

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

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

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|----------------------|---|
| 1. POST: | TRUCK DRIVER |
| DEPARTMENT: | ENGINEERIG SERVICES |
| DURATION: | PERMANENT |
| TASK GRADE: | 07 |
| REFERENCE: | WMMLM/JD07/TD |
| REMUNERATION: | R181 018.00 BASIC SALARY PER ANNUM |

REQUIREMENTS:

- ✓ Grade10 (Standard 8)/NQF Level 2;
- ✓ Valid driver's license EC wit PDP
- ✓ 1-2 years' experience in the field
- ✓ Hazchem certificate will be added as an advantage; and
- ✓ Good communication skills

KEY PERFORMANCE AREAS:

- ✓ Transporting crush rock, sand, gravel to and from specific locations
- ✓ Ensuring materials are located correctly onto the truck;
- ✓ Performing regular maintenance when doing access roads; and
- ✓ Comply with safety regulations.

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|----------------------|-------------------------------------|
| 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

- ✓ Matric / 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 Bizana 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: VIP OFFICER X2
DEPARTMENT: COMMUNITY SERVICES
REFERENCE: WMMLM/JD/VIPO
CONTRACT: FIXED TERM CONTRACT (ATTACHED TO THE WHIP)
REMUNERATION: R 442 723.00 ALL INCLUSIVE PACKAGE PER ANNUM

REQUIREMENTS:

- ✓ Grade 11(Standard 9)/NQF Level 2;
- ✓ Security Certificate Grade E/C and must be registered with PSIRA;
- ✓ Firearm Competency Certificate;
- ✓ 1 – 2 years' experience in driving or security;
- ✓ Valid Code B driver's license; and
- ✓ Must have No criminal record.

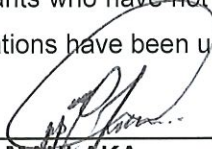
KEY PERFORMANCE AREAS:

- ✓ Responsible for pro-active and re-active protection of VIP against direct and indirect personal risks impartially and with respect of norms of the Law and Society.
- ✓ Ensure that principal does not fall into any danger
- ✓ Must be able to control crowd for the entrance and exit of the principal in hostile environment.
- ✓ May be a driver responsible to safe drive and upkeep of a principal or escort vehicle.
- ✓ Physically capable of working long hours, on weekends and holidays when necessary under adverse conditions and coping with frequent unplanned absence from home.
- ✓ To adhere to the principles of conduct during execution of duties
- ✓ To perform such duties as may from time to time be assigned to him/her by the Municipal Manager.
- ✓ Make sure of principal's schedule of work in order to be able to plan protection activities.
- ✓ Prepared to protect the principal and not to leave the principal exposed to danger/risk at any given point in time during the execution of his/her duties.

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: 11.09.2024 @ 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