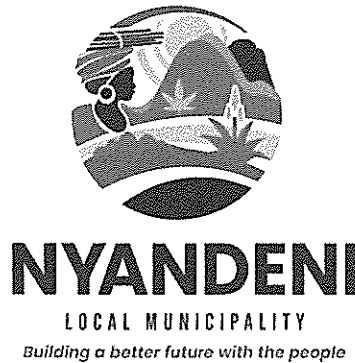


DOA 13/11/2023

NYANDENI LOCAL MUNICIPALITY
Municipality Building,
B.N. Nomandela Drive,
Libode 5160



T 047 555 5000
E nyandeni@nyandenilm.gov.za
www.nyandenilm.gov.za

08 November 2023

**EXTERNAL VACANCY ADVERTISEMENT
07 OF 2023/2024**

Nyandeni Local Municipality invites applications from suitably qualified and competent individuals for appointment to the following posts:

1. ENVIRONMENTAL MANAGEMENT OFFICER: TASK GRADE 11

Salary Scale: R419 764,00 – R463 843,00 per annum

Requirements of the post:

- ✓ National Diploma Environmental Management or equivalent NQF 6.
- ✓ Computer Literacy –Office Application
- ✓ Valid EB Driver's license
- ✓ 3 – years' experience in Environmental Management.

Key Performance Areas:

- ✓ Contribute towards the development and maintenance of a municipal environmental Plans IWMP, Air Quality Management Plan, Coastal Management Plan, Climate Change Plans.
- ✓ Developing, implementing, and maintaining environmental management systems to ensure compliance with relevant laws and regulations.
- ✓ Developing and implementing environmental policies and procedures, including waste management plans, coastal management plans, and pollution prevention programs.
- ✓ Educating and training employees, contractors, and other stakeholders on environmental issues and best practices.
- ✓ Evaluating awareness and adequacy of procedures related to refuse and waste handling and disposal and, collects and performs tests/ analysis on samples.
- ✓ Investigating and addressing environmental complaints, violations, and incidents.
- ✓ Providing guidance and support for environmental impact assessments, permit

applications, and other regulatory requirements.

- ✓ Participating in emergency response activities, such as spills and other environmental incident.
- ✓ Communicating regularly with management and other stakeholders, providing environmental performance and compliance updates.
- ✓ Coordinating fund to sustain environmental projects and activities.
- ✓ Conducting compliance monitoring inspections and serving compliance orders and notifications to stop or correct specific sequences to enable compliance.
- ✓ Responsible for all environmental operational plans of the Municipality.
- ✓ Perform all administrative activities relating to environmental management Function.

2. VIP PROTECTION OFFICER - TASK GRADE 08

Salary Scale: R317 923,00 – R351 510,00 per annum

Requirements of the post:

- ✓ Grade 10/STD 8
- ✓ Valid Driver's License, Minimum Code 8
- ✓ Basic VIP/SAPS/Security/Military training
- ✓ Fire Arm Competence Certificate Course
- ✓ Security Officers qualification/certification (Level C) recognized by the South Industry Regulatory Authority
- ✓ Minimum work experience: 2 years in the Security environment
- ✓ No criminal record

Key Performance Areas:

- ✓ Performs specific proactive and reactive policing and security related activities associated with protection and movement of the Speaker in the course of executing his/her duties.
- ✓ Performs specific proactive and reactive policing and security related activities associated with protection of Municipal Property and assets.
- ✓ Updating occurrence registers inserting details of incidents and activities attend to.
- ✓ Completing procedural documentation inserting the relevant details to log and confirm usage/ return/ return of official vehicles, firearm and ammunition, etc.
- ✓ Conducting immediate risk assessment and threat analysis and rendering of a 24 hours' rapid response services.
- ✓ Communicating with the immediate supervisor on perceiving threats and / or imminent risk incidents, reporting the situation and/ or interacting with the South African Police Services on serious situation.

- ✓ Responding to distress calls or crime, relating to VIP Protection, in progress notifications from the immediate Superior, analyzing the situation and executing specific protection sequences at the scene (crowd control, arrests, etc).

3. EXECUTIVE SECRETARY: OPERATIONS OFFICE - TASK GRADE 08

Salary Scale: R317 923, 00 – R351 510,00 per annum

Requirements of the post:

- ✓ National Diploma: Management or any relevant qualification
- ✓ Proficiency in Microsoft Office
- ✓ Minimum work experience: 2 years in Local Government environment

Key Performance Areas:

- ✓ Provide Secretariat, Logical and Administrative support to the Senior Manager Operations and the department at large.
- ✓ Responsible for scheduling and coordination of tasks related to the Operations Department.
- ✓ Managing incoming and outgoing correspondence, mail and telephone
- ✓ Make travel arrangement for the Senior Manager Operations
- ✓ Responsible for keeping records/filing
- ✓ Provide support to and liaison with stakeholders and other offices and department.

