

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: | TOURISM INTERNS X2 |
| DEPARTMENT: | DEVELOPMENT PLANNING |
| CONTRACT: | THREE (3) YEARS FIXED CONTRACT |
| REMUNARATION: | R84 000.00 PER ANNUM |
| REFERENCE: | MLM/JD/TIX2 |

MINIMUM REQUIREMENTS

- ✓ Grade 12
- ✓ ND in Tourism/ Arts/ Hospitality or equivalent
- ✓ Must be between ages 21 to 35 years.
- ✓ Computer literate
- ✓ Excellent Communication skills
- ✓ Preference will be given to applicants within WMMLM area of jurisdiction

KEY PERFORMANCE AREAS:

- ✓ Undertake day to day visitor information centre management and administration;
- ✓ Ensure marketing and promotion of WMMLM tourism products, Pondo craft and culture to tourists visiting the area;
- ✓ Maintain statistical record of visitors and financial records of craft sales, compile and submit reports to LED office and ECPTA;
- ✓ Assist in management of attendance registers of the life guards at Mzamba beach; and
- ✓ Communicate with key stakeholders to request marketing material and source craft from Local and South Coast crafters.

2. POST: SECRETARY TO THE CFO
DEPARTMENT: BUDGET & TREASURY OFFICE
CONTRACT: ATTACHED TO THAT OF CFRO
REFERENCE: MLM/JD06/SCFO
REMUNERATION: R258 210.00 ALL INCLUSIVE SALARY PER ANNUM

REQUIREMENTS

- ✓ Grade 12;
- ✓ A post matric qualification at NQF level 6 or higher in the financial management field;
- ✓ 4-7 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;
- ✓ Attend to telephone enquiries and filing of incoming and outgoing mail.

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: 16 February 2023 @ 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