

# 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

## **RE-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:**

**MANAGER: ADMINISTRATION & AUXILIARY  
SERVICES**

**DEPARTMENT:**

**CORPORATE SERVICES**

**CONTRACT:**

**PERMANENT**

**TASK GRADE:**

**16**

**REFERENCE:**

**MLM/JD16/MASAS**

**REMUNERATION:**

**R691 292.00 BASIC SALARY PER ANNUM**

## **REQUIREMENTS**

- ✓ Grade 12 or Matric Certificate;
- ✓ National Diploma (NQF Level 6) or Bachelors' Degree or BTech (NQF Level 7) in Public Administration & Management/Business Management;
- ✓ 4-8 years' experience in related field with 3 years' supervisory experience and knowledge of Local Government;
- ✓ Knowledge of MFMA and controlled environment will be an added advantage;
- ✓ Knowledge and experience in Fleet/Logistic Management will be an added advantage;
- ✓ In-depth knowledge of the municipality's challenges in delivering municipal services;
- ✓ Excellent analytical and problem-solving skills;
- ✓ Fluency in at least two official languages;

- ✓ Be able to work under pressure; and
- ✓ Valid driver's license.

### **KEY PERFORMANCE AREA**

- ✓ Research and develop strategic short and medium-term plans/goals for the functionality;
- ✓ Oversee the allocation, purchase, and the general use and maintenance of the entire Municipal fleet;
- ✓ Manage and oversees processes related the cleanliness and maintenance of Municipal sites and offices;
- ✓ Develop Administration and Auxiliary Services section budget based on staffing needs and practices;
- ✓ Direct and control the key performance indicators and outcomes of personnel within the auxiliary and administration section;
- ✓ Manage processes related to the provision of administrative support to storage and management of Municipal documents/information; and
- ✓ Prepare monthly management reports.

### **LEADING COMPETENCIES**

- ✓ The ability to create a clear sense of common purpose and vision for others and the ability to motivate and inspire others;
- ✓ Management and accountability;
- ✓ High level of communication is required;
- ✓ Organizing and time management skills;
- ✓ Building and maintain effective working relationships;
- ✓ Collaborate Teamwork and Team building; and
- ✓ Excellent reporting skills.

### **CORE COMPETENCIES**

- ✓ The ability to interact with others and influence them to adopt the best alternative from a range of options;
- ✓ Mentors by investing adequate time and effort in counselling and coaching subordinates and subordinate leaders;

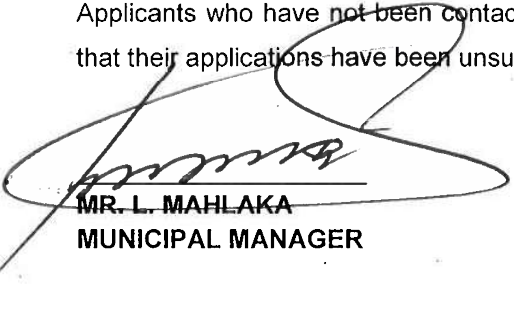
- ✓ Ability to work independently and where necessary take key decision in complex situation;
- ✓ High level of Communication skills required to work with people;
- ✓ Customer and Service delivery Management (Batho Pele) Ethics;
- ✓ Integrity and professionalism;
- ✓ Conflict Management;
- ✓ Problem solving skills;
- ✓ Service delivery oriented; and
- ✓ Team Orientation.

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: 28 September 2026 @ 12pm.**

**Notice: This is the re-advert. All those who have applied before need not to apply again.**

**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**