



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: -

EXTERNAL ADVERTISEMENT

DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT DIRECTOR (FIVE (5) YEARS FIXED TERM PERFORMANCE BASED EMPLOYMENT CONTRACT)

REMUNERATION PACKAGE: WILL BE DETERMINED IN LINE WITH GOVERNMENT NOTICE ON TOTAL REMUNERATION PACKAGES PAYABLE TO MUNICIPAL MANAGERS AND MANAGERS DIRECTLY ACCOUNTABLE TO MUNICIPAL MANAGERS
QUALIFICATION AND REQUIREMENTS

- A B- Degree in Economic Development/Town or Urban and Regional Planning or equivalent qualification.
- A minimum of at least five (5) years' experience at senior management level.
- Minimum Competency Certificate (MFMP) or CPMD.
- Registration with the South African Council for Planners (SACPLAN) will be an added advantage.
- Understanding of the development planning environment and the developmental role of the municipality.
- Understanding of municipal government and administration.
- Knowledge of Urban Development Management
- A high degree of aptitude to operational planning, decision-making, human resources planning and motivation
- A strategic thinker who possesses leadership qualities with strong general management skills, with the ability to develop and formulate policy, procedures and systems
- Budgeting skills
- Strategic Planning Skills
- Computer literate
- A valid Code 8 Driver's licence

KEY PERFORMANCE AREAS

- Development of Spatial Planning/ Town Planning and Land Use Management
- Management of the Integrated Development Planning (IDP)
- Coordination of the Strategic Planning
- Formulation and implementation of the Local Economic Development strategy for the municipality, including strategy development and promotion of Tourism
- Formulation and implementation of a service delivery improvement programme for the municipality
- Formulation and implementation of strategy for Community Participation in municipal activities
- Management of human settlement related issues and implementation of policy directives in this regard.
- Prepare and submit reports to Council

OFFICE OF THE EXECUTIVE MAYOR MAYORAL AIDE X 2 (FIXED TERM CONTRACT ALIGNED TO THE POB's TERM OF OFFICE)

POST LEVEL: 6

SALARY SCALE: R 309 991.59- R 342 348.79

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 certificate
- Be in possession of a valid Code B Driver's Licence
- Must have a valid competency certificate to handle a shotgun.
- Must have knowledge of Firearm Act 60 of 2000.
- Must be able to work under pressure
- Must be able to work awkward hours.
- Minimum five (5) years' experience in related field will be an added advantage.

- Must be able to carry load of about 20kg.

KEYPERFORMANCE AREAS

- Responsible for the safety of the Executive Mayor
- Accompany the Executive Mayor in all Council programmes.
- Will be expected to drive the Executive Mayor's vehicles.
- Conduct safety inspections where ever the Executive Mayor visits.
- Must give safety clearance before the Executive Mayor avails to the public.
- Must be able to operate necessary weapons to protect the Executive Mayor.

INTERNAL/ EXTERNAL ADVERTISEMENT

FINANCE DEPARTMENT

CASHIER- CAROLINA (HEAD OFFICE)

POST LEVEL: 8

SALARY SCALE: R 220 771,66_ R 239 643,56

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 certificate
- A certificate in Accounting/ Finance Management.
- Diploma in Accounting/ Finance Management will be an added advantage
- Computer literate
- MFMP Certificate will be an added advantage.
- Minimum one (1) will be an added advantage.
- Knowledge of SEBATA FMS will be an added advantage.
- Must be able to act on the next post level.

KEYPERFORMANCE AREAS

- Receive and bank cash for services from clients.
- Balance and reconcile daily all cash received.
- Perform daily reconciliation of electricity sales against the contour system.
- Verify and check all daily cash collected against the system report.
- Prepare and do banking on daily basis.
- Merge all transactional receipts daily and keep records.
- Ensure compliance on cash receipting and timely banking.

METER READER (EMANZANA UNIT)

POST LEVEL: 11

SALARY SCALE: R157 212.64_ R 170 592.25

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 certificate
- Computer literacy in Microsoft Word and Excel.
- A minimum of at least one (1) year experience in related field.
- Customer orientation and sensitivity
- Must be able to climb a ladder

KEYPERFORMANCE AREAS

- Taking of electricity and water readings.
- Assisting and resolving customers' queries
- Assisting in arranging and posting of accounts.
- Assisting with any other administrative work given by immediate supervisor.

ASSISTANT ACCOUNTANT: CASHBOOK & VAT RECOVERY

POST LEVEL: 6

SALARY SCALE: 309 991.59_ R 342 348,79

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 certificate
- Diploma in Accounting or Commerce
- B-Com Degree will be an added advantage
- Minimum Competency Certificate will be an added advantage
- Knowledge of MSCOA
- At least two (2) years relevant experience in the field.
- Customer orientation and sensitivity

KEY PERFORMANCE AREAS

- Daily maintenance of cashbook.
- Daily capturing of debit orders, Bank charges and interests charged or received.
- Identification of unauthorized debit orders.
- Assisting in preparing monthly bank reconciliations
- Reviewal of monthly creditors age analysis.
- Assisting in preparing VAT reconciliation and submission of VAT 201.
- Assisting in preparing quarterly investment register.

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

NB! 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.

NB! 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: 06 December 2021


MR MS DLAMINI
MUNICIPAL MANAGER

22/11/2021
DATE