



Mafube Local Municipality

OFFICE OF THE MUNICIPAL MANAGER

64 J.J Hadebe Street
P O Box 2
FRANKFORT, 9830

Phone : 058 813 8110
Fax : 058 813 3072
E-mail: info@mafubemunicipality.gov.za

Enquiries: Mr. I. Ngozo

OUR REF: 10/1/1

Date: 31st August 2022

EXTERNAL ADVERT

MAFUBE LOCAL MUNICIPALITY INVITES APPLICATIONS FROM SUITABLY QUALIFIED CANDIDATES WITH THE NECESSARY DRIVE, ENTHUSIASM AS WELL AS DEMONSTRATING COMPETENCY AND ABILITY TO PERFORM THEIR BEST, TO APPLY FOR THE FOLLOWING VACANCY. APPOINTMENTS WILL BE MADE IN LINE WITH THE MAFUBE LOCAL MUNICIPALITY'S EMPLOYMENT EQUITY POLICY

5. Directorate : Office of the Speaker
Post : Ward Coordinator
Salary : R233 196.03 (Level 5/4) per annum
Duration : Fixed term contract linked to the term of office of the Public Office Bearer
Location : Frankfort
Ref : 10/1/5

Qualifications and Experience

Grade 12. At least 3 years experience in Community Development activities. Computer literacy. Valid Driver's license. Good understanding of local government.

Duties and Responsibilities

Support the coordination and facilitation of Public Participation programmes and initiatives including ward committees. Support the mobilization of communities to participate meaningfully in the IDP Budget process. Provide administrative and logistical support to the Public Participation Unit initiatives including Ward Committees; Distributing and delegation of all e-mails in an accurate and timely manner. Scheduling and setting up of meetings & appointments. Noting and drafting of meetings as and when required. Prepare and distribute various internal reports. Ensure that all incoming calls and clients are handled in an efficient and courteous manner. Assist with the Preparation and submission of monthly sectional reports to the Manager. Any other duties that may be assigned by the superior/manager.

Please note: Applications will not be acknowledged, should you not be contacted within three (3) months after the closing date of the advertisement, please consider your application unsuccessful. Qualifications and SA citizenship checks will be conducted on all short-listed candidates. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA) and to attach the proof thereof. The municipality subscribes and promotes the principles of employment equity and affirmative action. The Municipality reserves the right not to make an appointment if, in its view, no suitable candidate could be found. Only candidate who meet the above mentioned competencies will be shortlisted. Successful candidates will be subjected to competency assessments, qualification verification, security vetting and criminal records checking.

Forward your applications to:

The Municipal Manager, Mr. L.J. Ralebenya
Mafube Local Municipality

P.O Box 2
Frankfort, 9830

Or


Hand deliver applications at:

Municipal Building
64 JJ Hadebe Street
Frankfort, 9830

Applications must be accompanied by a signed covering application letter, a comprehensive CV and originally certified copies of: (ID) Identity Document, Driver's License and Qualifications.

NB: Faxed, e-mailed and late applications will not be considered

Enquiries: Mr. Isaac Ngozo (Acting Director Corporate Services), Tel: 058 813 8110/066 484 6747
Closing date: 22nd September 2022


Mr. C. J. Ralebenya
Municipal Manager