



MKHONDO

LOCAL MUNICIPALITY

EXTERNAL/INTERNAL ADVERTISEMENT

Mkhondo Municipality, which is a gateway to the Province of Mpumalanga from Kwa-Zulu Natal and Swaziland, seeks to appoint highly motivated self-starters and visionaries to the extremely challenging positions of:

DEPARTMENT: PLANNING AND DEVELOPMENT SERVICES

ADMIN OFFICER: LOCAL ECONOMIC DEVELOPMENT (LED)

Ref: PDS/LED/LEDO/01

MINIMUM REQUIREMENTS

- Grade 12
- National Diploma in Local Economic Development, Public Administration, Public Management, Development Studies or equivalent relevant
- Computer literacy: MS Office
- 02-05 years' relevant experience
- Valid driver's license

ADDED ADVANTAGE

- Degree in Local Economic Development, Public Administration, Public Management, Development Studies or equivalent relevant qualification

OTHER REQUIREMENTS

- Good Communication Skills (Written and Verbal)
- Ability to work long hours and meet deadlines
- Good leadership skills
- Be computer literate
- Attention to detail
- Good interpersonal skills

RESPONSIBILITIES

- Coordinating the visits to all LED Projects.
- Monitoring the availability of data to inform the Strategy.
- Monitoring various sub-programs of the LED to ensure the implementation of the strategy.
- Monitoring of the implementation of all LED programs.
- Supporting the implementation of LED programs and projects.
- Assisting the LED to determine and analyse key economic sectors in the municipality.
- Monitoring programs and projects by reporting progress to the immediate supervisor.
- Monitoring the Cooperatives and SMMEs to draw bankable business plans through SEDA and other entities.
- Coordinating meetings and taking minutes on all LED matters. Put monitoring and evaluation system in place to ensure targets are met and legislative framework complied with.
- Assessing the overall progress of strategy, programmes and projects by setting measures, targets and monitoring achievements.
- Identifying opportunities, weaknesses and developing responses to enable continuous improvements.
- Gathering and analysing information on the Municipality's economy to prepare a profile of the potential growth in business in the Municipality area.

- Undertaking research or extracting information and records to support content, recommendations, and opinion.

Remuneration: R 411 585 per annum (excluding benefits)

CLOSING DATE & TIME: Monday, 14 APRIL 2025 @ 12h00

Enquiries: Human Resources

To apply:

Please forward your application on the form “Application for Employment” that can be obtained from our offices or on the Municipal website, concise CV together with original certified copies (not older than three months) of all relevant qualifications, Identity Document and Valid Driver’s License with at least three contactable references to

Hand delivery

or

Post

Senior Manager: Human Resources
Civic Centre
Corner Mark and De Wet Street
Piet Retief
2380

Senior Manager: Human Resources
Mkhondo Local Municipality
P.O. Box 23
Piet Retief
2380

Failing to sign the “Application for employment” form will constitute an automatic disqualification

Note: Correspondence will be conducted with short-listed candidates only

No faxed or e-mailed applications will be accepted

Vetting and screening may be done on successful candidates

If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful.

The Municipality is committed to the implementation of its Employment Equity Plan, and in this vein, appropriately **qualifying women and people with disabilities** are particularly encouraged to apply.

Mkhondo Local Municipality Reserves the right not to make an appointment.

**MJ MKHONZA
MUNICIPAL MANAGER**

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