



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: CORPORATESERVICES

CHIEF OF STAFF

Ref: CS/EM/COS/01

FIXED-TERM CONTRACT OF EMPLOYMENT LINKED TO THE TERM OFFICE OF THE PUBLIC OFFICE BEARER

MINIMUM REQUIREMENTS

- Grade 12
- A relevant 3-year tertiary qualification, preferably a National Diploma in Public Administration/Political Science or relate field,
- Computer literacy: MS Office
- 5 years' experience (which includes 2 years supervisory exposure) in administration
- Valid driver's license

ADDED ADVANTAGE

- Bachelor's degree in Public Administration/Political Science or relate field

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

- Researching best practices associated with the functionality and determining the appropriateness of specific policies/ procedures for implementation.
- Participating in the development of the Integrated Development Plan, Service Delivery and Budget Implementation Plans and Annual Report of the Municipality.
- Responding to internal and external audit requests for information and forward to the immediate supervisor for further processing.
- Advising the Executive Mayor on the development, revision and effective implementation of the Integrated Development Plan.
- Monitoring the planning processes undertaken by the Municipality to align all development and sectoral plans and advising the Executive Mayor on priorities and deviations, and possible initiatives.

- Supporting the Executive Mayor in participating in National and Provincial development programs that deliver on the Municipality's strategic objectives.
- Recommending appropriate policies and procedures to ensure the effective institutionalization of public participation, in collaboration with the Executive Mayor, Office of the Speaker and the Municipal Manager.
- Events coordination from the office of the Mayor for all official events on all officially sanctioned events, with all the necessary protocols having been complied with,
- Liaising with relevant internal and external role-players on matters to enhance a social contract between the Municipality and their community and subsequent developmental role-players.
- Advising and assisting the Executive Mayor in strengthening relationships with internal and external stakeholders.
- Promoting a culture of good governance, transparency and accountability within area of responsibility.
- Monitoring the implementation of codes of conduct, strategies and systems to encourage good governance, ethics and the code of conduct.
- Monitoring, evaluating and reporting on stakeholder relations processes and managing the implementation of stakeholder relations management strategies and plans.
- Overseeing stakeholder relations management, establishing and maintaining effective stakeholder relations within areas of responsibility.

Remuneration: R 1 169 854 per annum (including benefits)

CLOSING DATE & TIME: 23 MAY 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 Municipal 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**