

EMTHANJENI MUNICIPALITY



EXTERNAL/ INTERNAL ADVERTISEMENT

NOTICE NO: 36/2020

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: COMMUNITY SERVICES

- 1. LIBRARIANS (X2): PHANDULWAZI & HENNIE LIEBENBERG LIBRARY**
(Preference to be given to People with Disability and females of all race groups)

Salary: R 171 599.00 - R 209 638.00 (Task Level 7)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

Key Requirements:

- Grade 12
- National Diploma in Library and information Science or relevant qualifications
- Computer literate
- Must be able to use the Internet
- Bilingualism
- Public Relations Skills
- Managerial skills
- Code B driver's license

- 3 experience as an Assistant Librarian is essential

Duties and Responsibilities:

The incumbent of the post will be responsible to:

- Co-ordinates and controls tasks/activities associated with controlling personnel performance, productivity and discipline in order to ensure human resources needs are identified and attended to, supporting the accomplishment of laid down objectives and compliance with specific standards in terms of productivity and performance.
- Co-ordinates and executes specific procedural applications associated with the acquisition, organization and communication of information to ensure user information needs are adequately addressed through the availability of a comprehensive range of library material to supporting the social upliftment of local communities.
- Coordinates specific activities associated with promoting reader awareness and interest and, provides information to users to ensure objectives associated with educating and increasing awareness in communities to the benefits of the library in developing and enriching knowledge levels are accomplished through the execution of a co-ordinated and focused approach.
- Liaise with relevant institutions, persons stakeholders, to enhance the service delivery standards of the library.
- Coordinates specific administrative and reporting requirement associated operational key performance and result indicators, to ensure administrative procedures dictating reporting requirements with respect to the functions/activities of the library are complied with.
- Perform any other related duties as instructed by supervisor.

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Director: Community Services, Mr HM Joka at 053 632 9100.

Closing date: **23 OCTOBER 2020 at 12h00**

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: 053 632 9100**

- Canvassing for selection will automatically disqualify an applicant.
- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.

- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.



NOTICE 44/2020

RE- ADVERTISEMENT: AUDIT COMMITTEE

Emthanjeni Local Municipality, with head offices in De Aar, calls for applications from suitable qualified and interested individuals for filling of four (3) vacancies in its Independent Audit Committee.

This is a re-advertisement of these vacancies; therefore previous applicants need not apply.

BACKGROUND:

Council is required to constitute an Audit Committee as per the provision of Section 166 of the Municipal Finance Management Act No. 56 of 2003 (MFMA) , No. 56 of 2003). The existence of an independent Audit Committee enhances corporate governance and transparency of Council and administration and gives the local community confidence on the Council's stewardship over the utilisation of public funds.

ESSENTIAL REQUIREMENTS:

(a) Have at least five (5) years applicable experience, as an audit committee member;

(b) A relevant tertiary qualification in any of the following fields:

- Financial Management and Accounting
- Administration and Governance (Internal Audit, External Audit, IT, Human Resources)
- Risk Management
- Performance Management
- Public Administration
- Law

In addition to the above, applicants with knowledge of local government legislation and municipal administration will receive preference.

(c) Not serving on more than three (3) local government audit committees simultaneously.

KEY FUNCTIONS:

Qualifying persons who are interested to serve in the Audit Committee are expected to advise Council, Municipal Manager and Senior Management on the following matters, amongst others:

- Internal audit
- Internal financial controls
- Accounting policies
- Risk management
- Adequacy reliability and accuracy of financial reporting and information
- Performance evaluation
- Corporate Governance
- Compliance with relevant legislation
- Examine and review the Annual Financial Statements before submission to the Auditor General (AG)
- Any other issues referred to by the municipality
- Respond to the Council on any issues by the Auditor General-South Africa
- Reporting to the Council on a quarterly basis.

TERM OF OFFICE AND REMUNERATION:

The term of office of appointed candidates will be three (3) years; the person appointed to the Audit Committee will be remunerated at rates commensurate with the approval of Council.

