



## MANDENI LOCAL MUNICIPALITY CAREER OPPORTUNITY

The following vacancy exists for a suitably qualified and experienced person to join the staff of the Mandeni Municipality within the Department: Economic Development, Planning and Human Settlements.

### Local Economic Development Officer

**Basic Salary: Basic Salary: Task Grade 12 (R 259 872 – R 337 332) per annum**

**PN 56/2017**

#### REQUIREMENTS:

- Diploma or B Degree in Economics/ Business Economics /Public Admin
- Code B Driving License
- Computer Literacy
- 2-3 years relevant experience with specific focus on enterprise development/ rural development
- Ability to communicate in IsiZulu and English language is essential
- Understanding of developmental local governments and entrepreneur development

#### KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

- Excellent organizing and communication ability and interpersonal skills (tact, diplomacy and initiative)
- Be able to work independently and display good time management and administration skills
- Have sound written and verbal communication skills
- Knowledge and clear understanding of Local Government environment and processes
- Good communication and presentation skills
- Project management and report writing skills
- Should be able to work with different institutions (Government and Private Sector)

#### RESPONSIBILITIES:

The successful candidate will report directly to the LED Manager

#### Executive Committee

Clt. SB Zulu (Mayor) | Clt. PM Sishi (Deputy Mayor) | Ex Officio Clt. MPP Zungu (Speaker)  
Clt. NF Ntuli | Clt. LR Mdletshe | Clt. X Mdletshe | Clt. MS Mdunge | Clt. M Silempo



- Provide the assistance in development and implementation of Sectional Operational Plans and Budget.
- Conduct Research on plans/ projects assist in formulation of business plans.
- Assist with developing and implementing strategies to source and access funding for unfunded projects.
- Coordinate and support community based projects.
- Co-ordinates and executes specific project/ programme requirements and monitor implementation of projects.
- To attend general community enquiries and provide appropriate technical advise
- Conduct Research on business opportunities within Mandeni
- Promote Public Private Partnerships
- Perform any other duty as instructed by the manager

**BENEFITS:**

Pension fund, medical aid, attractive leave conditions and 13<sup>th</sup> cheque and housing subsidy (terms and conditions apply).

**Enquiries must be directed to:** Ms. BL Zondo (Manager Human Resource and Employee Relations); tel: (032) 456 8200.

**Please forward your application form and full CV with photocopies 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 15 September 2017 at 12:00 midday.**

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](http://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.**

  
SG KHUZWAYO  
ACTING MUNICIPAL MANAGER