



MANDENI LOCAL MUNICIPALITY INTERNAL/ 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 : COMMUNITY SERVICES AND PUBLIC SAFETY
POSITION : SUPERVISOR MUNICIPAL FACILITIES, BEACHES & CEMETERIES
TASK GRADE : T12
SALARY NOTCH : R 341 620 per annum
SALARY SCALE : R 341 620 pa – R 443 442 pa
(Subject to Implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : THURSDAY, 15 JUNE 2023 @12:00pm
REF NO : PN 60 /2023

MINIMUM REQUIREMENTS:

- Matric Certificate
- National Diploma in Public Management or equivalent
- 2 -3 years' experience in management of municipal public facilities
- Ability to swim/surf
- Valid First Aid Certificate / Lifesaving Award certificate will serve as an added advantage.
- Ability to communicate in IsiZulu and English language is essential.
- Valid driver's licence

KNOWLEDGE, SKILLS, AND COMPETENCIES REQUIRED:

- Be able to work independently and display good time management and administration skills.
- Have sound written and verbal communication skills.
- Knowledge and clear understanding of Local Government environment and processes.
- Proven ability to run the beaches efficiently without supervision.

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. SZ Mdlalose | Cllr. ST Magwaza | Cllr. M. Shelembe | Cllr. MS Mdunge | Cllr. M. Mthembu



- Report writing skills.
- Computer Literacy

DUTIES:

- Controls personnel, performance, productivity and discipline.
- Conducts general and/ or routine building safety and maintenance inspections of the amenities and attends to reports of incidents.
- Oversees the usage of public facilities by the public.
- Attends to queries/ enquires and with respect to requirements and procedures related to the activities.
- Completes internal procedural documentation and records (e.g. requisitions, inspection checklists, timesheets).
- Ensures the proper investigation and reporting of drowning and any other beach incidences to management.
- Ensures the maintenance of municipal beaches and swimming pools.
- Supervising and allocating of personnel to all public facilities and management of their time & attendance.
- Monitors the public usage of Beaches and swimming pools .

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 Manager: Human Resource and Administration; tel: (032) 456 8200. **Please forward your application form and full CV with certified copies of certificates and 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 90 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. Mandeni residents will be given first preference.



**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.**


**SG KHUZWAYO
MUNICIPAL MANAGER**

DATE: 26/05/2023