



MANDENI LOCAL MUNICIPALITY

CAREER OPPORTUNITY

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

INSTITUTIONAL SOCIAL DEVELOPMENT (ISD) OFFICER (2 YEAR CONTRACT)

Basic Salary: Task Grade 10 (R 186 450 – 242 026. pa)

PN 60/2017

REQUIREMENTS:

A National Diploma in Social Sciences/ Communication studies. Computer Literacy. The incumbent must have at least 3 years relevant experience in the social facilitation / communication industry. Must have a Code EB Driver's License, good interpersonal skills and communication skills, report writing skills, ability to work independently as well as willing to work under pressure

DUTIES:

- Facilitating community liaison linkages to ensure full community participation at all stages of a project's life cycle.
- Promoting the participation, ownership and active involvement of stakeholders, including beneficiary communities throughout the project life cycle.
- Co-ordinate Project Steering Committee meetings regularly, minutes taking and report writing
- Interact with all community Structure during the implementation of new Projects
- Promoting proper consultation, community awareness and proper communication channels
- Ensure that development is community driven and people centred
- Identifies and defines the immediate, short and long term objectives/Plans associated with capital projects section to support services delivery.

Executive Committee

Clr. SB Zulu (Mayor) | Clr. PM Sishi (Deputy Mayor) | Ex Officio Clr. MPP Zungu (Speaker)
Clr. NF Ntuli | Clr. LR Mdatshane | Clr. X Mdatshane | Clr. MS Mdlunge | Clr. M Shelempa



- Provide professional advice and support with respect to core service delivery related projects.
- Manage and supervisor service providers appointed for social facilitation
- Control the planning and execution of specific approaches association with service delivery core services.
- Facilitate the appointment of CLO processes with the HR Department.
- Coordinate community related events for Technical Services Department projects such as project launch, handover etc.
- Attend IDP engagements community meetings for Technical Services Department
- Coordinate meetings; interact directly with the Tribal Authority on matters related to Technical Services departments.
- Disseminates functional and operational information on the immediate, short and long term objectives and current development problems and constraints
- Understanding of community dynamics and trends
- Interacts with the Councillors and other employees to inform, advise, train, consult by means of telephonic and written communication, work groups and formal and informal meetings to ensure that the execution of better quality in service delivery are met.

Enquiries must be directed to: Ms. BL Zondo (Manager Human Resource and Employee Relations); tel: (032) 456 8200.

Please forward your application form and full CV with certified copies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni. NB Faxed and e-mailed applications will not be considered.

The closing date for applications will be **Friday, 13 October 2017 not later than 12:00 midday**, if you do not hear from us within 30 days of the closing date consider your application as unsuccessful.

Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building.



NB: the municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment.


SG KHUZWAYO
ACTING MUNICIPAL MANAGER