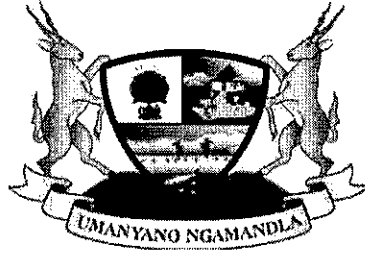


Mbizana Local Municipality

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
lmahlaka@mbizana.org.za

EXTERNAL ADVERTISEMENT

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

POST : HIV COUNSELLING & TESTING (HTC) COUNSELLORS X 4
DEPARTMENT : OFFICE OF MUNICIPAL MANAGER (SPU Division)
DURATION : TEMPORAL (8 MONTHS CONTRACT)
STIPEND : R5000.00 per month

MINIMUM REQUIREMENTS

- ✓ Grade 12 Certificate
- ✓ HIV & AIDS Basic Course
- ✓ HIV & AIDS Counselling Certificate
- ✓ 3 years working experience
- ✓ Must be below 35 years of age

KEY PERFORMANCE AREAS:

- ✓ Conduct HIV & AIDS Awareness
- ✓ Conduct focus group discussions
- ✓ Offer HIV testing services to youth
- ✓ Set up support groups for youth on treatment
- ✓ Offer youth friendly adolescent sexual and reproductive health services

POST : ADMIN CLERK
DEPARTMENT : OFFICE OF MUNICIPAL MANAGER (SPU Division)
DURATION : TEMPORAL (8 MONTHS CONTRACT)
STIPEND : R3000.00 per month

MINIMUM REQUIREMENTS

- ✓ Grade 12 Certificate
- ✓ Computer Literacy
- ✓ Good written and Verbal Skills
- ✓ Ability to work under pressure



- ✓ Good Organisational skills

KEY PERFORMANCE AREAS:

- ✓ **Responsible for logistical arrangements for the outreach team like:** Transport requests, catering, printing and reproducing leaflets and pamphlets as well as registers.
- ✓ Keep records for the campaign
- ✓ Compile reports

POST : DATA CAPTURE CLERK
DEPARTMENT : OFFICE OF MUNICIPAL MANAGER (SPU Division)
DURATION : TEMPORAL (8 MONTHS CONTRACT)
STIPEND : R3000.00 per month

MINIMUM REQUIREMENTS

- ✓ Grade 12 Certificate
- ✓ Computer Literacy
- ✓ Proficiency in English and one Local language
- ✓ Ability to work under pressure
- ✓ Good interpersonal skills
- ✓ Good analytical and numerical skills

KEY PERFORMANCE AREAS:

- ✓ Collect daily statistics from HCT counsellors
- ✓ Capture Data according to DHIS standards
- ✓ Conduct basic statistical analysis
- ✓ Compile daily, weekly and monthly statistical reports
- ✓ Maintain an appropriate filing system

NB: Mbizana Municipality is committed to affirmative action and Employment Equity Act 55 of 1998.

Applicants should submit application on the Municipal Application Form ^{or application letter} available on the Municipal Website or at the Municipal premises. A comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Corporate Services Senior Manager, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to HR Offices during office hours. For more information please contact: **Mr Z.S. Jojimali** on **039-251 0230** during office hours.

Closing date: ~~06-12-2018~~ @ 12pm.

19-12-2018

CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION, THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.

No faxed or emailed applications will be accepted, applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



Mr A.Z. Zukulu
Acting Municipal Manager

