legislature
- Serving in the Finance Portfolio Committee on Public Accounts

Reporting directly to the Mayor, the successful candidate will perform, among other things, the following duties:

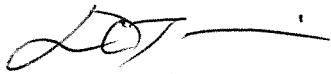
- Provide administrative, logistical and advisory support to the Mayor, Deputy Mayor and Speaker.
- Participate in the administrative of all day to day operations of the Office of the Mayor including the monitoring of all resolutions, council meeting minutes and state statutes.
- Advice the political office on policy matters, procedures, conflict resolution and local government legislation.
- Monitor that legislation, policies, procedures and by-laws are adhered to.
- Respond to public enquiries with the utmost tact and resourcefulness in seeking solutions to the problems presented.

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 Director Corporate Services at 034-331 3041.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 30 days from the closing date, you should consider your application as having been unsuccessful.
- The Department: Corporate Services will not take responsibility for information not mentioned in application.
- **NO** late applications will be accepted.
- **NO** e-mailed or faxed documents will be accepted.
- The Department: Corporate Services will not be held responsible for lost application unless proof of submission can be supplied.
- **NO** application shall be considered without certified copies of the original documents.
- 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.
- Only Foreign qualifications accredited by the South African Qualification Authority will be considered.

CLOSING TIME AND DATE: 12 NOON ON 04 OCTOBER 2018.



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MR.LCT NKOSI
MUNICIPAL MANAGER