



## INTERNAL ADVERT

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

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

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

**REMUNERATION: R176 768,88** Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

### **MINIMUM REQUIREMENTS**

- Grade 12
- National Diploma or NQF 6 in Public Participation/Public Relations/Public Management, Administration or Bachelor of Community and Development Studies, or relevant qualification
- Code 8 Valid driver's license
- 1-2 years' experience in a Public Participation environment
- Fully computer literate (Ms Office, Ms word, Ms excel and PowerPoint)

### **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 and 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.

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 30 January 2024. 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. P.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**