



Office of the Municipal Manager

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MANDENI LOCAL MUNICIPALITY INTERNAL/ 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 : OFFICE OF THE MUNICIPAL MANAGER
**POSITION : PERFORMANCE MANAGEMENT SYSTEM OFFICER-
ORGANISATIONAL (PERMANENT APPOINTMENT)**
TASK GRADE : T10
SALARY NOTCH : R 258 334 per annum
SALARY SCALE : (R 258 334 pa – R 335 336 pa
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : FRIDAY, 24 NOVEMBER 2023 @12:00pm
REF NO : PN 113/2023

MINIMUM REQUIREMENTS:

- Grade 12 plus National Diploma in Administration/Human Resource Management/ Business Management Systems
- Good knowledge and computer application of (MS Word, Excel, PowerPoint & Internet).
- 3 years relevant experience in office administrative environment of which 2 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:

- Must ensure that the daily work is done to satisfaction and to achieve the objectives of Council
- Responsible for develop and maintain an overall Performance Management System
- Develop and maintain system to manage Employee Performance

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. SZ Mdletshe | Cllr. ST Magwaza | Cllr. M. Shelembe | Cllr. MS Mdunge | Cllr. M. Mthembu



- Develop and Maintain Institutional Performance system
- Ensure adherence to specific legislated requirements contained in the Municipal Systems Act, Municipal Finance Management Act and other relevant regulations and circulars Organizational PMS and Employee PMS
- Process PMS Data preparation, capturing and storage
- Perform Administrative functions
- Perform any other duties as instructed by supervisor

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 Director Corporate Services; tel: (032) 456 8200. **Please forward your application form and full CV with photocopies of certificates, quoting the relevant reference number and attach proof of residence on the prescribed form obtained from Mandeni Municipal Website 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. Certified copies of certificate will be submitted by the shortlisted candidates.** 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. Mandeni residents will be given first preference.

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: 10/11/2023