



CHIEF ALBERT LUTHULI MUNICIPALITY

The transparent, innovative, and developmental municipality that improves the quality of life of its people

Chief Albert Luthuli Municipality hereby invites applications from suitably qualified persons for the following positions: -

DEPARTMENT OF FINANCE

MANAGER: REVENUE

POST LEVEL: 3

Salary Scale: R 598.958.40

QUALIFICATIONS AND REQUIREMENTS:

- Grade 12 certificate
- B-Com in Accounting, Economics, Financial Management or Business Management
- Postgraduate Degree/Diploma will be an added advantage
- Minimum Competency Levels
- A minimum of five (5) years' experience in the revenue section of the municipality
- Good management and leadership skills including stakeholder management
- Strong computer skills with extensive knowledge of computerised financial system and Microsoft office package
- Strong numeric skills
- Good communication skills
- Interpersonal, analytical and organisational skills
- Valid Code 8 drivers' licence
- Experience in the Sebata EMS financial system will be an added advantage

KEYPERFORMANCE AREAS

- Monitor and control revenue and income for the municipality
- Managing debt collecting, financial risk and budget
- Managing day to day accounting functions which includes accounts, sundry payments, receipts and banking
- Compile weekly, monthly and quarterly income and expenditure reports for the immediate supervisor.
- Establish risk assessment and risk management systems for the revenue section
- Apply internal control measures and ensure compliance with the legislation, regulations, policies and procedures
- Assist in carrying out of any finance related matters
- Management of leave within the section.
- Identification of development and training needs of personnel in the revenue section.

CORPORATE SERVICES DEPARTMENT HUMAN RESOURCES CLERKS X 2

POST LEVEL: 8

SALARY SCALE: R 213 305.96- R 241 576.12

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 certificate
- Certificate in Office Admin or relevant
- Computer literacy
- Must be able to carry weight up to 20kg.
- Must have reasonable mobility
- Must be able to act on the higher positions

KEYPERFORMANCE AREAS

- Responsible for capturing of all employment application forms and submit long list to immediate supervisor.
- Receiving, verifying and processing of all leave applications.

- Updating of employees personal files.
- Preparing terminations of employment for the attention of the immediate supervisor.
- Assisting employees to complete claim forms
- Responsible for minutes taking for the section/ department.

**COMMUNITY SAFETY SERVICES
CHIEF FIRE OFFICER**

POST LEVEL: 3
SALARY SCALE: R598 958.40

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 Certificate
- B-Degree in Fire Technology or any relevant qualification.
- Minimum five (5) years in supervisory level.
- Must have trained up to level of ICS-400.
- EC1 Driver's license
- Hazmat Operation Certificate
- EMT Certification
- Pumps and Hydraulics certificate
- Computer Literacy

KEYPERFORMANCE AREAS

- Plan and provide strategic direction for Fire, Rescue and Disaster division.
- Manages the operations of the Fire Section and satellite offices.
- Ensures all existing Memorandum of Agreements, Memorandum of Understanding, Radio licenses and contracts for service are kept in force and up to date.
- Coordinate the firefighting personnel to review and evaluate their performance.
- Recommends training for all firefighting personnel.
- Recommends for request for grants for the firefighting equipment and activities.
- Prepares the Annual Reports for the attention of the supervisor.
- Performs firefighting duties including combating and extinguishing fires, rescue victims, saving property and operating fire apparatus.
- Responds to fire alarms, medical and other emergencies.
- Engages in public relations activities and foster good relations.
- Issuing of fines to those who commit offences in terms of the Act.
- Develops training exercises/ activities for municipal employees.
- Develops and emergency operating Center and emergency shelters.
- Manages the weekly and monthly work plans for the section.
- Develops and manages the annual leave schedule for the section.

CHIEF TRAFFIC OFFICER

POST LEVEL: 3
SALARY SCALE: R598 958.40

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 certificate
- Bachelor of Police Practice/ Traffic or Degree in Traffic Management or any relevant qualification
- Five (5) years' experience as Assistant Chief Traffic Officer will be an added advantage.
- High level of responsibility
- Valid Code B Driver's Licence
- Good human relations, communication and interpersonal relations
- Registration as Traffic Officer or Diploma in Policing will be an added advantage.