4. EXECUTIVE SECRETARY: MAYORS OFFICE - TASK GRADE 08

Salary Scale: R317 923, 00 – R351 510, 00- per annum

Requirements of the post:

- ✓ National Diploma: Management or relevant qualification.
- ✓ Proficiency in Microsoft Office
- ✓ Minimum work experience: 2 years in Local Government environment.

Key Performance Areas:

- ✓ Providing Secretariat, Logistical and Administrative support to the Mayor.
- ✓ Responsible for scheduling and coordination of tasks related to the Mayor's Office
- ✓ Make travel arrangements for the Mayor and other EXCO members
- ✓ Responsible for keeping records/filing
- ✓ Providing support to and liaison with stakeholders and other internal offices and departments



5. EXECUTIVE SECRETARY: PLANNING & DEVELOPMENT - TASK GRADE 08

Salary Scale: R317 923, 00 – R351 510, 00 per annum

Requirements of the post:

- ✓ National Diploma: Management or relevant qualification.
- ✓ Proficiency in Microsoft Office
- ✓ Minimum work experience: 2 years in Local Government environment.

Key Performance Areas:

- ✓ Scheduling and updating appointments on behalf of the Senior Manager.
- ✓ Using word processing and/ or other 'Office applications' to prepare, format and copy type documentation/ correspondence, etc.
- ✓ Organizing sittings of the Planning and Development Managers Forum and with Planning
- ✓ Confirming for travel and accommodation details, attending to specific business arrangements and briefing the Senior Manager on itinerary and specific requirements prior to departure.
- ✓ Confirming availability and reserving the Board Room for scheduled meetings and coordinating arrangements/ set-up in accordance with requirements
- ✓ Recording details of discussions/ actions at meetings and preparing draft minutes for perusal and confirmation prior to circulation.
- ✓ Organizing and informing of the Standing committee members and of relevant Planning and Development meetings and providing the necessary reports and correspondence.

NB! Application for Employment Form for Nyandeni Local Municipality (not Z83) is available at www.nyandenilm.gov.za and Nyandeni LM offices at both Libode and Ngqeleni. A detailed CV must accompany the Application for Employment Form, Copies of qualifications, ID copy and valid driver's licence (**which may not be certified**). Failure to submit documents listed above will result in disqualification. Hand delivered applications should be sent to the Registry Office at Nyandeni Local Municipality Office at Libode and Reception at Ngqeleni Offices.

Females, Coloureds, Indians, Whites and People with disabilities are encouraged to apply in line with the municipality's approved Employment Equity Plan. People with disabilities must disclose the nature of their disability in the space provided in the application form.

The words "**APPLICATION FOR VACANCY**" should appear on the same side of the envelope but separate from the address in the same envelope to sensitize the Registry Office of the closing date.

FAXED AND E-MAILED APPLICATIONS WILL NOT BE CONSIDERED



Only short-listed and successful candidates will be contacted and therefore if you have not heard from us within **90 days** after the closing date, consider your application as unsuccessful. The Council reserves the right not to continue with the filling of these vacancies if the Council feels no suitable candidate found or there are changes in operational requirements.

Canvassing of Councilors/Management is not permitted and proof thereof will result in disqualification. **Qualification verification and Criminal record** checks will be conducted to shortlisted candidates.

NB: In submitting any information or documentation requested above or any other information that may be requested pursuant to this advertisement, you are consenting to the processing by Nyandeni Local Municipality of your personal information contained therein, as contemplated in the Protection of Personal Information Act, No. 4 of 2013 (POPI Act) and its Regulations. Nyandeni Local Municipality also commits to handle all the submitted personal information in compliance with the POPI Act and in line with her POPI Compliance Policy. The POPI Compliance Policy is available on request or can be downloaded on the municipal website www.nyandenilm.gov.za

Applications clearly marked "Application for Employment" should be addressed to:

**The Municipal Manager
Nyandeni Local Municipality
Private Bag X504
LIBODE 5160**

For enquiries, contact **Corporate Services Department** at **047 555 5028/24** and at **Ngqeleni Offices** at **047 568 0300/1**

CLOSING DATE FOR APPLICATIONS: 01 December 2023 @ 15h00



G.N. CEKWANA

ACTING MUNICIPAL MANAGER