



Office of the Municipal Manager

Tel 032 456 8200
Fax 032 456 2504 / 086 568 9741
Email ceo@mandeni.gov.za

2 Kingfisher Road, Mandeni, KwaZulu Natal, 4490, South Africa
PO Box 144, Mandeni, 4490

www.mandeni.gov.za

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 : COMMUNITY SERVICES AND PUBLIC SAFETY
POSITION : SUPERVISOR FACILITIES (PERMANENT APPOINTMENT)
TASK GRADE : 12
SALARY NOTCH : R 401 049 PER ANNUM
SALARY SCALE : (R 401 049 pa – R 520 584 pa)
(Subject to implementation of 2020 T.A.S.K. job evaluation final outcome result)
CLOSING DATE : FRIDAY, 15 AUGUST 2025 @12:00 PM
REF NO : PN 62/2025

MINIMUM REQUIREMENTS:

- NQF Level 6/Diploma Public Management or Public Administration
- Matric
- Code EC driving license. PrDP
- Certification in Basic First Aid
- 3-4 Years experience in administration

KNOWLEDGE, SKILLS AND COMPETENCY:

- Municipal Policies and Procedures – Understanding municipal regulations, by-laws, and service delivery standards relevant to facilities management.
- Occupational Health and Safety (OHS) – Knowledge of workplace safety standards, hazard identification, and risk management procedures.
- Building and Grounds Maintenance – Familiarity with maintenance requirements, infrastructure upkeep, and basic repair techniques.
- Public Facility Management – Knowledge of managing public halls, community centres, sport fields, parks, and municipal offices.



DUTIES:

- Inspect municipal buildings and facilities regularly to ensure cleanliness, safety, and compliance with standards.
- Oversee the use of facilities during events or programs to ensure compliance with municipal policies.
- Monitor and manage municipal equipment and assets within facilities (e.g., air conditioners, chairs, tables, tools), report damaged or missing assets and request replacements.
- Support municipal programs and initiatives by providing access to venues and ensuring readiness of facilities.
- Communicate issues requiring urgent attention or budgetary consideration.
- Ensure all municipal buildings comply with Occupational Health and Safety regulations.
- Co-ordinates specific requirements associated with the general Maintenance and/ or refurbishment and repairs to interior/ exterior surfaces.
- Ensure all facilities are secure after hours, including locking doors and switching off utilities, liaise with law enforcement or municipal security services when needed.
- Oversee and manage bookings for halls, parks, community centres, and sports fields.
- Act as a point of contact between the municipality and community members using the facility.

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 Human Resource and Administration; tel: (032) 456 8200. Apply online using Mandeni Municipal Website www.mandeni.gov.za **and attach full CV, photocopies of certificates, quoting the relevant reference number. Certified copies of certificates will only 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.



NB: The municipality is an equal opportunity affirmative action employer and reserves the right not to make appointment.


SG KHUZWAYO
MUNICIPAL MANAGER

DATE : 31/07/2025