



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: R816 085.80 PER ANNUM

TASK GRADE 17

Requirements:

- a) Grade 12
- b) Bachelor's Degree or National Diploma in Public Administration / Human Resources Management, Law or relevant qualification, NQF level 06
- c) 4 years' experience in a managerial position;
- d) Knowledge of Local Government sector, legislations, policies, regulations, standard and procedures;
- e) A valid driver's licence;

Duties:

Responsibilities of the Incumbent are as follows:

MANAGEMENT FUNCTIONS

Direct activities associated with proper management functioning, by

- Drafting and presenting items on MANCO, Portfolio, EXCO & Council meetings.
- Analyzing reports/ documents and provide comments and recommendations.
- Directing the implementation and monitoring of the departmental SDBIP.
- Linking the departmental strategical objectives to the IDP strategies, plans, goals, and objectives.
- Monitoring the implementation of the departmental Risk Management Plan and departmental Fraud Risk Plan.
- Overseeing the development of the departmental plans, strategies, standards, policies, and procedures.
- Managing ICT, HR, Records Management. Labour Relations, Security services, Council Committees.

FINANCIAL MANAGEMENT

Direct tasks associated with department financial management, by

- Approving or motivating the departmental budget needs for approval by the Council.

- Directing the spending of the department, through monitoring of the department cash flow.
- Giving instructions and advices on the departmental budget expenditure.
- Approving the departmental Internal Requisitions.
- Overseeing the financial planning and reporting of the department.
- Preparing and presenting reports detailing the status of department financial management, and availability of funds for current departmental projects and programmes.

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
- 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: 15 September 2026



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MRS GN MAVUNDLA
MUNICIPAL MANAGER