



Umkhandlu wakwa - **NONGOMA** - Local Municipality
Tel: (035) 831 7500|Fax: (035) 831 3152|P.O. Box 84|Nongoma 3950

**PROVINCE OF KWAZULU NATAL
KZ 265**

The Nongoma Local Municipality is an equal opportunity employer which subscribes to the Employment Equity Act. The Municipality has the following challenging position to individuals who will contribute to the growth and development of Nongoma.

Internal/External Vacancies
DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
MANAGER: PUBLIC PARTICIPATION
Task Grade 14 of Category 1 Municipality
Remuneration: R422 889,00-R548 946,96 per annum

Applications are awaited from experienced candidates for the position of Manager: Public Participation.

REQUIREMENTS:

- Matric Certificate/Grade 12
- Bachelor's degree in Public Management /Administration or equivalent qualification at NQF level 7
- 3-5 Years in Local Government Sector
- Computer Literacy
- A valid driver's license.

RESPONSIBILITIES:

- Manages and directs procedures and processes associated with the preparations of public participation functions.
- Providing support to the speaker and performing of all council legislative duties.
- Researching and drafting the speaker's speeches and presentations
- Managing Public Participation through Ward Committee and War rooms
- Managing the Municipality's Complaints Management System and Rapid Response
- Facilitating the drafting of the municipality's Public Participation Policy Strategy and implementation plan enduring effective implementation.
- Participating in the integrated Development Plan processes to understand the Municipality's service delivery objectives.

- Coordinating and managing events and projects
- Controlling annual operating budget in the office of the Speaker
- Ensuring effective implementation of Performance Management System, Risk Management, Policies and Procedures of the municipality.
- Ensuring effective communication between the office of the speaker, councilors, internal and external stakeholders.
- Using specific communication mediums to encourage community participation and/or involvement in Municipal service delivery initiatives, programs, and events.

COMPETENCY REQUIREMENTS:

- Knowledge of principles and procedures encapsulated in various legislation, policy documents and material to enable management of complex integrated functional outcomes.
- Interpersonal and Communication Skills.
- Reports writing and presentation skills.
- Problem solving skills.

FRINGE BENEFITS: Normal benefits applicable to the local government Application must be clearly marked outside as the “**Manager: Public Participation**”.

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER
MANAGER: RISK MANAGEMENT AND COMPLIANCE
Task Grade 15 of Category 1 Municipality
Remuneration: R487 560,24-R632 902,68 per annum

Applications are awaited from experienced candidates for the position of Manager: Risk Management and Compliance.

REQUIREMENTS:

- Matric Certificate/Grade 12
- B. Degree/ B. Tech, and or Advanced Diploma in Financial Accounting, or Accounting Science at an NQF Level 7
- Five (5) years or more experience in the Financial Field with a minimum of 3 years of supervisory experience.
- Internal Audit experience will be added as an advantage.
- Computer Literacy
- A valid driver's license.

RESPONSIBILITIES:

- Developing, in consultation with Management, the institution's risk management framework incorporating, inter alia the Risk Management Policy, Risk Management Strategy, and Risk Management Registers
- Communicating the institution's risk management framework to all stakeholders in the institution and monitoring its implementation.

- Assisting management with risk identification, assessment, and development of response strategies
- Participating with Internal Audit, Management, and Auditor- General in developing the combined assurance plan for the institution.
- Assisting management in developing preventative controls to reduce the probability that something will go wrong and reduce its impact should the risk materialize.
- Ensure the functionality of the compliance Committees (Risk Management, Audit Committee, and ethics committee)
- Manage anti-fraud and corruption framework by developing and reviewing anti-fraud and corruption policies and strategies.
- Monitoring and evaluation of an anti-fraud and corruption programme implementation.
- Support the Municipal Manager and other senior Managers by providing strategic directives on compliance matters.
- Evaluating and reporting to the Municipal Manager and other senior managers on the alignment and achievement of municipal strategies and goals in respect of activities, service delivery, and performance within the area of responsibility.

COMPETENCY REQUIREMENTS:

- Good knowledge and interpretation of key and related local government, including Acts and Regulations (e.g., MSA, CPMD, MFMA, GRAP, King IV report, National Treasury's Fraud Prevention Plan, PCCA, Whistle Blowing Policy, SADC protocol against corruption and public services Anti-fraud strategy etc)
- Ability to prepare and present Strategic and Operational Risk Management registers.
- Ability to amend and review risk management policies in accordance with prevailing norms and standards.
- Supervisory skills, Communication Skills, Interpersonal Skills, Problem solving skills.

