



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: TECHNICAL SERVICES

MANAGER: PUBLIC WORKS

SALARY SCALE: R563 725.67

POST LEVEL: 3

QUALIFICATIONS AND REQUIREMENTS

- **Grade 12**
- **National diploma in civil engineering or Equivalent qualification**
- B Degree in Civil Engineering would be an added advantage
- A minimum of three (3) years' experience in managerial level
- Good management and leadership skills including stakeholder management
- Computer skills
- Good communication skills
- Interpersonal, analytical and organisational skills
- Valid driver's licence

KEY PERFORMANCE AREAS

- Directs and controls outcomes associated with utilization, productivity and performance of personnel within the Roads and Storm-water Maintenance Section
- Keeping abreast with technological developments in the rehabilitation and maintenance of roads, storm-water drainage, traffic signage/ markings.
- Prepares capital and operating estimates and controls expenditure against the approved budget allocations
- Disseminates functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints
- Establishing key performance indicators and measures for determining/ assessing the level and appropriateness of service delivery with respect to road maintenance (routine, planned and unplanned) and repair work, storm-water drainage
- Assessing and analysing material design, introduction of new materials and equipment and its impact on the functioning and level of service delivery
- Addressing complex technical issues and disseminating professional advice associated with the objectives and outcomes of the functionality

DEPARTMENT: PLANNING AND ECONOMIC DEVELOPMENT

AGRICULTURAL OFFICER

POST LEVEL: 4

SALARY SCALE: R361 288.07 –R 370 335.10

QUALIFICATIONS AND REQUIREMENTS

- Grade 12
- National Diploma in Agriculture/ Agricultural Engineering/ Agricultural Economics.
- B Degree would be an added advantage
- Two (2) years' experience in land and agrarian reform knowledge of agricultural prescripts/ policies.
- Practical knowledge and sound understanding of the dynamics within the agricultural sector and legislations governing the support of smallholder produces, GIS equipment utilisation, programme and project management.

- The incumbent should be able to perform in a team environment as this post involves people management and empowerment.
- Good knowledge and understanding of all relevant legislation and regulations that govern the municipality.
- Computer Literacy certificate
- Valid driver's licence

KEY PERFORMANCE AREAS

- Prepares and submit a weekly work schedule to the immediate supervisor.
- Conduct land audits within the municipality.
- Conduct monitoring and evaluation of municipal funded project with special emphasis to Agri-Park, Masibuyele Emasimini, Masibuyele Esibayeni funded project.
- Collect, analyse and submit evidence for all supported households and smallholder producers, including all hectares planted within the municipal boundary.
- Liaise with the Department of Agriculture with regards to farming opportunities.
- Attend to queries queries raised concerning farming issues.
- Provide oversight and support towards the planning and implementation of Agric-Park and the Masibuyele Emasimini in the municipality informed by what is found on the ground.
- Keeps all documents and information regarding to agriculture.
- Prepares and submits monthly and quarterly reports on the projects monitored

DEPARTMENT: CORPORATE SERVICES

SENIOR COMMITTEES' CLERK

POST LEVEL: 6

SALARY SCALE: R 281 890.62—R 311 314.61

QUALIFICATIONS AND REQUIREMENTS:

- National Senior Certificate/Grade 12
- Three (3) years Diploma in Public Management/ Administration or Management Assistant.
- Computer literacy
- Good communication and writing skills
- Must be prepared to work long hours
- Be able to meet deadlines

KEY PERFORMANCE AREAS

- Coordinate reports and relevant information for meetings of Council and its Committees, compile Agenda for meetings of Council and its Committees in accordance with the Rules of Order and other applicable legislations,
- Take minutes during meetings of Council and its Committees;
- Draft the necessary correspondence that arise from meetings of Council and its Committees;
- Coordinate relevant administrative duties pertinent to the operations of the department;
- Attend to queries from the public related to the related to the office of the Head of Department;
- Take minutes at various meetings as requested by Director Corporate Services;
- Retrieve documentation as requested by supervisor
- Support the Director Corporate Services and Managers with administrative duties;
- Keep records or send of registered mails.

NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED!

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 Chief Albert Luthuli's website which is www.albertluthuli.gov.za Complete applications must be forwarded to: The Municipal Manager, P.O. Box 24, Carolina, 1185. The application forms should be accompanied by updated and comprehensive CVs as well as recently (not older than 3 months) certified copies of all qualifications and Identity document. 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 6 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

CHIEF ALBERT LUTHULI LOCAL MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF EQUAL EMPLOYMENT OPPORTUNITIES, AFFIRMATIVE ACTION AND EMPLOYMENT EQUITY ACT AND IN THIS VEIN, APPROPRIATE QUALIFYING WOMEN AND PEOPLE WITH DISABILITIES ARE PARTICULARLY ENCOURAGED TO APPLY

ENQUIRIES: HR MANAGER: MR NKOSI MS
TEL: 017 843 4023

CLOSING DATE: 11 FEBRUARY 2020

