



### **INTERNAL/EXTERNAL VACANCY**

Maphumulo Municipality invites applications from suitably qualified and experienced individuals for appointment to the following posts

<b>POST</b>	<b>: YOUTH ADMINISTRATOR</b>
<b>SALARY (Task 09)</b>	<b>: R 249 585. 84 – R323 959. 20 Per annum</b>
<b>CONTRACT</b>	<b>: PERMANENT</b>
<b>REFERENCE</b>	<b>: 294MMYSD002</b>

#### **Basic qualifications and experience**

National Diploma/Degree in Youth Development/Social Science or Relevant equivalent qualification obtained from a recognized tertiary institution. Two years' relevant experience in Youth Development. Computer literacy preferably in Ms Word, Excel and PowerPoint. Ability to communicate in both English and IsiZulu. Valid unendorsed Code 08 driver's license.

#### **Knowledge Skills and Competencies**

Understanding of a developmental local government. Knowledge of local government systems and processes. Good interpersonal skills. Ability to work under pressure. Understanding and be able to interact with community members of various rankings.

#### **Key Performance Areas**

Coordination and implementation of youth mainstream projects. Coordinates capacity building programmes for youth in accordance with budget provisions. Ensure compliance with relevant statutory requirements. Collaborate with external stakeholders to obtain synergy between planned external and internal initiatives pertaining to social empowerment and youth development. Promote participation and awareness relating to youth upliftment initiatives and programs. Facilitate the establishment and organizing forums and committees to promote engagements and discussions on youth development priorities and concerns relating to the lack of empowerment. Facilitate the establishment and functioning of the Youth Desk, Youth Council and other forums within the municipality. Participate in interventions of the provincial and National Department in respect of relief and empowerment programs, interacting within the public and dissemination procedural information

#### **Fringe benefits:**

In addition to the above salary the municipality will offer a 13<sup>th</sup> cheque and further contribute towards the employee's Pension/Provident Fund and Medical Aid in accordance with its policy.

<b>POST</b>	<b>: SPORTS ADMINISTRATOR</b>
<b>SALARY (Task 09)</b>	<b>: R 249 585. 84 – R323 959. 20 Per annum</b>
<b>CONTRACT</b>	<b>: PERMANENT</b>
<b>REFERENCE</b>	<b>: 294MMYSD003</b>

#### **Basic qualifications and experience**

National Diploma in Sports Management or Relevant equivalent qualification obtained from a recognized tertiary institution. Two years' relevant experience in Sports Development. Computer literacy preferably in Ms Word, Excel and PowerPoint. Ability to communicate in both English and IsiZulu. Valid unendorsed Code 08 driver's license.

### **Knowledge Skills and Competencies**

Understanding of a developmental local government. Knowledge of local government systems and processes. Good interpersonal skills. Ability to work under pressure. Understanding and be able to interact with community members of various rankings.

### **Key Performance Areas**

Co-ordination and promotion of programmes relating to sport management with Maphumulo municipality. Encouraging community involvement and participation in sport programmes as approved by Council. Liaising with all relevant sporting bodies, clubs, associations, federations, etc. regarding all matters concerning sport matters in general. Assisting structures in developing documents that are required to source funding e.g., constitutions, business plans etc. Preparing, facilitating, and coordinating the infrastructure requirements and venue requirements for presenting of sport events. Planning, coordinating, and presenting capacity building programs and workshops to stakeholders. Co-ordinating requirements for presenting events and sport, recreation, arts and cultural courses and workshops. Planning, coordinating, and presenting capacity building programs and workshops to sporting stakeholders.

### **Fringe benefits:**

In addition to the above salary the municipality will offer a 13<sup>th</sup> cheque and further contribute towards the employee's Pension/Provident Fund and Medical Aid in accordance with its policy.

<b>POST</b>	<b>: RISK &amp; INTERNAL AUDIT ADMINISTRATOR</b>
<b>SALARY (Task 09)</b>	<b>: R 249 585. 84 – R323 959. 20 Per annum</b>
<b>CONTRACT</b>	<b>: PERMANENT</b>
<b>REFERENCE</b>	<b>: 294MMIAC002</b>

### **Basic qualifications and experience**

National Diploma in Risk Management/Internal Audit/Auditing or any equivalent relevant qualification obtained from a recognized tertiary institution. Minimum of two years' experience in local government or public service financial environment (enterprise risk management/Auditing/financial management). Computer literacy preferably in Ms Word, Excel and PowerPoint. Ability to communicate in both English and IsiZulu. Valid unendorsed Code 08 driver's license.

### **Knowledge Skills and Competencies**

Knowledge of MFMA, MSA, King IV, Risk Management and other local government relevant laws and regulations. Good interpersonal and communication skills. Ability to meet deadlines. Maintain high standards of honesty, objectivity, diligent and loyalty. Ability to communicate with persons of various rankings.

