



MANDENI LOCAL MUNICIPALITY INTERNAL/EXTERNAL VACANCY

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

DEPARTMENT : COMMUNITY SERVICES AND PUBLIC SAFETY
POSITION : BY- LAW ENFORCEMENT OFFICER (PERMANENT APPOINTMENT)

TASK GRADE : T 08

(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)

SALARY NOTCH : R 203 808 per annum

SALARY SCALE : (R 203 808 pa – R 264 550 pa)

CLOSING DATE : FRIDAY, 24 MAY 2024 @ 12:00 pm

REF NO : PN 33/2024

MINIMUM REQUIREMENTS:

- Grade 12
- Basic training qualification attained.
- Valid code EB Driver's License
- No criminal record
- Candidate must be familiar with the Mandeni Local Municipality wards.

KNOWLEDGE, SKILLS AND COMPETENCY

- Ability of focus on the customer and provide a high-quality service that is tailored to meet differing needs in the communities served.
- The ability to identify and deal with ethical issues and conflicts of interest.
- The ability to establish and maintain productive relationships with people within and outside of the Municipality.
- Deals confidently with members of the public, drawing on own skills and experience.
- Be able to communicate in English and isiZulu.



- Computer literacy will be an added advantage.

Key Performance Areas

- Undertakes specific activities during emergencies.
- Patrolling and observing the streets and suburban areas and identifying with non-conforming practices
- Serving of notices/summons to offenders and/or executing warrants of arrest issued by the court in terms of the Criminal Procedures Act
- Enforces specific by-laws, illegal informal trading and safety regulations.
- Identifying non-conformance and conducting the necessary investigations including complaints relating to animal or noise nuisance
- Completes specific reports, statutory documentation and registers.
- Recording the statements of witnesses and offenders and/ or completing details of offences/ contraventions prior to issuing the fines
- Attends to queries and with respect to requirements and procedures related to the activities.

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 Manager HR and Administration; 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. People living with disability are encouraged to apply.


SG KHUZWAYO
MUNICIPAL MANAGER
DATE: 08/09/2024