



EHLANZENI DISTRICT MUNICIPALITY
(AN EQUAL OPPORTUNITY EMPLOYER)
SITUATED IN MBOMBELA IN THE MPUMALANGA PROVINCE

APPLICATIONS ARE INVITED FROM COMPETENT PERSONS TO FILL THE FOLLOWING POSITIONS:
(Previously disadvantaged groups and persons living with disabilities are encouraged to apply)

DEPARTMENT: ECONOMIC DEVELOPMENT AND PLANNING
SENIOR MANAGER: ECONOMIC PLANNING (POST LEVEL 2)
REF: SNR MANAGER ECONOMIC PLANNING

Remuneration: R798 171,48 per annum, Housing subsidy, Pension, Medical Aid and Travelling Allowance

Minimum Requirements: Grade 12 plus a Bachelor's degree in Economics, Economic Development, Developmental studies, Town Planning, Project management or equivalent. A postgraduate degree would be an added advantage. A minimum of at least 5 years relevant work experience at senior management level in Tourism, Planning and Local Economic Development ideally within large/public sector organisations. Extensive and practical sound knowledge of the Local Government legislation, procedures and institutional governance systems Financial Management, Policy Development and Management, Strategic Planning and Implementation, Projects and Programmes Management, Monitoring, Evaluation and Reporting on Service Delivery. Understanding of IDP, Performance Management and Budget processes and its regulations. Computer literacy and a valid driver's licence.

Knowledge and Competencies: Policy analysis skills and creative thinking. Planning, organising and co-ordinating skills. Monitoring and evaluation and problem-solving skills. Strategic leadership, Project management skills. Research, reports preparation and presentation skills. Good Communication, interpersonal and consultation skills. Service delivery oriented. Self-motivated and driven.

Key performance areas: Reporting to the General Manager Economic Development and Planning the incumbent will be responsible for the following functions: Management and administration of the Economic Development and Planning Unit and report on its service delivery deliverables and key performance areas; Determining and analyzing the key economic variables, potentials and constraints for tourism growth and development in the district; Oversee the creation and enabling of an environment for the development and support of potentially strategic sectors in the District through appropriate policies and strategies. Conceptualising, designing, implementation and review intervention strategies in line with the District LED and Tourism Strategy, perform stakeholder management to the District Development Model. Compile and submit quarterly and annual performance reports. Compile and manage unit budget in line with Council, MFMA and SCM requirements.

DEPARTMENT: STRATEGIC AND SOCIAL SERVICES
SENIOR MANAGER: STRATEGIC PLANNING (POST LEVEL 2)
REF: SNR MANAGER STRATEGIC PLANNING

Remuneration: R798 171,48 per annum Housing subsidy, Pension, Medical Aid and Travelling Allowance

Minimum Requirements: Grade 12 plus relevant tertiary qualification preferably a Diploma/ Bsc Degree in Town and Regional planning/Development Planning degree or equivalent, A minimum of 5 years managerial experience and at least 5 years' experience in municipal systems and processes of developing Integrated Development Plans in a middle management position; Knowledge of the Public Sector, Local Government and other relevant legislation; Ability to work under extreme pressure and meeting deadlines is essential; Computer literate in Microsoft applications; Valid driver's license.

Knowledge and Competencies: Advanced knowledge and understanding of relevant Local government policies and legislation, institutional governance systems, Understanding of IDP processes, DDM, Spatial Planning, Organisational and Individual Performance Management Systems, Council operations, Budget, and Financial management, Planning and organising, Research

information analysis and policy conceptualisation, Public and stakeholder consultation, Socio-economic/Socio-political awareness, Service delivery oriented and Analysis and interpretation of statistics.

