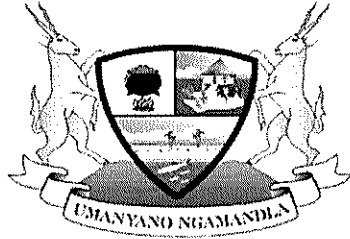


Mbizana Local Municipality

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 ADVERT

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

1. **POST : ADMINISTRATION CLERK**
DEPARTMENT : COMMUNITY SERVICES
CONTRACT : PERMANENT
TASK GRADE : 06
REMUNERATION : R 130 843.00 basic salary per annum

REQUIREMENTS

- ✓ Senior certificate;
- ✓ National Diploma/Certificate in Administrative Management or any equivalent qualification;
- ✓ Computer literacy;
- ✓ Ability to work with different people;
- ✓ Good communication skills and
- ✓ 18 months' work experience in administration.

KEY PERFORMANCE AREAS

- ✓ Responsible for general administration work
- ✓ Responsible for ensuring that all sectional reports (monthly, quarterly, mid-year & annually) are submitted to the relevant manager on time
- ✓ Assisting in scheduling and updating appointments on behalf of managers
- ✓ Receiving incoming/outgoing mails
- ✓ Assisting in photocopying original documentations as per instruction given
- ✓ Taking and writing minutes during sectional meetings
- ✓ Filing of relevant all relevant documents to respective files
- ✓ Monitoring the use of stationary and other office equipment

2. POST : CLEANSING SUPERVISOR
DEPARTMENT : COMMUNITY SERVICES
CONTRACT : PERMANENT
TASK GRADE : 07
REMUNERATION : R158 185.00 basic salary per annum

REQUIREMENTS

- ✓ Senior certificate;
- ✓ Computer literacy;
- ✓ Must have a valid Code 08 driver's license;
- ✓ Ability to work with different people and with a team;
- ✓ Good communication skills;
- ✓ 2-3 years' experience in a supervisory position and
- ✓ Be able to work under pressure, and extra hours.

KEY PERFORMANCE AREAS

- ✓ Responsible for supervising general assistants to ensure that all work is undertaken appropriately;
- ✓ Ensuring that waste is collected in all municipal customers (business and households) during collection schedules and in according to municipal bylaws;
- ✓ Coordination of all waste management activities;
- ✓ Responsible for writing of weekly plans and reports and
- ✓ Liaising with waste management officers in identifying new developments around Mbizana for waste services and billing.

3. POST : STORE ROOM KEEPER
DEPARTMENT : COMMUNITY SERVICES
CONTRACT : PERMANENT
TASK GRADE : 04
REMUNERATION : R106 229.00 basic salary per annum

REQUIREMENTS

- ✓ Senior certificate;
- ✓ Computer literacy;
- ✓ Ability to work with different people and with a team;
- ✓ Good communication skills;
- ✓ 1-2 years' work experience and
- ✓ Be able to work beyond working hours

KEY PERFORMANCE AREAS

- ✓ Perform specific tasks associated with store room keeping;
- ✓ Responsible for issuing out equipment and proper storage of equipment used;
- ✓ Responsible for report writing on equipment available at stores for records keeping and to be able to know what needs to be procured;
- ✓ Conduct store room audit on a monthly basis and
- ✓ Responsible for safe keeping of store room keys.

4. **POST** : **ENVIRONMENTAL MANAGEMENT OFFICER**
DEPARTMENT : **COMMUNITY SERVICES**
CONTRACT : **PERMANENT**
TASK GRADE : **11**
REMUNERATION : **R266 521.00 basic salary per annum**

REQUIREMENTS

- ✓ Senior certificate;
- ✓ Bachelor's degree in Environmental Science/Environmental Management;
- ✓ Computer literacy certificate;
- ✓ Project Management Certificate will be an additional advantage
- ✓ Must have a Code 08 drivers' license;
- ✓ Ability to work with different people and with a team;
- ✓ Good communication skills;
- ✓ 2-3 years' working experience in environmental management field
- ✓ Be able to work under pressure, and extra hours

KEY PERFORMANCE AREAS

- ✓ Ensuring enforcement of municipal by-laws relating to environmental management;
- ✓ Arranging community awareness campaigns in collaboration with municipal health services and other Departments which play roles in environmental management/conservation to secure environment and eliminate degradation of it;
- ✓ Implementation of municipal Environmental Management System (EMS), including writing and review of associated policies and procedures;
- ✓ Responsible for monitoring and enforcing health and hygiene legislation;
- ✓ Management of coastal zones including beaches, estuaries, and offshores;
- ✓ Responsible for the monitoring of performance of staff on the ground;
- ✓ Expected to identify and plan environmental related activities;
- ✓ Analyze and Main streaming of all environmental matters;

- ✓ Liaises with other government departments, donors and other organizations with similar interests;
- ✓ Responsible for securing funding to sustain environmental projects and activities; and
- ✓ Ensure that funds are allocated appropriately to respective projects

A covering letter clearly stating the position you are applying for, 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 or emailed to: hr@mbizana.gov.za. For more information please contact: **Ms N Mshweshwe on 039-251 0230** during office hours. **Closing date: 14.04.2021 @ 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