

**EXTERNAL VACANCY ADVERTISEMENT
09 OF 2024/25**

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

1. MANAGER COMMUNITY SERVICES - TASK GRADE 16

Salary Scale: R717 600, 00 – R790 544, 00 per annum

Requirements of the Post:

- ✓ Recognized three-year B Degree in Social Science or equivalent (NQF Level 7)
- ✓ Code EB driving license
- ✓ Computer Literacy – Office Applications
- ✓ Minimum work experience: 3 years' work experience in Project Management

Key Performance Areas:

- ✓ Provide strategic direction and monitor the implementation of the strategic objectives of the Community Services section
- ✓ Responsible for the following community services functional areas;
 - i. Waste management (Landfill site, recycling, Town cleaning and IWMP)
 - ii. Coastal management)
 - iii. Biodiversity Management
 - iv. Climate change
 - v. Facility Management (Ecoparks, sportfields, pound & cemeteries, transport hub)
 - vi. Library services
 - vii. Free Basic services
 - viii. Construction and facilitation of support to Early Childhood Centres
 - ix. HIV/AIDS and Communicable Diseases
- ✓ Ensuring cost effective management of the community services section budget and timely implementation of council resolutions related to the section.
- ✓ Ensuring that the activities of the section are aligned to the IDP and facilitate performance management of the department
- ✓ Aligning systems and procedures to support administrative reporting, monitoring and developing guidelines to clarify functional requirements.

- ✓ Presenting a conceptual framework of current and future interventions to the immediate superior for consideration and inclusion into the Municipality's short/long-term performance and service delivery plans.

2. GEOGRAPHIC INFORMATION SYSTEMS TECHNICIANS - TASK GRADE 11

Salary Scale: R438 653, 00 – R484 716, 00 per annum

Requirements of the post:

- ✓ Grade 12,
- ✓ National Diploma in Geographic Information Systems, Geography and Environmental studies or Town and Regional Planning
- ✓ Computer Literacy,
- ✓ Code EB Driver's License,
- ✓ 1 year experience

Key Performance Areas:

- ✓ Responsible for the on-going spatial data maintenance and dissemination, end-user support and the generation of maps and other GIS reports and information product.
- ✓ Provide technical expertise related specifically to asset management.
- ✓ Responsible for the compiling and organizing GIS data from maps, databases and other sources.
- ✓ Responsible for the collection of data in the field using Global Positioning System (G.P.S.) and ARCGIS Survey 123
- ✓ Responsible for the collection and conversion of mapping resources and data;
- ✓ Responsible for the daily input and editing of municipal infrastructure.
- ✓ Conduct programmatic and manual analysis and create reports and thematic maps on the data within the GIS;
- ✓ Ensure that quality assurance on new or revised data conforms to standards laid out in the Geodatabase, or any other applicable standard or policy.
- ✓ Responsible for the conversion, import and export data in and out of the GIS system;
- ✓ Direct the preparation of regular status reports, highlighting GIS issues requiring attention.
- ✓ Create and document procedures and metadata definitions.

3. ACCOUNTANT BUDGET AND REPORTING X1 –TASK GRADE 11



Salary Scale: R R438 653, 00 – 484 716, 00 per annum

Requirements of the post:

- ✓ Bachelor Degree in Accounting or National Diploma in Accounting or relevant qualification
- ✓ Certificate in Municipal Finance Management will be an added advantage
- ✓ Computer Literacy
- ✓ 4 years' minimum experience within the Municipal Budgeting and Reporting Unit.

Key Performance Areas:

- ✓ Responsible for the compilation of statutory financial reporting as per MFMA (Municipal Finance Management Act) e.g., monthly, quarterly, and biannually reporting. Responsible for grant administration, management and reporting.
- ✓ Assist with the setting and compilation of the Municipal budgets, tariffs, costing and compilations of budget schedules as per MFMA and municipal budget reporting regulations.
- ✓ Act as a Liaison (IGR) representative for the Municipality regarding financial compliance and reporting to stakeholders.
- ✓ Daily financial functions include, compilation of journals, ratio's, financial operational and capital reporting, various reconciliations and performing due diligence on financial transactions.
- ✓ Assist with year-end procedures for the compilation of the annual financial statements.
- ✓ Responsible for administering the financial audit file.

4. ARTISAN :CIVIL TASK GRADE 08

Salary Scale: R R332 230, 00 –R 367 328, 00 per annum

Requirements of the post:

- ✓ Grade 12
- ✓ National Certificate for Construction and Supervision of Roadworks
- ✓ Code EC Driver's License.
- ✓ Experience required is 1 – 2 years

Key Performance Areas:



- ✓ Implements and performs tasks/ activities associated with surfaced roads assessments, identifying areas of roads defects, patching of developing potholes, surface road crack sealing, ordering of required necessary material for patching of potholes. Cleaning of storm water drainage systems,
- ✓ Supervise the performance of subordinate and provide advice and direction on daily duties
- ✓ Monitor and ensure that health and safety procedures are adhered to
- ✓ Attend to routine personnel administrative matters,
- ✓ Supervising the carrying out of repairs on streets by tarring and gravelling complying with quality standards by personnel
- ✓ Monitoring the maintenance of storm water pipes, sidewalks and parking areas on small maintenance projects according to quality standard.
- ✓ Ensuring that workers use correct equipment and facilitate group discussion on task assignments
- ✓ Inspecting work under construction and ensure safety of the team
- ✓ Transporting personnel, material and equipment to/ from specific locations.

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.

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



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

Canvassing of Councillors /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 **Nggeleni Offices** at **047 568 0300/1**

CLOSING DATE FOR APPLICATIONS: 10 March 2025 @16:00


MR. S.V POSWA
ACTING MUNICIPAL MANAGER

