

# 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. Applications are hereby invited from suitable qualified individuals to fill the vacant positions indicated below:-

<b>1. POST:</b>	<b>SECRETARY TO THE CFO</b>
<b>DEPARTMENT:</b>	<b>BUDGET &amp; TREASURY OFFICE</b>
<b>CONTRACT:</b>	<b>ATTACHED TO THAT OF CFO</b>
<b>REFERENCE:</b>	<b>MLM/JD06/SCFO</b>
<b>REMUNERATION:</b>	<b>R283 521.00 ALL INCLUSIVE SALARY PER ANNUM</b>

### **REQUIREMENTS**

- ✓ Grade 12;
- ✓ A post matric qualification at NQF level 6 or higher in the financial management field;
- ✓ 3-7 years' working experience and proven track record to handle confidential information;
- ✓ Be computer literate; and
- ✓ Fluency in at least two official languages.

### **KEY PERFORMANCE AREA**

- ✓ Provide secretarial support to the Chief Financial Officer in dealing with all internal and external stakeholders;
- ✓ Responsible for secretarial duties to the office of the CFO;
- ✓ Update the CFO's diary and arrange travel and accommodation bookings;
- ✓ Type letters, minutes, programmes for the office; and
- ✓ Attend to telephone enquiries and filing of incoming and outgoing mail.

**2. POST:** LABOUR RELATIONS OFFICER  
**DEPARTMENT:** CORPORATE SERVICES  
**CONTRACT:** PERMANENT  
**TASK GRADE:** 11  
**REFERENCE:** MLM/JD11/LRO  
**REMUNERATION:** R318 726.00 BASIC SALARY PER ANNUM

## **REQUIREMENTS**

- ✓ National Senior Certificate/Grade 12;
- ✓ National Diploma in Labour Relations Management/ND Human Resources Management;
- ✓ 3 years' experience in the field of Local Government Labour Relations;
- ✓ Degree in Laws will be an added advantage;
- ✓ Proficient in MS Office;
- ✓ Knowledge Local government prescripts;
- ✓ Outstanding organizational, problem solving skills and time management abilities;
- ✓ Excellent communication and interpersonal skills and;
- ✓ Be able to work under pressure.

## **KEY PERFORMANCE AREA**

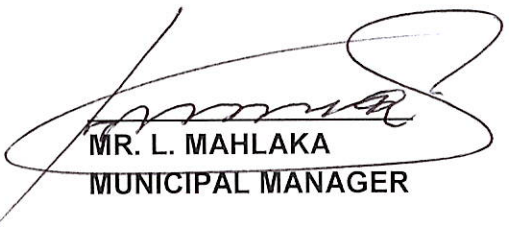
- ✓ Coordinate controls, procedures and implements processes associated with disciplinary and grievance enquiries;
- ✓ Conduct duties associated with representing the Municipality at external tribunals;
- ✓ Co-ordinate and provide information to and for the Local Labour Forum (LLF) and Restructuring Committee;
- ✓ Provide practical training and guidance to management and general staff on procedures and applications associated with specific Labour Relations processes;
- ✓ Provide prosecutorial services to other Municipalities in disciplinary proceedings and
- ✓ Compiling reports on Disciplinary/ Grievance cases referred and attended to, outlining outcomes/ awards.

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: 21 MARCH 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**