



UMASIPALA **MTHONJANENI** MUNICIPALITY
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Applications are invited from suitable qualified persons for the following position:

MANAGER COMMUNITY SERVICES

SALARY NOTCH T14: R 403 135.32-R 523 305.00 per annum

ESSENTIAL REQUIREMENTS:

- Grade 12
- A Bachelor's degree in Social Sciences, Public Administration, or any relevant qualification.
- 3 years' experience, at least 2 years' experience on the field of Community and Social Services.
- Computer literate, people orientation, problem solving, community liaison, strategic thinking, conflict handling, good verbal and written communication and budgeting skills and ability to work in a team are essential.
- Experience in event planning and implementation management
- Valid South African driver's license.

KEY PERFORMANCE AREAS

- Co-ordinates and controls the outcomes associated with utilization, productivity and performance of personnel within the Community Services Department.
- Communicating on audit findings and recommendations and institutes the necessary investigational or corrective measures and manage the budget of the section.
- Implement the Integrated Development Plan (IDP), Service Delivery Implementation Plan (SDBIP) as well as strategic goals of the Community Services Department.
- Assisting in networking for opportunities between the community and Non-Government and Government developmental organisations, using formal and informal channels and liaise with internal and External stakeholders.
- Ensuring Community participation in respect of all the activities undertaken by the various Divisions of the Community Services Department in terms of the provisions of the Municipal Systems Act.
- Establish, operate, and maintain support structures, processes, and systems for the sections under Community Services
- Develop and monitor systems, policies, procedures, and processes for the Community Section and manage performance of employees in the Section by implementing Human Resources Policies procedures.
- Perform other related duties as instructed by supervisor/ superiors

Further information can be obtained from the Human Resources Office on Tel 035 450 2082, applications consisting of a comprehensive CV, covering letter and certified copies of qualifications and ID should be submitted to: The Municipal Manager, Mthonjaneni Municipality, PO Box 11, Melmoth, 3835 or hand delivered to 41 Symmonds Street, Melmoth 3835.

Should you not be contacted within a period of thirty days after the closing date, your application should be deemed as unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant.

No emailed or faxed applications will be accepted.

CLOSING DATE: 17 June 2022


MR. Z.S. MTHETHWA
MUNICIPAL MANAGER