

MHLONTLO MUNICIPALITY

POSTAL ADDRESS
P.O. Box 31
Qumbu
5180
Ifoni/Tel: 047-5537000



PHYSICAL ADDRESS
96 L.G.Mabindla Avenue
Qumbu
5180
Ifax /Fax: 047-553018

EXTERNAL VACANCY

DATE 20 JANUARY 2022 – 08 FEBRUARY 2022

The Mhlontlo Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

Suitably qualified persons are hereby invited to apply for the following vacancies which will be filled in terms of the Employment Equity Plan of the municipality. **People with physical disabilities are encouraged to apply.**

DEPARTMENT: CORPORATE SERVICES DEPARTMENT
NAME OF THE POST: PA TO THE SPEAKER
ALL INCLUSIVE PACKAGE: R291 563.43
ADVERTISED: Municipal Notice Board, Daily Dispatch
CONTRACT: ATTACHED TO THE CURRENT SPEAKER

MINIMUM REQUIREMENT:

- Matric/ Grade 12 Certificate.
- 1-Year Diploma in Secretariat/Office management
- Computer Literacy -Office Applications
- 1 Year experience

KEY RESPONSIBILITIES:

- Scheduling, confirming and updating the diary of speaker and alerting him/her or indicating priority/urgent/ cancelled meetings requiring attention.
- Arranging accommodation and travel for the speaker for out of town engagement through liaison with travel agencies or relevant departments.
- Processing the relevant claims for the speaker, attaching supporting documents, submitting claims forms to the Council Secretary for signature, and submitting completed claims to the Accountant for processing.
- Copy typing and formatting documents/ reports and creates presentations using word processing and related office applications.
- Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/ or seeking information and approval of and communicating response established for specific/ or routine matters.
- Perusing Council and Committee Agenda and Minutes of meetings and identifying with items associated with the section's activities requiring the attention of the Speaker.

NAME OF THE POST: DRIVERS/ PROTECTORS SPEAKER
ALL INCLUSIVE PACKAGE: R267 299.47
CONTRACT: ATTACHED TO THE CURRENT SPEAKER
ADVERTISED: Municipal Notice Board, Daily Dispatch

MINIMUM REQUIREMENTS:

- Grade 10/ Std 08
- Grade B Security Officers Certificate recognized by PSIRA
- Code EB driver's license
- Firearm License

KEY RESPONSIBILITIES:

- Confirming the Speakers work scheduled and itinerary from the speaker accordingly.
- Determining the working condition of other tools of trade (firearms, communication devices etc)
- Advising the immediate superior about the departure and return date time from the Speaker's trip.
- Conducting immediate risk assessment and threat analysis and rendering of a 24 hours rapid response service.
- Performs proactive and reactive driving and security for the safety and protection of the speaker.
- Providing safety and security of VIPs through escort forms, armed response and ad-hoc patrols.
- Protecting specific Council buildings/ assets within the vicinity of the Speaker against criminal violation through manning of access controls, screening of visitors and employees, and conducting ad-hoc patrols inside and outside of buildings.

NAME OF THE POST: PA TO THE MAYOR
ALL INCLUSIVE PACKAGE: R291 563.43
CONTRACT: ATTACHED TO THE CURRENT MAYOR
ADVERTISED: Municipal Notice Board, Daily Dispatch

MINIMUM REQUIREMENTS:

- Matric/ Grade 12 Certificate
- 1-year Certificate in Office Management
- Computer Literacy – Office Applications

KEY RESPONSIBILITIES:

- Scheduling, confirming and updating the diary of the Mayor and alerting or indicating priority/ urgent meetings requiring attention.
- Arranging travel and accommodation for the Mayor for our town (National & International) meetings.
- Organising, Confirming and scheduling meetings/ appointments with internal departments/ external officials, arranging the venue and attending to catering/ refreshments requirements.
- Typing and printing speeches and presentations for the mayor for functions and special events.
- Liaising and interacting internally and externally with all relevant stakeholders such as the Executive Management Team, Local Municipalities, Business Sector, Province and National and community leaders.
- Preparing notification, agendas and minutes for specific office events (Indaba, Conferences) and meeting (council/Executive Committee) and attending to the distribution and / or arranging for the collection of documentation prior to schedule meeting.

