



EMALAHLENI MUNICIPALITY

37 Indwe Road
Private Bag X1161
Lady Frere, EASTERN CAPE 5410
Tel: 047 878 0020 Fax: 047- 878 0112
Fax to E-mail: 088 047 - 878 0112

Enquiries: Corporate Services Directors office

Ref No: HR 01/2026

Date: 14 July 2026

INTERNAL AND EXTERNAL ADVERTISEMENT

NOTICE NO: HR 01/2026

Emalahleni Municipality, a category 2 Municipality that incorporates Indwe, Dordrecht and Cacadu with its seat in Cacadu invites applications from all suitably qualified candidates for the below mentioned positions. Emalahleni Municipality is an equal opportunity employer and subscribes to the principles of employment equity.

1. PLANNING ECONOMIC DEVELOPMENT, TOURISM AND AGRICULTURE (PEDTA)

1.1 MANAGER: LOCAL ECONOMIC DEVELOPMENT (LED)

Remuneration: TASK GRADE 16 of Category 2 Municipality: R691 270, 92 - R897 296, 65 per annum (Excluding Council's Benefits)

JOB PURPOSE

To manage the key performance areas and result indicators associated with the Local Economic Development projects and programs.

REPORTING DIRECTLY TO THE DIRECTOR: PEDTA

Requirements:

- Grade 12.
- Bachelor's degree in development studies/Economic/Business Administration.
- Computer Literacy
- Five (5) years' experience three (3) of which must have been at the supervisory level in the field of local economic development.
- Code EB Valid Driver's License.



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KEY PERFORMANCE AREAS:

- Implementation and review of LED strategies & Co-ordinate LED Forums
- Coordinates specific administrative and reporting requirements associated with the key performance indicators.
- Planning, Development, and Implementation of LED policies and procedures
- Ensure that the tourism, SMME and Agricultural structures/forums are established and functional
- Financial Management and Control: constantly monitoring of departmental spending to avoid under or overspending of budget. Planning for budget spending and report to immediate supervisor.
- SMME's Development Initiatives to assist new and emerging businesses to gain access to funding
- Ensure that business development is well executed through effective branding and by acting in accordance with an approved implementation plan.
- Agricultural initiatives- use IGR structures to develop working relations with government and district organisations that they are involved in agricultural groups, communal farmers, homestead food producers, commodity groups, agricultural businesses, agricultural cooperatives.
- Supervise personnel and compile reports in accordance with PMS standards.
- Respond to municipal oversight structures in relation to auditing. MPAC and risk management.



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1.2 GEOGRAPHIC INFORMATION SYSTEMS (GIS) TECHNICIAN

Remuneration: TASK GRADE 10 of Category 2 Municipality R301 404,04-R391 243, 86 per annum (Excluding Council's Benefits)

JOB PURPOSE

Provision of municipal spatial/geographical data to ensure availability of spatial data for various departments within the Local Authority and updating of town zoning cadastral using recent rezoning applications as sources.

REPORTING DIRECTLY TO TOWN PLANNER

Requirements:

- Grade 12
- National Diploma in GIS or Relevant NQF Level 6 Qualification.
- Computer Literacy
- GIS and Database management skills
- Two (02) years relevant experience
- Knowledge of Geographical Information Systems (GIS)
- Ability to work under pressure.
- Communication skills

KEY PERFORMANCE AREAS

- Coordinate the development of the municipal spatial/geographical data to ensure availability of spatial data for various departments within the Municipality.
- Control the effective and efficient data capture and collection both in office and field, storage and Management of the Municipality geographical data in a centralized database.
- Ensure control of GIS section's machinery/hardware and software including software licence agreements.
- Convert hard copies (as built, schemas, layout plans ect.) into digital format by scanning and using various methods of data capturing.
- Customize GIS Software to suit the organizational needs and strategies Coordinate and Implementation field data collection exercises e.g household survey.
- Perform administrative tasks and other logistical activities as may be assigned by immediate supervisor.



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- Maintenance and updating of town zoning cadastral using recent rezoning applications as sources.
- Maintenance and updating the metadata for all spatial data within the GIS database.
- Embark on Land use audit for registered land parcels and
- Conducting on-site inspections and annotating new findings.

2. INFRASTRUCTURE DEVELOPMENT & HUMAN SETTLEMENTS (IDHS)

2.1 SECRETARY TO DIRECTOR: INFRASTRUCTURE DEVELOPMENT & HUMAN SETTLEMENTS (IDHS)

Remuneration: TASK GRADE 07 of Category 2 Municipality R211 197 – R274 140 per annum (Excluding Council's Benefits)

JOB PURPOSE

To provide administrative and secretarial support and provisioning to the Infrastructure Development and Human Settlements (IDHS) Directorate in achieving their goals and objectives.