If you meet the above requirements, please forward your applications to the attention of the Municipal Manager, Mr Isak Visser. Applications may also be hand delivered at the Municipality or posted to P .O .Box 42, De Aar, 7000. Closing date for applications is Friday, 20 October 2020.

For enquiries please contact Mr F Manual - Chief Financial Officer on 053-632 9100 during office hours.

**I VISSER
MUNICIPAL MANAGER**

EMTHANJENI MUNICIPALITY



EXTERNAL / INTERNAL ADVERTISEMENT

NOTICE NO: 45/2020

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATES: COMMUNITY SERVICES

1. **ASSISTANT: SUPERINTENDENT TRAFFIC (DE AAR)**
(Preference to be given to People with Disability and Females)

Salary: R 314 333.00 – R 443 069.00 (Task Level 12)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

Key Requirements:

- Grade 12
- Traffic Officer Diploma
- Valid Driver's License Code EC and A
- Examiner of Vehicles Grade A and registered
- Examiner of Driving Licenses Grade A and registered
- 8 years relevant experience
- Proven supervisory skills
- Computer literacy

- Sound human relations, communication, negotiation and presentation skills
- Report writing skills
- Creative and analytical thinking
- Ability to work under pressure

Duties and Responsibilities:

The incumbent of the post will be responsible to:

- Responsible for administrative and human resource related activities
- Performs a traffic services and all law enforcement
- Examiner of Vehicles
- Examiner of Driving licenses
- Management Representative for Drivers License Testing Centre and Vehicle Testing Station
- Monitor and Supervise the Motor Registration and Licensing Unit
- Monitors adherence to traffic law enforcement to ensure traffic flow and safety
- Handle representations of transgressions and investigate the details
- Administering and issuing of notice and summonses
- Liaise with Magistrate regarding the legal issues of speed measurements
- Controls traffic for schools, accidents, funeral purposes etc.
- Activities regarding fire brigade and rescue services to the community

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Director: Community Services, Mr HM Joka at 053 632 9100.

Closing date: **23 OCTOBER 2020 at 12h00**

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: 053 632 9100**

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- If no reply to your application has been received within sixty (60) days of the closing date, you should consider your application as being unsuccessful.
- No late or facsimile applications will be accepted.
- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.

- Correspondence will be limited to short-listed candidates.

The Municipality reserves the right not to make an appointment.

EMTHANJENI MUNICIPALITY



EXTERNAL ADVERTISEMENT

NOTICE NO: 46/2020

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: COMMUNITY SERVICES

1. TESTING OFFICER: LEARNER/DRIVER LICENCES EXAMINER OF VEHICLES *(Preference to be given to People with Disability and Coloured males)*

Salary: R 217 519.00 – R 282 360.00 (Task Level 9)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

Key Requirements:

- Grade 12
- Traffic Officer Diploma and ITO's
- ITO 1 OR 2/ or Examiner of Vehicles / or Examiner of Licences
- Examiner of Licences
- Code EC Drivers license
- Basic computer competency
- Good communication skills
- Bilingualism

- 3 testing experience
- Must be able to work under pressure
- Must be able to handle stress

Duties and Responsibilities:

The incumbent of the post will be responsible to:

- Coordinates and controls the application of procedures associated with the driver testing and registration or licensing to ensure road safety is maintained through accurate and assessment, certification or licensing of applicants, drivers and vehicles satisfying the minimum prescribed requirements.
- Attends to specific administrative recording and recordkeeping sequences to ensure information, records and reports are organized, completed, submitted and/or maintained in accordance with procedures and guidelines directing administrative outcomes.
- Inspects licence-testing facilities in order to identify defects or need for replacement.
- Report defects to Supervisor
- Monitors availability of relevant documentation and informs supervisor of material requirements.
- Authorises conversion or renewal of driver's and PrDP licenses in order to determine candidate's eligibility for driver's license.
- Handles public queries and enquiries by addressing the public in person or by phone.
- Referring issues that cannot be solved to the supervisor.
- Perform any other related duties as instructed by supervisor

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Director: Community Services, Mr HM Joka at 053 632 9100.

