



28 July 2025

EXTERNAL VACANCY ADVERTISEMENT

01 OF 2025/26

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

1. **MANAGER COMMUNICATIONS - TASK GRADE 16**

Salary Scale: R 764 855.00 – R 842 602.00 per annum

Requirements of the Position:

- ✓ Qualifications: B Degree – NQF level 8 in Communication, Public Relations or equivalent
- ✓ Minimum work experience: At least three (3) years' experience in Local Government Communication.
- ✓ Sufficient communication experience with knowledge of communication disciplines, including media liaison, research and development communication.
- ✓ Understanding of Local Government Communication System (LGCS). The candidate must have an understanding and knowledge of the Eastern Cape Province with specific insights into the OR Tambo District/Nyandeni Local Municipality.
- ✓ Knowledge of the Constitutional requirements for Local Government and relevant legislation e.g. MFMA, MSA etc.
- ✓ Proficiency in Microsoft Office and Graphic Design software
- ✓ Ability to work under pressure and to meet tight deadlines
- ✓ People and Client Management experience
- ✓ Valid vehicle driver's license

Key Performance Areas:

- ✓ Be central in the development of municipal communication strategy and communication action plan and its implementation, inline with municipal objectives.
- ✓ Coordinate and implement activities and key deliverables associated with communication (internal and external) and promoting events/ programs through the implementation of a communication strategy in the implementation of a strategic government communication function.
- ✓ Ensure the establishment, review and strengthening of communication coordination structures aimed at strengthening intergovernmental communication work.



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



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- ✓ Interacting and maintaining key contacts with the view of disseminating information on Municipal policies, procedures and programs.
- ✓ Planning, organizing and maintaining a positive relationship and mutual understanding of the municipality and its public stakeholders including the media in order to ensure that council receives maximum favourable exposure on its goals and objectives.
- ✓ Develop Municipal stakeholder engagement strategy and oversee its implementation to enhance the reach of the Municipality.
- ✓ Coordination and implementation of rapid response requirement in the Municipality.
- ✓ Write articles and features for mainstream media, local media, municipal newsletter and website.
- ✓ Conduct communication research and create response/feedback mechanisms.
- ✓ Manage social media platforms and responses.
- ✓ Oversee and monitor the communication function, including the monitoring, supervision the work of Communication Officials as well as and mentorship of assigned interns/learners any communication interns including their administrative and operational functions.
- ✓ Management communication budget and expenditure control.

2. MANAGER: BUDGET, FINANCIAL REPORTING & ASSET MANAGEMENT

- TASK GRADE 16

Salary Scale: R 764 855.00 – R 842 602.00 per annum

Requirements of the Position:

- ✓ B. Degree Financial Accounting;
- ✓ Completed Articles;
- ✓ CPMD / Municipal Finance Management Certificate;
- ✓ Proven experience in preparing Annual Financial Statements for Local Government;
- ✓ Proven experience in compiling Fixed Asset Registers;
- ✓ Working knowledge of an accounting software for compiling financial statements;
- ✓ Computer Literacy;
- ✓ 5 to 7 years' experience in finance or advisory field (preferable in Local Government);
- ✓ A valid driver's license is a prerequisite.



Key Performance Areas:

- ✓ Develop and implement process plan for the Annual Budget of the Municipality;
- ✓ Prepare the annual budget of the municipality;
- ✓ Prepare monthly, quarterly and annual financial statements;
- ✓ Compile and maintain the fixed asset register of the municipality monthly, quarterly and annually;
- ✓ Prepare all statutory in year financial reports (*Section 71,72 and 52 (d) reports* etc) and other financial reports for various committees of council including council;
- ✓ Co-ordinate the external audit process in the municipality;
- ✓ Manage and guide specific deadlines and financial reporting sequences associated with audit and legal compliance exercise, check and verify information / records submitted satisfies the scope of requirements;
- ✓ Provides support and advise all departments in the preparation of budgets, annual financial statements, monthly and mid-year reports, statutory returns, asset register and accounting systems;
- ✓ Implementation of policies and procedures that relates on annual financial statements reporting regulations and asset management;
- ✓ Liaise with stakeholders on budgeting, reporting and asset management i.e. National and Provincial Treasury, Auditor General, Managers from different departments;
- ✓ Analyse qualitative and quantitative reports and make recommendations to the immediate superior and management when the need arises.
- ✓ Perform any other duties attached to the post.

