

MSUKALIGWA LOCAL MUNICIPALITY



PO Box 48
Ermelo
Mpumalanga Province
South Africa
2350



Civic Centre Building
c/o Kerk & Taute Street
Ermelo
Mpumalanga Province
South Africa
2350

Customer Care Center: 08611 MSUKA [67852]
Main Fax: +27 17 801-3851

Internet: www.msukaliqwa.gov.za
E-Mail: msuka@msukaliqwa.gov.za

"IS AN AFFIRMATIVE ACTION EMPLOYER"

Applications are hereby invited from suitably qualified and competent persons for appointment to the under mentioned position, people with disability are encouraged to apply. No application will be accepted without certified copies of qualifications as set out below.

DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT

POSITION	:	MANAGER - PROPERTY MANAGEMENT
REF NO	:	126/21
POST LEVEL	:	3
SALARY SCALE	:	R434 497,32 pa
QUALIFICATIONS	:	Grade 12, NQF Level 7, or equivalent qualification in Property Administration and Management, Computer literate (MS Office)
DRIVERS LICENCE	:	Code B drivers licence
EXPERIENCE	:	Minimum 5 years relevant experience in Municipal Property Management Field.

DUTIES :

- Manage and control the maintenance of Council property
- Manage and Prepare annual operating budget for property management section each year
- Manage the processes of land acquisition, disposal, leasing and expropriation
- Land administration and management
- Manage the implementation of land reform within the municipal area
- Managing the Sub-directorate to ensure effective functioning of the sub-directorate
- Co-ordinates activities related with controlling personnel performance and discipline
- Development and implementation of Property Management policies
- Advice Council on Property Management related matters

NOTE: VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA, THEREFORE THE SUCCESSFUL APPLICANT SHALL BE SUBJECTED TO VETTING

CLOSING DATE 03 SEPTEMBER 2021

Applications forms and full detailed information about the advertised position are available on the MSUKALIGWA LOCAL MUNICIPALITY WEBSITE (www.msukaliqwa.gov.za), Facebook page and HR Office. Applications forms must be completed and must be accompanied with a covering letter, comprehensive CV, original certified copies of qualifications, ID document, driver's licence and the names of three contactable references from current or previous employer must be provided. Applications must be posted / Couriered to Msukaligwa Local Municipality P.O. Box 48, Ermelo, 2350 or hand delivered to the Corporate Services (HR Section), Cnr Kerk and Taute Street, Ermelo, for the attention of Director - Corporate Services

FOR ENQUIRIES CONTACT HUMAN RESOURCES – MS L.P. MNISI ON 017 801 3584 DURING OFFICE HOURS.

"IF YOU DON'T HEAR FROM THE MUNICIPALITY AFTER THREE MONTHS, CONSIDER YOUR APPLICATION UNSUCCESSFUL"

MR S.I. MALAZA
ACTING MUNICIPAL MANAGER

2021-08-16

DATE

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DEPARTMENT OF PLANNING AND ECONOMIC DEVELOPMENT

POSITION	:	MANAGER - HUMAN SETTLEMENT XI
REF NO	:	124/21
POST LEVEL	:	3
SALARY SCALE	:	R434 497,32 pa
QUALIFICATIONS	:	Grade 12, NQF Level 7 or equivalent qualification in Town Planning, Computer Literate (MS Office) and be registered with (SACPLAN) professional town and regional planner.
DRIVERS LICENCE	:	Code B drivers licence
EXPERIENCE	:	Minimum 5 years relevant experience in Municipal Human Settlement Field.

DUTIES:

- Monitors the execution of Human Settlements Projects, both Municipal projects and Department of Human Settlements projects (based on the contractual agreements with the Department of Human Settlements)
- Manage the application procedures associated with the Housing Allocation process (Rental and Ownership Allocations)
- Co-ordinate's consumer housing education workshops in collaboration with the Department of Human Settlements.
- Managing the Sub-directorate to ensure effective service delivery on human settlements
- Manage and prepare annual operating budget for Human Settlements section each year
- Co-ordinate's activities related with controlling personnel performance and discipline
- Development and implementation of Human Settlements policies
- Management and Control of Informal Settlements and policy development in this regard
- Advice Council on Human Settlements related matters

NOTE: VETTING IS THE MUNICIPAL PRIMARY SELECTION CRITERIA, THEREFORE THE SUCCESSFUL APPLICANT SHALL BE SUBJECTED TO VETTING

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