Closing date: 23 OCTBER 2020 at 12h00

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: 053 632 9100**

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- Correspondence will be limited to short-listed candidates.

EMTHANJENI MUNICIPALITY



EXTERNAL ADVERTISEMENT

NOTICE NO: 48/2020

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: INFRASTRUCTURE SERVICES

1. OPERATOR TLB: HANOVER

Salary: R 141 938.00 – R 184 254.00 (Task Level 6)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

Key Requirements:

- Grade 8
- 2 years relevant experience
- Code EC Driver's license with PrDP
- Mechanical background
- Supervisory skills
- The ability to operate without direct supervision form time to time
- Good communication skills
- Bilingualism
- Physically fit and in good health

- Must be able to work under pressure
- Required to work outside normal working hours during emergencies and planned overtime.

Duties and Responsibilities:

The incumbent of the post will be responsible to:

- Performs tasks/activities associated with the transportation of material/equipment and personnel to/from work sites and operation of heavy mechanical plant and/or specialized vehicles during roads and storm water maintenance activities.
- Receiving instructions from the supervisor to establish details of tasks (heavy mechanical plant – TLB/Grader, vehicle and materials).
- Inspecting safety devices, controls, lubricant levels, etc on vehicles/heavy plant and reports defects to the immediate superior.
- Completes internal transactional documentation (e.g. tally sheets, log sheets, progress report, etc) and related forms (vehicle checklist), by inserting the relevant information (quantitative/qualitative) and/or details of activities.
- Performs specific tasks associated with the operation of heavy specialized mechanical plant (e.g. Grader; TLB, Front End Loader, Crane Truck, Bulldozer, Concrete Mixer) and vehicles (Tip Trucks, etc) during road and storm water drainage maintenance activities.
- Making use of machinery and vehicles in the most economical way per grader, rollers, back-actor, and loaders.
- Obeying road traffic rules and regulations.
- Ensuring of safety of other employees.
- Perform any other related duties as instructed by supervisor.

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Acting Director: Infrastructure Services, Mr WJ Lubbe at 053 632 9100.

Closing date: 23 OCTOBER 2020 at 12h00

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
De Aar
7000
Tel: 053 632 9100**

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- Correspondence will be limited to short-listed candidates.

EMTHANJENI MUNICIPALITY



INTERNAL / EXTERNAL ADVERTISEMENT

NOTICE NO: 50/2020

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant posts. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATES: INFRASTRUCTURE SERVICES: ELECTRICAL SERVICES

1. ELECTRICIAN (BRITSTOWN)

(Preference to be given to People with Disability and Females of all race groups)

Salary: R 244 892.00 – R 317 888.00 (Task Level 10)

Abovementioned post offers the following benefits:

- 13th Cheque
- Pension fund benefits
- Medical aid fund benefits
- Leave and housing benefits

Key Requirements:

- Grade 12
- NQF Level 5
- Qualified Electrician Apprenticeship/Trade Test
- National Technical Certificate (NTC6)
- Wireman's license (3 Phase)
- Basic knowledge of electricity
- Manual labour requires good health and physical condition

- Good communication skills
- Ability to work with public
- Ability to work under pressure

Duties and Responsibilities:

The incumbent of the post will be responsible to:

- Performs activities associated with the construction and installations of low/medium voltage electrical networks, in order to ensure installation and safety procedures and guidelines are complied with and tasks executed in accordance with laid down instructions.
- Performs activities associated with the construction and installations of low/medium voltage electrical networks, in order to ensure adequate support is made available during maintenance and repair work and tasks executed in accordance with laid down instructions.
- Performs activities and sequences associated with maintaining the functionality of low/medium voltage electrical reticulation and lighting systems.
- Cleans worksites, store equipment and tools and loads materials prior to departure from work site, in order to ensure work sites are cleaned and safe for public use and equipment, tools and materials are removed upon completion of activities in accordance with laid down instructions.
- Must be able to do informal reporting to supervisor for any related work activities in order to ensure that proper reporting procedures are executed.
- Monitoring and attending to deviations in the construction and installation sequences of poles, cross waves, stays, lines, aerial transformers, switchgear, etc.
- Provide electrical maintenance services on MV (11kv) and LT (up to 400v) cabling.
- Coordinates activities and sequences associated with maintaining the functionality of medium/voltage electrical reticulation system by confirming through tests and communication with the control room all live conductors are disconnected in premises housing switchgear and transformers prior to permitting support personnel to enter and commence with maintenance activities in such premises.
- Coordinates activities/sequence associated with trouble shooting/fault finding and repairing to medium/low voltage reticulation and electrical systems by testing circuits and the functionality of new components using readiness to activate operations.
- Perform any other related duties as instructed by Supervisor.

