

# 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

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: -

<b>1. POST:</b>	<b>MANAGER TRAFFIC &amp; LAW ENFORCEMENT</b>
<b>DEPARTMENT:</b>	<b>COMMUNITY SERVICES</b>
<b>CONTRACT:</b>	<b>PERMANENT</b>
<b>TASK GRADE:</b>	<b>16</b>
<b>REFERENCE:</b>	<b>WMMLM/JD/MLE</b>
<b>REMUNERATION:</b>	<b>R659 924.52 BASIC SALARY PER ANNUM</b>

### **MINIMUM REQUIREMENTS:**

- ✓ Grade 12;
- ✓ Basic training qualification (traffic officer diploma);
- ✓ Degree or B-Tech in Traffic & Law Enforcement/ Policing (NQF level 7);
- ✓ Code B driver's license;
- ✓ 5-8 years relevant experience required, of which 2-3 years must be supervisory experience;
- ✓ Must have no criminal record;
- ✓ Firearm proficiency;
- ✓ Be physically fit and able bodied;
- ✓ Required to work in all weather conditions; and
- ✓ Required to work outside normal working hours during emergencies and planned overtime

## KEY PERFORMANCE AREAS:

- ✓ Developing, leading and directing the delivery of strategic objectives for Traffic and Law Enforcement fraternity
- ✓ Leading development of plans related to Protection Services strategy with respect to service delivery, planning of short and long – term objectives;
- ✓ Managing implementation of procedures systems and controls to regulate specific work sequences associated with the functionality;
- ✓ Directs and leads sequences associated with the implementation of statutory Laws and By – Laws related to Public Safety;
- ✓ Leading and controls key dimensions and requirements associated with the provision of Security Services;
- ✓ Managing effective and appropriate disaster response and recovery;
- ✓ Manage the implementation of financial controls / procedures and provides information to support financial planning sequences;
- ✓ **Community and Customer Focus:** Ability of focus on the customer and provide a high-quality service that is tailored to meet differing needs in the communities served;
- ✓ **Problem Solving:** Gathers information from a range of sources and analyses data to identify problems and issues in order to make effective decisions;
- ✓ **Negotiation and Influencing:** Ability to persuade and influence others using logic and reason. Able to find and sell solutions that will be accepted;
- ✓ **Resilience:** Shows resilience, even in difficult circumstances. Prepared to make difficult decisions and has the confidence to see them through; and
- ✓ **Communication:** Communicates ideas and information effectively, both verbally and in writing. Uses language and a style of communication that is appropriate to the situation and people being addressed, ensuring a common understanding.

**2. POST: ADMIN CLERK**  
**DEPARTMENT: MUNICIPAL MANAGER'S OFFICE**  
**CONTRACT: FIXED TERM CONTRACT (Attached to the Whip)**  
**REFERENCE: WMMLM/JD/AC**  
**REMUNERATION: R347 892,24 ALL INCLUSIVE BASIC SALARY PER ANNUM**

## MINIMUM REQUIREMENTS:

- ✓ Grade 12
- ✓ Certificate in Computer Literacy (NQF LEVEL 5)
- ✓ 1 - 2 years' experience in the admin field
- ✓ Ability to work with people and good communication skills
- ✓ Fluency in at least two official languages

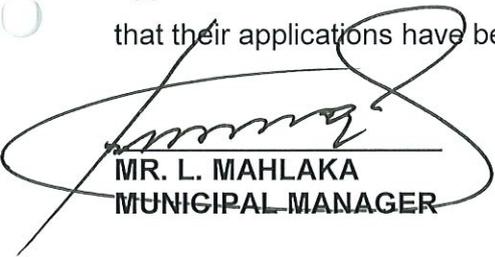
## KEY PERFORMANCE AREAS:

- ✓ Responsible for Admin duties in the office of the Whip
- ✓ Manages Whip's diary
- ✓ Provide administrative support to council political parties
- ✓ Coordinates Whippery / Multi Party Caucus Meetings
- ✓ Make travelling and accommodation arrangements for Whip and Councillors.
- ✓ Coordinate caucuses of all political parties and logistics.
- ✓ Receives and communicate correspondences sent to Whip's Office

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: ..... 18.03.2026 @ 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**