



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASE-NDWEDWE

DEPARTMENT	: CORPORATE SERVICES
POSITION	: SENIOR COMMITTEE CLERK
NATURE OF APPOINTMENT	: PERMANENT
TASK GRADE	:08
SALARY NOTCH	: R 204 851.63
SALARY SCALE	: R204 851.63 – R265 883.33
REF. NO	:KZ293 CORP022

KEY REQUIREMENTS

The incumbent must have Matric, Diploma in Public Administration Qualification or an equivalent qualification with one (1) experience in Administration.

KNOWLEDGE, SKILL & COMPETENCY

- Computer Literacy
- Good communication skills both verbal and written

KEY RESPONSIBILITIES

- Performs administrative activities associated with preparation of documents and correspondence for circulation, by recording and updating registers of attendees to Committee meeting and, extracting and forwarding information on request
- Provide Secretarial support to various committees/sub-committee sitting and Forums by: Communicating with office to establish items for inclusion on the agenda and submission of investigational/ general reports and proposals supporting agenda items.
- Filing of Committee documents using approved archives policy.
- Attend to queries related to standing committees.
- Develop and update schedule of meetings.
- Circulate resolutions to relevant departments.
- Booking of accommodation for meetings outside the Municipality premises
- Liaise with all relevant stakeholders

BENEFITS

- 13th cheque, leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy

CLOSING DATE: 24 NOVEMBER 2022

If you meet the requirements submit the application on a form obtainable on request or www.ndwedwe.gov.za accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be forwarded to: **Acting Municipal Manager, Ndwedwe Local Municipality Private Bag x 503, Ndwedwe 4342, Attention to: Mrs. MG Mthembu- Manager Human Resources.**

Faxed, e-mailed, Z83 form late applications will not be considered.

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful. The Municipality subscribes and promotes the principles of employment equity and affirmative action.



MR. DSG KHUZWAYO
ACTING MUNICIPAL MANAGER

02/11/2022

DATE



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASE-NDWEDWE

DEPARTMENT	: MUNICIPAL MANAGER
POSITION	: PUBLIC PARTICIPATION OFFICER
NATURE OF APPOINTMENT	: PERMANENT
TASK GRADE	:12
SALARY NOTCH	: R 361 898.25
SALARY SCALE	: R 361 898.25-R469 763.21 pa
REF. NO	:KZ293 MM009

KEY REQUIREMENTS

The incumbent must have Matric Certificate and a three-year National Diploma/Degree in Public Administration/ Political Science or relevant qualification, appropriate minimum of two (2) years relevant working experience within in Public/Local Government Sector. Valid Driver's license minimum Code B.

KNOWLEDGE, SKILL & COMPETENCY

- Report writing skills. Understanding of Labour Relations environment and legislation.
- Good Coordination and Communication Skills.
- Honesty and integrity.
- Ability to work under pressure.
- Computer Literacy.

KEY RESPONSIBILITIES

- Discussing and prioritizing programmed action for specific participatory and development initiatives, verifying resource allocations and execution procedures.
- Checking and commenting on the adequacy of budgetary provisions to support social upliftment and development plans and programs and/ or, monitoring expenditure and payment to service providers.
- Compiling reports containing qualitative and quantitative information on the status of specific deliverables and/ or planned courses of action to support objectives for consideration and inclusion into funding proposals for programs and/ or relief initiatives.
- Keeping abreast of changes to legislative requirements pertaining to social responsibility and providing input into the alignment of Social Services forward plans and/ or amendments to specific policies. Encouraging the formation of Forums and Communities to promote engagement and discussion on community priorities and concerns.
- Interpreting community priorities and requirements against plans and programs and analyzing alignment options.
- Receiving feedback with respect to program deliverables and resolving or forwarding queries/ concerns for attention.
- Visiting communities to establish specific needs and/ or communicating with Provincial and National Departments in respect of the implementation or adequacy of social relief and upliftment programs.
- Using specific communication mediums to encourage youth participation and/ or involvement in the organization of programs and events.
- Participating in various meetings (internal and external forums) and provides comments/ opinions on matters affecting or concerning deliverables
- Responding through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on delivery from the general public, councilors, government departments, etc.
- Collaborating with external departments/ agencies (Department of Arts and Culture; Social Welfare) on specific issues pertaining to the implementation of social upliftment and developmental plans and programs.

BENEFITS

- 13th cheque, leave, 100% Retirement Annuity Fund Contribution by Employer, Pension, Medical Aid, Housing subsidy

CLOSING DATE: 24 November 2022

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