

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 ADVERTS

Winnie Madikizela Mandela Local Municipality is a Category 2 Municipality that is committed to affirmative action and provisions of Employment Equity Act 55 of 1998. Applications are hereby invited from suitable qualified individuals to fill the vacant positions indicated below:-

1. POST:	IT TECHNICIAN
DEPARTMENT:	CORPORATE SERVICES
CONTRACT:	PERMANENT
TASK GRADE:	11
REFERENCE:	WMMLM/JD11/ITT
REMUNERATION:	R304 992.00 BASIC SALARY PER ANNUM

MINIMUM REQUIREMENTS

- ✓ Grade 12
- ✓ National Diploma in Information Communication Technology;
- ✓ 2-3 years' experience working experience in the field;
- ✓ N+ and A+ certificates will be an added advantage;
- ✓ Display good organizational, time management and multi-tasking skills.

KEY PERFORMANCE AREAS

- ✓ Support internal and external communications process for business change management programs and projects;
- ✓ Monitor reception of communications, records feedback and documents and reports lessons learned;
- ✓ Organise, prioritise and schedule tasks so that they can be performed within budget and with efficient use of time and resources;

- ✓ Ensure that existing and planned systems and IT infrastructure remain compatible;
- ✓ Support LANS, WLANS, and VPN;
- ✓ Provide support on all technical aspects of the development or modification of information systems;
- ✓ Implement and monitor approved data conversion processes, records and reports results;
- ✓ Investigate and resolve problems and provide information about the systems;
- ✓ Updating details of computer equipment and accessories located within the Division
- ✓ Monitor performance of the network and report on status.

2. POST: RECEPTIONIST
DEPARTMENT: CORPORATE SERVICES
CONTRACT: PERMANENT
TASK GRADE: 05
REFERENCE: WMMLM/JD05/CSR
REMUNERATION: R127 467.00 BASIC SALARY PER ANNUM

MINIMUM REQUIREMENTS

- ✓ Grade 12
- ✓ Certificate in Computer Literacy
- ✓ Customer Care certificate will be an added advantage
- ✓ 1-2 years relevant working experience
- ✓ Display good organizational, time management and multi-tasking skills.

KEY PERFORMANCE AREAS

- ✓ Greeting incoming visitors, enquires the nature of their visit, direct and guide them from there
- ✓ Notifying internal stakeholders of arrivals, ensuring appropriate processes are followed regarding to safety and security
- ✓ Answering all incoming calls and directing to appropriate office / individual according to processes and procedures
- ✓ Taking and handing over messages to appropriate individuals
- ✓ Handling queries and complaints via phone, email and general correspondence
- ✓ Receiving and dispatching items/documents according to requirements of various divisions, in close collaborations with the document management section
- ✓ Managing office inventory such as stationery, equipment and furniture

- ✓ Maintaining safety and hygiene standards of the reception area
- ✓ Providing administrative support to the municipality and various directorate as appropriate

3. POST: TOWN PLANNER
DEPARTMENT: DEVELOPMENT PLANNING
CONTRACT: PERMANENT
TASK GRADE: 11
REFERENCE: WMMLM/JD11/TP
REMUNERATION: R304 992.00 BASIC SALARY PER ANNUM

MINIMUM REQUIREMENTS

- ✓ National Senior Certificate or Grade 12;
- ✓ National Diploma or Bachelor's Degree in Town & Regional Planning;
- ✓ 2-3 years of practical experience in Town and Regional Planning at Municipal level;
- ✓ Applicant must be registered with South African Council for Planners (SACPLAN);
- ✓ A valid Code 08 drivers' license; and
- ✓ Good Communication skills (verbal and written Communication).

KEY PERFORMANCE AREAS

- ✓ Co-ordinate, report and advise on development planning and land use management system issues;
- ✓ Provide assistance with all town planning related projects and spatial planning tasks;
- ✓ Provide professional and technical advice on planning matters;
- ✓ Facilitate the formulation, review and monitoring of municipal Land Use Management Tools/IDP/SDBIP and SDF;
- ✓ Assess and align changes in town planning regulations with municipal strategic plans; and
- ✓ Undertake site inspection to ensure compliance in all pieces of legislation applicable in town and regional planning.

4. POST: HR OFFICER: BENEFITS & COST
DEPARTMENT: CORPORATE SERVICES
CONTRACT: PERMANENT
TASK GRADE: 10
REFERENCE: WMMLM/JD10/HROBC
REMUNERATION: R258 334.00 BASIC SALARY PER ANNUM

MINIMUM REQUIREMENTS

- ✓ National Senior Certificate or Grade 12;
- ✓ National Diploma in HRM/Diploma in Payroll Administration/BCom Accounting;
- ✓ 2 – 3 years proven working experience in the payroll and or human resources administration field;
- ✓ Knowledge and or experience in payroll processing via SAGE People will be an added advantage;
- ✓ Supervisory experience will be an added advantage;
- ✓ Must display the ability to interpret legislation and policy; and
- ✓ Must be fluent in both English and Xhosa.

KEY PERFORMANCE AREAS

- ✓ Co-ordinating the efficient administration of leave provisions/benefit in compliance with the BCEA and SALGBC collective agreements;
- ✓ Administration of all leave types by monitoring compliance with legislation and policies and thereby advising departments on any abuse detected;
- ✓ Advising employees on staff benefits available to them and updates as and when necessary;
- ✓ Liaise with employees and third parties regarding any changes in personal circumstances of employees;
- ✓ Follow up on benefits claims, deal with queries until claim has been fully processed;
- ✓ Coordinating the accurate processing of monthly payroll activities and information within specified timeframes as provided in the Municipality's policies;
- ✓ Collating all payroll information (i.e. new employees, salary increases, benefits/allowances, overtime, etc.) for the current month and forwarding the correct information to Finance Department; and
- ✓ Declare the monthly contributions of Unemployment Insurance Fund (UIF) to the Department of Labour.

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: 19/04/2024 @ 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