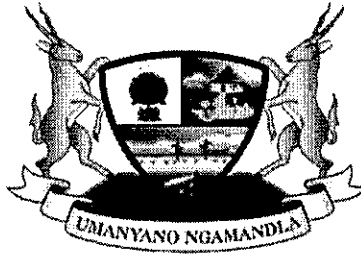


Mbizana Local Municipality

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:

1. POST	: TRAFFIC OFFICER
TASK GRADE	: 10
DEPARTMENT	: COMMUNITY SERVICES
DURATION	: PERMANENT
SALARY	: R199 502.00 Basic Salary Per Annum

MINIMUM REQUIREMENTS

- ✓ National Senior Certificate or Grade 12
- ✓ Basic Traffic Officers Diploma
- ✓ 1 – 2 Years Relevant Experience
- ✓ Valid Code 8 Driving Licence
- ✓ Must be registered as a Traffic Officer
- ✓ No criminal record

KEY PERFORMANCE AREAS:

- ✓ Issuing of Section 56 and 34 Notice to ensure Compliance with Law;
- ✓ Foot and Vehicle patrolling around area of operation to ensure that Road Safety Regulation are adhered to;
- ✓ Identify parking infringements;
- ✓ Scholar patrols and monitoring of CCTV cameras;
- ✓ Conduct point duties to help free flow and prevent accidents;
- ✓ By Law enforcement and drunken driving and
- ✓ Dealing with Public enquiries.



2. POST : SECURITY GUARDS X 2
TASK GRADE : 05
DEPARTMENT : COMMUNITY SERVICES
DURATION : PERMANENT
SALARY : R98 438.00 Basic Salary Per Annum

MINIMUM REQUIREMENTS:

- ✓ National Senior Certificate or Grade 12
- ✓ Grade D Security Certificate
- ✓ 1 – 2 years relevant experience
- ✓ No criminal record
- ✓ Must be registered with PSIRA

KEY PERFORMANCE AREAS:

- ✓ Patrolling to ensure Safety and Security;
- ✓ Controlling the entrance to the building to ensure Safety and Security;
- ✓ Writing the occurrence book to ensure that a record is kept of all incidents;
- ✓ Reporting all incidents to Superior;
- ✓ Submission of monthly reports to supervisors and
- ✓ Monitoring of CCTV Cameras

3. POST : EXAMINERS X 2
TASK GRADE : 10
DEPARTMENT : COMMUNITY SERVICES / PROTECTION SERVICES
DURATION : PERMANENT
SALARY : R199 502.00 Basic Salary Per Annum

MINIMUM REQUIREMENTS:

- ✓ National Senior Certificate or Grade 12;
- ✓ Grade B Examiner for Driving Licenses Diploma;
- ✓ Valid Code EC;
- ✓ No Criminal Record;
- ✓ Must be registered with the Department of Transport;
- ✓ 1 – 2 years relevant experience and
- ✓ Traffic Officer's Diploma Examiner of Vehicles will be an added advantage.

KEY PERFORMANCE AREAS:

- ✓ Coordinate and control the application of procedures associated with Driving test and registration or licence cards
- ✓ Attend to the specific Administrative recording and record keeping sequences and
- ✓ Conduct and check eye testing equipment functionality on completion sequences.



4. **POST** : **TRAFFIC WARDENS X 2**
TASK GRADE : **07**
DEPARTMENT : **COMMUNITY SERVICES**
DURATION : **PERMANENT**
SALARY : **R139 739.00 Basic Salary Per Annum**

MINIMUM REQUIREMENTS:

- ✓ National Senior Certificate or Grade 12;
- ✓ Relevant experience;
- ✓ Valid Code 8 Driving Licence and
- ✓ No criminal Record.

KEY PERFORMANCE AREAS:

- ✓ Issuing of 341 Notice to ensure compliance with the Law;
- ✓ Foot patrolling around area of operation to ensure that Road Safety regulations are adhere to;
- ✓ Identifying parking infringements;
- ✓ Scholar patrol and CCTV monitoring cameras;
- ✓ Conduct point duties to help free flow and prevent accidents;
- ✓ By Law enforcement and
- ✓ Dealing with Public enquiries.

