

# 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:

- |                      |  |
|----------------------|--|
| <b>1. POST:</b>      | <b>COUNCIL SUPPORT ASSISTANT</b>       |
| <b>DEPARTMENT:</b>   | <b>MUNICIPAL MANAGER'S OFFICE</b>      |
| <b>DURATION:</b>     | <b>THREE YEARS FIXED TERM CONTRACT</b> |
| <b>REMUNARATION:</b> | <b>R3 300.00 PER MONTH</b>             |

### **REQUIREMENTS:**

- ✓ Grade 12 / ABET level 4
- ✓ Computer literate
- ✓ Ability to work with people and good communication skills
- ✓ 1-2 years' experience working in community
- ✓ Must be a resident in one of WMMLM wards

### **KEY PERFORMANCE AREAS:**

- ✓ Assist in issuing of confirmation of residence letters at councilor's assistants Office in the municipality
- ✓ Liase with ward councilors on ward information when needed by community members.
- ✓ Provide administrative support of communities serviced at municipality councilor support office
- ✓ Provide communities with information on municipal processes and other local government issues
- ✓ Liaising with ward committee and CDW to get information about their wards when the need arises
- ✓ Any other administrative duties assigned by immediate supervisor.

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: **30.01.2024** @ 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