



Elundini Local Municipality

1 Celler Street • Maclear • 5480 • PO Box 1 • Maclear • 5480

Tel: +27 (0) 45 932 8100 • Fax: +27 (0) 45 932 1094 • Email: info@elundini.gov.za

22nd May 2018

ELUNDINI LOCAL MUNICIPALITY
EXTERNAL ADVERTISEMENT NOTICE NO. 18/2017-18

The Elundini Municipality a category B Municipality, incorporating Maclear, Ugie, Mt Fletcher and parts of Tsolo and Qumbu with its seats in Maclear, invites applications from experienced, qualified and committed individuals to the following positions:

CORPORATE SERVICES

ORGANIZATIONAL DEVELOPMENT OFFICER (TASK GRADE 12)
ANNUAL BASIC SALARY R280 510.80- R355 577.88

MINIMUM REQUIREMENTS: •National Diploma in Human Resource Management or Organizational Development •Computer Literacy • Valid Code 08 Driver License – 3 years' relevant working experience in organizational development/Human Resources.

ORGANISATIONAL DEVELOPMENT FUNCTIONS • **JOB DESCRIPTIONS COORDINATION:** • facilitating a process of job analysis and job description writing for each and every post that appears on the institutions staff establishment. • Analyzing all job profiles/job specifications taking into consideration the required input and output indicators of each position and recommend the appropriate job description for each post in the organogram. • Writing of Job descriptions by typing on the computer system and using Microsoft office applications/merging/formatting etc. • Analyzing the workflow process for each post and surrounding posts and provide advice on how other unnecessary processes or red tapes can be averted for speedy service delivery purposes. • Liaising with line departments regarding the formulation and writing of Job descriptions to get inputs. • Creating and maintaining a Job Evaluation database to store all grade related information. • Coordinating job evaluation requirements within the municipality taking into account the recommendations of the District Job Evaluation Unit and those of the Provincial Audit Committee. • Maintaining the TASK Job Evaluation System by ensuring correct application of the system. Preparing and presenting

If you are aware of any instances of fraud and/or corruption within the municipality, these matters may be reported, anonymously, to:

Freecall: 0800 117 844 • Freefax: 0800 007 788 • SMS: 32840 • Email: elundini@tip-offs.com
Freeport: Freeport KZN138, Umhlanga Rocks, 4320

All correspondence must be addressed to the Municipal Manager

forward plans for submission by the manager to various committees including the Corporate Services Management Committee and the Standing Committee. **ORGANISATIONAL STRUCTURE** • Coordinates development, review and implementation processes associated with organizational structure for the municipality by: • Analyzing all structure within line management and provide advice on functional alignments. • Providing advice to the immediate supervisor on related organizational development matters. • Facilitating activities related to updating of staff establishment by continuously updating the structure with filled positions, in to ensure that the organizational structure for the municipality is optimally structured to respond to municipality service delivery needs.

TRAINING AND CAPACITY BUILDING: Coordinates activities associated with capacity building +and training of line departments by: • Facilitating a process of including Organizational Development needs of line managers, trade unions and grading committee representatives • Providing on the job training to line managers and or any relevant persons on job description writing and job evaluation processes and procedures. **GENERAL ADMINISTRATION**

SUPERVISION & CONTROL OF PERSONNEL: Coordinates the Key Performance Indicators & outcomes of personnel within the office by: • Defining/adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements. Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the municipality. **REPORTS & RECORDKEEPING:**

•Compiling and updating statistical information with respect to training completed, attendance levels and targets achieved, and providing an accurate record of graded positions together with the audited task grading. • Providing inputs to the Annual budget for Organizational Development and related projects. • Checking and verifying payment invoices of external provides prior to forwarding for processing. • Maintaining the management information recordkeeping system, updating organizational development files with current information and data and/or accessing information to support query resolution or provide details of interventions planned and completed•**PERFORMANCE MANAGEMENT:** ●Coordinate the sequences associated with the municipality's performance management system by:

