

NDLAMBE MUNICIPALITY



VACANCIES

1. VACANCY: SMME & INVESTMENT CO-ORDINATOR ON TASK GRADE 13 OF A GRADE 3 LOCAL AUTHORITY (SALARY SCALE: R 440 330.40 – R 571 551.60 p.a)

Applications are invited from persons who consider themselves suitably qualified for the above position.

REQUIREMENTS:

- National Diploma or Degree in Social Sciences, preferable Economics or Development Studies
- Extensive experience in similar environment with broad exposure to project formulation, financing, management and monitoring deals (including multiple financing options, and multiple sectors).
- Sound understanding and knowledge pertaining to project formulation and project management
- Valid Code B driver's license

KEY RESPONSIBILITIES INCLUDE:

- Facilitate the development and implementation of SMME initiatives and support programmes
- Facilitate the building of capacity of SMMEs in all sectors of the economy.
- Promote the Municipality for investment attraction. Develop Strategic Policies that will promote Trade and Investment. Secure funds to implement projects identified in the IDP.
- Establish partnerships and strategic linkages that will promote the growth and development of SMMEs, Trade and Investment within the municipality.
- Development of viable and bankable business proposals for SMME Development
- Provide tactical plans of the intended investment origination and portfolio management for the year ahead;
- Be part of and inform the creation of various product propositions that could appeal to new and existing investors;
- Remain responsible for monitoring investments after the selection and execution of the investment decision
- Any other lawful duties assigned.

2. RE-ADVERTISEMENT VACANCY: ENVIRONMENTAL HEALTH PRACTITIONER(SALARY SCALE: R 331 258.44 – R 430 012.80 p.a.)TASK GRADE 11 OF A CATEGORY 3 LOCAL AUTHORITY.

Applications are invited from persons who consider themselves suitably qualified for the above position. Applicants who previously applied for a job may not need to reapply.

REQUIREMENTS:

- National Diploma: Environmental Health
- Must be in possession of an unendorsed Code 08/EB Driver's Licence and be eligible to be appointed as Peace Officer.
- A valid up-to-date proof of registration with the Health Professions Council of South Africa (HPCSA)
- Be a registered Environmental Health Practitioner (Independent Practice)
- Must have completed the one-year community services as per statutory requirement, plus at least a further 2 years relevant experience working in a similar field
- Must be computer literate

KNOWLEDGE REQUIRED:

- Coordination and reporting requirements associated with an in depth understanding and knowledge of relevant legislation, acceptable practises and procedures
- Practical knowledge of policies, guidelines, regulations and legislation pertaining to and incidental to Environmental Health services.

DUTIES: KEY PERFORMANCE AREAS:

- Conduct inspections and investigations of residential, commercial or other occupied premises and/or open spaces, public facilities to determine compliance with By-laws and applicable legislations.
- Enforce specific procedures and measures on residents, commercial and industrial businesses by reporting continuous.
- Conducting awareness campaigns on acceptable practices and procedures in relation to Environmental Health and Waste Management.
- Distribute information, educate and advise on practises that negatively impact on the environment.
- Implement measures to prevent Environmental Health hazards.
- Preparing monthly reports to be submitted to the Director: Community and Protection Services.
- Ensure the provision of a clean and conducive healthy environment and deliver a better quality of life to the residents of Ndlambe Municipality area of jurisdiction.
- Perform duties as contained in the environmental health scope as published by the Minister of Health.
- Obey any lawful instruction by your Supervisor.

3. SENIOR FIRE FIGHTER (SALARY SCALE: R 280 601.52– R 364 222.92 p. a) TASK GRADE 10 OF CATEGORY 3 LOCAL AUTHORITY

Applications are invited from persons who consider themselves suitably qualified for the abovementioned post on Task Grade 10 of Grade 3 Local Authority, as follows:

ESSENTIAL QUALIFICATION REQUIREMENTS:

- Fire Fighter 1 and Fire Fighter 2 Certificates
- Hazmat awareness and Hazmat Operations Certificates
- A valid code 10 (C1) drivers licence and PrDP
- Grade 12 and/or Certificate in Fire Technology / Fire Fighting.
- A First Aid Level 3 Certificate will be an advantage
- Basic Ambulance Assistant Certificate / First Aid Level 3 Certification
- Must have at least five (5) year relevant experience in the Fire Service

REQUIREMENTS:

- Must be physically and medically fit and be willing to work awkward and/or long hours.
- Must speak two local, official, languages, of which English must be one
- Must be prepared to attend training, when required to do so

DUTIES:

- Take charge of Incidents
- Supervise Fire Fighters, Control Room Operators and Reservist Fire Fighters
- Combat fires, save lives, protect property from destruction of fire and render a humanitarian service
- Render rescue services to people in danger
- Handling of hazardous material incidents
- Rendering of emergency medical service to stabilise injured victims
- Present Awareness and Training to Staff and the general public
- Executing a daily task as delegated by the Manager: Fire and Emergency Services
- Supervise general maintenance (cleaning) of fire vehicle

To apply, please send your C.V, certified copies of qualifications, ID document, cover letter, and driver's license (including details of at least 3 contactable references with email addresses) to the *Human Resource Unit*, Ndlambe Municipality, P.O. Box 13; Port Alfred, 6170 OR Hand deliver at HR Offices at 01 Causeway Road, Civic Centre, Port Alfred. Application forms are downloaded on the Municipal website www.ndlambe.gov.za. Please note that no late submission, faxed or emailed applications will be considered. For enquiries kindly contact the Human Resources Section at 046 604 55 00. The closing date is Tuesday, 10 June 2025

Employment Equity Plan will be complied with. Persons with disabilities are encouraged to apply. All applications who do not receive any response within 21. days of the advertisement, should know that their applications have not been successful.

**NOTICE NUMBER: 119 /2025
22 MAY 2025**

**ADV. R DUMEZWENI
MUNICIPAL MANAGER**