



Office of the Municipal Manager

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www.mandeni.gov.za

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 : ECONOMIC DEVELOPMENT, PLANNING AND HUMAN SETTLEMENTS.

POSITION : ADMINISTRATION OFFICER DEVELOPMENT & PLANING

TASK GRADE : TG 10

SALARY NOTCH : R 287 736 per annum

SALARY SCALE : (R 287 736 pa – R 373 502 pa)

CLOSING DATE : FRIDAY,02 APRIL 2026 @ 12:00 PM

REF NO : PN 17/2026

REQUIREMENTS

- Grade 12 Certificate;
- National Diploma or Bachelor's Degree in Town and Regional Planning / Development Planning or Development studies or equivalent qualification;
- 2-3 years relevant experience in the Municipal Integrated Development Planning (IDP) process and development control environment, of which at least one (1) year should be in the Municipal IDP environment.
- Thorough knowledge of IDP planning and coordination processes and Local Government Sector processes;
- Computer Literacy (MS Office Suite, GIS and related planning software);
- Valid Code B Driver's Licence;
- Registration or eligibility for registration as a Technical Planner with the South African Council for Planners (SACPLAN) will be an added advantage.

KNOWLEDGE/SKILLS & COMPETENCIES:

- Knowledge of the Municipal IDP processes
- Stakeholder consultations,



- Interpreting the Municipality's service delivery objectives and requirements stipulated in legislation directing the planning, drafting, adoption and review phases of the IDP;
- Interacting with the local community structures and setting up consultative processes;
- Participating in various meetings (internal and external forums);
- Responding, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on service delivery from the general public, councilors, government departments, etc;
- Collaborating with external departments/ agencies on specific issues pertaining to the formulation, drafting and implementation of the Integrated Development Plan;
- Compiling notices, agendas and minutes of functional meetings and attending to the circulation;
- Sound knowledge of the Spatial Planning and Land Use Management Act (SPLUMA), Municipal Systems Act, and relevant planning legislation

KEY PERFORMANCE AREAS

- Administer, land use and development applications in compliance with SPLUMA and the Municipal Planning By-laws.
- Facilitate and participate in public participation processes, community meetings, and stakeholder engagements related to planning matters;
- Liaise with internal departments, provincial and national sector departments, and parastatals on planning-related issues .
- Provide support in the development of municipal Integrated Development framework Plan, relating this to sector plans in order to ensure co-ordinated alignment and synergy of plans.
- Responsible for co-ordination of stakeholder forums and workshops
- Responsible for managing stakeholder database

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.

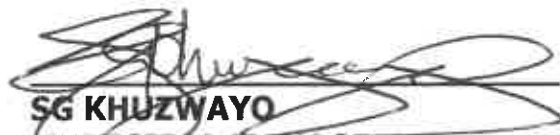
DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Manager Human Resource and Council Support; 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. **Certified copies of certificates will only be submitted by the shortlisted candidates.** If you do not hear from us within 30 days of the closing date, consider your application as unsuccessful.

NB: The municipality is an equal opportunity affirmative action employer and reserves the right not to make appointment.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE : 23/03/2020