



JOZINI MUNICIPALITY (KZ 272)

Private Bag X028, Jozini, 3969, Circle Street, Bottom Town, Jozini, 3969
Tel: (035) 5721292, Email: municipalmanager@jozini.gov.za, Fax: (035) 5721266

Jozini Municipality situated in uMkhanyakude District KZN province; an equal opportunity employer wishes to appoint suitably qualified incumbents to fill the hereunder-mentioned positions on a permanent basis.

DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER

1. Manager: Internal Audit: R371 936.76 (BASIC SALARY PER ANNUM)

Minimum Requirements

- National Diploma in Auditing OR Equivalent
- 2 -5 years' experience in public sector auditing environment preferable in Local Government
- Completed articles in an audit environment will be an added advantage
- Computer Literacy
- A valid code B Driver's license

Key Performance Areas

Responsible to the Municipal Manager for the following areas:

- Manage the drafting and execution of the annual internal audit plan.
- Coordinate the drafting and adherence to the Internal Audit Charter.
- Prepares reports to and coordinates the sitting of the Audit Committee in terms of the Audit Committee Charter.
- Prepares reports and provide support to the Municipal Public Accounts Committee
- Liaise with the External Auditors on all matters relating to the Internal Audit.
- Manage staff and Service Providers operating in the unit

Key Attributes

- Interpersonal, Integrity and Honesty Skills
- Analytical and Critical thinking Skills
- Knowledge of relevant legislation
- Knowledge of Public sector Auditing



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2. 2. Assistant Manager: Marketing Communications: R289469.24 (BASIC SALARY PER ANNUM)

Minimum Requirements

- National Diploma in Marketing or Communications or Journalism or Public Relations or equivalent
- 2 to 5 years experience in the field of marketing communications at middle management level in the public sector preferably in local government
- Computer literacy
- A valid code B Driver's license

Key Performance Areas

Responsible to the Manager: Stakeholder Management for the following areas:

- Coordinate the drafting of a Marketing Communication Strategy of the Municipality
- Coordinate the drafting and implementation of an annual plan of the section
- Champion the branding of Jozini Municipality
- Issue press releases and notices on behalf of the media
- Coordinate press briefings and liaising with the different media houses.

Key Attributes

- Interpersonal, Integrity and Honesty Skills
- Analytical and Critical thinking Skills
- Knowledge of relevant legislation
- Knowledge of the media space



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DEPARTMENT: STRATEGIC AND DEVELOPMENT PLANNING

3. Manager: Town Planning R371 936.76 (BASIC SALARY PER ANNUM)

Minimum Requirements

- National Diploma in Town and Regional Planning
- Registration with SACPLAN
- 2 to 5 years experience in Town Planning at middle management level in the public sector preferably in local government
- Computer literacy
- A valid code B Driver's license

Key Performance Areas

Responsible to the Executive Director: Strategic and Development Planning for the following areas:

- Manage the drafting and implementation of the Spatial Development Framework
- Manage the processing of development applications in terms of the relevant prescripts.
- Manage the drafting and implementation of the land use management schemes.
- Manage the GIS unit and function in the Municipality.
- Manage the reporting in terms performance management framework of the Municipality in own section

Key Attributes

- Interpersonal, Integrity and Honesty Skills
- Analytical and Critical thinking Skills
- Knowledge of relevant legislation



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4. Manager: Housing R371 936.76 (BASIC SALARY PER ANNUM)

Minimum Requirements

- National Diploma in Real Estate or Development administration or Town Planning
- 2 to 5 years experience in Housing development at middle management level in the public sector preferably in local government
- Computer literacy
- A valid code B Driver's license

Key Performance Areas

Responsible to the Executive Director: Strategic and Development Planning for the following areas:

- Manage the drafting and implementation of the Housing Sector Plan including low cost, middle and high income projects
- Interfaces with Municipal Conveyancers for the transfer of ownership of properties
- Interfaces with the Department of Human Settlements for the overall government housing development initiatives.
- Manage the reporting in terms performance management framework of the Municipality in own section

Key Attributes

- Interpersonal, Integrity and Honesty Skills
- Analytical and Critical thinking Skills
- Knowledge of relevant legislation



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DEPARTMENT: COMMUNITY SERVICES

5. Manager: Community Works: R371 936.76 (BASIC SALARY PER ANNUM)

Minimum Requirements

- National Diploma in Community Development or equivalent
- 2 to 5 years experience in community development at middle management level in the public sector preferably in local government
- Computer literacy
- A valid code B Driver's license

Key Performance Areas

Responsible to the Executive Director: Community Services for the following areas:

- Coordinate the drafting and maintenance of the poverty reduction strategy of the Municipality
- Coordinate the drafting and maintenance of the indigent policy including the annual register
- Ensure that qualifying indigent people of Jozini receive free basic services as budget permits including packs so warranted in the policy
- Manage the implementation of poverty reduction initiatives including community subsistence projects, income generating projects and community bursaries.
- Manage the overall EPW Programme, Community Works Programme and ISD in terms of MIG
- Manage the reporting in terms performance management framework of the Municipality in own section

Key Attributes

- Interpersonal, Integrity and Honesty Skills
- Analytical and Critical thinking Skills



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- Knowledge of relevant legislation
- Community development

Appointment

Appointment shall be subject to the following:

- Disclosure of financial Interests
- Conclusion of an employment contract.

Applications

The application must be accompanied by comprehensive Curriculum Vitae (with contactable references) with certified copies of certificates including driver's license and enclosed in an envelope clearly marked **"VACANCY"**. The application must be forwarded to The Caretaker Municipal Manager on or before 06th November 2015 **at 16h30** to the hereunder address:

The Caretaker Municipal Manager
Mr. T.L. Manda
Jozini Local Municipality
Private Bag X028
Jozini, 3969

Hand delivered applications must be submitted at records office in Jozini Municipality, Circle Street, Bottom Town Jozini 3969.

Proof of canvassing and other unacceptable conducts will automatically disqualify an applicant. **PEOPLE WITH DISABILITIES ARE ENCOURAGED TO APPLY AND STATE THE NATURE OF THEIR DISABILITY IN THE**

APPLICATION. 

No faxed or e-mailed applications will be accepted. Enquiries should be directed to the following people Mr. SW Zondo on 035 572 1292 / 079 881 7821 and Mrs. Gumede on 035 572 1292 / 071 313 4164 during office hours

ISSUED BY: T.L. MANDA: CARETAKER MUNICIPAL MANAGER