



Office of the Municipal Manager

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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 : COMMUNITY SERVICES AND PUBLIC SAFETY
POSITION : SENIOR MANAGER COMMUNITY SERVICES
TASK GRADE : TG 16
SALARY NOTCH : R 659 924 per annum
SALARY SCALE : (R 659 924 pa – R 856 607 pa)
CLOSING DATE : FRIDAY, 17 JULY 2026 @ 12:00 PM
REF NO : PN 45/2026

MINIMUM REQUIREMENTS:

- Bachelor of Arts in Social Sciences/ Community Development /Public Administration or BA in Public Governance.
- A minimum of five (5) years' relevant experience in Community Services or Community Development, of which at least three (3) years must have been at a middle management or managerial level.
- A valid Code B Driver's License
- Computer literacy

KNOWLEDGE SKILLS AND COMPETENCY

- **Strategic Management:** Ability to develop, implement and monitor strategic plans aligned to municipal objectives and service delivery priorities.
- **Leadership and People Management:** Ability to lead, supervise, motivate and develop employees while promoting accountability and performance excellence.
- **Financial Management:** Ability to prepare, manage and control operational and capital budgets in accordance with MFMA requirements.
- **Policy Development and Implementation:** Ability to formulate, implement, monitor and review policies, by-laws and procedures applicable to Community Services functions.



- **Local Government Knowledge:** Sound understanding of local government legislation, municipal processes, governance frameworks and service delivery requirements.
- **Service Delivery Management:** Ensures effective, efficient and responsive delivery of municipal services and facilities to communities within the municipal area.

KEY PERFORMANCE AREAS

- Alignment of functional key performance areas to support the Municipality's strategic objectives and Integrated Development Plan (IDP).
- Directs, manages and controls outcomes associated with the Community Services Section and ensures effective service delivery across all functional areas.
- Provides strategic leadership, management and oversight of community services including Waste Management Services, ensuring that refuse collection, waste disposal, environmental compliance, cleaning services and related activities are effectively planned, coordinated and implemented throughout the Mandeni Municipality.
- Manages Municipal Facilities and Amenities, including public halls, community centres, parks, gardens, cemeteries, beaches, swimming pools and other municipal assets, ensuring maintenance, accessibility and service excellence.
- Prepares capital and operating budget estimates and controls expenditure against approved budget allocations, ensuring effective financial management and compliance with Municipal Finance Management Act (MFMA) requirements.
- Directs the development, implementation, monitoring and review of policies, strategies, by-laws, procedures and operational frameworks relating to Community Services functions.
- Provides technical and professional advice to the Director Community Services on operational, strategic and policy matters affecting the department.
- Disseminates strategic, functional and operational information regarding departmental objectives, service delivery challenges, developments, risks and opportunities.



- Manages specific administrative, monitoring and reporting requirements associated with key performance indicators, service delivery targets and legislative compliance obligations.

BENEFITS:

All standard Municipal Fringe benefits which inter-alia includes a Housing Subsidy, Medical Aid, Car allowance, Cellphone allowance 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 8200/8273. 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. 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 : 03/07/2006