REPORTING DIRECTLY TO THE DIRECTOR IDHS

MINIMUM REQUIREMENTS:

- Grade 12
- Certificate Equivalent to N6 in Public Management and/ Public administration in Secretarial/Office Administration.
- Computer literacy-MS Office Applications
- 2 years' relevant local government experience

KEY PERFORMANCE AREAS

- Secretarial Support: scheduling, confirming, and updating the diary of the Director: IDHS and alerting or indicating priority/urgent meetings required attention.



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- Organising, confirming, and scheduling meeting/appointments with internal departments/external officials, arranging the venue and attending to catering/refreshments requirements.
- Copying, typing and formatting documents/reports and creates presentations using Word processing and related office applications.
- Information Recording: Referencing source documentation, reports and/or instructions using alpha-numeric sequential codes, to facilitate retrieval.
- General Office Support/Receptionist/Telephonist function.
- Attending to telephonic calls and visitors to the Directorate, establishing nature of visits and directs requests to appropriate personnel.

2.2 ELECTRICAL SERVICES: TECHNICIAN

Remuneration: TASK GRADE 12 of Category 2 Municipality R 420 099,12 – R 545 311,08 per annum, (Excluding Council's Benefits)

JOB PURPOSE

To provide technical Electrical Engineering information and applications associated with the provision of formulation, development and drafting of plans, proposals and designs at an elementary level.

REPORTING DIRECTLY TO MANAGER ELECTRICAL SERVICES

REQUIREMENTS:

- Grade 12
- National Diploma in Electrical Engineering
- Minimum of three (3) to five (5) year's relevant experience on electrical distribution and reticulation
- Code EB Valid Driver's License.
- Computer Literacy
- Knowledge of Local Government environment will be an added advantage.

KEY PERFORMANCE AREAS



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- Develop maintenance plan for medium and low voltage network.
- Develop network performance reports.
- Monitors departmental Operational Procedures and Standing Instructions issued to all staff members by doing routine on-site inspections to ensure the safe, cost effective and continuous electrical supply to consumers.
- Analysis of recorded information in emergency and standby faults reports received scrutinizing reports for referral to ensure further action is taken by relevant departments for continuous supply to customers.
- Manage the subordinates within the Technical Installations section by monitoring all required operational activities to ensure that all instructions given are executed in a safe, cost efficient and cost- effective manner.
- Develop refurbishment plans.

2.3 PROJECT MANAGEMENT UNIT: TECHNICIAN:

Remuneration: TASK GRADE 12 of Category 2 Municipality R420 099,12 – R 545 311, 08 per annum, (Excluding Council's Benefits)

JOB PURPOSE

Provision of vital technical and administrative support to civil engineers and / project managers and ensure quality, compliance monitoring, precise measurements and ensuring materials meet designs.

REPORTING DIRECTLY TO MANAGER: PMU

Requirements:

- National Diploma in Civil Engineering.
- Sound MS office skills (MS Project, MS Excel). Knowledge and understanding of CAD & Civil Designer/road maker.



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- People management skills and experience. Three (3) to five (5) year's experience in infrastructure roads and storm water projects and/ maintenance.
- A valid code EB driving license.
- Candidate registration with ECSA will be added advantage.

KEY PERFORMANCE AREAS:

- Site quality control and site supervision
- Liaising with the community
- Analyze design & layout drawings.
- Preparation of minutes of meetings, weekly reports, monthly and annual reports for projects.
- Promoting and advocating the Emalahleni approaches and methodologies in ensuring the use of LIC/EPWP principles. Developing and implementation of quality assurance of work's system.
- Extracting data on site using relevant surveys instrument s.
- Facilitating the training and development of relevant project staff. Measurement and processing of progress payment certificates.
- Ensuring compliance with all legal aspects and conditions required by government sector departments.

2.4 DATA CAPTURER: Project Management Unit

Remuneration: TASK GRADE 06 of Category 2 Municipality R174 691, 92 – R226 772, 16 per annum, (Excluding Council's Benefits)

JOB PURPOSE

To register all labour-intensive Projects in EPWP IRS system, MIG-MIS system, including capturing of work Opportunities created in all EPWPE MIG & All Emalahleni labour intensive projects and provide administrative support to Project Management Unit (PMU).



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REPORTING DIRECTLY TO MANAGER: PMU

Requirements:

- Grade12 (Matric)
- Certificate Equivalent to N6 in Public Management and/ Public administration or Secretarial/Office Administration
- Code EB Valid Driver's License will be an added advantage
- Two (2) years' experience or more in the Local Government environment.

KEY PERFORMANCE AREAS:

- Facilitates tasks\activities relating to EPWP; MIG-MIS and mass job.
- Registering all labor-intensive Projects in EPWP IRS system, MIG-MIS system, including capturing of work Opportunities created in all EPWPE MIG
- Retrieving reports and submits them to the immediate superior for further processing.
- Monthly Coordination of site visit within the jurisdiction of the municipality.
- Monthly Reporting of project performance\status on the EPWP systems and MIG-MIS system.
- Monthly Coordinating the payment for EPWP beneficiaries in compliance with internal processes and the EPWP reporting requirements i.e. attendance registers; payment templates and certified ID copies.

