

# 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>ADMIN CLERK</b>
<b>DEPARTMENT:</b>	<b>MUNICIPAL MANAGER'S OFFICER</b>
<b>CONTRACT:</b>	<b>PERMANENT</b>
<b>TASK GRADE:</b>	<b>06</b>
<b>REFERENCE:</b>	<b>WMMLM/JD/AC</b>
<b>REMUNERATION:</b>	<b>R166 770.35 BASIC SALARY PER ANNUM</b>

### **MINIMUM REQUIREMENTS:**

- ✓ Grade 12;
- ✓ Certificate in Computer Literacy (NQF level 5)
- ✓ 1-2 years' experience in administration within municipal operations;
- ✓ Fluency in at least two official languages (English & Isixhosa);
- ✓ Excellent communication, writing and presentation skills; and
- ✓ Be able to work beyond working hours

### **KEY PERFORMANCE AREAS:**

- ✓ Provide admin support to the Special Programs Unit (SPU) Section in relation to organizing meetings / consultative forums, performance monitoring sessions and etc;
- ✓ Responsible for circulating notification and agendas to all stake holders as expected for various meetings;

- ✓ Responsible for compilation of sectional reports and POEs as well as ensuring all correspondences are filled accordingly
- ✓ Responsible for accommodation arrangements and assist with S & T claims for the section; and
- ✓ Filling sectional requisitions any orders made by the section that require formal supply chain processes and filling payment requests.

**2. POST:** DRIVER  
**DEPARTMENT:** COMMUNITY SERVICES  
**CONTRACT:** PERMANENT  
**TASK GRADE:** 05  
**REFERENCE:** WMMLM/JD/DCS  
**REMUNERATION:** R141 974.76 BASIC SALARY PER ANNUM

**MINIMUM REQUIREMENTS:**

- ✓ Grade 10
- ✓ Code EC Driving License with PrDP
- ✓ 2 years working experience as a driver
- ✓ Ability to work with different people and with a team
- ✓ Be able to work under pressure, and extra hours
- ✓ Fully committed in driving duties and provide advice where needed
- ✓ Good communication skills

**KEY PERFORMANCE AREAS:**

- ✓ Receiving instructions from the Supervisor and communicating with Supervisor to establish details of weekly plans.
- ✓ Inspecting safety devises, controls lubricate levels on vehicles and report defects to the immediate supervisor.
- ✓ Driving to waste disposal site, performing the offloading of waste from motor vehicles for proper tipping and delivering refuse bags.
- ✓ Inserting the relevant information (Quantitative/Qualitative) or details of activities i.e. vehicle log sheet and tally sheet etc.
- ✓ Confirming that logbook is signed before any departure and forwarding all relevant documents to the 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: 18 June 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**