3. ICT TECHNICIAN -TASK GRADE 11

Salary Scale: R 467 539.00 –R 516 636.00 per annum

Requirements of the Position

- ✓ National Diploma in Information Technology
- ✓ 3 Year's relevant experience
- ✓ Valid Driver's License

Key Performance Areas:



- ✓ Coordinates specific sequences associated troubleshooting and problem solving application problems and installs new software
- ✓ Administration and monitoring of ICT Projects to ensure that all new systems and infrastructure deployed in the municipality does not disrupt the live environment
- ✓ Analyses and provides recommendations pertaining to the information systems hardware/ software and/ or capacitates end-user on specific applications
- ✓ Analyses and provides recommendations pertaining to the ICT Project and Service Desk Management received from other support teams and users on specific applications
- ✓ Coordinates the updating of asset details of computer equipment and accessories located within the Municipality.
- ✓ Monitor the maintenance of records of licenses permitting the use of specific software.
- ✓ Interacting with the Manager and/ or communicating with external suppliers to provide costs/ quotations for new equipment/ software and submitting to the Manager for approval.
- ✓ Coordinate risks mitigation plans within ICT unit.

4. CIVIL TECHNICIAN -CAPITAL PROJECTS TASK GRADE 11
Salary Scale: R 467 539.00 –R 516 636.00 per annum

Requirements of the Position

- ✓ National Diploma Civil Engineering
- ✓ Vali driving license
- ✓ 3 Years

Key Performance Areas:

Coordinates the implementation of professional, technical and operational outcomes associated with projects by:

- ✓ Receiving identified project proposals to be implemented from the immediate superior as detailed in IDP and SDBIP objectives for further processing.
- ✓ Aligning, implementing, and outlining of Municipal Infrastructure Services (MIS) with national methodologies, approaches and legislation.
- ✓ Facilitating the development of project plans in consultation with the immediate superior and relevant stakeholders.

- ✓ Submitting draft project plans to the immediate superior for further processing and approval.
- ✓ Registering of approved projects as being compliant through the Department of Labour and Department of Public Works for execution.
- ✓ Registering all new projects on MIS and report to the immediate superior.
- ✓ Compiling of Municipal Infrastructure Grant (MIG) project list and maintaining project database on labour statistics and other related key performance indicators required by MIG.
- ✓ Identifying and recommending solutions to any project constraints, risks that may prohibit the successful completion of the project to the immediate superior for further processing.
- ✓ Updating the risk management register and conducting post implementation review of Projects and submitting the report to the immediate superior for further processing.
- ✓ Verifying quality control processes, risk management and quality assurance for the identified projects.
- ✓ Providing advice to relevant stakeholders on projects in terms of progress, targets and completion dates.
Administering of Project Contractors and attending all site progress meetings, including doing measurements and contractor payments.
- ✓ Coordinates specific administrative and reporting requirements associated with information management
- ✓ Coordinates functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints

5. BUSINESS DEVELOPMENT OFFICER: ANIMAL FEED –TASK GRADE 11 (2 Years Fixed Contract)

Salary Scale: R 667 803,92 per annum (All-inclusive total cost to employer package)

Requirements of the Position:

- ✓ National Diploma Development Studies or Equivalent
- ✓ Computer literate
- ✓ Valid Driver's License
- ✓ Exposure to enterprise development or business incubation will be an added advantage.
- ✓ 2 years experiences in enterprise development

Key Performance Areas:



Coordination of animal feed processing plant processes and SMME development:

- ✓ Coordinate operations, ensuring sufficient resources and adherence to guidelines.
- ✓ Maintain accurate records and statistics for the plant.
- ✓ Identify and support SMMEs through incubation, coaching, mentorship, and business planning.
- ✓ Facilitate access to markets, finance, and technologies.
- ✓ Engage stakeholders and ensure compliance with sector-specific regulations (e.g., feed safety, production standards).
- ✓ Report progress and challenges to the Operations Manager.

Project Administration:

- ✓ Coordinate capacity-building initiatives and stakeholder partnerships.
- ✓ Monitor and supervise milling processes, ensuring adherence to good agricultural and manufacturing practices.
- ✓ Administer contracts, documentation, and compliance checks.
- ✓ Conduct research on investment and partnership opportunities.
- ✓ Assist enterprises in developing sustainable business models and operational strategies.

Administration, Reviews, Reports, and Correspondence:

- ✓ Maintain administrative records and prepare progress reports.
- ✓ Recommend production priorities and quality control measures.
- ✓ Identify risks and draft mitigation strategies.
- ✓ Ensure enterprises comply with legal and regulatory standards.
- ✓ Organize files, communications, and meeting logistics.

