



Office of the Municipal Manager

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**MANDENI LOCAL MUNICIPALITY
ADVERTISEMENT
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 : CORPORATE SERVICES
POSITION : MANAGER HUMAN RESOURCE AND ADMINISTRATION
TASK GRADE : T 17
SALARY NOTCH : R 716 254 per annum
SALARY SCALE : R 716 254 pa – R 929 767pa
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : FRIDAY, 13 OCTOBER 2023 @12:00pm
REF NO : PN 103/2023

MINIMUM REQUIREMENTS:

- Matric Certificate.
- B Degree in Human Resource Management/ Public Administration/ Management Sciences/Law
- 3-4 years' relevant experience in Human Resources of which 2 yrs must be at supervisory level in local government.
- Experience in Records or Archives Management or Information or document Management and Council Support environment will be an added advantage
- A valid Driver's Licence

KEY PERFORMANCE AREAS:

- Managing and controlling the provision and implementation of all Human Resources policies and administrative support to Council structures.
- Manage the implementation of electronic records management system; municipal registry and archives for efficient records keeping in accordance with applicable legislations and auxiliary services policy related.
- Management of Council Committees and Human Resources

Executive Committee

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



- Manages and ensures effective implementation of policies, procedures, systems and controls and forwards/ presents recommendations to support amendments to Director Corporate Services and relevant council structures.
- Participating in various meetings (council, internal and external forums etc.) and providing comments/ opinions on matters affecting or concerning the functionality.
- Monitoring and supervising sectional staff under her/his functionality for smooth operation.

KNOWLEDGE & SKILLS:

- Good communication and presentation skills
- Knowledge of relevant legislations and local government processes

BENEFITS:

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

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Director Corporate Services; tel: (032) 456 8200. Apply online using Mandeni Municipal Website www.mandeni.gov.za and **attach full CV, photocopies of certificates, quoting the relevant reference number and proof of residence obtained from respective ward councillors.** Certified copies of certificates will be required from the shortlisted candidates. If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful. 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 an appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate. People living with a disability are encouraged to apply.


SG KHUZWAYO
MUNICIPAL MANAGER
DATE: 21/09/2023