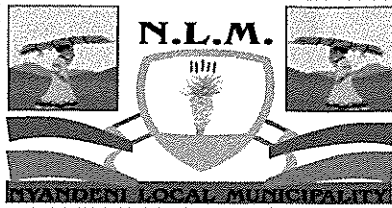


D.O-A 08/05/2023

NYANDENI LOCAL MUNICIPALITY

PHYSICAL ADDRESS:
Municipality Building
B.N. Nomandela Drive
LIBODE

POSTAL ADDRESS:
Private Bag X 504
LIBODE
5160



Tel: 047 5555 016
047 5555 001
047 5555 028
Fax: 047 555 0202

Email: masumpaz@nyandeni.gov.za

"Deciding with the people, not for the people"

05 May 2023

EXTERNAL VACANCY ADVERTISEMENT

04 OF 2022/23

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: R 651 517,00 – 717 743,00- per annum

Requirements of the post:

- ✓ Degree in Public Administration or Humanities or any NQF 7 equivalent qualification
- ✓ Valid Code EB Driving License
- ✓ Minimum of 4 years' relevant work experience

Key Performance Areas:

- ✓ Evaluating and commenting on the applicability of specific functional key performance indicators and measures against outcomes detailed in the Department's Business and Strategic Plans.
- ✓ Presenting a conceptual framework of current and future interventions to the Senior Manager for consideration and inclusion into the Municipality's short/ long term performance and service delivery plans.
- ✓ Creating access to Library Facilities to all residents; oversees maintenance and use of the Municipality's open spaces for Parks and Recreation to ensure social and economic development, monitoring the budgets and authorizing expenditure for the Library, HIV/ AIDs Programs and for Pounds, Parks & Cemeteries, reporting to Council on Library issues, sporting issues and open spaces issues, and monitoring and implementation of the plans for the Library.
- ✓ Mapping out specific changes necessary to achieve alignment with Community Services objectives in accordance with legislative imperatives Motivate staff by discussing performance to ensure maximum quality and productivity.
- ✓ Planning, monitoring and managing the budget of the Community Services sections to meet service delivery obligations and adherence to the provision of the Municipal Finance Management Act and other relevant legislations.

- ✓ Maintaining the Department's compliance with relevant legal requirements as well as Council Policies and Procedures.
- ✓ Monitoring the adequacy of current training interventions through the evaluation competency demonstrated in workplace application and prepares assessment and progress reports for inclusion into the consolidated Skills Development Plan of the Department.
- ✓ Analysing statistical information pertaining to staff attendance, overtime, leave and addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures.
- ✓ Participating in various meetings (internal and external forums) and providing comments and advice on matters affecting or concerning the functionality.

2. MANAGER: INTERGRATED DEVELOPMENT PLAN (IDP) - TASK GRADE 16

Salary Scale: R 651 517,00– 717 743,00 - per annum

Requirements of the post:

- ✓ Bachelor's Degree in Social Science / Developmental Studies / Public Administration or relevant equivalent qualification;
- ✓ Minimum of 4 years' relevant work experience , of which three years must be in Local Government;
- ✓ Valid Code EB Driving License.

Competencies:

- ✓ Thorough knowledge of Integrated Development Planning processes and Local Government Sector processes.
- ✓ Sound knowledge of research and analytical theories and practices.
- ✓ Excellent report writing and communication skills
- ✓ Proficiency in the use of Word processor, Spreadsheet and Presentation applications

Key Performance Areas:

- ✓ Coordinate the development and review of the Municipal Integrated Plan(IDP)
- ✓ To ensure IDP is aligned with District, Provincial and National priorities, Legislative and policy prescripts
- ✓ To ensure IDP and Budget alignment
- ✓ Ensure that the municipality complies with all planning, budget and reporting prescripts

- ✓ Responsible for statutory and compliance reporting
- ✓ Ability to coordinate senior multi-disciplinary teams in the development and review of municipal strategies
- ✓ Responsible for the formulation and review of IDP related policies
- ✓ To ensure stakeholder participation in the IDP and Budget process
- ✓ To coordinate the Inter-Governmental Relations processes
- ✓ Responsible for the development of the municipalities long term strategy
- ✓ Monitoring the implementation of new developments and Legislative imperatives supporting IDP and SDBIP development procedures and policies.
- ✓ Monitoring the development of the IDP Review Framework Plan through consultation with the Internal and External stakeholders.
- ✓ Interacting with communities and other relevant stakeholders on the scope of specific IDP alignment applications and preparing submissions/ reports to immediate superior for perusal and discussion.
- ✓ Coordinating the implementation of IDP communication mediums to serve as avenues to facilitate transfer of functional information and receive comment, opinions and complaints

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 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 **Ngqeleni Offices** at **047 568 0300/1**

CLOSING DATE FOR APPLICATIONS: 25 May 2023 @ 15h00



**Z. MASUMPA
MUNICIPAL MANAGER**