



ENOCH MGIJIMA
LOCAL MUNICIPALITY

NOTICE NO. HRM 15/12/2019
STAFF VACANCY

COMMUNITY SERVICES

1. MANAGER: PARKS AND RECREATION

SALARY SCALE: - R504 780.00 – R655 227.00 (TASK GRADE 16)

KEY PERFORMANCE AREAS (KPA'S)	REQUIREMENTS	EXPERIENCE
<ul style="list-style-type: none">• Manages the Administration required for the Parks and Recreation Section.• Manages and controls the Parks and Recreation division.• providing a service to Rate Payers and for the beautification of Enoch Mgijima through the sections of horticulture consisting of the Nursery, Parks, Open Spaces, Islands, Playgrounds, Sports fields, Arboriculture, Decorations and Cemeteries.• Manages and controls the Game Reserve and its biological assets to generate income and provide a good clean environment for all people of Enoch Mgijima and international, national and local tourists.• Manages and controls the Municipal Pounds and Commonages to supply a safe environment for livestock and public roads in Enoch Mgijima.• Formulating policies, managing daily operations and planning the use of materials and human resources• Ensuring that revenue is properly accountable for• Overseeing all municipal recreation programming• Assisting with budget preparation and monitoring of expenditure	<ul style="list-style-type: none">• B-Tech / Degree in Horticulture, Parks and Recreation Administration, Environmental Management or related field• A valid code B driving license• Knowledge of relevant legislation and local government processes• Strong problem solving, critical thinking, coaching, interpersonal skills• Good research, implementation and report writing skills and project management skills/ knowledge• Well-developed analytical and strategic skills• Extensive knowledge of the principles and practice of oral and written communication• Advanced computer skill is a pre-requisite• Excellent communication skills (both verbal and written) in at least two official languages• Very strong consulting skills required	<ul style="list-style-type: none">• Three to five (3-5) years in a related field

CORPORATE SERVICES

2. MANAGER: ADMINISTRATION

SALARY SCALE: - R535 788.00 – R695 472.00 (TASK GRADE 16)

KEY PERFORMANCE AREAS	REQUIREMENTS	EXPERIENCE
<ul style="list-style-type: none">• Providing management support to the Director.• Providing administrative support to all Councillors and line departments.• Co-ordinating and preparing reports to Council.• Proofreading and Editing of all Agendas, Minutes and outgoing correspondence.• Recording minutes at meetings as and when required.• Assisting with budget preparation and monitoring of expenditure.• Ensuring effective implementation of policies and legislation.• Co-ordinating the execution of Council resolutions• Supervising day-to-day operations of the administrative department and staff members• Developing, reviewing and improving administrative systems, policies and procedures• Planning, scheduling and promoting office events, including meetings• Collecting, organizing and storing information using computers and filing system• Overseeing special projects and tracking progress towards municipal goals	<ul style="list-style-type: none">• B-Tech /Degree in Public Administration, Business Administration or Related Field• A valid code B driving license• Knowledge of relevant legislation and local government processes• Exceptional leadership and time, task and resource management skills• Familiarity with budget planning and enforcement, human resources, and public service procedures• Strong problem solving, critical thinking, coaching, interpersonal skills• Good research, implementation and report writing skills and project management skills/knowledge• Well-developed analytical and strategic skills• Extensive knowledge of the principles and practice of oral and written communication• Advanced computer skill is a pre-requisite• Excellent communication skills (both verbal and written) in at least two official languages• Very strong consulting skills required	<ul style="list-style-type: none">• Three to five (3-5) years in a related field

PUBLIC SAFETY

3. MANAGEMENT REPRESENTATIVE/ SUPERINTENDENT (DRIVING LICENCE TESTING CENTRE)

SALARY SCALE: - R445 375.00 – R448 326.00 (TASK GRADE 13)

KEY PERFORMANCE AREAS	REQUIREMENTS	EXPERIENCE
<ul style="list-style-type: none">• Supervise all Examiners for Driving Licenses Grade A, B, C, D, L, F• Be the link between Inspectors and the DLTC during inspection• Testing all codes of driving licenses when required to do so• To ensure compliance at the Driving License Testing Centre• Ensure that live Capturing units (LEUs) are kept safe and in good working order• Be responsible for the Monthly report, registration of eNatis Users, referrals with DoT• Ensure that the Service Level Agreement and Minimum Service Delivery Standards are implemented and complied with• Ensure that all tools of trade are complied with including Testing Ground and Testing Routine• Be able to work under pressure	<ul style="list-style-type: none">• National Senior Certificate• Ensure that the National Road Traffic Act 93/1996 is implemented• Diploma in Driving License Grade A• Diploma in Vehicle Testing Grade A• Diploma as s Traffic Officer• Registration Certificates as EDL, EOY and TO• Driving license code EC and A• Identity Document• No criminal record• Good interpersonal skills• Knowledge of the National Road Traffic Act 93/1996 and its regulations• Excellent Management and Leadership Skills• Knowledge of Legislative Frameworks impacting both Local Government and Transport• Conflict management skills• High level of responsibility• Good human relations and communication skills• At least 2 years as eNatis supervisor	<ul style="list-style-type: none">• At least 2 years as a DLTC Supervisor

OFFICE OF THE MUNICIPAL MANAGER

4. COMMUNICATIONS OFFICER

SALARY SCALE: - R445 375.00 – R448 326.00 (TASK GRADE 13)

