

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 positions indicated below:-

1. POST:	PA TO THE MUNICIPAL MANAGER
DEPARTMENT:	MUNICIPAL MANAGER'S OFFICE
CONTRACT:	FIXED TERM CONTRACT (ATTACHED TO THE MM)
REFERENCE:	MLM/JD/PAMM
REMUNERATION:	R596 455.00 ALL INCLUSIVE PACKAGE PER ANNUM

REQUIREMENTS

- ✓ Grade 12;
- ✓ Diploma in Secretarial Studies;
- ✓ 3 year qualification in the field will be an added advantage;
- ✓ 2-3 years' experience in the administration field;
- ✓ Must be computer literate with office applications;
- ✓ Fluency in at least two official languages (English & Xhosa preferably);
- ✓ Understanding of Local Government legislation and protocol; and
- ✓ Possess excellent communication skills, both verbal and written.

KEY PERFORMANCE AREA

- ✓ Secretarial Support: perform specific task associated with the provision of secretarial support by scheduling, confirming and updating the diary of the Municipal Manager;
- ✓ Administrative support and clerical functions: providing administrative services for the department by organizing meetings with internal and external stakeholders;
- ✓ Information record-keeping: maintain and access records of discussions, instructions and correspondences by setting up, referencing and maintaining an operational filing plan to the specific needs of the office.
- ✓ General office support: provision of reception/telephonist service by attending to incoming and outgoing calls, queries of visitors and directing them to the respective personnel

2. POST:	PAYROLL ADMINISTRATION CLERK
DEPARTMENT:	CORPORATE SERVICES
CONTRACT:	PERMANENT
TASK GRADE:	06
REFERENCE:	MLM/JD06/PAC
REMUNERATION:	R138 724.00 basic salary per annum

REQUIREMENTS

- ✓ Grade 12;
- ✓ National Higher Certificate in Human Resources Management;
- ✓ 1-2 years' experience working experience in the field;
- ✓ Diploma in Payroll Administration will be an added advantage;
- ✓ Experience in the SAGE People Payroll System will be an added advantage;
- ✓ Must be computer literate;
- ✓ Possess excellent communication skills, both verbal and written and
- ✓ Display good organisational, time management and multi-tasking skills.

KEY PERFORMANCE AREA

- ✓ Captures and stores information pertaining to each employee's personnell records;
- ✓ Receiving and updating employee payroll information onto Payroll System;
- ✓ Printing and disseminating monthly salary advices to all respective departments and provides registers for signatures of recipients;
- ✓ Run quarterly leave balances report from the Payroll System;
- ✓ Receiving and perusing leave data (applications, authorisations) from Employee Self Service (ESS) impersonators and confirm the said data on respective employee's leave profile and attaching required documentation and sending to supervisor for verification;
- ✓ Attend to employee benefits applications, follow ups and queries;
- ✓ Facilitate all benefits claims for employees with retirement funds and insurances
- ✓ Assisting employees with general queries in respect of payroll and benefits information.

3. POST:	VIP OFFICER
DEPARTMENT:	MUNICIPAL MANAGER'S OFFICE
CONTRACT:	FIXED TERM CONTRACT (ATTACHED TO PRINCIPAL)
REFERENCE:	MLM/JD/VIPO
REMUNERATION:	R389 081.00 ALL INCLUSIVE PACKAGE PER ANNUM

REQUIREMENTS

- ✓ Grade 11
- ✓ Grade C/D/E Security Certificate;
- ✓ Must be registered with PSIRA
- ✓ Code B Drivers' license
- ✓ 1 – 2 years in VIP Protection or security field
- ✓ No criminal record; and
- ✓ Be able to working beyond working hours.

KEY PERFORMANCE AREA

- ✓ Responsible for pro-active and re-active protection of VIP against direct and indirect personal risks impartially and with respect of norms of the Law and Society.
- ✓ Ensure that principal does not fall into any danger
- ✓ Must be able to control crowd for the entrance and exit of the principal in hostile environment.
- ✓ May be a driver responsible to safe drive and upkeep of a principal or escort vehicle.
- ✓ Physically capable of working long hours, on weekends and holidays when necessary under adverse conditions and coping with frequent unplanned absence from home.
- ✓ To adhere to the principles of conduct during execution of duties
- ✓ To perform such duties as may from time to time be assigned to him/her by the Municipal Manager.
- ✓ Make sure of principal's schedule of work in order to be able to plan protection activities.
- ✓ Prepared to protect the principal and not to leave the principal exposed to danger/risk at any given point in time during the execution of his/her duties.

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, certified 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: 20 September 2022. @ 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