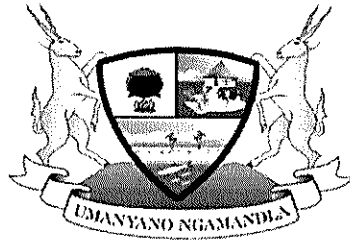


Mbizana Local Municipality

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 : FLEET MANAGEMENT OFFICER**
DEPARTMENT : CORPORATE SERVICES
CONTRACT : PERMANENT
TASK GRADE : 11
REMUNERATION : R 266 521.00 basic salary per annum

REQUIREMENTS

- ✓ Grade 12 or Matric Certificate;
- ✓ National Diploma in Logistics/Human Resources Management/Public Management;
- ✓ 3 years' experience in the relevant position;
- ✓ Code 08 Drivers' license;
- ✓ Knowledge of applicable procedures;
- ✓ Good communication skills and
- ✓ Knowledge of fleet procedures would be an added advantage.

KEY PERFORMANCE AREAS

- ✓ Communicate and attend to authorized dealerships/appointed service providers for a clear update;
- ✓ Ensuring effectiveness of proper operations;
- ✓ Supervise, oversee and co-ordinate maintenance services of Municipal Fleet;
- ✓ Proper arrangements with the insurance for claims and procedures;
- ✓ Assist in the review of Fleet Management Policy;
- ✓ Plan and perform regular visits to all Municipal sites to identify any maintenance required;
- ✓ Prepare monthly reports;

- ✓ Liaise with drivers/plant operators concerning problems and requests for repairs or alterations and
- ✓ Communicate with the municipal insurance company for application of municipal vehicle claims.

2. POST : LABOUR RELATIONS OFFICER
DEPARTMENT : CORPORATE SERVICES
CONTRACT : PERMANENT
TASK GRADE : 11
REMUNERATION : R266 521.00 basic salary per annum

REQUIREMENTS

- ✓ National Senior Certificate or Grade 12;
- ✓ National Diploma in Labour Relations Management;
- ✓ 3 years' experience in the field;
- ✓ Proficient in MS Office;
- ✓ Knowledge Local government prescripts;
- ✓ Outstanding organizational, problem solving skills and time management abilities;
- ✓ Excellent communication and interpersonal skills and;
- ✓ Be able to work under pressure.

KEY PERFORMANCE AREAS

- ✓ Coordinate controls, procedures and implements processes associated with disciplinary and grievance enquiries;
- ✓ Conduct duties associated with representing the Municipality at external tribunals;
- ✓ Co-ordinate and provide information to and for the Local Labour Forum (LLF) and Restructuring Committee;
- ✓ Provide practical training and guidance to management and general staff on procedures and applications associated with specific Labour Relations processes;
- ✓ Provide prosecutorial services to other Municipalities in disciplinary proceedings and
- ✓ Compiling reports on Disciplinary/ Grievance cases referred and attended to, outlining outcomes/ awards.

3. POST : MANAGER: MUNICIPAL OPERATIONS
DEPARTMENT : MUNICIPAL MANAGER'S OFFICE
CONTRACT : PERMANENT
TASK GRADE : 16
REMUNERATION : R517 771.00 basic salary per annum

REQUIREMENTS

- ✓ Matric or Grade 12;
- ✓ National Diploma in Public Management/Administration;
- ✓ An Honours Degree in Public Management/Administration and CPMD will be an added advantage;
- ✓ Minimum of 3 years' experience in development planning and municipal performance management;
- ✓ Computer Literacy;
- ✓ Be able to interpret and apply statutes;
- ✓ Be able to work under pressure and
- ✓ Code EB drivers' license.

KEY PERFORMANCE AREAS

- ✓ Co-ordinate the compilation of Integrated development plan;
- ✓ Co-ordinate operational planning of departmental objectives in line with the approved integrated development plan (IDP);
- ✓ Develop organizational institution performance management policy and systems;
- ✓ Evaluating Municipal performance reports against the approved pre-determined objectives and targets as outlined in the Service Delivery and Budget Implementation Plan;
- ✓ Directs and controls the key performance indicators and outcomes of personnel within the Municipal Manager's office;
- ✓ Develops the Municipal Operation's sectional budget based on program/projects, staffing needs and work practices;
- ✓ Monitor and evaluate the co-ordination of the Municipality's value services to the community and
- ✓ Manage the scope and general procedural administrative requirements and reporting deadlines associated with the functionality.

A covering letter/application form (in the case of managem 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. For more information please contact: **Ms N. Mshweshwe** on **039-251 0230** during office hours. **Closing date: 11-03-2021 @ 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