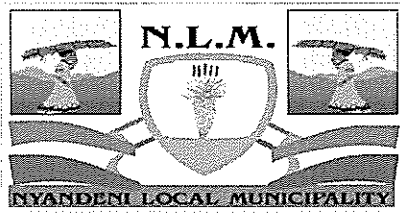


# NYANDENI LOCAL MUNICIPALITY

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

**POSTAL ADDRESS:**  
Private Bag X 504  
LIBODE  
5160



Tel: 047 5555 016  
047 5555 001  
047 5555 028  
Fax: 047 555 0202

Email: [tshisat@nyandenimun.gov.za](mailto:tshisat@nyandenimun.gov.za)

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

28 June 2023

## EXTERNAL VACANCY ADVERTISEMENT

1 OF 2023/24

Nyandeni Local Municipality invites applications from suitably qualified and competent individuals for appointment to the following post:

### 1. PUBLIC PARTICIPATION OFFICER - TASK GRADE 11

*Salary Scale: R 398 258, 00 – R 440 079, 00 per annum*

#### Requirements of the post:

- ✓ National Diploma in Public Management or relevant equivalent qualification
- ✓ At least three years' relevant experience in Local Government
- ✓ Valid driver's License Minimum Code 08

#### Key Performance Areas:

- ✓ Coordinates and support all public participations programs of the municipality and other spheres of government in terms of secretariat services and logistical arrangements
- ✓ Responsible for the establishment, functioning, training, coordinating of Ward Committees and Administrators
- ✓ Responsible for establishment and functioning of public participation structures at ward level
- ✓ Responsible for stakeholder liaising and mobilization
- ✓ Responsible for the development and maintenance of stakeholder database
- ✓ Responsible for coordination and support (together with CoGTA) of Community Development Workers
- ✓ Responsible for complaints and petition management in support of the Speakers Office
- ✓ Responsible for the coordination and support to the programs of Traditional Leaders and Moral Regeneration Movement
- ✓ Coordinates the Civic and Voter Education program

- ✓ Ability to coordinate senior multi-disciplinary teams in the engagements with Communities and Stakeholders
- ✓ Prepare monthly (or when required) reports with portfolio of evidence for submission to the immediate superior

## 2. TOURISM OFFICER TASK GRADE 11

*Salary Scale: R 398 258, 00 –R 440 079, 00 per annum*

### Requirements of the post:

- ✓ Grade 12
- ✓ National Diploma in Tourism
- ✓ Driver's License code 08
- ✓ A minimum of 3 years' experience in Local Government
- ✓ Computer Literacy

### Key Performance Areas:

- ✓ Coordinating broader based stakeholder workshops to seek ideas establish priorities and determine strengths, weaknesses and threats.
- ✓ Coordinating the formulation of plans detailing interventions, actions and timelines guiding the delivery and/ or execution of activities.
- ✓ Coordinating and implementing Tourism and Economic Development project proposals and applications.
- ✓ Preparing reports summarizing findings and submit to the immediate superior for further processing.
- ✓ Interacting with advertising and promotional agencies with a view to administer the approved development of promotional and advertising materials for specific programs and events.
- ✓ Coordinating and setting up tourism display stands at exhibitions, promoting the capabilities of the area using various communication mediums (print, audio-visual, etc.).
- ✓ Maintaining and updating information on events/ programs planned for the region and responds to enquiries/ queries from tourist/ public.
- ✓ Interacting with Tourism organizations, official bodies and investors, making available information on key local government initiatives and the benefits of investing in the region.
- ✓ Providing support to schools and communities with the implementation of Tourism curriculum and awareness programs through participation and making available guidelines and information.
- ✓ Interacting with the established local tourism business sector to elicit support with job creation and poverty alleviation initiatives.
- ✓ Identify potential and existing conflict situations relating to Tourism activities and report to the immediate superior.
- ✓ Provide backup information and support to immediate superior during resolution of potential and existing conflict.

### 3. VIP OFFICER - TASK GRADE 08

*Salary Scale: R301 635, 00 - R333 501, 00- per annum*

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

- ✓ Grade 10/STD 8
- ✓ Valid driver's License, Minimum Code 08
- ✓ Basic VIP/SAPS/Security/Military training
- ✓ Fire Arm Competence Certificate Course
- ✓ Security Officers qualification/ certification (Level C) recognized by the South Industry Regulatory Authority
- ✓ Minimum work experience: 2 years in the Security environment
- ✓ No criminal record

#### **Competencies:**

- ✓ Good customer and interpersonal skills
- ✓ Shows resilience, even in difficult circumstances. Prepared to make difficult decisions and has the confidence to see them through.
- ✓ The ability to identify and deal with ethical issues and conflicts of interest.
- ✓ Must demonstrate awareness of the municipality's key drivers, impacts on service delivery and understands the political undertones and consequences
- ✓ Display ability to gather information, analyze issues and deal with complexity and ambiguity

