



INTERNAL/EXTERNAL ADVERT

The Ntabankulu Local Municipality is Category B Municipality, which is situated in the Alfred Nzo region is an equal opportunity employer and requires the services of the suitable qualified persons to fill the under-mentioned positions.

CORPORATE SERVICES

1. HR ADMIN CLERK – TG 6

Term of Employment: Permanent

Annual Salary: R166 770.36 (Excluding Benefits)

Requirements

- Matric
- Certificate in Human Resources Management /Related Field
- Computer literacy
- One (1) year relevant experience in Human Resources Management

Key Performance Areas

- Performing clerical applications associated with specific Human Resource Procedural requirements
- Attends to specific requirements related to the provision of office support
- Provide support in respect of specific administrative tasks associated with conditions of services
- Performing calculations for overtime, long services bonuses, terminations and forward to the superior for further verification
- Processing of correspondences associated with confirmation of employment, contracts, regret letters as well as termination of services
- Completing standardized forms and documentations reflecting details/information and descriptions in respect of appointment/termination of services
- Assisting employees in making changes to their details e.g. Banking details, pension, Conditions of services and other schemes
- Rendering administrative services in the recruitment process e.g. making schedules and notifying all stakeholders
- Administering of leave in the employee self-Services (ESS) System and attend all related queries

2. Customer Care Officer – TG 10

Term of Employment: Permanent

Annual Salary: R287 736.60 (Excluding Benefits)

Requirements

- Matric
- Nation Diploma in Office Administration/Public Administration or equivalent qualification
- Computer literacy MS Word applications
- Code EB Driving License
- Two (2) years' relevant working experience in Local Government/Public Sector.

Key Performance Areas

- Co-ordinates procedural requirements pertaining to specific functional Activities and development initiatives
- Promotes participation and awareness of customer care initiatives and information-sharing programmes in Communities
- Disseminates information on the immediate and short-term objectives and current developments, problems and constraints
- Checking and commenting on the adequacy of budgetary provisions to support customer care plans and programmes.
- Keeping abreast of changes to legislative requirements pertaining to social responsibility and providing input into the alignment of Customer Care Services forward plans and/ or amendments to specific policies

MUNICIPAL MANAGER'S OFFICE

1. Events and Publications Officer – TG 12

Term of Employment: Permanent

Annual Salary: R401 049.24 (Excluding Benefits)

Requirements

- Matric
- National Diploma / Bachelor's Degree in Events Management /Public Relations / Communication and Media Studies or equivalent qualification
- Computer Literacy
- Code EB Driver's License
- Three (3) Years' relevant working experience in Local Government or Public Sector/Government Department

Key Performance Areas

- Compile and distribute Press Releases.
- Responding to Media queries on a day-to-day basis
- Develop, maintain and manage internal Municipal Newsletter
- Prepare publications for the Municipality (newsletters, brochures and annual reports)
- Conceptualize, maintain and create updated content for all communication platforms, including newsletters, publications, websites and Social Media Drafting of official speeches and documents.
- Develop suitable ways of communicating complex information to all Municipal Stakeholders.
- Communicate the Municipality's vision by developing and implementing short- and long-term Media strategies for specific projects and initiatives.
- Liaise with other departments to develop proactive communication plans to support their business objectives, projects and programmes.
- Evaluate Media coverage and prepare reports for operational purposes, Committee meetings and Council.
- Promote and attend municipal corporate / community events during and after hours
- Proof reading and editing of public documents and publications

2. IDP & IGR Officer TG – 12

Term of Employment: Permanent

Annual Basic Salary: R401 049.24 (Excluding benefits)

Minimum Requirements

- Grade 12
- National Diploma in Public Administration or equivalent qualification
- Computer Literacy
- Code EB Driver's License will be an added advantage
- Three (3) relevant working experience in Local Government/ Public Sector

Key Performance Area

- Planning and Programming annual schedules to ensure sufficient operating capacity and capability, and resources to meet institutional service delivery needs
- Coordinating the sitting of IGR Forum in line with IGR forum terms of reference
- Coordinating task / activities associated with development and implementation of IDP Processes
- Facilitating the process of conducting situation analysis to assess the status quo and provide information for forward planning.
- Coordinating information dissemination to stakeholders about IDP Development process.

TECHNICAL SERVICES

1. Administration Officer TG- 11

Term of Employment: Permanent

Annual Basic Salary: R339 704.40 (Excluding benefits)

Requirements

- Matric,
- National Diploma in Office Management & Technology or equivalent qualification
- Computer Literacy – MS Office Applications
- Code EB Driver's License will be an added advantage
- Two (2) years' relevant working experience in Local Government or Public Sector/Relevant Sector.

