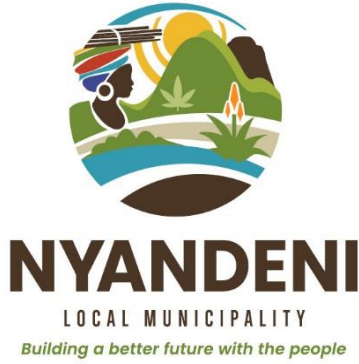


NYANDENI LOCAL MUNICIPALITY
Municipality Building,
B.N. Nomandela Drive,
Libode 5160



T 047 555 5000
E nyandeni@nyandenilm.gov.za
www.nyandenilm.gov.za

Enquiries: T. Tshisa- Ndamase

EXTERNAL VACANCY ADVERTISEMENT

01 OF 2024/25

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

1. MANAGER: PUBLIC SAFETY - TASK GRADE 16

Salary Scale: R 686 699, 00 – R756 501, 00 per annum

Requirements of the Position:

- ✓ National Diploma in Public Management or equivalent NQF 6 Qualification
- ✓ Traffic Officers Diploma from a recognized institution.
- ✓ Code B Driver's license.
- ✓ Certificate in Computer Literacy
- ✓ Fire Arms License
- ✓ 5 Years relevant experience
- ✓ No criminal record

Key Performance Areas:

- ✓ Managing the implementation, monitoring, evaluation and reporting sequences of outcomes related to the provision of a Law Enforcement and Traffic (law and order & crime prevention, Licensing), and Licensing service in order to ensure that the objectives of the SDBIP and IDP objectives are accomplished.
- ✓ Keeping abreast with legislation developments in Public safety environment
- ✓ Developing the annual and operational budget for the Public Safety Section.
- ✓ Developing and reviewing policies and procedures in terms of the Public safety section
- ✓ Defining the role boundaries, workflow processes and job design against laid down service delivery requirements.
- ✓ Participating in meetings, conferences, seminars, and reports back to Council's sub committees and committees, Public safety, business support groups.
- ✓ Outlining specific proposals associated with the Public safety functionality and responding to issues/ concerns on service delivery.



- ✓ Inspecting work sites, conducting observations of work sequences, and determining extent of awareness of specific protocols and / or the need for corrective / remedial measures.
- ✓ Discussing and investigating workplace accidents/ incidents, seeking reasons from personnel on any non-compliance/ deviation and providing direction on courses of action for execution.
- ✓ Managing the organising of roadblocks and other combined enforcement projects together with the SAPS for crime prevention initiatives.
- ✓ Managing the monitoring of traffic bottlenecks caused through accidents, breakdown or peak hour congestion.
- ✓ Interacting with personnel for specific services to remove obstacles or contain specific disasters to facilitate traffic flow.
- ✓ Defining and adjusting the role boundaries, workflow processes and job design against laid down service delivery requirements.

2. EXPANDED PUBLIC WORKS PROGRAMME (EPWP) OFFICER -TASK GRADE 11

Salary Scale: 419 764, 00 – 463 843, 00 per annum

Requirements of the post:

- ✓ National Diploma in Civil Engineering
- ✓ Certificate in Project Management will be an added advantage
- ✓ Valid Code 08 driving license
- ✓ Computer Literate :MS Applications
- ✓ 3 years relevant experience

Key Performance Areas:

- ✓ Participate in the identification of projects to be implemented as detailed in Integrated Development Plan and SDBIP objective against legislation outlining the implementation of the Expanded Public Works Programme (EPWP).
- ✓ Identifying risk areas, developing a strategy to counter risks and monitoring risks, updating the risk management plan and conducting post implementation review of EPWP projects.
- ✓ Registering of projects as being EPWP compliant through the Department of Labour and Department of Public Works for execution.
- ✓ Preparing programme of works for the Labour Intensive Construction projects
- ✓ Compiling of EPWP Project List and maintaining project database on labour statistics and other related key performance indicators required by EPWP.
- ✓ Identifying and attending to any project constraints, which may prohibit the successful completion of the project.
- ✓ Coordinating training and workshops on the implementation of the EPWP, including assisting with the implementation of the Learnership Training Programme for the

Municipalities.

- ✓ Initiating project priorities and submit to immediate superior and for further processing.
- ✓ Preparing reports referring to statistical data and qualitative information gathered through project/ programme investigations and site inspection.
- ✓ Maintaining procedural records and registers of inspections and incidents and, providing details during internal assessments.
- ✓ Participating in various meetings and provides comments and opinions on matters related to the EPWP and the alignment and delivery of projects and programmes, and resolving of labour disputes.
- ✓ Responding, to enquiries and concerns on service delivery from the general public, councillors, research government departments, through the collection of factual information and/ or conducting the necessary investigation.

3. PROTECTION : VIP OFFICERS X 2 -TASK GRADE 08

Salary Scale: R317 923, 00 – R351 510, 00 per annum

Requirements of the post:

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

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.)

NB! Application for Employment Form for Nyandeni Local Municipality (not Z83) is available at 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

Applications clearly marked “Application for Employment” should be addressed to:

**THE ACTING MUNICIPAL MANAGER
NYANDENI LOCAL MUNICIPALITY
PRIVATE BAG X504
LIBODE 5160**

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

CLOSING DATE FOR APPLICATIONS: 16 August 2024 @ 15h00

**S. MVUNELO
ACTING MUNICIPAL MANAGER**