



## EMAKHAZENI LOCAL MUNICIPALITY

### VACANCY

Emakhazeni Local Municipality consists of four units of service namely, Emakhazeni, Dullstroom, Emgwenya and Entokozweni. The municipality is responsible for providing basic services to eight (8) wards, many of which are rural in character. Emakhazeni Local Municipality needs the services of a competent, motivated person with the necessary qualifications and experience for the following vacancy, to assume duties as soon as possible.

<b>DEPARTMENT</b>	:	<b>Infrastructure, Planning and Social Development</b>
<b>POSITION</b>	:	<b>Housing Administrator</b>
<b>SALARY</b>	:	<b>R 200 454.48 per Annum (Task Grade 9)</b>
<b>REQUIREMENTS</b>	:	Grade 12, National Diploma in Office Administration or related field of study, 2 years' experience in administration and knowledge of housing subsidy programme.
<b>DUTIES</b>	:	Manages filling of subsidy application forms, procedural checking, capturing on HSS, record and submission of housing subsidy application forms to Department of Human Settlements, manages collection of data on Human Settlements related fields, disaster and special cases, manages the assistance given to communities to understand policy stipulations with regards to Housing Development, Consumer education, responsibilities of home ownership maintenance and all other matters related to housing development manages alignment of policies as required by the National Housing Code, planning of housing programmes, co-ordination of housing forum meetings and sector forums, monitor the coordination, processing and presentation of information, records and queries or complaints regarding Planning Implementation and Research Section, verify information received and recorded with regard to the activities of the section coordinate the sequences and procedures with the preparation and submission of reports, monitor the movements of the control sheets within the section, conduct Housing Consumer Education to the community regarding new housing legislation, strategies and opportunities, respond to telephonic queries on housing related matters, provide support in resolving and responding to queries on application status, verify status of subsidy applications and execute any other duties that maybe assigned by the Head of department or his/ her designates.

**BENEFITS** : **All usual fringe benefits applicable to a category 2 Local Municipality**

**NOTE:** Emakhazeni Local Municipality is an equal opportunity employer and considering Employment Equity, women candidates including those living with disabilities are encouraged to apply. Internal candidates who meet the minimum requirements are also encouraged to apply.

Application forms are available from the Corporate Services Department in Emakhazeni, Dullstroom, Emgwenya and Entokozweni, and should be addressed to:

The Acting Senior Manager Corporate Services, P.O. Box 17, **BELFAST, 1100**

Enquiries: Mr. TC Khoza/Mrs. S Matsane @ (013) 253 7600

**CLOSING DATE: 26<sup>th</sup> February 2021 @ 12:00**

***If you do not hear from us by 31<sup>st</sup> March 2021 consider your application not successful. The municipality reserves the right to appoint or not to appoint any person.***

**GC MTHIMUNYE**  
**MUNICIPAL MANAGER**