Key Performance Areas

- Coordinates the administrative requirements associated with the department
- Coordinating the implementation of procedures, systems and controls related to receiving, updating and recording of transactional operational information and activities associated with functionality
- Attending to the approval of requisition orders and/ or controlling claims and related departmental issues.
- Responsible for arranging accommodation for all staff members of the department
- Coordinating the submission of reports for the department and collating relevant consolidated reports and schedules

2. ISD OFFICER: TG 11

Term of Employment: Permanent

Annual Basic Salary: R339 704.40 (Excluding benefits)

Minimum Requirements

- Matric
- National Diploma in Public Administration or equivalent qualification
- Computer Literacy
- Code EB Driver's License
- Three (3) Years relevant working experience in Local Government or Public Sector/Relevant Sector.

Key Performance Areas

- Liaising with the relevant officials on priorities and dissemination of specific information on approved ISD projects/programs.

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- Facilitating ISD program meetings and /or workshops at community level, writing letters to community forums, booking relevant venues, taking minutes and preparing minutes for the next meeting.
- Facilitating and managing conflict resolution processes that occurs within the community pertaining to misunderstanding of ISD projects and arranging for meetings to resolve issues in dispute.
- Coordinating with the ward councillors to ensure that the community meetings are convened and information disseminated about T.O.R and establishment /election of Project Steering committees.

3. Electrical Technician: TG 10

Term of Employment: Permanent

Annual Basic Salary: R287 736.60 (Excluding benefits)

Minimum Requirements

- Matric
- National Diploma in Electrical Engineering plus Trade Test
- Computer Literacy
- Code EC1 Driving license
- Two (2) Years relevant working experience in Local Government or Public Sector/Relevant Sector.

Key Performance Areas

- Communicating with the immediate supervisor and establishing material and resources necessary against specific works orders.
- Co-ordinates activities associated with the construction/ maintenance and installations of medium/ low voltage electrical works by:
- Coordinates activities and sequences associated with maintaining the functionality of electrical pump stations systems by:
- Co-ordinates activities/ sequences associated with trouble shooting/ fault finding and repairing to pumps and electrical systems by:
- Completes internal transactional documentation (e.g. time sheets, log sheet, progress and productivity field report, etc.) and related forms (vehicle checklist)

ISL

COMMUNITY SERVICES

1. Sports and Culture Officer TG -10

Term of Employment: Permanent

Annual Basic Salary: R287 736.60 (Excluding Benefits)

Minimum Requirements

- Matric
- National Diploma in Sports Management/Arts & Culture or equivalent qualification
- Code EB Driver's License will be an added advantage
- Two (2) Years' relevant working experience in Local Government or Public Sector/Relevant Sector.

Key Performance Areas

- Coordinating the implementation of procedures, systems and controls related to the receiving, updating and recording of information and activities associated with the functionality.
- Attending to the effectiveness of policies and procedures through the interaction and involvement of relevant role players.
- Providing and implementing sport development programs, ensuring that it reaches ward level with a view of improving opportunities for development in this area e.g. assessing the status quo of sporting facilities, developing sport academies, sport codes and liaising with professional teams for guidance.
- Identifying heritage sites and resources to ensure their conservation, preservation and proper grading by relevant authorities e.g. liaising with the department of Sports, Arts and Culture, to ensure integration of services that will promote optimum resource mobilization.
- Involving traditional leadership and oral historians to obtain relevant information regarding heritage issues and conducting research on sites for heritage significance.
- Implementing Arts and Cultural Development programs/ projects to ensure preservation of traditions by liaising with traditional groups, leaders, healers, ensuring a plan of their activities, conducting historical research to provide information regarding Arts and Culture groups in the Municipality.

To apply for the above posts, send: The application covering letter, accompanied by a detailed CV, originally certified copies (not older than 3 months) of academic qualifications, copy of an identity document and driver's license where applicable. The shortlisted candidates may be subjected to security and reference check. Failure to comply with the above request will disqualify your application. Ntabankulu Local Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender, and disabilities) in the municipality. The municipality reserves the right not to fill the advertised position, if deemed it appropriate to do so. If candidates 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 employees or any stakeholder for appointments. All appointed applicants shall be based in Ntabankulu Local Municipality main site, but the municipality reserves the right to transfer/ place an employee wherever (within Ntabankulu municipality jurisdiction) when the needs arise.

Forward all applications to: **Mrs. Ivy Sikhulu- Nqwena, The Municipal Manager, Ntabankulu Local Municipality, and Private Bag X 504. Ntabankulu, 5130.** Or applications may be hand delivered to the Municipal HR Office, at Erf. 85 Main Street, Ntabankulu. Faxed or emailed applications will not be considered. **Closing date 05 November 2025 Enquiries must be directed to Mr. MH Kohli Manager HR at 063 756 7382**

APPROVED BY:

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I SIKHULU- NQWENA
MUNICIPAL MANAGER

DATE: