



MANDENI LOCAL MUNICIPALITY EXTERNAL VACANCY

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

**DEPARTMENT : TECHNICAL SERVICES AND INFRASTRUCTURE
DEVELOPMENT**

**POSITION : INSTITUTIONAL AND SOCIAL DEVELOPMENT
(2 YEAR CONTRACT)**

TASK GRADE : T10

SALARY NOTCH : R 212 469. per annum

SALARY SCALE : (R 212 469 pa – R 275 800 pa)

CLOSING DATE : FRIDAY; 13 MARCH 2020 @12:00

REF NO : PN 14/2020

MINIMUM REQUIREMENTS:

- National Diploma In Community Development/Social Sciences.
- 2-3 years' experience in community social development and facilitation
- Valid Code B Driving License
- Computer Literacy

SKILLS

- Have good communication and writing skills.
- Have good interpersonal relation skills.
- Have good planning skills.

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

Executive Committee

Cllr TP Mdlalose (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr LB Magwaza (Speaker) Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntuli | Cllr. LR Mdietshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelemba



- Interact with all community structure during implementation of new Projects
- Promoting proper consultation, community awareness and proper communication channels
- Ensure that development is community driven and people centred
- Provide professional advice and support with respect to core service delivery related projects
- Manage and supervise service providers appointed or social facilitation
- Facilitate the appointment of CLO processes with the HR Department
- Coordinate community related events for Technical Services Department projects such as the project launch, project handover etc
- Attend IDP engagements and community meetings for the Technical Services Department
- Coordinate meetings; interact directly with the Tribunal Authority on matters relating to Technical Services Department
- Disseminates functional and operational information on the immediate, short and long term objectives and current development problems and constraints
- Understanding o community dynamics and trends
- Interacts with the councillors and other employees to inform, advise, train, consult by means o telephonic and written communication, work groups and formal and informal meetings to ensure
- Establishes requirements and allgns functional processes and applications pertaining to the Institutional and Social Development requirements as it relates to Projects
- Co-ordinates processes related to gaining an understanding of the social issues that impact on projects
- Co-ordinates and executes specific project/ programme requirements and monitors the social impact of the project
- Attends to the implementation of procedures to address social conflicts pertaining to the project
- Attends to the administrative recording, reporting and recordkeeping requirements/ procedures

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 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. 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. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with disability are encouraged to apply.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 28/02/2020