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PO Box 539
Peddie
5640

VACANCY

Ngqushwa Municipality incorporating Hamburg, Peddie Town, rural and portion of King Williams Town rural invites suitably qualified and experienced candidates to apply for the following position:-

Department : **Office of the Municipal Manager**
Position : **Practitioner: Special Programmes Unit (SPU)**
Salary : **R 259 886-00 – R 337 345.00 p.a. (Task Grade 12)**

Requirements:-

- B Degree in Social Services/Health Services or equivalent
- Short program in Project Management
- 4-5 years relevant experience
- Be computer literate
- Valid driver's license

Responsibilities:-

- Prioritize programmes/projects/events stakeholders with various timelines, budgets and deliverables
- Lead execution of programmes/projects/event components
- Achieve IDP objectives assigned to the department
- Identify and plan diversity, empowerment and transformation interventions for areas of responsibility
- Provide input into the problem solving processes of the department and provide feedback to stakeholders as required
- Plan and draft budget, HR and resource allocation for programmes/projects/events
- Source funding for the implementation of programmes/projects
- Perform any other relevant duty as assigned by the Supervisor

Interested persons should submit an application letter together with comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable references, to the **Municipal Manager, P. O. Box 539, Peddie, 5640** or can be hand delivered to **Ngqushwa Municipal Offices, Cnr. N2 and R345 Road, Peddie**. Enquiries can be directed to **Acting Human Resources Manager, Ms. L. Mantyi at 040 6733 095**.

NB:-

- No faxed or e-mailed applications will be accepted
- Only certified copies of certificates, ID and driver's license accepted.
- Canvassing of Councillors and/or officials will result to disqualification of your application
- Only the shortlisted and successful applicants would be contacted, therefore if you have not heard from us within 30 days after the closing date regard yourself as

unsuccessful, however the Municipality appreciates your interest and wishes you the best in your career.

- Ngqushwa Municipality is under no obligations to fill the post after advertisement thereof.
- Applicants with disabilities are encouraged to disclose their disability status on their application.
- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan.

Closing date: 11 May 2018

**MRS. M.P. MPAHLWA
MUNICIPAL MANAGER**