KEYPERFORMANCE AREAS

- Responsible for Traffic Law enforcement and municipal by-laws.
- Plan and facilitate law enforcement operations and ensure that all traffic regulations and laws are effectively enforced.
- Responsible for management, development, planning and design functions with regards to traffic management plan.
- Develop short, medium and long-term traffic law enforcement strategies.
- Conducts research and inspections and come with intervention initiatives in addressing the expansion of traffic demands in line with the IDP of the municipality.
- Develops and institutes an effective reporting system in the section to aid Council in the management of the service delivery.
- Administers road accident, road safety unit and supporting emergency and rescue personnel during major disasters.
- Managing and ensuring that any risk to public safety or contravention to traffic regulations and laws are identified and corrective measures enforced on offenders.
- Maintain effective and efficient stakeholders' regulations and ensure all general protocols, policies and procedures are adhered to.
- Manages and ensure all administrative sequences related to statutory documentation, registers and statistics are performed.
- Responsible for the general management of the section.
- Monitor the execution of traffic speed operations and road blocks.
- Attend Courts proceedings

OFFICE OF THE MUNICIPAL MANAGER
MANAGER: PERFORMANCE MANAGEMENT SYSTEM

POST LEVEL: 3

SALARY SCALE: R598 958.40

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 Certificate
- B –Degree in Public Management/ HR Management or any relevant qualification
- Vast knowledge and understanding of Local Government.
- At least 5 years' experience in supervisory level in the related field in Local Government.
- Possession of MFMP Certificate will be an added advantage.
- A valid Code 8 Drivers Licence
- Good report writing skills.
- Advanced computer skills.

KEYPERFORMANCE AREAS

- Ensures development and implementation of organisational operational PMS.
- Organize, manage and monitor performance assessment processes.
- Provides secretariat services during assessment processes.
- Participate in the development of IDP, Budget, SDBIP and related documents.
- Develops monthly, quarterly and annual performance reports
- Ensures that all timeframes including PMS are adhered to.
- Ensures that all internal stakeholders are involved in developing and reviewing of PMS.
- Assists in the development and submission of a process plan to Council.
- Implement Performance Management communication strategy aimed at creating awareness and keeping all stakeholders fully informed.
- Liaise with the HR Manager regarding gaps that have been identified in the performance assessment reports for inclusion in the Workplace Skills Plan.
- Leads and manage the PMS related matters in the municipality.
- Analyse and develop assessment reports of all employees within the municipality.
- Undertakes research and keeps updated with legislations and regulations impacting on the IDP and PMS

E-MAILED APPLICATIONS WILL BE CONSIDERED ONLY IF THEY ARE CLEAR

Applications must be submitted on the Chief Albert Luthuli Municipality's application form, which is obtainable in all the Chief Albert Luthuli's municipal offices or on the Chief Albert Luthuli's website that is www.albertluthuli.gov.za, the application forms should be accompanied by updated and comprehensive CVs as well as recently (**not older than 6 months**) certified copies of all qualifications and Identity document to: **The HR Manager, P.O.Box 24, Carolina, 1185, Email address: Recruitment@albertluthuli.gov.za**. Incomplete applications or those received after the closing date will not be considered. Due to the large number of applications anticipated, correspondence will be limited to short-listed candidates only. If you have not been contacted within 3 months after the closing date of the advertisement, please accept that your application has been unsuccessful. We thank you for the interest shown in our municipality

NBI ALL SHORTLISTED CANDIDATES WILL BE SUBJECTED TO VETTING, SCREENING AND REFERENCE CHECKS BY ACCREDITED SERVICE PROVIDERS AND HR PERSONNEL. CHIEF ALBERT LUTHULI MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT OPPORTUNITIES, AFFIRMATIVE ACTION AND EMPLOYMENT EQUITY ACT AND IN THIS VEIN, APPROPRIATE QUALIFYING WOMEN, PEOPLE WITH DISABILITIES AND PEOPLE OF COLOUR ARE PARTICULARLY ENCOURAGED TO APPLY.
NBI THE MUNICIPAL COUNCIL RESERVES THE RIGHT TO APPOINT OR NOT TO APPOINT IN ANY ADVERTISED POSITION.

ENQUIRIES: Human Resources Manager

: Mr MS Nkosi

TEL : 017 843 4000/4023

CLOSING DATE: 29 October 2021



MR MS DLAMINI
MUNICIPAL MANAGER

14/10/2021
DATE