●Developing performance management process plan for all employees who are participating in the municipality's Performance Management System ●Facilitating the signing of performance management agreements for loading into the municipality's automated Performance Management System annually and when necessary ●Loaded verification and quality assurance of Performance Management Agreements to the municipality's automated Performance Management System of the municipality using the relevant IT equipment.● Facilitating the quarterly performance reviews by circulating memoranda to Directors; Managers and all other employees participating in the performance management system. ●Conducting performance management assurance in the system by comparing the performance evidence loaded in the

system with the agreed upon evidence frame work during the planning phase • Preparing performance management reports to manager HRM&D highlighting challenges faced and making recommendations for continual improvements • Holding quarterly performance management workshops with a view to inculcate the culture of performance management in the institution • Drafting performance management reports after the bi-annual and annual reviews with the view to highlight performance gaps for each employee • Reporting to the immediate superior on performance gaps of employees with the view of influencing the Workplace skills plan for the ensuing year • Identifying policy gaps between what is written in the Performance management policy and the practice on the ground and make recommendations to the immediate superior on proposed amendments • In order to ensure that the performance management system of the municipality is implemented effectively and efficiently and it enhances employees' ability to achieve the municipality's IDP set targets.

OFFICE OF THE MUNICIPAL MANAGER

1. LEGAL ADVISOR (TASK GRADE 16)

ANNUAL BASIC SALARY R461 579.04- R599 147.64

MINIMUM REQUIREMENTS: • Undergraduate Degree plus LL.B Degree- NQF LEVEL 7 • Computer Literacy-Office Applications • Admission as an Attorney • 5-7 years relevant experience.

LEGAL MANAGEMENT FUNCTION • FORWARD PLANNING: • Formulates and implements the broad Legal Services strategy and defines, implements and monitors short term plans/objectives by; • Analysing the adequacy of legal approaches, submits reports supporting specific provisions associated with Legal Services interventions. • Providing legal advice/opinions to the Executive /Management on the exercise of powers and functions and decision making through the analysis and evaluation of attitudes and needs of the municipality. • **OPERATIONAL MANAGEMENT: LEGAL AWARENESS: BY-LAW FORMULATION:** • Controlling the formulation of new or amended municipal by-laws, tariffs and policies through the investigation/ research of proposals • Verifying that ramifications of all eventualities implicated by the proposed by-laws have been identified and provided for without any loopholes through research of precedents and application of legal processes knowledge and experience • **LEGAL ADVICE:** • Determining the exact nature and extent of legal problems referred by Council Departments, Council Committees, etc. and questioning relevant parties, requesting specific information, and suggesting particular investigations. • Formulate Legal opinions and recommends guidelines to resolve issues e.g. drafting agreements, undertakings, etc.

- Advising and assisting departments in matters of a complicated nature where legal input is required e.g. drafting of letters of a technical legal nature.
- Managing the process of dealing with high- level complaints (from internal and external sources) where rights are infringed, evaluating and adjudicating and resolving issues which may include disciplinary proceedings against employees.
- **LEGAL COMPLIANCE FUNCTIONS** :
- Providing the department with copies of legislation where required.
- Keeping abreast of continual updates/ changes in law through the studying of law reports and disseminates information on latest developments to Council and its employees.
- Preparing and prosecuting interdict proceedings in case involving transgressions of the National Buildings Regulations.
- Advising the Council on Press Releases through liaison with the Municipal Manager/ Council on steps to be initiated.
- Taxing, negotiating, and assessing and approving advocate fee notes and bill of costs.

Interested candidates meeting the requirements are requested to forward application letters together with detailed CVs and certified copies of all required documentation. The Council reserves the right not to continue with interviews if it feels that no suitable candidate could be found.

NB: Elundini Local Municipality is committed to the provisions of the Employment Equity Act No. 55 of 1998 for the advancement of previously disadvantaged and disabled persons.

Correspondence will only be entered into with shortlisted candidates. Applicants not contacted within 30 days of the closing date may assume that their applications were not successful. The Council nevertheless appreciates the interest shown by applicants. Appointment will be subject to compulsory pre-employment screening in the form Qualification, Reference check and criminal checks, competency assessment (where applicable). Candidate in possession of foreign qualifications should attach a certificate of evaluation of their qualification from SAQA.

Faxed applications will not be accepted.

Applications should be addressed to:

Director Corporate Services
Elundini Local Municipality
P.O. Box 1
Maclear
5480

Tel. No: (045) 9328100

Closing Date: 15th June 2018

