



**MANDENI LOCAL MUNICIPALITY
INTERNAL/ EXTERNAL VACANCY**

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

DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER
POSITION : WOMAN CAUCUS/GENDER COORDINATOR
TASK GRADE : T 10
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
SALARY NOTCH : R 225 748 per annum
SALARY SCALE : (R 225 748 pa – R 293 038 pa)
CLOSING DATE : FRIDAY,06 NOVEMBER 2020 @ 12:00 PM
REF NO : PN 73/2020

MINIMUM REQUIREMENTS:

- Diploma in Public management/ Public administration or equivalent
- 2 years experience in Public Administration
- Valid Driver's licence
- Computer literacy

DUTIES:

- Performs activities associated with the sitting and maintenance of Woman's caucus committee
- Co-ordination of key stakeholders to support the Woman Caucus
- Co-ordinate Woman Caucus structures at ward level
- To provide input advice, coordination and reporting on progress made in terms of the development of the Gender Equality
- Co-ordinates the administrative dimensions associated with the facilitation/ implementation of gender programmes
- Controls the administrative and procedural requirements associated with the gender and women activities.

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 Mdletshe | Cllr. ST Magwaza | Cllr. MS Mdunge | Cllr. M Shelembe



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:

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


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 21/10/2020