FRINGE BENEFITS: Normal benefits applicable to the local government. Application must be clearly marked outside as the **"Manager: Risk Management and Compliance."**

DEPARTMENT: PLANNING AND INFRASTRUCTURE DEVELOPMENT
MANAGER: LED AND TOURISM
 Task Grade 15 of Category 1 Municipality
 Remuneration: R487 560,24-R632 902,68 per annum

Applications are awaited from experienced candidates for the position of Manager: LED and Tourism.

REQUIREMENTS:

- Matric Certificate/Grade 12
- Bachelors' degree/Diploma in Economics/ Business Administration/ Development Studies/Tourism Studies.

- Advanced computer literacy in MS Office applications
- 5-7 years related experience in a Local Economic Development field in Local Government, of which 2 years must be in a supervisory or management position.
- A valid Code B driver's license.

RESPONSIBILITIES:

- Formulating and implementing an Economic Strategy and Local Economic Development Plan for Nongoma Local Municipality
- Cultivating and maintaining relationships with key stakeholders, media and National, Provincial and Local Government bodies to facilitate an enabling environment for economic development.
- Preparing proposals, detailing the strategic focus of the Municipality with respect to the constitutional mandate for local economic development in Nongoma Local Municipality
- Identifying/adapting/developing appropriate tools/programmes for micro and SMME business skills, especially amongst women and youth
- Managing and coordinating the implementation of approved projects and programmes evaluating intervention phase against milestones and providing recommendations
- Providing technical support to beneficiaries and potential beneficiaries of the LED programmes and ensuring compliance with the generally accepted project management principles and procedures
- Controlling processes associated with the application, approval and issue of business licenses and operating permits, verifying compliance with regulations and rules, and authorizing/rejecting applications.
- Giving effect to inspection and oversight processes to manage compliance with business laws, by-laws and regulations relating to the operation of classes or categories of business.

COMPETENCY REQUIREMENTS:

- Knowledge and interpretation of key and related local government Acts and Business Regulations
- Research, analytical and research presentation skills.
- Supervisory skills, effective communication skills, interpersonal skills, problem solving skills, project management and planning skills and effective understanding of Local Economic Development and reporting protocols, basic organizational and coordination skills, and sound organisational skills.

FRINGE BENEFITS: Normal benefits applicable to the local government. Application must be clearly marked outside as the "Manager: LED and Tourism".

DEPARTMENT: COMMUNITY SERVICES
SENIOR: SUPERINTENDENT (LAW ENFORCEMENT AND LICENSING)
Task Grade 14 of Category 1 Municipality
Remuneration: R422 889,00-R548 946,96 per annum

Applications are awaited from experienced candidates for the position of Senior Superintendent (Law Enforcement and Licensing).

REQUIREMENTS:

- Matric Certificate/Grade 12
- B Tech in Traffic Management/Licensing Management/ any related qualification at NQF Level 7
- Examiner of driving license certificate
- Minimum of 4 years Relevant experience
- A valid Code B driver's license.

RESPONSIBILITIES:

- Conducting briefing sessions with operational supervisory and Law Enforcement and Licensing officers, explaining technical specifications, applications and the desired results or outcomes.
- Approving or verifying adjustments to work scheduling and activity related information processing applications in relation to the administrative and technical applications or requirements based on amendments/ revisions to road traffic administration guidelines.
- Overseeing accident/incident investigations and controlling compliance with statutory timelines for submitting information to further processing or assessment
- Engaging with the South African Police Services and local security/ neighborhood watch forums on the possibilities/opportunities to complement and support all-inclusive operation.
- Executing "authority and command" during major incidents or operations, providing instructions, and approving specific actions based on the situational requirement.
- Providing evidence in the Court of Law or any official structure in relation to investigations or the management of incidents or operations relating to traffic and community safety.
- Monitoring the implementation of the agency agreement between the Kwa-Zulu Natal Department of Transport and the Municipality.
- Controlling the processes relating to the filling and security of all prima-facia learners and drivers license and checking on the preparedness for legal or audit purposes.

COMPETENCY REQUIREMENTS:

- Excellent written and verbal communication skills
- Knowledge of National Road Traffic Act, Administrative Adjudication of Road of Road Traffic offenses Act, Criminal Procedure Act.

