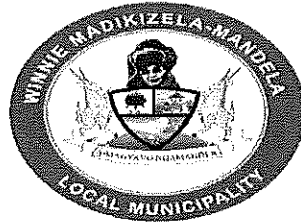


# Winnie Madikizela-Mandela Local Municipality

Physical Address  
51 Winnie Madikizela  
Mandela Street  
Postal Address  
P O Box 12  
Bizana



Office of the Municipal Manager  
Tel: 039 251 0230  
Fax: 039 251 0917  
mahlakal@mbizana.gov.za

## EXTERNAL RE-ADVERT

Winnie Madikizela Mandela Local Municipality is a Category 2 Municipality that is committed to affirmative action and provisions of Employment Equity Act 55 of 1998. Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below: -

- |                      |   |
|----------------------|---|
| <b>1. POST:</b>      | <b>SOCIAL SERVICES CO-ORDINATOR</b>       |
| <b>DEPARTMENT:</b>   | <b>COMMUNITY SERVICES</b>                 |
| <b>DURATION:</b>     | <b>PERMANENT</b>                          |
| <b>TASK GRADE:</b>   | <b>11</b>                                 |
| <b>REFERENCE:</b>    | <b>WMMLM/JD11/SSC</b>                     |
| <b>REMUNARATION:</b> | <b>R304 992.00 BASIC SALARY PER ANNUM</b> |

### **REQUIREMENTS:**

- ✓ Matric/Grade 12 Certificate;
- ✓ National Diploma/ Degree in Facilities Management/ Public Management or Horticulture
- ✓ 18 months – 2 year's work experience in the field of managing public amenities
- ✓ A minimum of 1 year's supervisory experience will be an added advantage
- ✓ Valid code 8 / EB driver's license
- ✓ Professional level computer literacy (especially MS Word, MS Excel, MS Powerpoint, emails and internet)
- ✓ Registration as a Disaster Management Associate with Disaster Management Institute of SA will be an added advantage

### **KEY PERFORMANCE AREAS:**

- ✓ Coordinate activities with WMMLM public amenities maintenance

- ✓ Ensure compliance with facilities regulations; Occupational Health and Safety including booking procedures
- ✓ Reconciling of booking register versus monies paid, security visit book, correct discrepancies and report to the immediate supervisor
- ✓ Providing inputs on review and updating of amenities policies in consideration of updated, fees and charges and other related legislations
- ✓ Co-ordinate specific administrative and reporting requirements associated with the key performance and result indicators of the functionality
- ✓ Monitoring cleanliness, outdoor upkeep and beautification through supervision of employees allocated to Social Services; and
- ✓ Conduct awareness/ publicizing amenities via website, newsletters, billboard display with the aim of attracting user to book and user the areas

An application form (available on the municipal website) must be completed to apply for the position and the reference number quoted, accompanied by a comprehensive CV with traceable references, copies of certificates, ID and driver's licence must be submitted as part of the applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Winnie Madikizela-Mandela Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the Municipal Offices during office hours or emailed to: [hr@mbizana.gov.za](mailto:hr@mbizana.gov.za). For more information please contact: **Ms N. Mshweshwe** on **039-251 0230** during office hours. **Closing date: 23 October 2024 @ 12pm.**

**Notice: This is a re-advert, all those who have applied before need not to apply again.**

**CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION; THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.**

Applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



**MR. L. MAHLAKA**  
**MUNICIPAL MANAGER**