



## EMFULENI LOCAL MUNICIPALITY

Emfuleni Local Municipality, with its Head Office situated in Vanderbijlpark, invite suitably qualified candidates, to apply for the following positions:

### CIRCULAR 4/2010

#### CLUSTER: FINANCIAL SERVICES

##### BUSINESS UNIT: CREDIT CONTROL & DEBT MANAGEMENT

##### POSITION: MANAGER: DEBT MANAGEMENT (1POST) REF.C4MDEBT

SALARY: Job level 2 of a Grade 11 Local Authority R325 712 per Annum (Other benefits such as car allowance, medical aid, U.I.F, housing subsidy, pension and group insurance excluded).

**QUALIFICATIONS:** Degree/Diploma/equivalent(NQF6).

**COMPETENCIES:** General Management Skills, Negotiation Skill• Report Writing Skills and Legal Background• Knowledge of relevant legislation• Good interpersonal skills• Planning and organizational skills verbal and written communication skills• Proven debt management experience• Leadership skills• Valid Driver's licence Code8.

**EXPERIENCE:** 5 years appropriate experience at a Managerial level preferably in Finance.

**DUTIES:** Develop and Implement successful debt collection strategies• Reduce and manage the Municipal Debt level• Provide guidelines and guidance to staff on application of procedures• Co-ordinate and implement the approved debt collection• Indigents and debt write-off policies• Appraising performance of staff• Performing generic management tasks such as report writing• Human capital management, budget control and policy development and implementation• Send letters of demand and summon defaulters.

#### BUSINESS UNIT: SUPPLY CHAIN

##### POSITION: MANAGER: SUPPLY CHAIN MANAGEMENT

##### ( 1 POST) REF. C4MSCM

SALARY: Job level 2 of a Grade 11 Local Authority R325 712 per Annum (Other benefits such as car allowance, medical aid, U.I.F, housing subsidy, pension and group insurance excluded).

**QUALIFICATIONS:** Degree/ Diploma or equivalent qualification(NQF6)• A Supply Chain Management qualification will be added advantage.

**EXPERIENCE:** 5 years relevant experience in Supply Chain management of stores.

**COMPETENCIES:** Understanding the acquisition process, contract management, development of tender documents, supplier relationship management, basic project management skills and consistency in attempting to fulfill work projects on time with honesty and integrity• Good interpersonal skills, planning and organisational skills, verbal and written communication skills, facilitation skills and sound knowledge of legislation governing SCM• Valid Driver's license Code 8 and Logistics (store, process and administration)

**DUTIES:** Managing supplier's performance• Ensuring compliance• with policies and procedures• Actively implement and drive the supply chain process of the municipality• Managing the Supply Chain Management unit, including demand management, acquisition management, logistic management and disposal management• Liaise with other clusters and other stakeholders• Design appropriate policies and process in line with Supply Chain Management regulations and other relevant legislation• Advise the Chief Financial Officer on Supply Chain Management Unit, Bid Committee and other units, play major role in the approval of expenditure and bids• Serve as member of Bid Committee• Render an advisory service on all Supply Chain Management matter in all the clusters/or units• Ensure control control weakness identified by the auditors are corrected• Identify risk relating to Supply Chain Management that the municipality is exposed to, so as to mitigate the risk• Regular report writing• Management of stores.

#### CLUSTER: CORPORATE SERVICES

##### BUSINESS UNIT: OFFICE OF THE CORPORATE SERVICES

##### POSITION: CORPORATE PLANNER(1 POST)REF.C2PL

SALARY: Job level 3 of a Grade 11 Local Authority R615 297 .(Basic salary is R 287 843 per Annum Other benefits such as car allowance, medical aid, U.I.F, housing subsidy, pension and group insurance are already structured as per the municipality regulations).

**QUALIFICATIONS:** Public Administration or Business Oriented qualification• A post graduate qualification is highly recommended.

**EXPERIENCE:** A minimum of 5 years Planning, Policy Making and Management experience.

**COMPETENCIES:** Planning & Policy development• Budgeting skills essential• People management Strategic Leadership• Monitoring and evaluation skills are highly recommended.

**DUTIES:** Business and Strategic Planning and Performance Management of the Cluster• Monitor compliance with all corporate services objectives and legislation• Responsible for the administrative performance of the Cluster• Attend meetings as directed by DMM: CS• Management of the Budget, statutory and any ad-hoc duties as directed by the Deputy Municipal Manager: Corporate Services.

