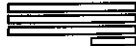


<b>POSTAL ADDRESS</b> P.O. Box 31 Qumbu 5180	



	
<b>PHYSICAL ADDRESS</b> 96 L. G.Mabindla Avenue Qumbu 5180	

Ifoni/Tel: 047-5537000

Ifax /Fax: 047-553018

**ADVERTISEMENT  
EXTERNAL VACANCIES  
DATE: 30 NOVEMBER 2023- 19 DECEMBER 2023**

The Mhlontlo Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

Suitably qualified persons are hereby invited to apply for the following vacancies which will be filled in terms of the Employment Equity Plan of the municipality. **People with physical disabilities are encouraged to apply.**

<b>DEPARTMENT</b>	<b>MUNICIPAL MANAGERS DEPARTMENT</b>
<b>NAME OF THE POST</b>	<b>IDP AND PMS MANAGER</b>
<b>ALL INCLUSIVE PACKAGE</b>	<b>R825 945.15</b>
<b>ADVERTISED</b>	<b>DAILY DISPATCH, LOCAL NEWS PAPER AND WEBSITE</b>
<b>MINIMUM REQUIREMENTS</b>	Matric/ Grade 12 Certificate B Degree or National Diploma in Local Government/ Social Science or equivalent Must understand at least two languages in the area, written and spoken. Must be well versed in Local Government environment. Ability to communicate effectively Valid Code drivers' licence Must be computer literate Must show an understanding of data analysis Four years' experience in developing IDP
<b>KEY RESPONSIBILITIES</b>	Responsible for the development and implementation of the IDP Responsible for the review of the IDP and monitoring through research and analysis, participation meetings/ Representative Forums Liaise and interact with officials, councillors, Government Sectors and other stakeholders. Report-writing and facilitation of workshops Perform any other duties that may be assigned by competent authority. Sign performance agreement and performance plan.
<b>DEPARTMENT</b>	<b>CORPORATE SERVICES DEPARTMENT</b>
<b>NAME OF THE POST</b>	<b>HR. MANAGER</b>
<b>ALL INCLUSIVE PACKAGE</b>	<b>R825 945.15</b>
<b>MINIMUM</b>	

<b>REQUIREMENTS</b>	<p>Matric/ Grade 12 Certificate</p> <p>Three-year tertiary qualification in the relevant field National Diploma / B-Degree / B Tech or Equivalent qualification (Human Resources Management, Labour Relations Management, Public Administration and Management)</p> <p>Minimum of four years (4) year experience in Human Resources industrial Relations of which three (3) years must be at supervisory position in the Local Government Sector or any sphere of government or institution</p> <p>Computer Literate</p> <p>Code EB (08) driver's license</p> <p>Registration with the relevant professional body will be added and added advantage</p>
<b>KEY RESPONSIBILITIES</b>	<p>Develop Human Resources policies of the Municipality and ensure that they are not in contradiction with the Labour Legislation, manage, implement and review these policies.</p> <p>Ensure compliance and implementation of Employment Equity policies and practise. Manage employee Assistance and Wellness programme as well as safety of employee in the Municipality. Manage organisational Design and Job evaluation processes.</p> <p>Manage the recruitment processes and procedures of the Municipality. Ensure efficient and effective management of employee benefits.</p> <p>Facilitate and table report in the human resource committees including the standing committee, training, safety and Wellness committee, ect</p> <p>Monitor the training and development programmes of the Municipality.</p> <p>Produce monthly, quarterly and annual performance reports for the Human Resources Unit. Ensure that the audit action plan is implemented and that human resources information is readily available for the internal and external audits</p> <p>Provide HR support and advice on human resources matters. Manage and control the application of specific procedures associated with maintaining a sound Labour Relations.</p> <p>Develop Budget for the Unit and ensure that all cost within the allocated budget, adhere to budget process plan and monitor budget of the unit. Develop capacity and capability of personnel.</p> <p>Manage the payroll of the Municipality. Implement and manage individual Performance Management of the employees of the Municipality.</p> <p>Develop, Implement and monitor Human Resource Plan and Strategy.</p> <p>Ensure that risk management is done in the office and the Risk Register is implemented and updated.</p> <p>Perform any other duties that may be assigned by competent authority.</p> <p>Sign performance agreement and performance plan.</p>
<b>DEPARTMENT</b>	<b>INFRASTRUCTURE SERVICES DEPARTMENT</b>
<b>NAME OF THE POST</b>	<b>PMU TECHNICIAN X1</b>
<b>ANNUAL SALARY</b>	<b>R315 738.50 excluding benefit</b>
<b>MINIMUM REQUIREMENTS</b>	<p>National Diploma or Higher Certificate in Civil Engineering (only University/ university of Technology)</p> <p>Code EB driving license</p> <p>3-5 years' experience in Project Management/ Construction Management</p>
<b>KEY</b>	Operational co-ordination functions:

