



Mkhambathini Municipality
For the Community

Applications are invited from suitably qualified and experienced candidates to fill the following vacant positions:

Strategic Manager: Community Services Camperdown Offices

All-inclusive negotiable remuneration package:
Min R700 116 - max R855 698 per annum

Requirements: • A Bachelor's degree in Public Administration or relevant equivalent social sciences • A qualification relating to the National Treasury Competency Requirements for Senior Officials • 5 years' senior managerial experience, preferably within a Local Government environment • A valid Code 08/B driver's licence • Knowledge of Local Government and/or public sector legislation, policy, regulations, standards and procedures • Eligibility in terms of the competence framework for Senior Managers as promulgated by the Minister of Cooperative Governance and Traditional Affairs • Strategic thinking • Planning, prioritising and effective communication skills • Strategic capacity and leadership • Financial management capabilities, especially budget management and municipal finance management • Policy formulation, monitoring and evaluation skills • Analytical ability • Networking skills • Interpersonal skills • Negotiation, facilitation and conflict management skills.

Responsibilities: • Report directly to the Municipal Manager on key departmental activities • Undertake overall management of the Community Services Department, inclusive of Disaster, Local Economic Development, Youth/Gender, Social Responsibility Programmes, HIV and Library • Implement the Integrated Development Plan (IDP) as well as strategic goals of the Community Services Department • Provide support and advice to the Municipal Manager and Council • Implement the departmental Service Delivery Budget Implementation Plan (SDBIP) • Develop and implement key strategic/business plans, including Waste Disposal and Management Plan, Disaster Management Plan, Transport Plan, Traffic and Licensing Plan and Environmental Management Plan • Manage the departmental budget, human resources and other resources in accordance with Local Government legislation and Treasury Regulations • Manage efficient provision of municipal services • Establish, operate and maintain support structures, processes and systems • Direct and control key deliverables and outcomes for the Department • Liaise with internal and external stakeholders • Facilitate stakeholder participation and involvement • Ensure legislative, regulatory, policy, practices and operating standards compliance.

Note: The successful candidate will have to enter into a 5-year fixed performance employment contract and be required to sign an annual performance agreement with the Municipality in accordance with Section 57 of the Local Government Municipal Systems Act, 32 of 2000. Women and people with disabilities are invited to apply. Appointment is subject to a positive outcome obtained from the NIA to the following checks: Security clearance; qualification verification; competency-based assessment; financial disclosure; criminal records; credit records; and previous employment.

Youth Development Coordinator

Salary: R242 394.54 per annum (Level 03)

Requirements: • A relevant degree or National Diploma or equivalent (NQF Level 6) qualification • A Project Management qualification will be an added advantage • 3-4 years' related experience in community development • Experience in Local Government will be an added advantage • Computer literacy in MS Office • Good communication skills (both verbal and written) • A driver's licence.

Responsibilities: • Develop and coordinate the implementation of Municipality's constituency and outreach programme • Implement and monitor a special programmes policy dealing with youth, the disabled, sports clubs/associations and any other structure as identified by the Municipality • Interact with community-based structures to facilitate alignment of needs and priorities, creating awareness and encouraging participation • Attend to arrangements in respect of specific events/programmes in accordance with budgetary allocations in order to ensure social upliftment and development objectives are accomplished • Integrate all special programmes and strategies into the Municipal IDP and perform all other duties related to special programmes • Encourage the formation of a youth forum/council in all wards within Mkhambathini Municipality • Organise meetings in consultation with the Youth Forum/Council Chairperson, take minutes thereof and submit to the Special Programmes Manager • Organise the Mayoral Cup and other sports competitions to identify and promote new talented youth in sports • Organise the SALGA Games at local, municipal and provincial level • Liaise with all federations and the Department of Sports and Recreation to promote sports • Encourage the formation of a Disability Forum/Council within Mkhambathini Municipality.

Finance Clerk: Supply Chain Management

Salary: R176 242.32 per annum

Minimum requirements: • Grade 12 • A National Diploma or degree in Finance • At least 3 years' relevant experience • Knowledge of Pastel accounting will be an added advantage • Completion of the Municipal Finance Internship Programme will be an added advantage • Excellent professional work standard • The ability to work under pressure, multitask and prioritise • Attention to detail and high level of accuracy • Excellent communication skills at all levels • The ability to handle confidential information.

Key performance areas: Perform administrative functions within the supply chain management function including demand/acquisition/logistics/disposal management including, inter alia, the following tasks: • Conducting needs assessment by collecting and analysing relevant data, categorising commodities and confirming availability of funds • Implementing preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives • Assisting the SCM Officer in administering the process of drafting specification/terms of reference and special conditions of contract • Providing administrative support in the bid evaluation and adjudication processes • Assisting the SCM Officer in the compilation of the Municipal database of suppliers • Ensuring compliance with Central Supplier Database requirement and e-Tender portal advertisements • Providing administrative support in the bid/quotation process • Verifying and capturing source documents and submitting orders to SCM Officer for authorisation • Assisting the SCM Officer in the distribution of goods in terms of specific handling requirements • Assisting the SCM Officer in the compilation of the monthly reports as required by the Municipal Supply Chain Management Policy.

Closing date: 21 May 2017.

Enquiries regarding the posts can be directed to Mrs PA Mncwabe, the Human Resources Officer at (031) 785-9300.

Application forms (available on the municipal website: www.Mkhambathini.gov.za - NOT the Z83 form) together with a comprehensive CV and certified copies of ID, driver's licence and qualifications, must be sent to the Municipal Manager, Mkhambathini Municipality, Private Bag X04, Camperdown 3720 or hand-delivered at No 18 Old Main Road, Camperdown 3720.

E-mailed, faxed or late applications will not be accepted.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit. Preference will be given to applicants residing within Mkhambathini Municipal Area.

Closing date: 26 May 2017 (unless otherwise stated). Kindly note that, should you not be contacted within a period of 30 days of the closing date, you should consider your application unsuccessful.

Ms TC Ndlela - Municipal Manager

Human Communications D134843

ISOLEZWE NEWSPAPER

08-05-2017

by

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