



Office of the Municipal Manager

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www.mandeni.gov.za

## **MANDENI LOCAL MUNICIPALITY (KZN291)**

### **INTERNAL AND EXTERNAL CAREER OPPORTUNITY**

The following vacancy exists for a suitably qualified and experienced person to join the staff of Mandeni Municipality within the Corporate Services Department.

#### **MANAGER: CORPORATE SERVICES (PERMANENT APPOINTMENT)**

**REF: PN 38/2018**

#### **BASIC SALARY SCALE: Task Grade 17 (For Category Two)**

Applications are invited from suitably qualified and experienced candidates for the position of Manager: Corporate Services.

#### **REQUIREMENTS:**

- The incumbent must be in possession of a minimum qualification of a recognised B Degree in Human Resource Management /Public Administration/ Management Sciences/ Law.
- Considerable 5 years' experience in Human resources or Administration Management or middle management environment
- Experience in Records or Archives Management or information or document Management and Council Support environment will be an added advantage
- Computer Literacy in office applications.
- A valid Code 08 Driver's Licence.

Executive Committee

Cllr. SB Zulu (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. MPP Zungu (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)  
Cllr. NF Ntuli | Cllr. LR Mdletshe | Cllr. X Mdetshe | Cllr. MS Mdunge | Cllr. M Shelembe



#### **RESPONSIBILITIES:**

- Managing and controlling the provision and implementation of all Human resources policies and administrative support services to Council structures.
- Manage the implementation of electronic records management system; municipal registry and archives for efficient records keeping in accordance with applicable legislations and auxiliary services policy related
- Management of Council Committees and municipal fleet.
- Manages and ensures effective implementation of policies, procedures, systems and controls and forwards /presents recommendations to support amendments to Director Corporate Services and to relevant council structures.
- Participating in various meetings (council, internal and external forums, etc.) and providing comments/ opinions on matters affecting or concerning the functionality.
- Monitoring and supervising sectional staff under her/his functionality for smooth operation.

#### **BENEFITS:**

Pension fund, Medical aid, Car allowance, 13<sup>th</sup> Cheque and Housing subsidy (terms and conditions apply).

All applications must be submitted on an official Municipal Application form accessible through the Municipal Website [www.mandeni.gov.za](http://www.mandeni.gov.za) or from the Municipal Buildings. Applications must be accompanied by full CV with certified copies of qualifications, ID, Driver's Licence, quoting reference number PN 38/2018




to: The Municipal Manager, P.O. Box 144, Mandeni, 4490 or alternatively be hand-delivered to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. Faxed and e-mailed applications will not be considered.

Enquiries must be directed to: Ms. ZP Mngadi (Director: Corporate Services) Tel: (032) 456 8200.

The closing date for applications will be at **26 April 2018 at 12:00 midday**. Should candidates not hear from the Municipality within 30 days of the closing date they can consider their application as unsuccessful.

The municipality is an equal opportunity, affirmative action employer. The municipality reserves the right not to make appointment and canvassing of political office bearers will disqualify you as a potential candidate. Communication will be limited to shortlisted candidates.

  
SG KHUZWAYO  
ACTING MUNICIPAL MANAGER