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Acting Director: Infrastructure Services, Mr W Lubbe at 053 632 9100.

Closing date: **23 OCTOBER 20 at 12h00**

Notice no: **50/2020**

**I Visser
Municipal Manager
Emthanjeni Municipality
PO Box 42
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7000
Tel: 053 632 9100**

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- No applications will be considered without certified copies of the original documents of qualifications.
- The Council reserves the right not to appoint.
- Correspondence will be limited to short-listed candidates.

The Municipality reserves the right not to make an appointment.

EMTHANJENI MUNICIPALITY



ADVERTISEMENT

NOTICE NO: 51/2020

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: CORPORATE SERVICES

1. **MANAGER: DEVELOPMENT & STRATEGIC SERVICES**

(Preference to be given to People with Disability and Coloured Females)

Salary: R 498 859.00 – R 647 535.00 (Task level 15)

Abovementioned post offers the following:

- 13th Cheque
- Pension funds benefit
- Medical aid fund benefits
- Leave and housing benefits
- Car Allowance

Key requirements:

- B-degree in Economics, public administration, municipal administration, Developmental studies or equivalent qualification
- 5 years managerial experience in a municipality environment
- Strategic Management
- Financial Management
- People Management
- Communication Skills
- Project management, Planning & Organisation
- Knowledge Management
- Service Delivery Innovation
- Problem Solving Skills
- Corporate Orientation

- Negotiation skills
- Basic Computer Literacy
- Excellent Customer Service
- Must be able to work in a team
- Code B driver's license
- Good negotiation skills
- Good mediation skills
- Good interpersonal skills
- Knowledge and understanding of local languages

Responsibilities:

- Manages, coordinate and oversee the rendering of development and strategic services, i.e. manage IDP, LED, Commonage, Tourism and PMS.
- Research new developments in the administrative field to determine strategic direction and advise the departmental manager/municipal manager in this regard
- Coordinate the different functions/activities of the division to ensure that all the staff has a uniform goal and objectives to enhance service delivery to the municipality's departments.
- Attending to IDP and PMS matters in division
- Develops divisional vision and strategy by identifying customer (internal) needs by conducting surveys, through discussion or personel contact.
- Manages performance of employees in the division by developing standards for performance or instructing reporting staff to do so in order to ensure standardization of performance levels and operations.
- Plans and manages utilization of resources by managing, monitoring and reporting expenditure (capital and operational) by analyzing reports provided by Finance department.
- Develops and monitors systems, policies, procedures and processes.
- Directly responsible for the IDP Planning and coordinating process by attend all IDP related sessions within the District/Province
- Perform strategic development related activities, facilitating strategic planning sessions for each department.
- Manage and co-ordinate Local Economic and Tourism activities in order to ensure the functionality is capable of supporting Council's IDP and Local Economic Development objectives through recognition of immediate priorities and longer term interventions.

Interested persons are requested to forward a letter of application together with a comprehensive CV and certified copies of qualifications to the Municipal Manager. Enquiries can be directed to the Director: Corporate Services, Mr TW Msengana at 053 632 9100.

