

# éDumbe Municipality

10 Hoog Street  
Private Bag X308  
PAULPIETERSBURG 3180



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☎ : (034) 995 1192  
edumbekz261@mweb.co.za

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ALL CORRESPONDENCE TO BE ADDRESSED TO THE MUNICIPAL MANAGER

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Date: 27 January 2022

*éDumbe Local Municipality invites suitably qualified candidates to apply for the below positions. Women and people with disabilities & will be given preference in accordance with Employment Equity Act.*

**POST: MANAGER COMMUNITY SERVICES**  
**DEPT: COMMUNITY SERVICES**  
**REF: EDUMP- 11/2021/22**  
**PERMANENT POSITION**

**REMUNERATION IS (TASK GRADE 17: R 670 212. 77 -- R 869 994. 98) OF CATEGORY 1 LOCAL MUNICIPALITY PER ANNUM PLUS NORMAL FRINGE BENEFITS APPLICABLE TO LOCAL GOVERNMENT**

## **MINIMUM REQUIREMENTS:**

- Grade 12 (Matric)
- B-Com degree in Social Sciences, Public Administration or any relevant (NQF L6).
- 3 - 5 years experience, 2 years must be at a supervisory level in local government environment and experience in Social facilitation.
- Computer literate, People orientation, Problem solving, Community liaison, Strategic thinking, Conflict handling, good verbal and written communication & Budgeting skills and ability to work in a team are essential
- Experience in event planning and implementation management
- Valid South African driver's license

## **RESPONSIBILITIES:**

1. Co-ordinates and controls the outcomes associated with utilization, productivity and performance of personnel within the Community Services Department.
2. Communicating on audit findings and recommendations and institutes the necessary investigational or corrective measures and manage the Budget of the section.
3. Implement the Integrated Development Plan (IDP), Service Delivery Budget Implementation Plan (SDBIP) as well as strategic goals of the Community Services Department.

4. Assisting in networking for opportunities between the community and Non-Government and Government developmental organisations, using formal and informal channels and liaise with internal and external stakeholders.
5. Ensuring community participation in respect of all the activities undertaken by the various Divisions of the Community Services Department in terms of the provisions of the Municipal Systems Act.
6. Establish, operate and maintain support structures, processes and systems for the sections under Community services.
7. Develop and monitor systems, policies, procedures and processes for the Community Section and manage performance of employees in the Section by implementing Human Resources policies and procedures.
8. Perform other related duties as instructed by supervisor / superiors.

éDumbe Municipality is committed to Employment Equity, therefore, in these appointments; such factors will be taken into account. éDumbe Municipality is under no obligation to fill a post after the advertisement thereof. Correspondence will only be entered into with short listed candidates. If you have not heard from us within (one) 1 month of the closing date, please regard your application as unsuccessful. The council nevertheless appreciates the interest shown by applicant.

The applications accompanied by éDumbe Municipality Application form (to be obtained on the Municipal website), Application Letter, Curriculum Vitae, certified copies of Qualifications, copy of Identity Document, copy of drivers license and details of three (3) references. must be Hand delivered / courier to the Municipal Building No: 10 Hoog Street  
Paulpietersburg  
3180

Or email to (records@edumbe.gov.za)

Failure to attach all required documents will disqualify your application. Z83 form will not be accepted. If you have not been contacted after 30 days of closing date of advertisement, please accept that your application was unsuccessful. The Municipality reserves the right not to appoint.

**CLOSING DATE for applications: 15 February 2022**

Enquiries with regards to this post may be directed to (Human Resource Section) on 034- 995 1650 /1651 during office hours. No late applications will be considered.

**éDumbe Municipality is an equal opportunity, affirmative action employer and is committed to empowering disabled people &**

  
J.F.K. Khumalo  
Acting: Municipal Manager