Key performance areas: Reporting to the General Manager: Strategic Planning and Social Services the incumbent will be responsible for the following functions: Manage planning and implementation to ensure IDP process are followed accordingly; Formulation and annual review of both the Integrated Development Plan and the District Development Model (DDM) in accordance to applicable legislations and frameworks; Management of both the DDM and IDP projects; Oversee liaison of DDM and IDP stakeholders; Oversee general administration and management of the IDP and DDM Sections to ensure effective and compliant integrated planning and the implementation thereof; Manage the coordination of public participation activities and functionality of Public Participation Forums, Workstreams and DDM Technical and DDM Council structures in relation to the IDP and the DDM respectively; Facilitate the community based planning assisted by IDP and Research Units; Manage and coordinate research activities related to the district area, conduct in-depth studies on various district wide cross cutting areas, ensure and facilitate the review and development of the sector and municipal based plans; Ensure that IDP and DDM project cost estimates are benchmarked and researched and coordinate the best practice sessions with other best performing municipalities; Report writing of PCFs and Provincial reports on ad hoc basis, Manage, Supervise and control the workflow process and management of the budget in the Strategic Planning unit; Manage staff in the unit.

DEPARTMENT: CORPORATE SERVICES

MANAGER ADMINISTRATION AND FACILITIES (POST LEVEL 3)

(REF: MANAGER: ADMIN AND FACILITIES)

Remuneration: R710 235,96 per annum, plus Housing subsidy, Pension, Medical Aid, Travelling allowance

Minimum Requirements: Grade 12 plus a B-degree in Public Administration/Administration/Management Sciences or an equivalent to such. A minimum of at least 3 years' work experience on Committee Administration and Council Support Services, Computer literacy and a valid driver's licence.

Knowledge and Competencies: Extensive and sound knowledge of the Local Government legislation, procedures and institutional governance systems, Financial Management, Policy Development, Council support services, Strategic Planning and Implementation, Projects and Programmes Management skills; Understanding of IDP, Performance Management and Budget processes and its regulations. Planning, organising and co-ordinating skills. Monitoring and evaluation and problem-solving skills. Leadership; Research, reports preparation and presentation skills. Good Communication, interpersonal and consultation skills. Self-motivated and driven.

Key performance areas: The incumbent will be reporting to the Senior Manager: HR and Administration the following functions: Management and administration matters, Council Support Services and the Maintenance of the EDM Facility. All these, through following EDM policies and Standards for Administrative Support Service. Prepare, manage and monitor budget of the Unit in line with Council, MFMA and SCM requirements to ensure effective and efficient functioning within budgetary constraints of Council. The incumbent will also be expected to manage and provide secretariat support services to all Committees of Council. Oversee and manage the coordination of an effective document management system to deliver a corporate support service within the prescribed framework of government. The roles of the Manager will in the main be to manage the staff and its operations within the Unit.

ADMINISTRATIVE OFFICER (OFFICE OF THE SPEAKER) POST LEVEL 8

(REF: ADMIN OFFICER)

(Position linked to the term of office of the Speaker)

Remuneration: R 331 084,56per annum, plus Housing subsidy, Pension and Medical Aid

Minimum requirements: Gr 12 plus appropriate Diploma in Office Administration or equivalent qualification. 2-3 years secretarial and administration experience. Computer Literacy in MS office applications.

Knowledge and Competencies: Written and oral communication skills, attention to detail. Ethical and ability demonstrate professionalism, Information management. Problem solving skills, planning and organising, understanding of business processes, use of technology, client and service delivery oriented, able to work as per of a team.

Key performance areas: Provides administrative and secretarial support to the Office of the Speaker. Performs administrative activities associated with preparation of documents and

correspondence for circulation i.e assisting all Councillors with travelling claims, notifying and confirming with all Councillors/stakeholders on the date of attendance Council meeting/s, confirming availability and reserving the Conference room/ Board Room and Council Chamber for scheduled meetings and all other logistics related to the office.