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

- ✓ Performs specific proactive and reactive policing and security related activities associated with protection and movement of the Speaker in the course of executing his/her duties
- ✓ Performs specific proactive and reactive policing and security related activities associated with protection of Municipal Property and assets
- ✓ Updating occurrence registers inserting details of incidents and activities attended to.
- ✓ Completing procedural documentation inserting the relevant details to log and confirm usage/ return of official vehicles, firearm and ammunition, etc.
- ✓ Conducting immediate risk assessment and threat analysis and rendering of a 24 hours rapid response service.
- ✓ Communicating with the Immediate Superior on perceived threats and/ or imminent risk incidents, reporting the situation and/ or interacting with the South African Police Services on serious situations.
- ✓ Responding to distress calls or crime, relating to VIP protection, in progress notifications from the immediate Superior, analysing the situation and executing specific protection sequences at the scene (crowd control, arrests, etc.)

#### **4. GRADER OPERATOR - TASK GRADE 08**

*Salary Scale: R301 635, 00 - R333 501, 00- per annum*

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

- ✓ Standard 8 or Grade 10
- ✓ Code C1 driving license + PrDP.
- ✓ Certification of competency in the operation of Grader/Heavy Plant.
- ✓ Minimum experience required is 3-years

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

- ✓ Receiving instructions and or details of tasks/ requirements from the immediate supervisor.
- ✓ Performs specific tasks/ activities at the prior to and on completion of allocated assignments by:
- ✓ Receiving instructions and or details of tasks/ requirements from the immediate supervisor.
- ✓ Inspecting safety devices, controls, lubricant levels, etc. on grader
- ✓ Communicating with the Supervisor and members of the community on site and confirming the requirements/ specifications.
- ✓ Driving and maneuvering the Grader and engaging controls to operate mechanisms to enable digging, demolition, loading and levelling sequences.
- ✓ Identify potential and existing conflict situations relating to grader activities and report to the immediate superior.
- ✓ Provide backup information and support to immediate superior during resolution of potential and existing conflict.

#### **5. SENIOR EXPENDITURE CLERK: TASK GRADE 08**

*Salary Scale: R301 635, 00 - R333 501, 00- per annum*

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

- ✓ National Diploma in Accounting or relevant Equivalent
- ✓ Certificate in Computer Literacy
- ✓ Minimum work experience: 2 years

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

- ✓ Check that Creditors are paid on the correct date,
- ✓ Verify that the amount due and banking details are correct
- ✓ Updating of Creditor and Commitment invoices on the Promun System before making payments

- ✓ Importing Creditors from the Promun System to Financial Institution (Bank) and do payment run
- ✓ Printing of Age Analysis report to check creditors that are overdue
- ✓ Facilitate the capturing of input and output VAT votes on the system.
- ✓ Review the relevant VAT forms with adjusted information, process and send the Accountant
- ✓ Facilitating the updating and filling of information document with pertaining to the expenditure administrative activities.

**NB!** Application for Employment Form for Nyandeni Local Municipality (not Z83) is available at [www.nyandenilm.gov.za](http://www.nyandenilm.gov.za) and Nyandeni LM offices at both Libode and Ngqeleni. A detailed CV must accompany the Application for Employment Form, Copies of qualifications, ID copy and valid driver's licence (**which may not be certified**). Failure to submit documents listed above will result in disqualification. Hand delivered applications should be sent to the Registry Office at Nyandeni Local Municipality Office at Libode and Reception at Ngqeleni Offices.

**Females, Coloureds, Indians, Whites and People with disabilities are encouraged to apply in line with the municipality's approved Employment Equity Plan. People with disabilities must disclose the nature of their disability in the space provided in the application form.**

The words "**APPLICATION FOR VACANCY**" should appear on the same side of the envelope but separate from the address in the same envelope to sensitize the Registry Office of the closing date.

**FAXED AND E-MAILED 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 filling of these vacancies if the Council feels no suitable candidate found or there are changes in operational requirements.

Canvassing of Councillors/Management is not permitted and proof thereof will result in disqualification. **Qualification verification and Criminal record** checks will be conducted to shortlisted candidates.

**NB:** In submitting any information or documentation requested above or any other information that may be requested pursuant to this advertisement, you are consenting to the processing by Nyandeni Local Municipality of your personal information contained therein, as contemplated in the Protection of Personal Information Act, No. 4 of 2013 (POPI Act) and its Regulations. Nyandeni Local Municipality also commits to handle all the submitted personal information in compliance with the POPI Act and in line with her POPI Compliance Policy. The POPI Compliance Policy is available on request or can be downloaded on the municipal website [www.nyandenilm.gov.za](http://www.nyandenilm.gov.za)

Applications clearly marked "Application for Employment" should be addressed to:

**The Municipal Manager  
Nyandeni Local Municipality  
Private Bag X504  
LIBODE 5160**

For enquiries, contact **Corporate Services Department** at **047 555 5028/24** and at **Ngqeleni Offices** at **047 568 0300/1**

**CLOSING DATE FOR APPLICATIONS: 25 July 2023 @ 15h00**



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**Z. MASUMPA  
MUNICIPAL MANAGER**