



**MSINGA MUNICIPALITY**  
**ADVERTISEMENT: SPECIAL PROGRAMMES MANAGER**

***Msinga local municipality (KZ 244) invites suitably qualified candidates to apply for the following permanent position:***

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<b>VACANT POST</b>	<b>: SPECIAL PROGRAMMES MANAGER</b>
<b>SALARY SCALE</b>	<b>: TASK GRADE 16 (CATEGORY 1 MUNICIPALITY)</b>
<b>BENEFITS</b>	<b>: ALL INCLUSIVE</b>

**REQUIREMENTS FOR THE POST:**

- Public Administration or relevant qualification.
- 5-10 years relevant experience, preferably in Local Government.
- A valid driver's licence.

**DUTIES AND RESPONSIBILITIES**

- Advise the Municipal Council about the Local Government issues and matters concerning good governance.
- Develop the procedure to keep the active participation of all local government stakeholders in the spiritual development program of the municipality.
- Advise the periodic planning meetings for public participation and encourage sound financial management for public participation.
- Co-ordinate the process of planning, drafting, adoption and review of Religious Management Strategy.
- Facilitate religious appraisal process.
- Keeping abreast with needs development and legislative imperatives supporting community empowerment, sustainability and improvements to services.
- Evaluating and commenting on the adequacy of submissions and recommendations from the respective Section Heads on critical interventions and/ or changes to current policies procedures and systems.
- Preparing and seeking approval of the short, medium- and long-term deliverables with reasoning and recommendations supporting resource determinations for specific provisions.
- Communicating to personnel through the verbal and written mediums statutory and procedural requirements for adoption and compliance therefore.
- Determining compliance with operational and administrative procedures and applications through analysis of continuous assessment reports and observations with a view to affecting specific adjustments to plans, systems and applications.
- Providing directions on courses of action for execution to address and/ or limit the occurrence of work place accident/ incidents.
- Co-ordinating community educational awareness initiatives to inform on latest trends with respect to combating and controlling the impact of infectious and/ or sexually transmitted diseases (HIV/ AIDS).
- Responding, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on service delivery and/ or services from the general public, councillors and government departments.

- Participating in various meetings (internal and external forums, steering committees) and provides comments/ opinions on matters affecting or concerning the functionality.
- Establish and maintain procedures to facilitate communications between the public and the municipality to assure that complaints, grievances, recommendations and other matters receive prompt attention by the responsible official, and to assure that all such matters are expeditiously resolved.
- Advise the political office on policy matters, procedures, conflict resolution and local government legislation.
- Monitor that legislation, policies, procedures and by-laws are adhered to.

Applications must be submitted on Msinga Municipality application form, obtainable from our Municipal Offices in Tugela Ferry and be handed in or posted to Private Bag x 530, Tugela Ferry, 3010, together with a comprehensive CV, Certified Copies of certificates and I.D Copy in a sealed envelope clearly marked **“APPLICATION: SPECIAL PROGRAMMES MANAGER not later than 12 noon on 20 FEBRUARY 2019.** No late or faxed applications will be considered. For further information regarding the requirements for the application as well as the post content, please contact **HR MANAGER: Miss T.F.N NKALA** or **DIRECTOR CORPORATE SERVICES: MR M.V NTANZI** on 033 493 0761/2/3/4.

**If you do not hear from us within 30 days from the closing date, please consider your application unsuccessful. The municipality is an equal opportunity and Affirmative action employer.**

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**S.L. SOKHELA**  
**MUNICIPAL MANAGER**

**2019/01/**  
**REFERENCE: 4/3/R**