

NYANDENI LOCAL MUNICIPALITY

PHYSICAL ADDRESS:
Municipality Building
B.N. Nomandela Drive
LIBODE
POSTAL ADDRESS:
Private Bag X 504
LIBODE
5160



Tel: 047 5555 004
047 5555 000
047 5555 028
Fax: 047 555 0202

Email: mvunelos@nyandenilm.gov.za

“Deciding with the people, not for the people”

NLM FILE REF/4/3

05 August 2021

EXTERNAL VACANCY ADVERTISEMENT

01 OF 2021/22

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

1. SPECIAL PROGRAMMES UNIT OFFICER

Salary Scale: R 366 815, 81 per annum

Essential Requirements of the post:

- ✓ National Diploma, Degree in Social Science/Public Management/Public Administration or relevant qualification
- ✓ Valid driver's License, minimum Code EB
- ✓ Computer Literacy
- ✓ Three years' experience in Public Services
- ✓ Understanding of Local Government.

Preferred Requirements

- ✓ Experience in working with Communities and Municipal Stakeholders.
- ✓ Local Government experience will be an added advantage.
- ✓ Knowledge of Development Framework of South Africa..

Key Performance areas:

- ✓ Mainstream and institutionalise the rights and upliftment of women, children, senior citizens, youth, people with disabilities and military veterans through advocacy, inter-sectoral collaboration, capacity development, monitoring and evaluation
- ✓ Conducting community outreach and educational programs calculated to foster the welfare of all special groups.
- ✓ Promoting and foster sports, arts, culture and recreation within the Municipal area through working with the relevant local bodies
- ✓ Promoting the development of sports grounds and recreational facilities.

- ✓ Reporting, Monitoring and Evaluation of the units activities and projects as per SDBIP

NB! Application for Employment Form (not Z83, is available at www.nyandenilm.gov.za and Nyandeni LM offices both Libode and Ngqeleni), A detailed CV must accompany the Application for Employment form, Certified copies of qualifications, ID copy and Valid driver's licence and Failure to submit documents listed above will result in disqualification. **Hand delivered** applications should be submitted 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: People with disabilities must disclose the nature of their disability.

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.

Applications should be addressed to:

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

EMAILED & FAXED 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 interviews and appointment if the Council feels no suitable candidate found. Canvassing of Councilors and 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

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

CLOSING DATE FOR APPLICATIONS: 03 SEPTEMBER 2021 @ 15h00
Z. MASUMPA
ACTING MUNICIPAL MANAGER