



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:

DEPARTMENT : CORPORATE SERVICES
POSITION : SKILLS AND ORGANIZATIONAL DEVELOPMENT OFFICER (SDF)
TASK GRADE : T12
SALARY NOTCH : R 314 650 PER ANNUM
SALARY SCALE : R 314 650 pa – R 408 432 pa
(Subject to Implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : MONDAY, 28 SEPTEMBER 2020 @ 12H00
REF NO : PN: 63/2020

MINIMUM REQUIREMENTS:

- National Diploma In Human Resource Management/ Equivalent
- 2 years' experience in Human Resources environment in Training and Development
- 1 year relevant Local Government experience will serve as an added advantage

SKILLS & KNOWLEDGE

- Knowledge of the Local Government sector and applicable legislation
- Good knowledge of Pay Day Systems
- A sound knowledge of applicable Collective Agreements and Conditions of Service within the Municipal arena will be an added advantage
- Knowledge of BCEA, LRA and EEA
- Good interpersonal skills, fluent in Speaking & writing both English and isiZulu
- Good communication skills
- Willing and readiness to work long hours and under pressure.

DUTIES:

- Identifies with best practice and current statutory provisions relating to Education, Training and Development and contributes to the Improvement to the current approach and methodology
- Controls personnel, performance, productivity and discipline
- Co-ordinates sequences associated with establishing the skills capacity of the organisation

Executive Committee

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



- Schedules and co-ordinates training courses (Adult Basic Education and Training and other specialised or general training) and/or, attends to applications of educational assistance based on priorities determined through needs analysis.
- Co-ordinates and controls processes associated with the administrative and, recruitment selection, appointment and evaluation process of learners with local organization involved in the learnership programmes
- Co-ordinates and executes administrative and communication process associated with the Bursary Scheme or Employee Assisted Education Scheme
- Co-ordinates requirements associated with monitoring and maintaining the effectiveness of the Internship Programme
- Co-ordinates and executes tasks/ activities associated with the administrative and reporting requirements of the functionality

BENEFITS:

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid 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: 11/09/2020