



## **INTERNAL ADVERTS**

The Mkhambathini Municipality hereby invites suitable qualified applicants to -apply for the following position:

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### **DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER**

### **IGR OFFICER (PERMANENT POSITION)**

**REMUNERATION: R311 261.76 - R404 034.60** per annum (Task Grade 11 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

### **MINIMUM REQUIREMENTS**

- Grade 12/Matric
- Degree/B-Tech/ Diploma / Post Graduate Diploma / Advanced Diploma / in Public Administration or Public Management.
- 2 years' relevant experience preferably in local government or public sector.
- A valid driving licence

### **KNOWLEDGE SKILLS AND COMPETENCY**

- Good Interpersonal relationship skills to communicate with stakeholders.
- Managing Work; Planning and organizing.
- Ability to maintain high level of confidentiality and Ethical Conduct.
- Decision making; Analytical thinking, Negotiation, Verbal and written communication.
- Sound organizing and planning skills, Problem Solving; Organizational awareness; Stakeholder collaboration.
- Evaluation and Research

## **KEY PERFORMANCE AREAS**

- Analyse trends and patterns with regard to Intergovernmental Relations in general (internally and externally) and submit reports to the Municipal Manager & Council.
- Coordinating and managing all municipal relationship with other spheres of government.
- Attend workshops, meetings, seminars etc to stay informed and detect any new developments.
- Focus on the successful implementation of the strategic priorities of the municipality by acquiring continuous support from other spheres of government.
- Interact with role players to be alerted on changes and needs
- Liaise and communicate with various role-players to promote and enhance relations of the municipality with other institutions/organisations/bodies
- Arrange meetings between different role-players and high-profile entities within the Municipality.
- Facilitate the establishment of the municipalities IGR structure.
- Facilitate information sharing and implementing of knowledge inter municipal cooperation.
- Develop project partnership with other government and department for mutual benefits.
- Promote efficient lines of communication between the municipality and other spheres of government.
- Ensure that there is a strong link between departments internally and the other spheres of government (Provincial and National)
- Prepare monthly, quarterly and annual reports on IGR activities for submission to the Municipal Manager
- Ensuring the preparation, compilation and submission of the budget for IGR section within the required timeframe
- Ensure execution of Council resolutions

- Provide administrative support with the development, maintenance and implementation of the intergovernmental relations strategy and policy of the municipality.
- Assist with research on the continuous effective communication on IGR related matters to other institutions and organizations

**DEPARTMENT: COMMUNITY SERVICES**

**TRACTOR DRIVER (PERMANENT POSITION)**

**REMUNERATION: R112 569.72 - R145 408.68** per annum (Task Grade 5 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

**MINIMUM REQUIREMENTS**

- Grade 9 OR appropriate level of education. (NQF Level 1)
- 1 year experience as a driver
- A valid driving licence

**KNOWLEDGE SKILLS AND COMPETENCY**

- Good Interpersonal relationship skills to communicate with stakeholders.
- Managing Work; Planning and organizing.
- Must be flexible to work under pressure.

**KEY PERFORMANCE AREAS**

- Performs specific tasks associated with the operation of light vehicles (Tractor drawn mover) for the maintenance of open spaces, by driving to designated locations, checking area for obstacles prior to engaging specific controls to set mower equipment and starting the cutting operation
- Cutting overgrown grass and/ or trimming lawns, maneuvering equipment and adjusting blade heights according to terrain to achieve optimum cuts

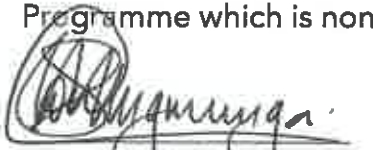
- Completes internal procedural documentation (e.g. log sheet etc.) and related forms (vehicle checklist), by inserting the relevant information (quantitative/ qualitative) and / or details of activities.

Application form (accessible from the municipal website and municipal office) clearly stating the position you are applying for, together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at No 18 Old Main Road, Camperdown, 3720 or emailed to:** [Recruitment@mkhambathini.gov.za](mailto:Recruitment@mkhambathini.gov.za)

**Closing date: 24 January 2025. Kindly note that should you not be contacted within 30 days after the closing date, consider your application unsuccessful.**

Enquiries regarding the post can be directed to Ms. N. Ziqubu Manager: Human Resources at 031 785 9378.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist, and based on merit.



**MR. S. MNGWENGWE**  
**MUNICIPAL MANAGER**