



MANDENI LOCAL MUNICIPALITY

INTERNAL AND EXTERNAL CAREER OPPORTUNITY

The following vacancy exists for a suitably qualified and experienced person to join the staff of the Mandeni Municipality within the Department of Community Services & Public Safety.

SUPERVISOR: COMMUNITY FACILITIES (PERMANENT APPOINTMENT)

Basic Salary: **Task Grade 12 (R259 872 per annum)**

Ref no. PN 42/2018

Minimum Requirements:

- Matriculation Certification (Grade 12)
- Computer Literacy
- Code EB Driving License
- Track record of supervisory experience
- Facilities supervisory experience will be an added advantage

Knowledge:

- Knowledge of facilities management
- Effective Communication, interpersonal, negotiation, facilitation and conflict management skills.

Roles and Responsibilities Includes:

- Oversees the usage of all community facilities
- Establishes the general services/ requirements associated with the operation and maintenance of community facilities
- Controls accounts and running costs of the facilities with the Superintendent: Parks, Gardens & Community Facilities.

Executive Committee

Cllr. SB Zulu (Mayor) | Cllr. PM Sishi (Deputy Mayor) | Cllr. MPP Zungu (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. NF Ntuli | Cllr. LR Mdletshe | Cllr. X Mdetshe | Cllr. MS Mdunge | Cllr. M Shelembe



- Undertakes general administration duties in conjunction with the Superintendent: Parks, Gardens & Community Facilities.
- Completes internal procedural documentation and records (e.g. requisitions, inspection checklists, timesheets),
- Conducts general and/ or routine building safety and maintenance inspections of the amenities and attends to reports of incidents
- Attends to queries/ enquires and with respect to requirements and procedures related to the activities.

BENEFITS:

Pension fund, medical aid, leave benefits, housing benefit, 13th cheque.

Enquiries must be directed to: Ms. ZP Mngadi (Director Corporate Services); Tel: (032) 456 8200.

Please forward your application form and full CV with certified copies of certificates, quoting the relevant reference number to: Human Resources, P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher Road; Mandeni.

NB: Faxed and e-mailed applications will not be considered.

The closing date for applications will be **Friday 04 May 2018 at 12h00.**

If you do not hear from us within 30 days of the closing date consider your application as unsuccessful.

Application forms are available on the Mandeni Municipal Website www.mandeni.gov.za or at any Municipal building.

The municipality is an equal opportunity, affirmative action employer. The municipality reserves the right not to make appointment and canvassing of political



office bearers will disqualify you as a potential candidate. Communication will be limited to shortlisted candidates.


SG KHUZWAYO
MUNICIPAL MANAGER