

# 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

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## EXTERNAL ADVERT

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

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| <b>1. POST:</b>      | <b>DATA CAPTURER</b>                      |
| <b>DEPARTMENT:</b>   | <b>ENGINEERING SERVICES</b>               |
| <b>CONTRACT:</b>     | <b>PERMANENT</b>                          |
| <b>TASK GRADE:</b>   | <b>05</b>                                 |
| <b>REMUNARATION:</b> | <b>R120 937.00 BASIC SALARY PER ANNUM</b> |
| <b>REFERENCE:</b>    | <b>WMMLM/JD05/ DC</b>                     |

### REQUIREMENTS:

- ✓ Grade12;
- ✓ Computer Literacy: MS. Office;
- ✓ 1-2 year's working experience in capturing data;
- ✓ N6 Certificate in Civil engineering will be an added advantage;
- ✓ Exposure in Management Information System will be an added advantage;
- ✓ Ability to communicate in writing as appropriate to specific audiences; and
- ✓ Ability to scrutinise own work to ensure accuracy and compliance with the relevant municipal standards.

### KEY PERFORMANCE AREAS:

- ✓ Updating of information on computer for MIG projects;
- ✓ Timely submission of reports;
- ✓ Projects Data collections;
- ✓ Enter data into specific applications, computerised or manual according to set procedures;
- ✓ Checks work for errors and omissions before submission; and
- ✓ Brings potential issues of conflict to the attention of the supervisor.

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| <b>2. POST:</b>      | <b>ADMIN. CLERK</b>                       |
| <b>DEPARTMENT:</b>   | <b>COMMUNITY SERVICES</b>                 |
| <b>CONTRACT:</b>     | <b>PERMANENT</b>                          |
| <b>TASK GRADE:</b>   | <b>06</b>                                 |
| <b>REMUNARATION:</b> | <b>R142 058.00 BASIC SALARY PER ANNUM</b> |
| <b>REFERENCE:</b>    | <b>WMMLM/JD06/ ACSS</b>                   |

### REQUIREMENTS:

- ✓ Grade12;

- ✓ Computer Literacy: MS. Office/Certificate in Administration/Public Management;
- ✓ 1-2 year's working experience in administration;
- ✓ Understanding of Local Government Legislation and protocols;
- ✓ Fluency in at least two locally spoken languages (English and Isixhosa);
- ✓ Excellent communication, writing and presentation skills; and
- ✓ Experience in a local government environment will be an added advantage.

**KEY PERFORMANCE AREAS:**

- ✓ Provide administrative support to the Division and ensure proper managing of documents;
- ✓ Perform secretariat duties for the Social Services and Indigent Support Division;
- ✓ Acknowledge receipt of correspondences received from internal/external stakeholders;
- ✓ Process and finalise received documents promptly and/or refer to relevant Units for processing;
- ✓ Proper and accurate maintenance of filing system;
- ✓ Maintaining and updating copies of relevant legislative documents, policies or any other relevant documents for the division;
- ✓ Arrange all logistics for meetings and committees;
- ✓ Arrange accommodation, travelling and S&T for the division;
- ✓ Ability to conduct basic research; and
- ✓ Perform any other duties and responsibilities as and when directed by the supervisor relevant to the effectiveness of the division.

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](mailto:hr@mbizana.gov.za). For more information please contact: **Ms N. Mshweshwe** on **039-251 0230** during office hours. **Closing date: 21.06.2023 @ 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**