



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 ADVERTISEMENTS

PLANING AND ECONOMIC DEVELOPMENT DEPARTMENT

MANAGER: INTEGRATED DEVELOPMENT PLANNING

POST LEVEL: 3

SALARY SCALE: R 619 921.08

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 certificate
- B-Degree in Public Management/ Administration or equivalent qualification.
- Broad Knowledge of IDP.
- A minimum of 5 years' experience in Local Government
- Knowledge of urban and rural development
- Basic research and data analysis skills
- Computer literacy
- Valid Code 8 Drivers' License

KEYPERFORMANCE AREAS

- Prepare a Process Plan in terms of Section 29 of the Municipal Systems Act.
- Coordinate and manage the entire IDP review process.
- Deal with the Spatial Development Framework and Housing Sector Plan of the municipality.
- Develop draft IDP document for the attention of the supervisor.
- Understanding of the project management
- Ensures statutory compliance as per the MSA dictates.
- Coordinates the publishing of draft IDP to obtain public comments.
- Ensures inclusion of community needs in the IDP.
- Deals with all administrative matters in the section.

COMMUNITY SAFETY SERVICES DEPARTMENT LABOURERS X 7 (4 X ELUKWATINI, 2 X CAROLINA, 1X EMPULUZI)

POST LEVEL: 17/16

SALARY SCALE: R 118 346.85

QUALIFICATIONS AND REQUIREMENTS

- Grade 11
- Grade 12 certificate will be an added advantage.
- Be able to carry a minimum of 20kg weight.
- Have reasonable mobility.

KEYPERFORMANCE AREAS

- Adhering to personal protective clothing and equipment requirements.
- Attending safety training and daily briefings.
- Reporting of safety hazards or incidents to immediate supervisor.
- Availing oneself to statutory medical surveillance.
- Cutting grass and trees on pavements, municipal sites/ buildings and vacant sites.
- Removing and replacing refuse bags from bins and/or gathering and loading/offloading into/from refuse removal vehicles.
- Picking up and loading refuse bags into the refuse vehicles.
- Cleaning spilled waste, sweeping, gathering and inserting into refuse bags in loading to refuse vehicles.
- Attends to the loading/offloading of refuse bags into/from refuse vehicles at disposal sites.
- Sweeping walkways and paved areas in the main streets using brooms, gathering, picking and transferring litter into refuse collecting bags.
- Picking up and cleaning litter and/or items lying on sites, parks and open spaces and in any other areas.
- Removing and replacing refuse bags from collecting bins in public areas.
- Carrying refuse bags/ bins to designated areas for collection and/or attends to the loading/offloading of refuse bags/bins from refuse vehicles.

**CORPORATE SERVICES DEPARTMENT
MANAGER: ICT**

**POST LEVEL: 3
SALARY SCALE: R819 921.08**

QUALIFICATIONS AND REQUIREMENTS

- Grade 12 certificate
- A Degree in Information Technology (NQF Level 7)
- With Microsoft Azure understanding or Equivalent Certification will be an advantage.
- 4 – 5 Years information Technology Network & Security experience.
- Good communication and problem solving skills and the ability to convey technical concepts to non-computer specialists.
- Customer service orientation. Attention to detail. Full knowledge of current IT systems in use by the municipality.
- Code 08 drivers licence

KEYPERFORMANCE AREAS

- Identifies and defines objectives/ plans associated with the provision and maintenance and control of the Networks and Security functionality and operating platform.
- Analysing and aligning requirements with operating capacity and capability.
- Evaluating and commenting on the applicability of specific key performance indicators and measures against outcomes detailed in the departments Business and Strategic Plans.
- Designs specific procedures, systems and controls to guide implementation, user interface and system applications.
- Developing, evaluating and reviewing risk related policies associated with access levels, confidentiality and disaster recovery with a view to providing input into the establishment and amendment of procedural applications.
- Aligning current procedures to satisfy legislative requirements with respect to acquisition processes, software development and asset control.
- Attending to the operational outcomes related to the provision of support and quality service delivery. Monitoring system performance and executing specific procedural applications to commence with upgrades and/ or routine maintenance of user system, networks and servers.
- Establishing training needs with respect to specific applications and executing procedural requirements to facilitate the capability of users.

**DEPARTMENT: TECHNICAL SERVICES
POSITION: GRADER OPERATOR - (EMPULUZI UNIT)**

**POST LEVEL: 10
SALARY SCALE: R 170 592.25-191 600.97**

QUALIFICATIONS AND REQUIREMENTS

- Grade 10 Certificate.
- Certificate as a grader operator.
- Valid Code EC 1 Drivers Licence.
- Be able to cut a final level on basis.
- A minimum of one-year relevant experience.
- The candidate may also be expected to work on weekends.

KEYPERFORMANCE AREAS

- Operating motor grader and TLB.
- Responsible for blading streets.
- Reconstruction of streets.
- Grading of roads, soccer fields and other areas which may require utilization of a grader.
- Assist with any other duties given by the supervisor.

CLEANER X 1 (ELUKWATINI UNIT OFFICE)

**POST LEVEL: 17/16
SALARY SCALE: R 118 346.85**

QUALIFICATIONS AND REQUIREMENTS

- Grade 11 report card
- Grade 12 certificate will be an added advantage
- Be able to carry a minimum of 20kg weight
- Have reasonable mobility
- Must be able to work with water.

KEYPERFORMANCE AREAS

- Adhering to personal protective clothing and equipment.
- Attending safety trainings and daily briefings
- Reporting of safety hazards or incidents to immediate supervisor
- Availing oneself to statutory medical surveillance

- Cleaning of offices and buildings.
- Removing of all objects and items to relevant places.
- Scrubbing of floors and dirty walls.
- Picking up of papers and other stuff around the offices and buildings

**OFFICE OF THE SPEAKER
SPEAKERS AIDE X 1 (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 local government will be an added advantage.
- Must be able to carry load of about 20kg.

KEYPERFORMANCE AREAS

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

**TECHNICAL SERVICES DEPARTMENT
LABOURERS X2 EMPULUZI UNIT & 1 X ELUKWATINI UNIT)**

POST LEVEL: 17/16

SALARY SCALE: R 118 346.85

QUALIFICATIONS AND REQUIREMENTS

- Grade 11
- Grade 12 certificate will be an added advantage.
- Be able to carry a minimum of 20kg weight.
- Have reasonable mobility.

E-MAILED APPLICATIONS WILL NOT 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 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.** 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: 28 February 2022


**MR MS DLAMINI
MUNICIPAL MANAGER**

**09.02.2022
DATE**