



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 CORPORATE SERVICES

DEPUTY DIRECTOR CORPORATE SERVICES

PERMANENT POSITION.

SALARY: R699 469,56 PER ANNUM

TASK GRADE 17

Requirements:

- a) Bachelor's Degree or National Diploma in Public Administration / Human Resources Management, Bachelor of Laws (LLB) or relevant qualification, NQF level 06
- b) 4 years' experience in the middle management;
- c) Knowledge of Local Government sector, legislations, policies, regulations, standard and procedures;
- d) A valid driver's licence;

Duties:

Responsibilities of the Incumbent are as follows:

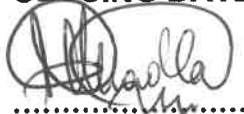
- a) Manage the entire Corporate Services Directorate and provide advice on Local Government legislative prescripts.
- b) Lead and direct the administration, Human Resources and Labour Relations, Information Technology and Policy Management, Records and Security functions.
- c) Provide support to Council and Council Committees
- d) Contribute to the formulation and drafting of municipal policies that are in line with IDP and legislative framework governing local government
- e) Establishing and maintaining effective and relevant stakeholders' relations
- f) Development and implement the SDBIP for the department
- g) Coordinate the development, implementation and review of Municipal By-Laws
- h) Ensure compliance with relevant Provincial and National Legislation.

Application of Employment form accompanied by Curriculum Vitae 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

Applications forms for employment can be downloaded from Emadlangeni Municipality's website at www.emadlangeni.gov.za. For further information, you may contact the Human Resource Office 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 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.
- **No recruitment agency contracted by Emadlangeni Local Municipality. Applicants shall be vigilant about scammers calling using own cellphone offering jobs on behalf of the Municipality. The Municipality will conduct recruitment and selection fair without involving any agency and the municipality request applicants to report scammers to SAPS.**

CLOSING DATE: 01 OCTOBER 2024



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MRS GN MĀVUNDLA
MUNICIPAL MANAGER