

# NYANDENI LOCAL MUNICIPALITY

**PHYSICAL ADDRESS:**  
Municipality Building  
B.N. Nomandela Drive  
LIBODE

**POSTAL ADDRESS:**  
Private Bag X504  
LIBODE  
5160



Tel: 047 5555 024  
047 5555 000  
047 5550 278  
Fax: 047 555 0202

Email:  
goldsmithp@nyandenimun.org.co

*"Deciding with the people, not for the people"*

03 September 2015

## EXTERNAL ADVERT

Applications are hereby invited from the suitable candidates for the following

### **1. Superintendent: Law Enforcement – Task Grade: 11**

**Salary Scale: R248 802.12**

### **Essential Requirements of the post:**

#### **Qualifications:**

- Grade 11 or standard 10/Grade 12
- 10 years experience in the army/equivalent relevant tertiary qualification/Municipal Police Officer advanced Diploma-NQF Level-5
- Drivers License Code EC

#### Preferred Requirements

- Peace Officer Clearance.
- Fire arm Competency

#### **Key Performance Areas:**

- Subject to the direction of the designated Chief Law Enforcement Officer.
- Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives with respect to Law Enforcement.
- Co-ordination of operations associated with the enforcement of Laws and By-Laws and maintaining road safety in order to ensure the risk of damage to property and or loss of lives is limited through prompt and efficient execution of sequences and application.

- Identifies with the public Safety strategy with respect to service delivery and defines, implements and monitors the short term plans /objectives for the Law Enforcement Functionality.
- Ensure key service delivery priorities are identified and outcomes managed through continuous assessment, intervention and adjustment to operational plans.
- Implement procedures,systems and controls to regulate specific work and related applications associated with functionality.
- Co-ordinates and monitors sequences associated with the implementation of statutory Law and by –Law related to public safety.
- Participate in various meetings (committees Internal and External Forums ) and provides comments /opinion on Functional issues with respect to service deliverables
- Ensure administrative sequences dictating reporting requirements and approval procedures are complied with and correspondence responded to through the provision of accurate information on the activities of the section.

## **2. Community Services Officer –Task Grade: 11**

**Salary Scale R248 082.12**

### **Essential Requirements of the post:**

#### **Minimum Requirements**

- 3 year Degree /diploma in Bachelor of social Science /Public Admin or equivalent
- 2 years experience as a Community Officer
- Code 08 Drivers Licence
- Previous Experience as an Environmental Health Officer or related field will be added Advantage.

#### **Key Performance Areas:**

- Act as a link between the Municipality and the community in terms of service delivery and ensuring participation of the community in policy matters.
- Coordinate Community outreach programmes relating to social-economic development issues (public hearings, advocacy and campaigns).

- Supervise the development and maintenance of parks, Gardens, sports fields, indoor sports facilities, cemetery ,public open spaces, animal pounds, nature conservation and commonage lands.
- Co-ordination of waste management.
- Shall develop guidelines and management thereof municipal and community amenities.

**NB:** Certified copies of qualifications, ID, and CV must accompany the application letter. Failure to submit documents listed above will result in disqualification.

**Females, Coloureds, Indians, whites and people with disabilities are encouraged to apply, people with disabilities must disclosed the nature of their disabilities.** Hand delivered applications should be sent to the Registry Office at Nyandeni Local Municipal Office at Libode/Ngqeleni. The words “**APPLICATION FOR VACANCY**” should appear on the same side of but separate from the address in the same envelop so as to sensitize the Registry Office of the closing date. Faxed and emailed 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 could be found. Canvassing of Councilors/Management is not permitted and proof thereof will result in disqualification.

***BACKGROUND SCREENING WILL BE DONE TO SUCCESSFUL CANDIDATE***

Applications should be addressed to:

**The Corporate Services Manager  
Nyandeni Local Municipality  
Private Bag X 504  
Libode  
5160**

For enquiries contact Corporate Services Department at **047 555 5028/047 555 5024/Ngqeleni Offices: 047680300/1 contact Person Ms N. Madayi**

**CLOSING DATE FOR APPLICATIONS: 05 October 2015 at 12H00**

---

**MRS. N. NOMANDELA  
MUNICIPAL MANAGER**

