

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	: FLEET MANAGEMENT OFFICER
DEPARTMENT	: CORPORATE SERVICES
CONTRACT	: PERMANENT
TASK GRADE	: 11
REFERENCE	: MLM/JD11/FMO
REMUNARATION	: R 289 366.00 BASIC SALARY PER ANNUM

MINIMUM REQUIREMENTS:

- ✓ Grade 12 Certificate
- ✓ National Diploma or Degree in Logistics Management/ Public Management or any relevant qualification
- ✓ Three (3) years' Experience in the relevant field
- ✓ Code 08 Driver's Licence
- ✓ Knowledge of applicable procedures
- ✓ Good Communication skills

KEY PERFORMANCE AREAS:

- ✓ Co-ordinate maintenance and services of Municipal Fleet
- ✓ Proper arrangements with the insurance for claim and procedures
- ✓ Plan and perform regular visits to all Municipal sites to identify any maintenance required
- ✓ Liaise with drivers/plant operators and dealerships concerning problems and requests for repairs
- ✓ Daily inspections of pool vehicles
- ✓ Ensure fleet availability to meet all requests from user departments
- ✓ Perform vehicle registration documentation regarding induction of new vehicles
- ✓ Ensure fleet operations in compliance with local and state rules and regulations

2. POST	: FINANCE INTERN
DEPARTMENT	: BUDGET AND TREASURY OFFICE
CONTRACT	: TWO (2) YEARS FIXED CONTRACT
REMUNERATION	: R100 000.00 PER ANNUM
REFERENCE	: MLM/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 Mbizana 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 maintain a professional portfolio of evidence in accordance with the Guidelines.

3. POST	: SECRETARY TO THE SENIOR MANAGER: COMM SERV
DEPARTMENT	: COMMUNITY SERVICES
CONTRACT	: ATTACHED TO SENIOR MANAGER: COMM SERVICES
REFERENCE	: MLM/JD06/SSMCMS
REMUNERATION:	: R258 210.00 ALL INCLUSIVE SALARY PER ANNUM

REQUIREMENTS:

- ✓ Grade 12 or Matric Certificate
- ✓ National Diploma in Office Administration/ Human Resources Management or Equivalent
- ✓ Be computer literate
- ✓ 2 – 3 years' working experience as Secretary/ Office management and or related environment
- ✓ Must be fluent at least in two official languages
- ✓ Good Communication skills

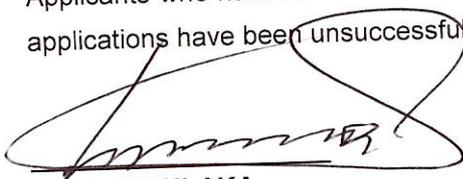
KEY PERFORMANCE AREAS:

- ✓ Responsible for secretarial duties in the Office of the Senior Manager Community Services
- ✓ Provide secretarial support to the Senior Manager: Community Services in dealing with all internal and external stakeholders
- ✓ Make travelling arrangements for the Senior Manager: Community Services including management of office diary
- ✓ Type letters, minutes, programs and compile reports for the office
- ✓ Attend to telephone enquiries, receive and respond to mails and correspondences sent to the Senior Manager's Office

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: 22.03.2023 @ 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