

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 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:-

1. POST:	MANAGER: ADMINISTRATION & AUXILIARY SERVICES
DEPARTMENT:	CORPORATE SERVICES
CONTRACT:	PERMANENT
TASK GRADE:	16
REFERENCE:	MLM/JD16/MASAS
REMUNERATION:	R619 173.00 BASIC SALARY PER ANNUM

REQUIREMENTS

- ✓ Grade 12 or Matric Certificate;
- ✓ Bachelor Degree or BTech in Public Administration & Management;
- ✓ 4-8 years' experience in in related field with 3 years' supervisory experience and knowledge of Local Government;
- ✓ Be able to interpret statutes;
- ✓ Knowledge and experience in Fleet/Logistic Management will be an added advantage;
- ✓ In-depth knowledge of the municipality's challenges in delivering municipal services;
- ✓ Excellent analytical and problem-solving skills;
- ✓ Fluency in at least two official languages;

- ✓ Be able to work under pressure; and
- ✓ Valid driver's license.

KEY PERFORMANCE AREA

- ✓ Research and develop strategic short and medium-term plans/goals for the functionality;
- ✓ Oversee the allocation, purchase, and the general use of the entire Municipal fleet;
- ✓ Manage and oversees processes related the cleanliness and maintenance of Municipal sites and offices;
- ✓ Develop Administration and Auxiliary Services section budget based on staffing needs and practices;
- ✓ Direct and control the key performance indicators and outcomes of personnel within the auxiliary and administration section;
- ✓ Manage processes related to the provision of administrative support to storage and management of Municipal documents/information; and
- ✓ Prepare monthly management reports.

LEADING COMPETENCIES

- ✓ The ability to create a clear sense of common purpose and vision for others and the ability to motivate and inspire others;
- ✓ Management and accountability;
- ✓ High level of communication is required;
- ✓ Organizing and time management skills;
- ✓ Building and maintain effective working relationships;
- ✓ Collaborate Teamwork and Team building; and
- ✓ Excellent reporting skills.

CORE COMPETENCIES

- ✓ The ability to interact with others and influence them to adopt the best alternative from a range of options;
- ✓ Mentors by investing adequate time and effort in counselling and coaching subordinates and subordinate leaders;

- ✓ Ability to work independently and where necessary take key decision in complex situation;
- ✓ High level of Communication skills required to work with people;
- ✓ Customer and Service delivery Management (Batho Pele) Ethics;
- ✓ Integrity and professionalism;
- ✓ Conflict Management;
- ✓ Problem solving skills;
- ✓ Service delivery oriented; and
- ✓ Team Orientation.

2. POST	: FINANCE INTERN
DEPARTMENT	: BUDGET AND TREASURY OFFICE
CONTRACT	: TWO (2) YEARS FIXED CONTRACT
REMUNARATION	: R100 000.00 PER ANNUM
REFERENCE	: WMMLM/JD/FINT

REQUIREMENTS

- ✓ National Senior Certificate or Grade 12;
- ✓ Belong to a previously disadvantaged group or background;
- ✓ Must be between the ages of 21 and 35;
- ✓ Possess a three (3) year Bachelor's Degree or National Diploma with majors in Accounting or Finance, Internal Auditing or Risk Management and Economics;
- ✓ Must be computer literate with the knowledge of MS Office Software Package (MS Word, Excel and PowerPoint);
- ✓ Ability to speak at least two languages spoken within the Council's area of jurisdiction and
- ✓ Preference will be given to those applicants coming from the Bizana area of jurisdiction.

KEY PERFORMANCE AREAS

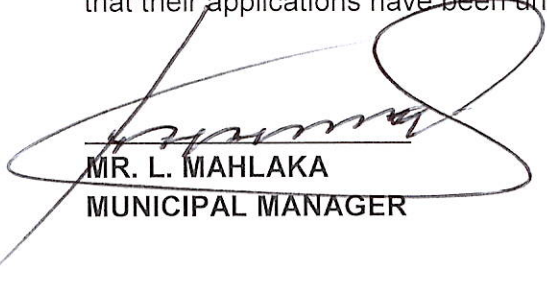
- ✓ Work for the Municipality as part of the learning process;

- ✓ Be available for and participate in all learning and work experience required by the internship;
- ✓ Comply with the workplace policies and procedures of Municipality;
- ✓ Complete any daily logs or any written assessment tools supplied by the Municipality to record relevant workplace experience;
- ✓ Attend all study periods and theoretical learning sessions with the education and training provider and undertake all learning conscientiously; and
- ✓ Complete and maintains a professional portfolio of evidence in accordance with guidelines.

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. For more information please contact: **Ms N. Mshweshwe on 039-251 0230** during office hours. **Closing date: 10 April 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