



BIG 5 HLABISA LOCAL MUNICIPALITY (KZ 276)

P.O Box 387
Hlabisa
3937

Lot 808, off Masson Street
Hlabisa
3937

Tel: +(27)035 838 8500 – Hlabisa

Tel: +(27)035 838 7200 – Hluhluwe

E-mail: mm@big5hlabisa.gov.za

POSITION: DEPUTY DIRECTOR COMMUNITY SERVICES – INTERNAL AND EXTERNAL ADVERTISEMENT

The Big 5 Hlabisa Local Municipality seeks to appoint suitable qualified personnel to assist Council to achieve its vision and mission. The Municipality subscribes to an affirmative action program that is non-racial, non-discriminatory but based on merits. Council reserves the right not to make any appointment.

Salary : Task grade 17 of category 1 Municipality

Minimum Requirements: -

- Grade 12;
- Bachelor's Degree in Public Administration and Management or equivalent;
- Postgraduate qualification as an added advantage
- 5-8 Years Middle Managerial experience preferably in the local government sphere;
- Effective and efficient stakeholder's engagement;
- Code B drivers licence;
- Must have direct and transparent communication with the public;
- Good command of English and isiZulu languages;
- Ability to work individually and in the team;
- Good interpersonal relations and conflict management skills.

Key Performance Areas Include:

- Plans and policy development of the Department;
- Managing Special Programmes, Libraries and public facilities and Waste Management;
- Oversees Municipal outreach programmes and Public participation activities;
- Provide strategic support of OSS programmes and Mayoral Izimbizo;
- Oversees the Speaker's monitoring programmes, service delivery initiatives and community awareness's;

- Prepare and consolidate ward committee report for the office of the speaker, Municipal Manager and other organs of state;
- Be responsive to the needs of the local community and inculcate a culture of public service;
- Establish clear relationship and facilitate operation and communication between the Municipality and local community;
- Identify needed assistance, equipment and technologies for implementation of Public Participation, Communication and support the implementation of public outreach programmes;
- Develop and introduce a mechanism and identify key actors for the implementation of Municipal Public Participation and Communication;
- Design a capacity building programme based on the result of the assessment to ensure effective participation of Municipal elected bodies in Municipal Affairs;

NB: Canvassing is strictly prohibited and proof thereof will disqualify applicants. Applications must be accompanied of comprehensive CV, certified copies of qualifications, ID and covering letter that indicate the position you are applying for and must be sent by post to: The Municipal Manager; Big 5 Hlabisa Local Municipality; P.O Box 387: Hlabisa 3937; or Hand delivery to Lot 808, Off Masson Street; Hlabisa 3937 or 163 Zebra Street Hluhluwe 3960 on or before the closing date which is strictly not later than **16h00 of the 11 June 2024.**

Applications without the required documents will not be considered. Enquiries can be directed to the Human Resources Manager Mr. BN Ngwane during working hours on the number provided in the letterhead and should you not hear from us within 30 working days after closing date please consider your application as unsuccessful.

FAXED OR E-MAIL APPLICATIONS AND THOSE WITHOUT ACCOMPANYING DOCUMENTS WILL NOT BE CONSIDERED.

APPROVED BY:



DR V.J MTHEMBU
MUNICIPAL MANAGER

17/05/2024
DATE