

NYANDENI LOCAL MUNICIPALITY

Municipality Building,
B.N. Nomandela Drive,
Libode 5160



NYANDENI

LOCAL MUNICIPALITY

EXTERNAL VACANCY ADVERTISEMENT

07 OF 2024/25

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

1. ENVIROMENTAL MANAGEMENT OFFICER -TASK GRADE 11

Salary Scale: R 438 653, 00 – R 484 716, 00 per annum

Requirements of the post:

- ✓ National Diploma Environmental Management
- ✓ Computer Literacy –Office Application
- ✓ Valid 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. PROTECTION: VIP OFFICERS X1 -TASK GRADE 08

Salary Scale: R 332 230, 00 – R 367 328, 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 (Grade C) recognized by the South Industry Regulatory Authority
- ✓ 2 years' work experience 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 attended to.
- ✓ Completing procedural documentation inserting the relevant details to log and confirm usage/ return of official vehicles, firearm and ammunition, etc.
- ✓ Conducting immediate risk assessment and threat analysis and rendering of a 24 hours rapid response service.
- ✓ Communicating with the Immediate Superior on perceived threats and/ or imminent risk incidents, reporting the situation and/ or interacting with the South African Police Services on serious situations.
- ✓ Responding to distress calls or crime, relating to VIP protection, in progress notifications from the immediate Superior, analysing the situation and executing specific protection sequences at the scene (crowd control, arrests, etc.)

3. BUILDING ARTISAN- TASK GRADE 08

Salary Scale: R 332 230, 00 – R 367 328, 00 per annum

Requirements of the post:

- ✓ Grade 12
- ✓ National Diploma in Building Construction or equivalent
- ✓ Computer Literacy,



- ✓ Code B Driver's License,
- ✓ 2 year experience

Key Performance Areas:

- ✓ Ensure that building meets safety regulations and building codes with relevant legislation.
- ✓ Ensure safety and regulatory compliance of building before, during and after the project (through various stages of construction).
- ✓ Conducting inspections of construction sites to ensuring that construction work is following building regulations and project plans
- ✓ Must be able to read and interpret building plans
- ✓ Monitoring work progress : Keeping track of the progress of construction work
- ✓ Identifying defects: Finding defects and recommending ways to fix them
- ✓ Attending Technical and site meetings and providing information on performance assessment, critical project phases and outcomes and or clarifying technical project implementation requirements
- ✓ Conducting site inspections, measuring and evaluating work in progress and quality standards against established measures and information included interim projects reports
- ✓ Preparing detailed reports to communicate their findings after every inspection
- ✓ Issuing stop-work orders when there are significant hazards or compliance risks
- ✓ Assessing whether construction is progressing on time to meet important milestones or deadlines.

4. COMMITTEE CLERK x1 -TASK GRADE 08

Salary Scale: R 332 230, 00 – R 367 328, 00 per annum

Requirements of the post:

- ✓ Matric Certificate
- ✓ At least one year exposure to the Municipal environment
- ✓ Secretariat Diploma will be an added advantage
- ✓ Computer Literacy essential
- ✓ Have a proper grasp of English, IsiXhosa and IsiMpondo

Key Performance Areas:

- ✓ Provide Secretariat, administrative and logistical support to Council Committees assigned to the incumbent
- ✓ Responsible for the management of the Council committee records
- ✓ Compile Council Committee reports to EXCO and/or Council, whichever is applicable
- ✓ Perform any other tasks related to Council Support as instructed by the supervisor



- ✓ Coordinating and supporting all public participations programs of the municipality and other spheres of government in terms of secretariat services and logistical arrangements
- ✓ Responsible for the establishment, functioning, training, coordinating of Ward Committees and Administrators
- ✓ Responsible for establishment and functioning of public participation structures at ward level
- ✓ Responsible for stakeholder liaising and mobilization
- ✓ Responsible for the development and maintenance of stakeholder database
- ✓ Responsible for coordination and support (together with CoGTA) of Community Development Workers
- ✓ Responsible for complaints and petition management in support of the Speakers Office
- ✓ Responsible for the coordination and support to the programs of Traditional Leaders and Moral Regeneration Movement
- ✓ Coordinates the Civic and Voter Education program
- ✓ Ability to coordinate senior multi-disciplinary teams in the engagements with Communities and Stakeholders
- ✓ Prepare monthly (or when required) reports with portfolio of evidence for submission to Manager Communications

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 sensitise 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: 11 December 2024 @ 15h00



**S.MVUNELO
MUNICIPAL MANAGER**