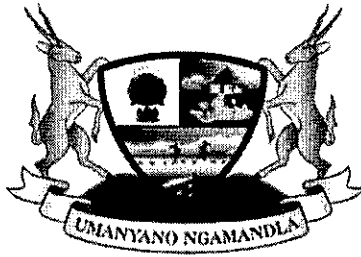


Mbizana Local Municipality

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 | : MANAGER: PLANNING AND LAND USE |
| TASK GRADE | : 16 |
| DEPARTMENT | : DEVELOPMENT PLANNING |
| DURATION | : PERMANENT |
| SALARY | : R487 314.00 Basic Salary Per Annum |

MINIMUM REQUIREMENTS

- ✓ Grade 12 or Matric Certificate;
- ✓ A three year tertiary qualification in Town & Regional Planning;
- ✓ 3-4 years Managerial experience in related field and knowledge of Public Sector as well as Local Government;
- ✓ Project Management Skills;
- ✓ Good communication and presentation skills;
- ✓ Negotiation skills, self-motivated and driven and
- ✓ Registered with South African Council for Planners will be an added advantage.

KEY PERFORMANCE AREAS:

- ✓ Implementation, development and review of strategies in line with legislation and Municipal IDP, SDF and NDP;
- ✓ Ensuring Project compliance with all applicable legislations and policies;
- ✓ Implement administrative requirements associated with SDBIP, Budgets and PMS;
- ✓ Managing the Spatial Planning, Land administration, Building Regulations, GIS, Municipal Esatte and co-ordinate Human Settlement;
- ✓ Liaise with stakeholders that are in line with the function with the National and Provincial Departments and
- ✓ Render technical support and evaluate proposed projects in alignment with respective Municipal IDP.

2. POST : ADMIN CLERK
TASK GRADE : 06
DEPARTMENT : DEVELOPMENT PLANNING
DURATION : PERMANENT
SALARY : R123 146.00 Basic Salary Per Annum

MINIMUM REQUIREMENTS

- ✓ Grade 12 or Matric;
- ✓ 1-2 years working experience in Administration and Local Government;
- ✓ Certificate in Computer Studies;
- ✓ Knowledge of Office Management Systems;
- ✓ Excellent written and verbal communication skills;

KEY PERFORMANCE AREAS

- ✓ Maintain a filing system;
- ✓ Produce and distribute correspondences;
- ✓ Carry out administrative duties such as filing, typing, copying, binding and copying documents;
- ✓ Co-ordinate the repairs and maintenance to office equipment and
- ✓ Take minutes in staff meetings.

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

Applicants should submit their applications on the Municipal Application form 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 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:..... @ 12pm.

04 July 2019

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