

MANDENI LOCAL MUNICIPALITY

INTERNAL AND EXTERNAL VACANCY

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent persons for appointment to the following position

DEPARTMENT : MUNICIPAL MANAGERS OFFICE
POSITION : PERFORMANCE MANAGEMENT SYSTEM CLERK
TASK GRADE : T08
SALARY NOTCH : R 167 624 per annum
SALARY SCALE : (R167 624 pa – R 217 581 pa)
CLOSING DATE : 19 July 2019 @ 12H00
REF NO : PN 35/2019

MINIMUM REQUIREMENTS:

- Grade 12 plus Diploma in Administration/Human Resource Management/ Business Management Systems
- Good knowledge and computer application of (MS Word, Excel, PowerPoint & Internet).
- 2 years relevant experience in office administrative environment of which 1 year should be a verifiable working experience in the field of performance monitoring & evaluation within local government.

SKILLS

- Have good communication and writing skills.
- Must maintain confidentiality and be able to remain calm under pressure.
- Have good interpersonal relation skills.
- Have good planning skills.

DUTIES:

- Provide specific administrative support to the PMS unit associated with preparation, typing, photocopying, circulation, safekeeping and retrieval

Executive Committee



- of documents/correspondences and communicating with officials sourcing and making available routine information pertaining to scheduled activities of the Section.
- Organising, confirming and scheduling meetings, appointments with internal /external departments, officials.
 - Arranging venues for meetings and attending to catering/ refreshments requirements
 - Preparing notification, agendas and minutes of specific meetings relating to PMS and attending to the distribution for collection of documentation prior to meetings
 - Filing of PMS information and maintaining stock, and stationery
 - Completion of requisition orders to facilitate replenishment of items prior to depletion
 - Provide support to the Departments when conducting workshops with managers to facilitate the understanding of the system and its application in defining and measuring organizational goals and accomplishment.
 - Interacting with managers and making available information on the system and/ or explanations on application where necessary.
 - Provide technical support to the Executive Directors during reviews and evaluation sessions
 - Maintaining the performance monitoring and evaluation record-keeping system, updating files with correspondence and instructional documentation and, accessing relevant information or retrieving records to facilitate audits.
 - Provide administrative support and coordinate Back to basic programme for both national and provincial COGTA, and ensure that all Back to basics reports monthly and quarterly are submitted to COGTA
 - Collating and preparing reports outlining accomplishment of targets and standards and/ or commenting on specific deviations from agreed outcomes.

BENEFITS:

All standard Municipal Fringe benefits which *inter-alia* includes a Housing Subsidy, Medical Aid, and Pension fund would be applicable to the above post.

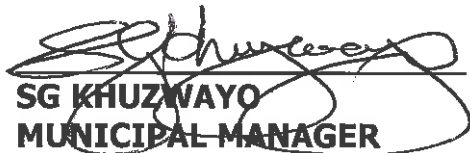
DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Mrs. NW Ntuli (Manager: Human Resource and Council Support); 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.** 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.

NB: The municipality is an equal opportunity affirmative action employer. The municipality reserves the right not to make appointment. No canvassing of Councillors or Officials concerned is allowed as that may lead to the automatic disqualification of the candidate.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE: 02/07/2019