Closing date : **23 OCTOBER 2020 at 12h00**

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- No applications will be considered without certified copies of the original documents of qualifications.
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Municipal Manager
Emthanjeni Municipality
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EMTHANJENI MUNICIPALITY



NOTICE NO 53/2020

DIRECTORATE: FINANCIAL SERVICES

MUNICIPAL FINANCE MANAGEMENT INTERNSHIP PROGRAMME MFMIP (X 4 POSITIONS) (24 MONTHS CONTRACT)

Remuneration: Between R90 000 – R100 000. (All inclusive and dependent on year of internship)

Requirements: The candidate should hold as a minimum, a three-year Bachelor's Degree or National Diploma with majors in Accounting, Economics, Finance, Risk Management and/or Auditing, among others.

The intern will sign both an employment contract and an internship agreement. The purpose of the agreement is to ensure commitment to the programme which requires, amongst others, full participation in the educational and workplace assignments and observance of policies and procedures of the municipality. The candidate must be between the ages of 21 and 35.

Internship Overview: The MFMIP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of a Municipal Budget and Treasury Office, which is governed by the Municipal Finance Management Act, Act 56 of 2003, and the underlying reforms. The programme has a logical training sequence that builds on the skills and competencies acquired during University and Technikon training. It leads to a qualification in Municipal Finance Management in line with the Municipal Regulations on Minimum Competency Levels, Gazette 29967 of 15 June 2007.

***Please note:** No faxed applications will be accepted. A covering letter clearly stating the position you are applying for, certified copies of academic qualifications and a copy of your curriculum vitae must accompany all applications. Short-listed candidates will be required to produce original copies of academic qualifications on the day of the interview.*

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Municipal Manager, Emthanjeni Municipality, PO Box 42, De Aar, 7000.

Closing date **23 OCTOBER 2020 at 12h00**

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**I Visser
Municipal Manager
Emthanjeni Municipality
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EMTHANJENI MUNICIPALITY



RE-ADVERT: INTERNAL ADVERTISEMENT

NOTICE NO: 54/2020

Emthanjeni Municipality, with its Headquarters in De Aar invites suitably qualified candidates to apply for the following vacant post. The Municipality is an equal opportunity, affirmative action employer and subscribes to the principles of employment equity and actively promotes representation in terms of race, gender and disability.

DIRECTORATE: INFRASTRUCTURE SERVICES

1. HANDYMAN (WATER SERVICES): HANOVER

(Preference to be given to males of all race group)

Salary: R 141 938.00- R 184 254.00 (Task Level 6)

Abovementioned post offers the following benefits:

13th Cheque
Pension fund benefits
Medical-aid fund benefits
Leave and Housing benefits

Head Office: De Aar

Key Requirements:

- Grade 8
- Must have good communication skills
- Plumbing/bricklaying in-service training
- Functional literacy
- 3 Years relevant experience
- Must be able to stand and walk for extended hours
- Must be able to load and carry weights of approximately 20kgs
- Must not suffer from claustrophobia
- Must be able to climb ladders
- Must not have any back problems
- Required to work outside normal working hours during emergencies and planned overtime
- Required to be on standby

Key responsibilities:

- Operating hand-held equipment (Jack-hammer, power drills, etc) in the preparation of trenches
- Dig trenches as required for all water and sewer related infrastructure
- Backfill and compact all water and sewer related excavations
- Clearing blocked drainage and wastewater systems using high pressure cleaning systems to remove debris/waste
- Repairing leaks and flushing units and testing functionality and/or reporting defects to the immediate superior of attention
- Clean sewer manholes and sewerage pump stations
- Cleaning of dams
- Assist the artisan with the overall maintenance of water and sewer network
- Meter readings at households, when necessary and assist with the monthly readings at the plant
- Mix concrete and cement for construction work required on the water and sewer infrastructure
- Clean and maintain vehicles, equipment and tools after utilization
- Assist with water connections and sewer connections
- Assist in observing safe working practices when digging near electrical cables, water pipes and other services
- Build/maintain structures, plastering, painting, floors, doors, window panes, door frames and locks
- Welding of burglar proofing
- Assist with maintenance of reservoir structures and general housekeeping of reservoir sites
- Perform any other related duties as instructed by the supervisor

Interested persons are requested to forward a comprehensive CV together with certified copies of qualifications to the Director: Corporate Community and Development Services and the Manager Corporate Services.

Closing date: **23 October 2020 at 12h00**

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