5. **POST** : **BIGM MARKETINNG INTERN**
DEPARTMENT : **DEVELOPMENT PLANNING**
DURATION : **THREE (3) YEAR CONTRACT**
SALARY : **R90 000.00 ALL INCLUSIVE PACKAGE PER ANNUM**

MINIMUM REQUIREMENTS:

- ✓ Grade 12;
- ✓ Bachelor Degree in Social Sciences or National Diploma in Public Relations;
- ✓ Be Computer literate;
- ✓ Understanding of international relations;
- ✓ Fluency in two official Languages;
- ✓ Good communication skills and
- ✓ Report writing skills.

KEY PERFORMANCE AREAS:

- ✓ Monitoring of Main Streaming of Vulnerable groups;
- ✓ Feed the ICT with BIGM progress;
- ✓ Deal with marketing, branding and promotional material;
- ✓ Conduct research and analysis, planning and do awareness campaigns and
- ✓ Facilitate meetings and reports.



6. POST : BIGM ECONOMIC DEVELOPMENT INTERN
DEPARTMENT : DEVELOPMENT PLANNING
DURATION : THREE (3) YEAR CONTRACT
SALARY : R90 000.00 ALL INCLUSIVE PACKAGE PER ANNUM

MINIMUM REQUIREMENTS:

- ✓ Grade 12;
- ✓ Bachelor Degree in Economics or National Diploma in Economics or Business Administration;
- ✓ Be Computer literate;
- ✓ Understanding of international relations;
- ✓ Fluency in two official Languages;
- ✓ Good communication skills and
- ✓ Report writing skills.

KEY PERFORMANCE AREAS

- ✓ Business Plan Development;
- ✓ Promote Relations with District, Metros, SEDA, Business and SALGA;
- ✓ Attract and Register new Businesses;
- ✓ Contribute in increasing job opportunities;
- ✓ Identify opportunities for growth and development within the Economic Development Sector and
- ✓ Stakeholder Management, understanding trends within Economic development industry will be a great advantage.

7. POST : LEGAL OFFICER
TASK GRADE : 11
DEPARTMENT : MUNICIPAL MANAGER
DURATION : PERMANENT
SALARY : R235 534.00 BASIC SALARY PER ANNUM

MINIMUM REQUIREMENTS:

- ✓ Grade 12;
- ✓ Bachelor of Laws (LLB);
- ✓ 2-3 years' experience in Municipal Legal Services;
- ✓ Be computer literate;
- ✓ Be able to interpret statutes;
- ✓ Understanding of Local Government protocols;
- ✓ Be in a possession of good communication skills;



- ✓ Fluency in at least two official languages;
- ✓ Be able to work under pressure and
- ✓ Valid drivers' license.

KEY PERFORMANCE AREAS

- ✓ Receiving and perusing summons in which the Municipality has been identified as a defendant or respondent, reporting and/or forwarding legal documents to the immediate superior;
- ✓ Consulting with immediate superior on possible and/or identified courses of action to be implemented by the Municipality to resolve legal issues;
- ✓ Facilitating meeting with complainants and/or representatives for purposes of interpreting the nature of the case/dispute and seeking practical solutions and avoid unnecessary litigations;
- ✓ Conducting independent investigations on facts of cases and reporting to immediate superior on outcome of investigation and providing recommendations thereto;
- ✓ Conducting research on relevant case law and relevance of outcomes in relation to cases brought against the Municipality and advise the immediate superior appropriately based on the research conducted and
- ✓ Drafting non-standard correspondence to external parties advising of Municipality's position in relation to its respective cases.

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

A covering letter clearly stating the position you are applying for, 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 Senior Manager: Corporate Services, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the HR Offices during office hours. For more information please contact: **Mr Z.S. Jojimali on 039-251 0230** during office hours. Closing date:.....^{29/01/18} @ 12pm.

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 L. Mahlaka
MUNICIPAL MANAGER