



Ntabankulu Local Municipality is situated in the Alfred Nzo Region is an equal opportunity employer and require the services of the suitable qualified person to fill in the under mentioned post.

1. Manager Public Participation (3 year fixed term contract)

Annual Remuneration Package: R865 660.17

Minimum Requirements:

- Matric, ND/Bachelor's degree in Public Management/Administration/Political Science/Social Science or equivalent qualification. Computer literate
- Minimum of three years relevant experience at Officer Level.
- Valid driver's license minimum code B.

Key Performance Areas

- Provisioning of support to the Speaker and remaining of all council legislative duties
- Researching and draft the Speaker's speeches and presentations
- Manage Public Participation including Ward committees
- Manages the speaker's office to ensure legislative compliance
- Manage social facilitation by training communities on Human Rights
- Manage community petitions programme by keeping register and monitor resolution thereof
- Financial control of projects and operating budgets
- Ensure compliance of all municipal projects, performance Management system, policies and procedures of the municipality.

To apply for the above mentioned post: Covering letter must be accompanied by a detailed CV, original certified copies (not older than three months) of academic qualifications, copy of an identity and driver's license. The short listed candidates may be subjected to security and reference check.

Failure to comply with the above will disqualify your application. Ntabankulu Local Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) in the municipality. The municipality reserves the right not to fill the advertised position if feels not satisfied with candidates. If candidate do not receive communication from the municipality within 30 days from the closing date of the advert consider your application unsuccessful. Applicants shall be penalized for canvassing the municipal employees or any stakeholder for appointment. Appointed applicant shall be based in Ntabankulu Local Municipality main sites.

Please forward all applications to: **Miss L. Nonyongo, The Municipal Manager, Ntabankulu Local Municipality, Private Bag x 504, Ntabankulu, 5130.** Or applications may be hand delivered to the Main HR office at Erf 85 Main Street, Ntabankulu, 5130.

Faxed or emailed applications will not be considered. Enquiries must be directed to Ms N Ntlahla (Director Corporate Services) at 039 258 2422/063 681 6825. **Closing date: 27 September 2019**

Approved by: Date:

L. Nonyongo
Municipal Manager