



## **INTERNAL ADVERT**

The Mkhambathini Municipality hereby invites suitable qualified applicants to apply for the following position:

---

### **DEPARTMENT: MUNICIPAL MANAGER'S OFFICE**

### **SPORTS CO-ORDINATOR (PERMANENT POSITION)**

**REMUNERATION: R 282 597.84** Per annum (Task Grade 11 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

### **MINIMUM REQUIREMENTS:**

- Grade 12
- Degree / 3-year Diploma in sports management or relevant 3-year tertiary qualification
- Computer literacy
- 1-3 years' experience in sports environment
- Code 08 driver's licence

### **KNOWLEDGE SKILLS AND COMPETENCY**

- Relevant legislation regulation and policies.
- Knowledge of sports management, sports science national and provincial sports strategies.
- Good communication skills both Verbal and written in English and Isizulu
- The ability to gather information, analyze issues and deal with complexity and ambiguity. Shows long-term thinking, follows through in a logical manner, aware of consequences and implications.
- Ability to work under pressure.

### **KEY PERFORMANCE AREAS**

- Coordinate and manage sports promotion and development project.
- Facilitate and coordinate the formulation of sports structure at Mkhambathini wards in collaboration within relevant stake holders.
- Coordinate departmental programme activities at Mkhambathini wards and local level for development of sports.
- Coordinate participation in the SALGA games at local and provincial level.
- Liaising with all federation and Dept. of sports and Recreation to promote sport.
- Organizing Sports Competitions to identify and promote new talented Youth in sports.
- 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.

### **PUBLIC PARTICIPATION CLERK (PERMANENT POSITION)**

**REMUNERATION: R167 712.36** Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

### **MINIMUM REQUIREMENTS**

- National Diploma or NQF 6 in Public Participation /Public Relations/ Public Management, Administration or Bachelor of Community and Development Studies, or relevant qualification.
- Computer literacy
- 1-2 years' experience in Public Participation environment
- Driver's license (Code 8)

### **KNOWLEDGE SKILLS AND COMPETENCY**

- Knowledge of policies, legislation and prescripts pertaining to the Local Government field
- Knowledge of public participation/Communication Strategies
- Good communication skills in English and Isizulu, able to communicate at multiple levels depending on the target audience.
- Aware of the municipality's programs and priorities, goals and objectives.
- Candidate must be flexible, be able to work under pressure.

### **KEY PERFORMANCE AREAS**

- Preparing and writing reports regarding Ward Committees and progress in all Municipal wards.
- Compiling intermediate, monthly and annual projects and statistics regarding projects dealt with in different Municipal wards.
- Assist in administration with regards to minute taking or capacitating the ward committees in certain administrative skills
- Facilitate implementation of Public Participation framework according to the adopted Public Participation Framework, involvement of communities in vital municipal activities is extremely important.
- Holding consistent meetings with Ward Committees of the various wards, to ensure that they are updated with regards to events / functions that the municipality holds.



**DEPARTMENT: COMMUNITY SERVICES****TOURISM, ARTS AND CULTURE CLERK (PERMANENT POSITION)**

**REMUNERATION: R167 712.36** Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

**MINIMUM REQUIREMENTS:**

- Grade 12
- Bachelor of Arts / National Diploma or NQF 6 in Tourism management or relevant 3-year tertiary qualification.
- Computer literacy
- 1-2 years' relevant experience
- Code 08 driver's licence

**KNOWLEDGE SKILLS AND COMPETENCY**

- Knowledge of policies, legislation and prescripts pertaining to the Local Government field
- knowledge of Tourism, Arts and culture local and district structures
- Good communication skills in English and Isizulu, able to communicate at multiple levels depending on the target audience.
- Aware of the municipality's programs and priorities, goals and objectives.
- Candidate must be flexible, be able to work under pressure.

**KEY PERFORMANCE AREAS**

- Implementing Arts and Cultural Development programs/ projects to ensure preservation of traditions by liaising with relevant stake holders, ensuring a plan of their activities, conducting historical research to provide information regarding Arts and Culture groups in the Local Municipality.
- Providing advice, based on analysis, to tourism operators, product owners, associations and emerging business on specific strategies for adoption and business growth opportunities.



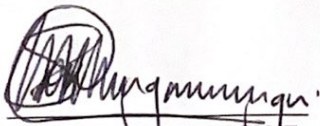
- Coordinating meetings / Activities of the Arts and Culture Forum, Organising and Promoting participation in the Royal Reed Ceremony.
- Coordinate and host Cultural festival within Mkhambathini municipality
- Maintaining the Tourism photo library, filing pictures depicting important moments from recent events and functions and accessing specific prints for publication.
- Ensure Tourism projects and events are professionally coordinated to enable positive contributions to, and accomplishment. Of, desired outcomes, objectives, and goals.
- Providing advice, based on analysis, to tourism operators, product owners, associations, and emerging business on specific strategies for adoption and business growth opportunities.

Application form (clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

**Closing date 9 JUNE 2023** Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Ms. N. Ndlovu. Manager: Human Resources at 0317859345.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist, and based on merit.

  
**MR. S. MNGWENGWE**  
**MUNICIPAL MANAGER**