

# NYANDENI LOCAL MUNICIPALITY

**PHYSICAL ADDRESS:**

Municipality Building  
B.N. Nomandela Drive  
LIBODE

**POSTAL ADDRESS:**

Private Bag X 504  
LIBODE  
5160



Tel: 047 5555 000

047 5555 024  
047 555 5028

Email: kokan@nyandenilm.gov.za

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*“Deciding with the people, not for the people”*

File Ref/NLM/CPS/4/4/7

Date: 24 January 2018

## **EXTERNAL ADVERT**

Applications are hereby invited from suitably qualified candidates for the following:

### **PUBLIC PARTICIPATION OFFICER - TASK GRADE11**

*Salary Scale: R302 960.65 –R334 774.30 per annum*

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

- Diploma/Degree in Public Management or Equivalent
- At least 2 years related working experience.
- A valid Code B Driving Licence
- Be Computer Literate

#### **Key Performance Areas**

- Conducting of public meetings with communities around Nyandeni Local Municipality.
- Training of Ward Committees and monitoring their functionality.
- Conducting Civic Education Training.
- Coordinating on Back to Basics.
- Co-ordinating Mayoral Imbizos and other Stakeholder engagements.
- Management of Petitions.
- Developing Targets around Public Participation and Petitions Matters.
- Consolidating Reports based on targets.
- Coordinating the involvement of communities in the affairs of the Municipality.

**NB:** Certified copies of qualifications, driver's license, ID, and CV must accompany the application letter. Failure to submit documents listed above will

result in disqualification. People with disabilities are encouraged to apply and disclose the nature of their disability. Hand delivered applications should be sent to the Registry Office at Nyandeni Local Municipal Office at Libode. The words “**APPLICATION FOR VACANCY**” should appear on the same side of the envelop but separate from the address in the same envelop so as to sensitise the Registry Office of the closing date. Faxed applications will not be considered. Only shortlisted 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 councillors / 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 Municipal 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: **047 563 00/1** Contact Person Ms. N. Madayi.

**CLOSING DATE FOR APPLICATIONS: 16 FEBRUARY 2018 @ 12h00**

**MRS. N. NOMANDELA  
MUNICIPAL MANAGER**