



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 Corporate Services Department.

ASSISTANT MANAGER: ADMINISTRATION

Basic Salary: **Task Grade 14 (R 329 420 – R 427 624 pa)**

PN 75/2017

REQUIREMENTS:

- NQF Level 5 and/or National Higher Diploma in Administration
- Computer Literate
- 3 – 5 years' experience in public administration
- Code EB Driver's License (advantageous)
- Good interpersonal skills, as well as willing to work under pressure.

DUTIES:

- Applies professional knowledge to support the broader objectives and functional applications pertaining to corporate administration.
- Coordinates and controls tasks/activities associated with controlling personnel performance, productivity, and discipline, within the Administration Unit.
- Implements and monitors procedures, systems, and standards, associated with the Secretariat and Council Support function.
- Manages the administrative support and logistical requirements that relate to the functioning of the Committees of the Council, Registry, and Fleet Units.
- Researches specific subjects to support the compilation of submissions and responses on behalf of Committees and Council.
- Verifies correspondence and other related documents and maintains records of the Working Groups, Portfolio, Executive Committee, and Council Structures.
- Manages processes and requirements focused on capacitating and improving the performance of Committees.

Executive Committee



- Manages the process of providing Council Support and receiving and consolidating issues raised through petitions, questions, and requests from Councillors and the public.
- Disseminates information on outcomes, current developments, problems and constraints, and/or presents the approach and interventions of specific key performance areas.
- Oversees and addresses specific administrative and reporting requirements associated operational key performance and result indicators.

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, 22nd of December 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
MUNICIPAL MANAGER