



MANDENI LOCAL MUNICIPALITY INTERNAL AND EXTERNAL CAREER OPPORTUNITY

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position:

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| DEPARTMENT | : OFFICE OF THE MUNICIPAL MANAGER |
| POSITION | : MANAGER: SPECIAL PROGRAMMES |
| TASK GRADE | : T17 |
| SALARY NOTCH | : R 553 140.00 PER ANNUM |
| SALARY SCALE | : R 553 140.00 pa – R 718 032.00 pa |
| CLOSING DATE | : 06 JUNE 2019 @ 12H00 |
| REF NO | : PN 25/2019 |

MINIMUM REQUIREMENTS:

- Matric (Grade 12)
- Bachelors Degree in Social Development, Public Administration or Social Science plus 2-3 years relevant experience in Local Government
- National Diploma in Social Development, Public Administration or Social Sciences plus 3-4 years relevant experience in Local Government.
- A valid driver's licence.

DUTIES:

- Identification of broader strategy, definition & addressing critical requirements to facilitate research.
- The implementation and management of a diverse range of social development programmes
- Managing the office of the Mayor/Speaker, thereby enabling the Mayor and Speaker to lead the Municipal Council in their political oversight role
- Keep the Mayor/Speaker informed about latest developments within communities that requires municipal political intervention and/or guidance
- Develop a mutually beneficial relationship with the community and provide the Mayor/Speaker with strategic advice on critical stakeholder issues
- Coordinate and promote stakeholders participation in the IDP, Budget & Public Participation programmes
- Preparation of capital and operating estimates for the Section, approval and controls programme funding and expenditure against the budget allocations
- Disseminates strategic, functional, operational information on the immediate, short and long term objectives, current developments, problems and constraints

Executive Committee



- To manage the administrative and reporting requirements associated with the key performance and result indicators of the Section.
- To ensure proper Protocol and events management.
- Coordinating, supporting and monitoring the activities of the Ward Committees.

BENEFITS:

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid, Transport Allowance, Cellphone allowance and Pension fund would be applicable to the above post

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); Tel: (032) 456 8200. **Please forward your application form and full CV with photocopies 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.** 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 and reserves the right not to make appointment.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 17/05/2019