NAME OF THE POST: DRIVER/ PROTECTORS MAYOR
ALL INCLUSIVE PACKAGE: R267 299.47
CONTRACT: ATTACHED TO THE CURRENT MAYOR
ADVERTISED: Municipal Notice Board, Daily Dispatch

MINIMUM REQUIREMENTS:

- Grade 10 /STD 08
- Grade B Security Officers Certificate recognized by PSIRA
- PrDP
- Code EB driver's license

KEY RESPONSIBILITIES:

- Confirming the Mayor's work schedule and itinerary from the Mayor and inspect the vehicle for transporting the Mayor accordingly.
- Determining the working condition of other tools of trade (firearms, communication devices etc.)
- Advising the immediate superior about the departure and return date and time from the Mayor's trip.
- Conducting immediate risk assessment and threat analysis and rendering of a 24 hours rapid response service.
- Performs proactive and driving and security for the safety and protection of the Mayor.
- Providing safety and security of VIPs through escort forms, armed response and ad-hoc patrols.
- Protecting specific Council buildings and assets within the vicinity of the Mayor against criminal violation through manning of access controls, screening of visitors and employees, and conducting ad- hoc patrols inside and outside of the building.

NAME OF THE POST: MANAGER: OFFICE OF THE MAYOR
ALL INCLUSIVE PACKAGE: R825 945.16
CONTRACT: 5 YEARS
ADVERTISED: Municipal Notice Board, Daily Dispatch

MINIMUM REQUIREMENTS:

- Matric, Degree in Development Communication
- Driver's License code 08
- 5 Years' experience

KEY RESPONSIBILITIES:

- Analysing performance of current administrative system against legislative requirements and best practises with view to introducing changes to applications and methods to support accountable governance in the Mayor's Office.
- Managing and consolidating income and expenditure estimates for specific functions in the Mayor's Office.
- Consolidating and preparing the draft Mayoral budget and monitoring financial performance with a reviewing applications and processes.
- Preparing and presenting to the immediate superior the Standing Committees of Council for plans and strategic intent and interventions designed to drive reorganisation and alignment of critical support service function.
- Addressing deviations or occurrences of abuse and/ or workplace conflict through the implementation of corrective measures in accordance with Human Resources Policies and Procedures and codes of Good Practice encapsulated in Employment Legislation.
- Analysing statistical information pertaining to staff attendance, overtime and leave.
- Conducting appraisals to measure performance against agreed objective, counselling and consulting with personnel on developmental goals, career paths and short-term targets and standards.
- Monitoring the adequacy of current training interventions through the evaluation of competency demonstrated in workplace applications and preparing progress and assessment report for inclusion into the consolidated Skills Development Plan of the Department.

CLOSING DATE : 08 FEBRUARY @ 12H00

ENQUIRIES: THE MANAGER: HUMAN RESOURCES: MR. X. MPATANE (047-533 7000) DURING OFFICE HOURS

NB: Mhlontlo Local Municipality is an Affirmative Action employer. Should candidates not hear from the municipality after three (3) months from the closing date, they may regard themselves as having been unsuccessful.

Please apply by writing the Application letter and also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Driver's Licence (where applicable) to:

**The Municipal Manager
Mhlontlo Local Municipality
P.O. Box 31
Qumbu, 5180**

FOR ATTENTION: THE SENIOR MANAGER, CORPORATE SERVICES DEPARTMENT

OR

Submit your Application letter, CV and certified copies of your qualifications and ID document and valid driver's licence where applicable by hand to;

**The Senior Manager
Corporate Services Department
96 L. G. Mabindla Street
Qumbu, 5180**

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.

CORRESPONDENCE WILL BE LIMITED TO ONLY SHORT-LISTED APPLICANTS.

The Municipality reserves the right not to make any appointment to the advertised posts.

PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

The appointment is made according to the Council conditions of service.

Canvassing for this position will lead to disqualification of applications.

Ms. L.S. Batyi

ACTING MUNICIPAL MANAGER

We urge all employees, clients, members of the public and our suppliers to report any kind of fraud or corruption at Mhlontlo Local Municipality's Human Resources.