KEY PERFORMANCE AREAS	REQUIREMENTS	EXPERIENCE
<ul style="list-style-type: none">• Develop, maintain and manage internal Municipal newsletter.• Prepare publications for the Municipality (newsletters, brochures, and annual reports).• Promote Municipal events by ensuring that advertisements and information appear in the local media.• Provide communications material to promote and inform the public and other external stakeholders of Municipal initiatives and achievements on service delivery.• Foster a good relationship with the public and media by hosting information sessions.• Implement and ensure that information about departmental services is available in the Service Centre across the municipality.• Manage internal communication by: Branding the Municipality, ensuring that notices, circulars and newsletters are made available to all Municipal stakeholders• Improve and maintain the municipal website• Work closely with all Municipal Structures to enhance proper communication	<ul style="list-style-type: none">• Diploma/Degree in Media Studies, Public Relations, Communication or Journalism• Valid Driver's License• Ability to function in a Community environment• Ability to function affectively under pressure and be deadline oriented• Broad knowledge of all media and excellent public relations skills• Ability to deal with National and Provincial government departments, other Municipalities, Stakeholders and staff in an appropriate manner• Ability to function independently, as well as within a team• Well developed analytical and strategic skills• Extensive knowledge of the principles of oral and written communication• Advanced computer skill is a pre-requisite• Excellent communication skills (both verbal and written) in at least two official languages• Very strong consulting skills required• Experience in Local Government/ Public Sector environment will be an added advantage	<ul style="list-style-type: none">• Two (2) years' experience in communication section

5. PERSONAL ASSISTANT: CHIEF WHIP

(FIXED TERM CONTRACT)

SALARY SCALE: - R325 602.00 – R422 652.00 (TASK GRADE 12)

KEY PERFORMANCE AREAS	REQUIREMENTS	EXPERIENCE
<ul style="list-style-type: none">• Manage and co-ordinate the administrative functions in the office of the Chief Whip• Handle all telephone calls/faxes/E-mails and visitors• Control access to the Chief Whip's office and priorities appointments for the Chief Whip• Co-ordinate meetings• Make travel and accommodation arrangements• Co-ordinate and control incoming and outgoing correspondence• Maintain confidentiality and a sophisticated filling system• Liaise with clients on behalf of the Chief Whip• Take responsibility for the maintenance requirements of the office of the Chief Whip• Property control and maintain all equipment within the office• Handle all logistical support for the office	<ul style="list-style-type: none">• National Diploma in Public Management/secretariat• Excellent writing, verbal communication, organizing and interpersonal skills• Proficiency in two (2) of the three (3) official languages of the Eastern Cape• Computer Literacy (word, Excel, PowerPoint, etc.)• Valid driver's license• Well developed analytical and strategic skills• Very strong consulting skills	<ul style="list-style-type: none">• At least two (2) years' experience in a Secretary/ Administrative position in a Senior Management Office

6. PERSONAL ASSISTANT: SPEAKER

(FIXED TERM CONTRACT)

SALARY SCALE: - R325 602.00 – R422 652.00 (TASK GRADE 12)

KEY PERFORMANCE AREAS	REQUIREMENTS	EXPERIENCE
<ul style="list-style-type: none">• Manage and co-ordinate the administrative functions in the office of the Speaker• Handle all telephone calls/faxes/E-mails and visitors• Control access to the Speaker's office and priorities appointments for the Speaker• Co-ordinate meetings• Make travel and accommodation arrangements• Co-ordinate and control incoming and outgoing correspondence• Maintain confidentiality and a sophisticated filling system• Liaise with clients on behalf of the Speaker• Take responsibility for the maintenance requirements of the office of the Speaker• Property control and maintain all equipment within the office• Handle all logistical support for the office	<ul style="list-style-type: none">• National Diploma in Public Management/secretariat• Excellent writing, verbal communication, organizing and interpersonal skills• Proficiency in two (2) of the three (3) official languages of the Eastern Cape• Computer Literacy (word, Excel, PowerPoint, etc.)• Valid driver's license• Well-developed analytical and strategic skills• Very strong consulting skills	<ul style="list-style-type: none">• At least two (2) years' experience in a Secretary/ Administrative position in a Senior Management Office

CLOSING DATE: FRIDAY, 10 JANUARY 2020 at 12:00

The Enoch Mgijima Local Municipality is an equal opportunity employer. People from designated groups are encouraged to apply. Any person who endeavours to canvass either a Councillor or an Official for this position will immediately be disqualified.

A comprehensive Curriculum Vitae must be submitted with a covering letter and certified copies of qualifications, ID & Driver's License. Your covering letter should indicate the post applied for and must be submitted to the Human Resources Department, Private Bag X7111, Queenstown, 5320 or 70 Cathcart Road, Town Hall Building, Queenstown.

OR HAND DELIVERED TO:

57 John Vorster Drive Sterkstroom OR Human Resource Department at 39 Smith Street, Molteno, 5500.

OR Human Resource Department at NO 12A Murray Street, Tarkastad, 5370.

Normal fringe benefits will be applicable.

Please note: If no response is received within a month after the closing date of this advert, your application must be regarded as unsuccessful.

Any persons who do not understand the content of this advert are invited to contact Mr M. Ngxobongwana at the Corporate Services office on 045 - 8072608 or 70 Cathcart Road, Komani during office hours.

Umntu ongayiqondiyo lengxelo uyacelwa aqhakamshelane no Mnu M. Ngxobongwana kwi-ofisi ye-Corporate Services kule nombolo 045 - 8072608 kwanombolo 70 Cathcart Road, Komani ngamaxesha omsebenzi 08:00 ukuya kwicala lentsimbi yesine.

Esi zaziso sinagomfaneka ngolwimi lwesiXhosa kwi-ofisi ka Sosiba we-Dolophu; kwisakhiwo seHolo yeDolophu, kwi- Cathcart Road kuKomani.

N.C. MGIJIMA (MUNICIPAL MANAGER)