Stakeholder Management and Communication:

- ✓ Disseminate information on objectives, developments, and issues.
- ✓ Coordinate communication channels for stakeholder feedback.
- ✓ Participate in internal and external forums and resolve inquiries or escalate complex issues.
- ✓ Support conflict resolution related to plant operations.
- ✓ Guide the development of monthly and weekly plans for plant programs.
- ✓ Monitor performance, implement corrective actions, and evaluate enterprise progress.



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- ✓ Enroll viable enterprises into incubation programs and ensure compliance with industry standards.
- ✓ Support enterprises in securing funding and achieving operational stability post-incubation.

6. eNATIS SUPERVISOR X2 –TASK GRADE 08

Salary Scale: R 354 107.00 –R 391 517.00 per annum

Requirements of the Position:

- ✓ National diploma in Public Management/ Office Management
- ✓ eNaTIS Training Certificate -
- ✓ Computer Literacy – Office Applications + eNatis System
- ✓ 1-year relevant experience

Key Performance Areas:

- ✓ Checking and validating information recorded and received from eNaTIS System (DLTC) pertaining to specific operational activities and other instructional-based documentation.
- ✓ Providing cashiers with face value forms in which to generate license disc, registration certificate, temporal driver's licenses and de-registration certificates; checking and ensuring there's sufficient forms i.e. learners license, driver's license, de-registration forms, RLV form, PD1 Form, ALV form & TSP form; and placing request for orders of all the required forms & stationary by completing the requisition form, pertaining to DLTC
- ✓ Liaising with relevant stakeholders pertaining to summonses and warrants issued by the Municipality.
- ✓ Coordinating sequences associated with the preparation and submission of consolidated traffic payment accounts.
- ✓ Monitoring the eNaTIS System for traffic payments and verifying with court documentation, checking the processing Bureau account and verifying figures.
- ✓ Preparing sectional reports for the attention of the immediate superior
- ✓ Providing guidance to eNaTIS personnel on administrative system application and information recording/ updating procedures.

7. EXECUTIVE SECRETARY: FULLTIME COUNCILLOR CORPORATE SERVICES- TASK GRADE 08

Salary Scale: R354 107.00 –R 391 517 .00 per annum

Requirements of the Position :

- ✓ National Diploma in Office Management or Equivalent
- ✓ Minimum work experience: Two years in Local Government environment



- ✓ Proficiency in Microsoft Office

Key Performance Areas:

- ✓ Provide Secretariat, Logistical and Administrative support to the full-time Councilor office
- ✓ Responsible for scheduling and coordination of tasks related to the Portfolio Head's Office
- ✓ Performs receptionist function at the office of the full-time Councilor
- ✓ Managing incoming and outgoing correspondence, mail and telephone
- ✓ Make travel arrangements for the full-time Councilor
- ✓ Responsible for keeping records/filing
- ✓ Provide support to and liaison with internal and external stakeholders

8. TRAFFIC OFFICER –TASK GRADE 08

Salary Scale: R354 107.00 –R 391 517.00 per annum

Requirements of the Position:

- ✓ Traffic Training Diploma accredited by the Institute of Traffic and Municipal Officers of Southern Africa.
- ✓ Code EC Driver's License
- ✓ First Aid Certificate will be an added advantage
- ✓ 2 years relevant experience

Key Performance Areas:

- ✓ Attending to traffic bottlenecks caused through accidents, breakdown or peak hour congestion.
- ✓ Directing motorists by use of hand signals to communicate with drivers and pedestrians, directing, diverting, stopping and controlling the flow of traffic.
- ✓ Interacting with the Control Room for specific services (breakdown, fire, etc.) to remove obstacles (broken down vehicles, rocks on the road, etc.) or contain specific disasters to facilitate traffic flow.
- ✓ Conducting scholar patrol functions when required and interacting with members of the public, schools, taxi associations, etc. and educating them on the rules and regulations of the road.
- ✓ Attending to accidents and securing the scene,
- ✓ Identifying vehicles involved and ascertaining the nature of accidents.
- ✓ Summoning for an ambulance where required, recording the details of the accidents for insurance claims/ any civil claims, conducting arrests when necessary.
- ✓ Patrolling and observing the streets and suburban areas and identifying with





- non-conforming practices.
- ✓ Communicating with the offender and/ or interacting with the Control Room or South African Police Services to facilitate arrest for more serious offences.
 - ✓ Recording the statements of witnesses and offender's and/ or completing details of traffic offences/ contraventions prior to issuing the fines.

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



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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: **02 September 2025 @15:00** 

Yours in Developmental Local Government



MR. SV POSWA

ACTING MUNICIPAL MANAGER