DEPARTMENT: COMMUNITY SERVICES

CHIEF ENVIRONMENTAL HEALTH PRACTITIONER (X1) (POST LEVEL 5) (Ref: CEHP)

- Remuneration:** R487 659,12per annum, Housing subsidy, Pension, Medical Aid and Travelling Allowance
- Minimum Requirements:** Grade 12 plus a B-tech Environmental Health/Public Health or equivalent coupled with 3-5 Years' experience in Municipal Health and Environmental Health services. Must be registered with the Health Professional Council of South Africa as an independent Environmental Health Practitioner. Must be trained as a Peace Officer. Must have a Code EB drivers' licence and computer literate in Microsoft programmes.
- Knowledge and Competencies:** Project Management skills, Analytical Skills, attention to detail, planning and organising skills, Assertive when addressing compliance issues, Problem solving skills (complex), Information management, Advocacy/negotiation skills, Good Communication skills (verbal and written), interpersonal skills, Self-motivated and driven, reports preparation and presentation skills, displays integrity and professionalism.
- Key performance areas:** Reporting to the Manager Municipal Health Services the incumbent will be responsible for the following functions: Implement Municipal Health Services Strategies within Ehlanzeni District Municipality. Implement the National Environmental Norms and standards as legislated: Food control, environmental pollution control, health surveillance of premises, water quality monitoring, disposal of the dead, prevention of communicable diseases (except immunisations), vector control, Environmental Health Education and Chemical Safety. Supervision and control of resources and subordinates. Implement administrative departmental requirements associated with SDBIP/IPMS.

PRINCIPAL ENVIRONMENTAL OFFICER (X1) (POST LEVEL 5) (REF: PRINCIPAL EO)

- Remuneration:** R487 659,12per annum, Housing subsidy, Pension, Medical Aid and Travelling Allowance
- Minimum Requirements:** Gr 12 plus a Bachelor's Degree in Environmental Management. Post graduate qualification (Honours Degree in Environmental Management) will serve as an advantage. Current registration with a relevant Professional body will be an added advantage. A minimum of three years practicing as an Environmental Officer. Trained as a Law Enforcement Officer and designated as an Environmental Management Inspector (EMI). Drivers Licence and no criminal record.
- Knowledge and Competencies:** Project Management skills, Analytical Skills, attention to detail, planning and organising skills, Assertive when addressing compliance issues, Problem solving skills (complex), Information management, Advocacy/negotiation skills, Good Communication skills (verbal and written), interpersonal skills, Self-motivated and driven, reports preparation and presentation skills, displays integrity and professionalism.

Key performance areas: Reporting to the Manager: Environmental Management the incumbent will be responsible for the following environmental management functions: Implement Environmental Management key performance areas within Ehlanzeni District Municipality in line with the National Environmental Management Act and its Specific Environmental Management Acts focussing on the following thematic areas: Waste Management, Water quality Monitoring, Climate Change, Environmental Impact Assessment, Environmental Pollution Control (water air and land), Environmental Education and Awareness, Biodiversity, Compliance Monitoring and Enforcement. Supervision and control of resources and subordinates. Implement administrative departmental requirements associated with SDBIP/IPMS.

ENVIRONMENTAL HEALTH PRACTITIONER (X1) (POST LEVEL 7)
STATION: THABA CHWEU
(Ref: EHP)

Remuneration: R 369 929,52 per annum plus Housing subsidy, Pension, Medical Aid and Travelling Allowance

Minimum Requirements: Gr 12 plus a BTech in Environmental Health/Public Health or equivalent coupled with 1 year Community Service experience in Municipal Health and Environmental Health services. Must be registered with the Health Professional Council of South Africa as an Environmental Health Practitioner. Must have a Code EB drivers' licence and computer literate in Microsoft programmes.

Knowledge and Competencies: Project Management skills, Analytical Skills, Assertive when addressing complex and compliance issues, Problem solving skills (complex), Good Communication skills (verbal and written), interpersonal skills, Self-motivated and driven reports preparation and presentation skills, displays integrity and professionalism.

Key performance areas: Implementing and monitoring of the following municipal health functions in terms of the National Health Act, 61 of 2003 .i.e: Water Quality Monitoring; Food Control, Waste Management; Health surveillance of Premises, Surveillance and Prevention of Communicable Diseases, Vector Control Monitoring, Environmental Pollution Control, Disposal of the dead, Chemical Safety, Radiation Monitoring Control; Report to Senior Environmental Health Practitioner on services rendered in terms of the IDP cascaded to the SDBIP of the Municipal Health Services Department as indicated in the job description of the incumbent; Implement administrative departmental requirements associated with SDBIP/IPMS.