#### BUSINESS UNIT: HUMAN RESOURCES

##### POSITION: EMPLOYEE RELATIONS OFFICER(1 POST) REF.C2EMPL

##### RE-ADVERTISEMENT

SALARY: Job level 7/6 of a Grade 11 Local Authority R163 610- R202 585 per Annum .(Other benefits such as car allowance, medical aid, U.I.F, housing subsidy, pension and group insurance are excluded).

**QUALIFICATIONS:** Grade 12, National recognised Diploma in Human Resource/Labour Relations plus a driver's license.

**EXPERIENCE:** 3-5 years in the labour relation field.

**COMPETENCIES:** Be able to interpret dispute referrals, conversant with Labour Related legislation and regulations• Knowledge and understanding of sector agreements• Excellent communication, analytical and report writing.

**DUTIES:** Overall management of disputes referred to the SALGBC by ensuring that there is Compliance with the Constitution, policies and the main collective agreement• Receive and screen all dispute referrals from employees and log all to the system• Regularly confirm conciliations and arbitrations• Direct involvement in dispute matters both at CCMA and SALGBC Level• Ensuring that all cases are allocated case number• Ensuring that rules of the SALGBC are adhered to by all employees from date of dismissal,condonation, citations etc• Timeous response to all correspondence related to declared disputes• Ensuring that records of proceedings are filed and kept at employer records• Compiling disputes reports on quarterly basis for submission to council and financial reports on matters on which the municipality incurred costs• Establish filing system• Liaise with SALGBC, CCMA and IC on daily basis regarding cases• Receive and resolve telephone queries daily.(NB PREVIOUS APPLICATION FORMS WILL BE CONSIDERED AND DO NOT NEED TO RE-APPLY.

#### CLUSTER: BASIC SERVICES

##### BUSINESS UNIT: OPERATION(NETWORK/PUBLIC LIGHTING)

##### POSITION: SENIOR ENGINEER

##### (3 POSTS) REF.C2SST

SALARY: Job level 4 of a Grade 11 Local Authority R235 054- R259 054 496 per Annum .(Other benefits such as car allowance, medical aid, U.I.F, housing subsidy, pension and group insurance are excluded).

**QUALIFICATIONS:** Grade 12, National Diploma• (54 Heavy Current) and Qualified as Electrician.Possession of a government certificate of competency as electrical engineer will be an advantage.

**EXPERIENCE:** 10 years in the relevant field.

**COMPETENCIES:** Good interpersonal skills• Good communication skills• Prepared to work long and irregular hours• Conduct management and valid drivers licence (code EB)

**DUTIES:** Management operation/maintenance of the Municipality's Lighting/electricity Infrastructure networks, which comprise network at 88/33/22/11/v and 400v to ensure continuity and a high quality of service and supply to all customers.

PLEASE TAKE NOTE THAT EMFULENI LOCAL MUNICIPALITY RESERVES THE RIGHT NOT TO MAKE ANY APPOINTMENT IN THESE POSITIONS.

PLEASE NOTE THAT: CORRESPONDENCE WILL BE LIMITED TO SHORT-LISTED CANDIDATES ONLY. FRAUDULENT QUALIFICATIONS OR DOCUMENTS WILL IMMEDIATELY DISQUALIFY OFFENDING APPLICANTS.

CANDIDATES, WHO HAVE NOT BEEN CONTACTED WITHIN 2 MONTHS OF THE CLOSING DATE, SHOULD

Comprehensive Curriculum Vitae (CV) For the Above Positions should be emailed to: [jobs@emfuleni.gov.za](mailto:jobs@emfuleni.gov.za) or posted to Human Resource, P O Box 3, Vanderbijlpark, 1900 or hand delivered at 1<sup>st</sup> Floor, Human Resource Office, Room 141, Corner CR Swart and President Kruger Street, Vanderbijlpark. Application Forms are available on our website link to [www.emfuleni.gov.za](http://www.emfuleni.gov.za). Enquiries can be made on 016950-5671

CLOSING DATE FOR ALL APPLICATIONS IS 15 MARCH 2010

Application Forms are available on our website: [www.emfuleni.gov.za](http://www.emfuleni.gov.za).

