

## **NXUBA MUNICIPALITY**

**Notice No 40/2011**

**11/11/11**

### **STAFF VACANCIES**

**Nxuba Municipality comprises Adelaide and Bedford and surrounding rural areas, situated in the North Western part of Amathole District Municipality, Eastern Cape. The Municipality is seeking the services of committed, suitably qualified and highly motivated persons to fill the following positions:**

#### **1. LAND USE MANAGEMENT OFFICER**

##### **REMUNERATION**

As per Task Grade 11 of category 1 Local Authority on a scale of R136 284 – R176 904 per annum

##### **REQUIREMENTS**

- Grade 12,
- Three year qualification in relevant field.
- Able to perform the functions required under extreme pressure.
- Well developed written and verbal communication skills.
- Valid driver's licence.

##### **KEY PERFORMANCE AREAS**

- Ensures and assume responsibility of all Land Use Management received by the council.
- Recommend on the desirability of such application.
- Purchase or lease of Council Land and prepare Deed of Sales.
- Submitting appropriate recommendation to the council.
- Ensures that Municipality Planning Registers are updated.
- Researchers/Investing municipal procedures and policies.
- Liaises with various municipality and provincial personnel.
- Establishing area planning procedures and policies and liaise with town planners.
- Establishes new procedures to deal with specific types of municipal planning applications (daily).
- Liaises negotiates and consults with public in establishment of municipality planning procedures and policies.
- Notifies all municipality officials on new procedures.
- Reports writing and make submissions (daily).
- Inform the council of new procedures and policies, if applicable as well as placing advert in news papers.
- Attend council meetings and writing of minutes when required or required.
- See to that ordinance 15 of 1985 is adhered when dealing with land matters.
- Working hand in hand with Municipal Manager, CSM, LED Officer and Housing Officer.

## **2. IDP/PMS OFFICER**

### **REMUNERATION**

As per Task Grade 11 of a category 1 local authority on a scale of R136 284 –R176 904 per annum

### **REQUIREMENTS**

- Grade 12.
- Three year qualification in relevant field.
- Three years' experience in municipal planning.
- Computer Proficiency.
- Valid drivers' licence will be an added advantage.

### **KEY PERFORMANCE AREAS**

- Compiling Integrated Development Plan.
- Coordinating and championing IDP.
- Developing performance contracts.
- Implementation of performance frame/ policy.
- Implementation and cascading of performance.
- Ensuring NGOs, CBOs and other role players in the development of the area.
- Ensuring compliance with Municipal Systems Act and MFMA.
- Submitting monthly reports to council.
- Consolidation of annual reports.

Only applicants who meet the requirements should submit a detailed CV, ID copy and certified copies of qualifications, together with a covering letter, to:

The Municipal Manager  
Nxuba Municipality  
Human Resources Unit  
Private Bag X 350  
ADELAIDE  
5760

**No fax, e-mail or late applications will be considered**

**For enquiries please contact Mrs B. Piko at the following number 046-684 0034**

**CLOSING DATE: Wednesday,30 November 2011 at 12:00**

**If no reply to your application has been received within 30 days of the closing date, please regard your application as not having been successful.**