

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

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:-

1. **POST:** HIV/AIDS CO-ORDINATOR
DEPARTMENT: MUNICIPAL MANAGER'S OFFICE
CONTRACT: PERMANENT
TASK GRADE: 11
REFERENCE: MLM/JD12/HIC
REMUNERATION: R278 849.00 basic salary per annum

REQUIREMENTS

- ✓ Grade 12;
- ✓ National Diploma in Social Sciences;
- ✓ Be computer literate with office applications;
- ✓ Code B Driver's License;
- ✓ 3-5 years working experience in the field;
- ✓ Excellent communication, writing and presentation skills and
- ✓ Be willing to work beyond office hours.

KEY PERFORMANCE AREA

- ✓ Co-ordinating and monitoring of all HIV/AIDS activities within the jurisdiction of the municipality;
- ✓ Providing support to the workplace AIDS forums, Local AIDS Councils through information sharing sessions;
- ✓ Reviewing IDP priorities, strategies, objectives and indicators for HIV/AIDS programmes;
- ✓ Initiating and facilitate development, review and adoption of communicable diseases policies and strategies by Council;
- ✓ Implementing HIV/AIDS strategy by communicating to all stakeholder, organizing workplace forums and communicating and providing information on the workplace programmes;
- ✓ Designing programs and events for HIV/AIDS awareness and

- ✓ Preparing standing committee reports, quarterly, mid-yearly and annual reports for submission to management.

2. POST: PUBLIC PARTICIPATION OFFICER
DEPARTMENT: MUNICIPAL MANAGER'S OFFICE
CONTRACT: PERMANENT
TASK GRADE: 11
REFERENCE: MLM/JD11/PPO
REMUNERATION: R278 849.00 basic salary per annum

REQUIREMENTS

- ✓ Grade 12;
- ✓ National Diploma in Public Management/Administration;
- ✓ 2-3 years' experience in Community Based programmes;
- ✓ Must be computer literate;
- ✓ Ability to work with people and good communication skills and
- ✓ Code B Drivers' License.

KEY PERFORMANCE AREA

- ✓ Provide communities with information on municipal processes and other local government issues;
- ✓ Co-ordinate public hearings for IDP, Budget and Annual Report;
- ✓ Advise communities on municipal development programmes;
- ✓ Prepare and submit performance reports of the section;
- ✓ Liaise with district municipality and other spheres of government on public participation programmes;
- ✓ Provide administrative support of ward war rooms/rapid response teams;
- ✓ Supervise the work of ward committees and councilor support assistants and
- ✓ Any other administrative duties assigned by Manager: Council Support & Public Participation.

3. POST: ADMIN CLERK
DEPARTMENT: MUNICIPAL MANAGER'S OFFICE
CONTRACT: CONTRACT (ATTACHED TO THE WHIP OF COUNCIL)
REFERENCE: MLM/ACWOC
REMUNERATION: R244 885.00 all inclusive package

REQUIREMENTS

- ✓ Grade 12;
- ✓ Certificate in Computer;
- ✓ 1-2 years' working experience in the admin field;
- ✓ Ability to work with people and good communication skills and
- ✓ Fluency in at least two official languages.

KEY PERFORMANCE AREA

- ✓ Responsible for admin duties in the office of the Whip;
- ✓ Manage the Whip of Council's diary;
- ✓ Provide administrative support to council political parties;
- ✓ Co-ordinate whippery meetings;
- ✓ Make travelling and accommodation arrangements for Whip and councillors;
- ✓ Co-ordinate caucuses of all political parties and logistics and
- ✓ Receive and communicate correspondences sent to the Whip's office.

A covering letter clearly stating the position you are applying for, a comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an 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: 29/12/2021 @ 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