- Knowledge of change management, Strategic and Operation Management, Risk and Performance Management
- Knowledge of National Road Safety Strategy
- Knowledge of National Traffic Law Enforcement Code.

FRINGE BENEFITS: Normal benefits applicable to the local government Application must be clearly marked outside as the "Senior Superintendent (Law Enforcement and Licensing)".

DEPARTMENT: PLANNING AND INFRASTRUCTURE DEVELOPMENT
TECHNICIAN: CIVIL ENGINEERING
 Task Grade 11 of Category 1 Municipality
 Remuneration: R282 597,84-R366 827,28 per annum

Applications are awaited from experienced candidates for the position of Technician: Civil Engineering.

REQUIREMENTS:

- Matric Certificate/Grade 12
- Bachelors' degree/diploma in Engineering
- Registration with the Engineering Council of South Africa as a Professional Technician will serve as an added advantage.
- 2-3 years related experience in a Civil Engineering field.
- A valid Code B driver's license.

RESPONSIBILITIES:

- Working on-site and in an office, and ability to work independently and use initiative.
- Technical competence related to municipal services (roads, stormwater, community halls & crèche, water, sanitation)
- Adherence to quality management system
- Completing tasks on time, within budget and to the necessary quality standard
- Assist in the preparation and compilation of technical reports.
- Risk management
- Contract Administration and Supervision preparation of Payment Certificates
- Providing support to civil engineers in the design, construction, and management of variety of projects
- Perform construction management duties including review construction documents and submittals, perform and document daily inspection, and assisting with project punch lists.
- Make if required field audits of existing facilities and corrective maintenance.

COMPETENCY REQUIREMENTS:

- Competent with PDS, Civil Designer/Civil 3D software
- Competent in AutoCAD software

- Knowledge of Batho Pele Principles
- Knowledge and interpretation of key and related local government, including Acts and Regulations (e.g., MIG, INEG, MIS, MSA, MFMA, GRAP, IPSAS, etc)

FRINGE BENEFITS: Normal benefits applicable to the local government. Application must be clearly marked outside as the "Technician: Civil Engineering".

**COMMUNITY SERVICES DEPARTMENT
CYBER CADET
Task Grade 09 of Category 1 Municipality
Remuneration: R212 601,60 – R275 954,04 per annum**

Applications are awaited from experienced candidates for the position of Cyber Cadet.

REQUIREMENTS:

- Matric Certificate/Grade 12
- 2 years Desktop Support Technology qualification or, studying towards a recognized qualification in the Library and Information Science and must have completed a minimum of 12 modules.
- Advances in computer literacy
- Code B driving licence.
- 2 Years Relevant experience

RESPONSIBILITIES:

- Applies procedure and executes customer-oriented service delivery applications associated with provision of electronic or cyber library services to the acquisition.
- Attending and organizing requirements for operations, completing submitting and checking receipt of customizable stocks of computer stationery, software, and other essentials to support the functioning of the electronic library services.
- Inspecting conditions of computer equipment and interacting with the approved service provider on the maintenance requirements.
- Providing input into the selection of electronic learning materials of interest in the local community with a view to maintaining a relevant range of electronic references in the local library.
- Attending to special request for specific electronic library materials, completing request forms and forwarding to Provincial Library services and following up/receiving and informing user of availability.
- Cataloguing and indexing new electronic materials using specific classification systems based on established library information management principles.

FRINGE BENEFITS: Normal benefits applicable to the local government. Application must be clearly marked outside as the "Cyber Cadet".

Further information can be obtained from the Human Resources Section on: (035) - 831 7510/56

Application letter accompanied by comprehensive C.V in ENGLISH and certified copies of educational qualifications must be submitted to: The Municipal Manager, Nongoma Local Municipality, P.O. Box 84, Nongoma, 3950 or hand delivered to the Municipal Registry at the main Offices locate at Lot 103, Main Street, Nongoma, 3950. (NB: Faxed, emailed or application will not be considered).

It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verifies by the South African Qualification Authority and supply the Municipality with the evaluation results.

Date Advertised: 15 June 2023

Closing Date: 05 July 2023

If the applicant has not been notified of the results within 30 days from the closing date, the applicant should regard his/her application as unsuccessful. Canvassing of councilors and management will result in the disqualification of the applicant.



MR M.M ZUNGU
MUNICIPAL MANAGER