



4/3/1

NOTICE NO. 66 OF 2024

EXTERNAL STAFF VACANCY

Applications are invited from suitably qualified persons for the below-mentioned posts. King Sabata Dalindyebo Municipality is committed to employment practices that redress past imbalances in respect of race, gender, creed and disability, and as such the relevant policy will be considered during selection and placement.

DEPARTMENT	:	OFFICE OF THE MUNICIPAL MANAGER (OFFICE OF THE SPEAKER AND CHIEF WHIP)
POST NAME	:	MANAGER: MPAC
GRADE LEVEL	:	T.A.S.K. 16
EMPLOYMENT CONTRACT:		LINKED TO THE TERM OF OFFICE OF THE POLITICAL OFFICE BEARER
SALARY SCALE	:	R 1, 100, 924.25 -1 203 690.43- 1 344 218.14 per annum (Total Cost to Company) subject to certain conditions

MINIMUM REQUIREMENTS

- Matric
- Bachelor's Degree in Public Administration/ Accounting/ Auditing or any relevant qualification at NQF Level 7.
- At least 5 years work-related experience of which 3 years must be at supervisory or managerial level.
- Understanding local Government Administration and political structures.
- Valid driver's licence

KEY PERFORMANCE AREAS (but not limited to)

- Researches and develops strategic plans associated with developing and participating in the management and administrative strategy and short-term of MPAC,
- Providing strategic and administrative support to MPAC in the analysis of financial and non-financial performance of the institution.
- Manages, performs and guides efficient and effective implementation and application of policies and procedures, systems and other regulatory frameworks.
- Manages specific administrative and reporting requirements associated with the key performance and results indicators of the MPAC functionality.
- Coordinate necessary information and documentation for the Committee to interrogate the actions of the executive.
- Provide support to the Committee to exercise oversight over the executive functionaries of the council and to ensure good governance in the municipality.
- Manage processes for MPAC projects as directed by the Council and the Municipal Manager on strategies to ensure good governance
- Plans and manages implementation of administrative processes for MPAC ad-hoc projects as mandated by the Council.
- Provide secretarial and administrative requirements to support the MPAC projects and programmes.
- Promote oversight and accountability.
- Conduct capacity-building programmes for MPAC.

DEPARTMENT	:	OFFICE OF THE MUNICIPAL MANAGER (OFFICE OF THE SPEAKER AND CHIEF WHIP)
POST NAME	:	MANAGER: OFFICE OF THE CHIEF WHIP
GRADE LEVEL	:	T.A.S.K. 15
EMPLOYMENT CONTRACT:		LINKED TO THE TERM OF OFFICE OF THE POLITICAL OFFICE BEARER
SALARY SCALE	:	R 1 009, 636.08 – 1 104 756 -1 225 744.88 per annum (Total Cost to Company) subject to certain conditions

MINIMUM REQUIREMENTS

- Matric
- Bachelor's Degree in Public Administration or any relevant qualification at NQF Level 7.

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- At least 5 years work-related experience of which 3 years must be at supervisory or managerial level.
- Understanding local Government Administration and political structures.
- Valid driver's licence

KEY PERFORMANCE AREAS (but not limited to)

- Manage the day-to-day administrative and operations of the Office of the Chief Whip, ensuring smooth workflow and task delegation.
- Manage office resources, budgets, and logistics, ensuring efficient use of resources and adherence to financial policies.
- Manage the development and implementation of strategic plans and priorities for the Chief Whip's Office.
- Provide research and analysis on legislative matters, debates, and policies to support decision-making by the Chief Whip.
- Monitor legislative processes and ensure that the Chief Whip is updated on all relevant developments in council.
- Manage constituency and outreach programs which aims to intensify oversight.
- Manage stakeholder management and communication for the Chief Whip's office.
- Ensure that the Chief Whip's office complies with municipal governance policies, legislation, and ethical standards.
- Prepare regular performance reports on the activities of the Chief Whip's office and the progress of council business.

Enquiries may be directed to the Staff Provisioning Office at 047 495 1010/047 595 1135/0861 (Munifata Building, Mthatha).

PLEASE NOTE:

1. Preference will be given to a suitable qualified person in line with the Employment Equity Act and approved employment equity plan of KSD Municipality. Applicants from designated groups are encouraged to apply especially women and people with disabilities.
2. Applicants should submit their applications using the municipality's vacancy application form together with CVs not exceeding five (5) certified copies of their qualifications, academic record, [Matric certificate must also be attached] identity document and driver's licence [where applicable].

3. Faxed and emailed applications, applications received after the closing date and time, and applications without certified copies of documents will result in the disqualification of candidates.
4. Canvassing for appointment to the positions and corroborating proof thereof will result in disqualification of a candidate.
5. Appointment will be subjected to compulsory pre-employment screening in the form of determining the validity of qualifications, current and previous employment reference checks, criminal checks and competency assessment (where applicable). Applicants in possession of foreign qualification/s must attach a certificate of evaluation from SAQA.
6. Due to the large number of applications we envisage to receive, applications will not be acknowledged with communication to be limited to shortlisted candidates. Should you not be contacted after 30 days from the closing date of the advertisement, please consider your application unsuccessful.
7. **CLOSING DATE: NOT LATER THAN FRIDAY 15 NOVEMBER 2024.**

The Municipality reserves the right not to appoint in any of the advertised vacancies.

Applications must be forwarded to:

Office 312 Archives and Registry, Third Floor, Munitata Building or Post to:
The Director Corporate Services, KSD Local Municipality, P. O. Box 45.
MTHATHA 5099.

KSD Fraud and Corruption Hotline 0800 360 634



**N. PAKADE
MUNICIPAL MANAGER**