

# 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

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## EXTERNAL - 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: -

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|----------------------|---|
| <b>1. POST:</b>      | <b>PARKS &amp; CEMETERY SUPERVISOR.</b>   |
| <b>DEPARTMENT:</b>   | <b>COMMUNITY SERVICES</b>                 |
| <b>DURATION:</b>     | <b>PERMANENT</b>                          |
| <b>TASK GRADE:</b>   | <b>07</b>                                 |
| <b>REFERENCE:</b>    | <b>WMMLM/JD07/PCS</b>                     |
| <b>REMUNARATION:</b> | <b>R189 162.00 BASIC SALARY PER ANNUM</b> |

### **REQUIREMENTS:**

- ✓ Grade 12/ Matric
- ✓ National Higher Certificate (NQF Level 5) in Environmental Management/ Biological Science/ Horticulture
- ✓ Valid code B/C1 driver's license
- ✓ 2-3 years' experience in the field of which 1 year must be at a supervisory level.
- ✓ Must be fluent in both English and Xhosa

### **KEY PERFORMANCE AREAS:**

- ✓ Maintenance of parks and cemeteries through planned preventative and routine sequences by providing guidelines on all cleaning and collection procedures;
- ✓ Monitor and control procedural applications associated with Parks and Public Open Spaces operations by monitoring the functioning of equipment and machinery and acquisition therefore;
- ✓ Co-ordinates and controls the tasks/activities of personnel and allocates and prioritize outcomes by monitoring employee attendance, performance, workplace conflict and provide mitigating methods;

- ✓ Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality, i.e. overtime schedules, vehicle log sheets and travel claims;
- ✓ Liaising with Environmental management officers in identifying new developments around WMMLM for Environmental Management activities i.e. cemetery development and parks management; and
- ✓ Contribute to the formulation and review existing By-Laws.

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: 19.02.2025 @ 12pm.**

**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**