DISASTER MANAGEMENT OFFICER (X1) (POST LEVEL 8)
Ref: DMO

Remuneration: R331 084,56 per annum, Housing, Pension, Medical Aid, Travelling Allowance

Minimum Requirements: Grade 12 plus a certificate in Disaster Management or equivalent. Computer literacy. Driver's license. 2-3 years relevant experience Knowledge of Local languages.

Knowledge and Competencies: Self-motivated and driven, Co-ordination and facilitation skills. Communication skills (verbal and written), interpersonal skills, reports preparation skills, displays integrity, confidentiality and professionalism.

Key Performance Areas: Reporting to the Manager: Disaster Management the incumbent will be responsible for the following disaster management functions:
Co-ordinates procedural applications, interventions and activities related to Disaster Management; Identify areas that are vulnerable to any disasters for possible mitigation/prevention strategies by conducting inspections of structures and facilities with a view to establishing the adequacy of preventative measures, mitigating strategies and procedures; Work with local municipalities and other structures related to disaster management in identifying deficiencies with respect to the preparedness and awareness for the communities to potential risks and hazards; Monitor trends and patterns related to disaster; Co-ordinate specific sequences associated with the provision of Education and creating awareness of potential risks and coping strategies to communities; Respond to reported calls of disaster related incidents; Process data for investigation and communicate with immediate superior and or Disaster Management Centre on the nature, severity of disaster and resources required to control/limit the impact.

DEPARTMENT: FINANCIAL SERVICES

IT TECHNICIAN (X1) (POST LEVEL 5)

REF: IT TECH

Remuneration: R487 659,12per annum, Housing subsidy, Pension, Medical Aid

Minimum Requirements: Grade 12 plus a Diploma/Degree in IT or certification in A+, N+, Security+ or MCSE or equivalent. 3-4 years relevant experience. Computer and server hardware, software, network administration and installation experience.

Knowledge and Competencies: Business and ICT planning, Business change management, user support, Installation and integration of specific hardware and software solutions, Analytic and problem-solving skills, effective communication and interpersonal skills and customer management skills essential. Information management Strong sense of responsibility, attention to detail, displays integrity and professionalism, Service delivery oriented, Ability to manage and supervise other staff members.

Key performance areas: Reporting to the Snr Manager IT the incumbent will be responsible for the following functions: Performs a full range of activities within the IT discipline and functional area but not limited to Provision of end user support and maintenance of all internal and external IT services; Responsible for day-to-day IT administration duties including Windows Active Directory maintenance. Conduct complex troubleshooting and repair tasks on Active Directory, Windows Server 2012-2019, Microsoft Exchange, user authentication and other operational systems as needed; Ability to install, configure and troubleshoot Windows Servers and server roles, as well as skills necessary for implementing security solutions; Fully supporting, configuring, maintaining and upgrading of municipal networks and in house servers; Installing and integrating new server hardware and applications. Monitor and troubleshoot network performance (availability, utilization, throughput and latency) and test for weaknesses; Ensure operation of backup services on a daily basis; Supervision and control of subordinates.

Closing date: 5 May 2023 at 16:00

N.B. Application forms can be downloaded from the EDM website: www.ehlanzeni.gov.za. Completed Application form for Employment, CVs with certified copies of qualifications not older than 6 months WITH THE CORRECT REFERENCE ON THE EMAIL SUBJECT LINE must be scanned and emailed to recruitment@ehlanzeni.gov.za. No late or faxed applications will be considered. No Hand or Post delivery.

Appointments will be in accordance with the Conditions of Service of Ehlanzeni District Municipality. The successful candidates will be required to sign a performance agreement annually.

Should you not receive a response within thirty (30) days from the closing date, please consider your application as unsuccessful. Correspondence will only be entered into with shortlisted candidates. Council nevertheless appreciates the interest shown by applicants.

The Municipal Manager
Ehlanzeni District Municipality
PO Box 3333
MBOMBELA, 1200

For further information contact the General Manager: Corporate Services on telephone no: (013) 759 8637/8571.



Dr NP MAHLALELA
MUNICIPAL MANAGER