3. BUDGET AND TREASURY OFFICE

3.1 ACCOUNTANT: ANNUAL FINANCIAL STATEMENTS (AFS)

Remuneration: TASK GRADE 12 of Category 2 Municipality R420 099,12 – R 545 311,08 per annum. (Excluding Council's Benefits)

JOB PUPROSE

To coordinate monthly, quarterly, and annual financial statements for the Municipality in



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accordance with GRAP and in compliance with the requirements of Provincial Treasury and MFMA.

REPORTING DIRECTLY TO MANAGER: BUDGET, REPORTING & AFS

Requirements:

- Grade 12
- National Diploma qualification in Commerce (NQF Level 6) with accounting as a major subject or equivalent finance qualification with Accounting III at NQF level 6.
- Minimum of three (3) to five (5) years' experience in Municipal Annual Financial Statements preparation and accounting environment
- Be in possession of CPMD attainable within 18 months.
- Computer Literacy (MS Applications with Excel advanced.)
- Code EB Valid Driver's License.

KEY PERFORMANCE AREAS:

- Providing inputs into the planning processes, implements and maintain specific procedures, systems and controls associated with the budget and treasury functionality.
- Giving inputs into the development and reviewal of asset management and reporting plans in compliance with relevant legislation
- Providing inputs on specific aspects pertaining to the Annual Financial Statements (AFS), policies and processes, clarifying understanding and implementation approach outcomes and performance measures
- Coordinating activities and processes associated with preparation of monthly, quarterly, half-yearly and Annual Financial Statements in accordance with provisions of the MFMA and General Recognized Accounting Practice.
- Coordinating activities and processes associated with the audits by the Auditor General



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- Coordinating activities and processes associated with the key accounts' reconciliations.

4. MUNICIPAL MANAGER'S OFFICE

4.1 Municipal Public Accounts Committee Coordinator (MPAC)

Remuneration: TASK GRADE 10 of Category 2 Municipality R301 404,04-R391 243, 86 per annum (Excluding Council's Benefits)

REPORTING DIRECTLY TO MANAGER: OPERATIONS

Requirements:

- Grade 12
- National Diploma in Public Management
- Minimum two (2) years' experience in Municipal Environment dealing with Municipal Public Accounts Committee administrative functions
- Computer Literacy
- Code EB Valid Driver's License will be an added advantage

KEY PERFORMANCE AREAS:

- Inputting in the development of MPAC policies and forward to immediate superior for verification.
- Monitoring the implementation of MPAC policies and forward a detailed report to immediate superior for verification.
- Researching gaps in the MPAC policies and forward to immediate superior for further processing.
- Coordinating the development of MPAC policies and forward to immediate superior for further processing.
- Drafting MPAC plans and forward to immediate superior for inclusion in the SDBIP.
- Facilitating the implementation of MPAC plans and forward a detailed report to



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immediate superior for verification.

KEY COMPETENCIES REQUIRED FOR ALL APPLICANTS

- Possess good integrity, maturity, honesty, transparency, and commitment to values of Emalahleni Municipality.
- Clear understanding and respect of cultural diversity and be able to build and maintain relationships.
- Productivity and high-quality standard of work
- Good report writing, communication, organizational and problem-solving skills.
- Be willing to work under pressure.

The closing date for applications is Thursday, 06 August 2026, no late applications will be considered, therefore post delays must be considered by the applicants. Faxed applications will not be accepted.

APPLICATION PROCESS

Applicants for the above-mentioned positions are required to fully complete and submit a prescribed application form obtainable from our reception or download from www.emalahlenilm.gov.za, detailed Curriculum Vitae together with certified copies of all qualifications and the Identity Document. Applications not accompanied by the required documentation will not be considered. The Council reserves the right not to continue with the interviews and appointments if no suitable candidate is found.

Emalahleni Municipality is an equal opportunity employer with a firm commitment to employment practices irrespective of race, gender, and disability. People with disabilities are encouraged to apply. 



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Correspondence will only be entered into with short-listed candidates. Applicants not contacted within 30 days of the closing date may safely assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. Enquiries can be made with **HUMAN RESOURCES MANAGER, Mr. Zamuxolo Mbotyi**, at 066 2180718 Mbotyiz@emalahlenilm.gov.za during office hours. (08H00 to 16H30)

Applications should be addressed to:

Email Address: Applications@emalahlenilm.gov.za

OR Physical Address

37 Indwe Road
Emalahleni Local Municipality
Cacadu
5410

40 Fletcher Street,
Indwe Municipal Offices
5445

Grey Street, Town Hall Building
Dordrecht Municipal offices
5435

NB: Shortlisted candidates will be subjected to security vetting. Appointed Candidate will be required to sign a Performance Agreement and will be required to disclose financial interests.

MS T. MADOTYENI
MUNICIPAL MANAGER

16 July 2026

DATE

