

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

1. POST:	LED OFFICER: CO-OP & SMME
DEPARTMENT:	DEVELOPMENT PLANNING
CONTRACT:	PERMANENT
TASK GRADE:	11
REFERENCE:	WMMLM/JD/SMME
REMUNERATION:	R339 704.40 BASIC SALARY PER ANNUM

MINIMUM REQUIREMENTS:

- ✓ Grade 12;
- ✓ National Diploma (NQF Level 6) in Enterprise Development /Local Economic Development/ Developmental studies;
- ✓ 2-5 years' relevant working experience in SMME Development, Enterprise Support or Economic Development;
- ✓ 2 years' working experience in SMME Development in Local Government will be an added advantage;
- ✓ Must have good communication and customer focus skills; and
- ✓ Possess a Valid Driver's license - Code B.

KEY PERFORMANCE AREAS:

- ✓ Support growth and development of Business Enterprise within WMMLM;
- ✓ Facilitate the development and assessment of Business Plans for Enterprise of SMME and co-operatives;

- ✓ Promote growth and development of enterprise to attract and facilitate the host of SMME and Co-operatives programs;
- ✓ Development and implementation of sectoral strategies in order to ensure clear programs for SMME within WMMLM;
- ✓ Reporting, monitoring and evaluation of all programs and projects from other sectors supporting SMME in WMMLM; and
- ✓ Maintain clear communication and excellent service with clients regarding mutual expectations of service.

2. POST:	STORES CLERK
DEPARTMENT:	BUDGET & TREASURY OFFICE
CONTRACT:	PERMANENT
TASK GRADE:	06
REFERENCE:	WMMLM/JD/SC
REMUNERATION:	R176 770.35 BASIC SALARY PER ANNUM

MINIMUM REQUIREMENTS:

- ✓ Grade 12;
- ✓ National Higher Certificate (NQF Level 05) in Accounting Science/ Logistics;
- ✓ 2-3 years' working experience in financial management field;
- ✓ Experience in local government environment and understanding of GRAP and mSCOA will be an added advantage;
- ✓ National Diploma in accounting science/ logistics and Municipal Finance Management Programme (MFMP) certificate will be added advantage; and
- ✓ Computer Literacy (Ability to use inventory management software and other computer systems).

KEY PERFORMANCE AREAS:

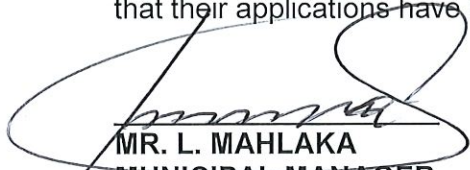
- ✓ Render stores management clerical support;
- ✓ Conducts quarterly stock counts under supervision;
- ✓ Performs administrative and inventory control duties to ensure efficient store operations, including data capturing, stocktaking, issuing and receiving of stock, maintaining records, and ensuring good housekeeping within the stores/inventory environment;
- ✓ Identify redundant, non-serviceable and obsolete inventory and recommend disposal to the immediate supervisor for further implementation; and

- ✓ Issuing of stock required by sites or internal departments following laid down procedures; and
- ✓ Propose journals for review and perform reconciliation between general ledger (GL) and financial asset register (FAR).

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: 10 November 2025. @ 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