<b>RESPONSIBILITIES</b>	Controls of the professional, technician and operational outcomes associated with projects by: Identifying of projects to be implemented with immediate superior as detailed in IDP and SDBIP objectives against national methodologies, approached and legislation outlining the implementation of the MIS. Identifying risks arrears, developing a strategy to mitigate risks and monitoring risks, updating the risk management register and conducting post implementation review of projects. Compiling of MIG Project list and maintaining project database on labour statistics and other related key performance indicators required by MIG. Ensuring proper filing and record keeping for all the completed projects and payments for easy retrieval during audits. Attending relevant stakeholder meetings to serve as avenue to facilitate functional information and receive comment. Identifying potential and existing conflict situations relating to Project planning activities and report to the immediate superior. Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources to support the implementation of operational plans.
<b>NAME OF THE POST</b>	PMU TECHNICIAN X1
<b>ANNUAL SALARY</b>	R315 738.50 excluding benefit
<b>MINIMUM REQUIREMENTS</b>	National Diploma in Building Construction (Only University/ University of Technology Code EB driving license 3-5 years' experience in Project Management/ Construction Management
<b>KEY RESPONSIBILITIES</b>	Operational co-ordination functions: Controls of the professional, technician and operational outcomes associated with projects by: Identifying of projects to be implemented with immediate superior as detailed in IDP and SDBIP objectives against national methodologies, approached and legislation outlining the implementation of the MIS. Identifying risks arrears, developing a strategy to mitigate risks and monitoring risks, updating the risk management register and conducting post implementation review of projects. Compiling of MIG Project list and maintaining project database on labour statistics and other related key performance indicators required by MIG. Ensuring proper filing and record keeping for all the completed projects and payments for easy retrieval during audits. Attending relevant stakeholder meetings to serve as avenue to facilitate functional information and receive comment. Identifying potential and existing conflict situations relating to Project planning activities and report to the immediate superior. Establishing the adequacy and availability of personnel against agreed outcomes and motivating to the immediate superior for additional resources to support the implementation of operational plans.

**CLOSING DATE : 19 DECEMBER 2023 @ 12H00**

**ENQUIRIES : ACTING SENIOR MANAGER CORPORATE SERVICES: MS. Z. PETSE (047-533 7000) DURING OFFICE HOURS**

***NB: Mhlontlo Local Municipality is an Affirmative Action employer. Should candidates not hear from the municipality after three (3) months from the closing date, they may regard themselves as having been unsuccessful.***

***Please apply by writing the Application letter and also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Driver's Licence (where applicable) to:  
The Municipal Manager***

**Mhlontlo Local Municipality**

P.O. Box 31

Qumbu , 5180

**FOR ATTENTION: THE SENIOR MANAGER, CORPORATE SERVICES DEPARTMENT**

OR

Submit your Application letter, CV and certified copies of your qualifications and ID document and valid driver's licence where applicable by hand to;

The Senior Manager

Corporate Services Department

96 L. G. Mabindla Street

Qumbu, 5180

*Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.*

**CORRESPONDENCE WILL BE LIMITED TO ONLY SHORT- LISTED APPLICANTS.**

The Municipality reserves the right not to make any appointment to the advertised posts.

**PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.**

The appointment is made according to the Council conditions of service.

Canvassing for this position will lead to disqualification of applications.

.....  
Mr.L. Ndabeni  
Municipal Manager

2023/11/30  
Date

***We urge all employees, clients, members of the public and our suppliers to report any kind of fraud or corruption at Mhlontlo Local Municipality's Human Resources-***