



Tel: 046 645 7400/7451 | Fax: 046 645 2562

8 Somerset Street | Fort Beaufort, 5720 | P.O.Box 36, Fort Beaufort, 5720

## EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS

The Raymond Mhlaba Local Municipality is a Category B Municipality, established after the amalgamation of Nkonkobe and Nxuba municipalities. It has its administrative seat in KwaMaqoma and its Council seat in eDikeni. The Raymond Mhlaba Municipality comprises of the historic towns of eDikeni (home of University of Fort Hare), KwaMaqoma, Hogsback, Middledrift, Debe Nek, Seymour, Balfour, Adelaide, and Bedford. It also serves a large rural area in addition to the towns. The Raymond Mhlaba Local Municipality falls in the Amathole District Municipality in the province of the Eastern Cape. The municipality is looking for individuals to feel the following positions:

### MANAGER: PROJECT MANAGEMENT UNIT

#### PERMANENT POSITION

#### TASK GRADE 15

### DIRECTORATE: ENGINEERING SERVICES

**FRINGE BENEFITS:** Normal fringe benefits including pension fund, medical aid, leave and housing subsidy on certain conditions.

**Requirements include:** Grade 12; National Diploma in Civil Engineering; Professional Registration with ECSA; a Post Graduate qualification will be an added advantage; at least 4- 5 years' relevant experience; communication skills both verbal and written; analytical and methodical abilities; ability to work under pressure and still meet deadlines; computer literacy; a valid code EC driver's license.

**Duties include:**

- Manages Municipal Infrastructure Grant (MIG) and ensure that the funds are spent in line as stipulated on Division of Revenue Act with set conditions.
- Manages and controls outcomes associated with utilization, productivity and performance of persona within the Division
- Manages the formulation of specific contracts and tender documents and controls contractual obligations
- Manages the implementation of the Institutional Social Development immediate, short- and long-term objectives as outlined in the IDP
- Disseminates functional and operational information on the immediate short-term objectives and current projects, problem and constraints
- Monitors and Controls that the projects are constructed as per project specification.



**Special Skills and Personality Requirements:**

- Good Management, human relations, interpersonal and communication skills
- Knowledge of financial system
- Analytical Skills
- Ability to give attention to detail.

**MANAGER: WASTE & SOCIAL NEEDS  
PERMANENT POSITION**

**TASK GRADE 15**

**DIRECTORATE: COMMUNITY SERVICES**

**FRINGE BENEFITS:** Normal fringe benefits including pension fund, medical aid, leave and housing subsidy on certain conditions.

- **Requirements include:** Grade 12; Bachelor's Degree in Public Health / Waste and Environmental; a Post Graduate qualification will be an added advantage; Code B Driving License

**Duties include:**

- Maintains an efficient and effective environmental and waste management services.
- Builds and maintain relationships with internal and external stakeholders.
- Developing and reviewing procedures, plans and policies for waste management and the hiring of Municipal facilities.
- Managing of Municipal Parks, Cemeteries and Amenities.
- Developing and reviewing environmental management policy and ensure approval by council.
- Coordinating the establishment of waste management forums.
- Lead and control outcomes associated with utilisation, productivity and performance of personnel within Social facilities, Waste and Environmental Management.
- Develop strategies for waste reduction, promote recycling, ensure regulatory compliance, and manage waste collection and disposal services.

**Special Skills and Personality Requirements:**

- Good Management, human relations, interpersonal and communication kills
- Knowledge of financial system
- Analytical Skills
- Ability to give attention to detail.

For enquiries, please contact Ms. N. Kopana: Acting HR Manager at the following number (046) 645 7417/7414

Application form (obtainable from the Municipal website) together with a comprehensive Curriculum Vitae and certified copies ( not older than 6 months) of qualifications and identity document must be addressed to: The Municipal Manager, Raymond Mhlaba Local Municipality, No.08 Somerset, KwaMaqoma,5720 and should reach the afore-mentioned not later than 24<sup>th</sup> October 2025 at 12h00. Failure to attach the required documents will disqualify your application. Canvassing of Councilors is not permitted, and proof thereof will result in disqualification **No faxed or emailed applications will be considered.**

**Raymond Mhlaba Municipality is committed to employment equity and therefore in these appointments such factors will be considered. Women and people living with Disabilities are encouraged to apply.** Raymond Mhlaba Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with the shortlisted candidates. If you have not heard from us within 3 months of the closing date, regard your application as unsuccessful. The council nevertheless appreciate the interest shown by all applicants.



**MS U.T. MALINZI**  
**MUNICIPAL MANAGER**