### **Key Performance Areas**

Evaluating the adequacy and capability of internal controls. Facilitate the implementation of the risk management plan, framework. Assist with the compiling of reports to various portfolios, Audit committee, Risk Management Committee, Council. Identify risks in the respective departments. Develop an implementation plan for internal audit and AG recommendations. Compile and update risk registers. Participating in various meetings eg. Risk Committee Meeting, Audit Committee Meeting. Collect and verify the portfolio of evidence against the achieved mitigation actions. Ensuring that risk management process are implemented within the departments. Liaison with internal and external auditors. Facilitate the implementation of the Fraud Prevention Strategy Plan

**Fringe benefits:**

In addition to the above salary the municipality will offer a 13<sup>th</sup> cheque and further contribute towards the employee's Pension/Provident Fund and Medical Aid in accordance with its

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Candidates who meet the requirements for any of these posts must forward their applications on a municipal application form (**obtainable from the website or municipal offices**) accompanied **application letter, detailed Curriculum Vitae, certified copies of your secondary/tertiary qualification certificates** to the **Municipal Manager, Maphumulo Municipality, Private Bag X 9205, Maphumulo 4470**. All applications and enquiries must be directed to **Mr. N D Hlongwa, Tel (032) 481 4500**. (**Applications that are on Z83, incomplete, late, faxed or e-mailed applications will NOT be accepted**)

**CLOSING DATE: 21 AUGUST 2025 @ 16h00.** Communication will only be with short-listed candidates. If you do not hear from us within two weeks after the closing date, please consider your application as unsuccessful. The Council reserves the right to make or not to make any appointment.

*(In all these positions, preference will be given to women and people with disabilities to address equity imbalances within the municipality)*



T. KHULUSE  
MUNICIPAL MANAGER

**Date issued: 01 August 2025**





### INTERNAL/EXTERNAL VACANCY

Maphumulo Municipality invites applications from suitably qualified and experienced individuals **within the municipal area of jurisdiction** for appointment to the following post.

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POST	: SENIOR ADMIN OFFICER
SALARY (Task 11)	: R331 758.78 – R430 640.84
CONTRACT	: PERMANENT
REFERENCE NO.	: 294CPSA007

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#### Basic Qualifications and Experience

Three-year National Diploma in Public Administration or relevant equivalent qualification obtained from recognized tertiary institution coupled with at least two years relevant experience preferable in local government. Possession of valid driver's licence, computer literacy, ability to communicate fluently in both isiZulu and English are all essential requirements for this post.

#### Knowledge, Skills and Competencies Required

Understanding of developmental local government. Knowledge of local government systems and processes. Good interpersonal skills. Ability to meet deadlines. Ability to work under pressure. Planning and report writing skills. Ability to communicate with various community stakeholders of various rankings. Understanding of protocol.

#### Key Performance Areas

Supervision of cleaning services. Supervision of reception area. Carry out general administrative duties. Interpretation and translation of scripts. Making sure that the Municipal environment remains hygienic to enhance healthy conditions for the staff, councilors, and visitors. Make sure that major maintenance work is reported to the maintenance division for repairs. Supervision of security services and ensures maintenance access control. Ensure compliance with OHASA.

#### Fringe benefits:

In addition to the above salary for the post, the municipality will offer a 13<sup>th</sup> cheque and further contribute towards the employee's Provident Fund and Medical Aid in accordance with its policy.

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If you meet the requirements for this post, please forward your application on a municipal application form (**obtainable from the website or municipal offices**) accompanied **application letter, detailed Curriculum Vitae, certified copies of your tertiary qualification certificates** to the **Municipal Manager**, Maphumulo Municipality, Private Bag X 9205, Maphumulo 4470. All applications and enquiries must be directed to **Mr. N D Hlongwa**, Tel (032) 481 4500. (**Applications that are on Z83, incomplete, late, faxed or e-mailed applications will NOT be accepted**)

**CLOSING DATE: 21 AUGUST 2025 @ 15h00.** Communication will only be with short-listed candidates. If you do not hear from us within two weeks after the closing date, please consider your application as unsuccessful. The Council reserves the right to make or not to make any appointment.

*(Preference will be given to women and people with disabilities to address equity imbalances in the municipality)*

  
T. KHULUSE  
MUNICIPAL MANAGER  
DATE 07/08/25





## **MAPHUMULO MUNICIPALITY INTERNAL/EXTERNAL VACANCY**

Maphumulo Municipality invites applications from suitably qualified and experienced individuals for appointment to the following post

<b>POST</b>	<b>: SENIOR TOWN PLANNER</b>
<b>SALARY (Task 15)</b>	<b>: R 572 376. 60 – R743 002. 92 Per annum</b>
<b>CONTRACT</b>	<b>: PERMANENT</b>
<b>REFERENCE</b>	<b>: 294EDPHS001</b>

### **Basic qualifications and experience**

Three-year National Diploma/ Degree in Town and Regional Planning from a recognized academic institution. Minimum of 2 years' experience in Town and Regional Planning, preferably in Local Government. Registration with South African Council for Town and Regional Planners as a Professional Planner. Computer literacy. Valid Code 08 driver's licence. Ability to communicate in both English and IsiZulu.

### **Knowledge Skills and Competencies**

Understanding of a developmental local government. Knowledge of local government systems and processes. Good interpersonal skills. Excellent research skills, Ability to work under pressure. Understanding and be able to interact with community members of various rankings.

### **Key Performance Areas**

Responsible for compilation of legally compliant Land Use Management Schemes as per the Spatial Planning and Land Use Management Act (SPLUMA) Act No. 16 of 2013. Assess statutory and development land use applications in line with SPLUMA requirements. Liaise directly with Tribal Authorities (Amakhosi, iziNduna) on development applications and land use management practices. Support and guide the development of housing sector plans of municipal IDPs. Undertake site inspections to ensure compliance with developments. Oversee legal and procedural aspect of schemes, including zoning, use rights, and built form regulations. Maintain awareness and knowledge of planning and development trends, policies and legislation at the local, provincial and national level. Provide development planning technical service to the community. Draft and present reports related to appeals lodged against land use decisions for consideration and resolution. Prepare technical reports, statistical summaries, and performance metrics for senior management and Council.

### **Fringe benefits:**

In addition to the above salary the municipality will offer a 13<sup>th</sup> cheque and further contribute towards the employee's Pension/Provident Fund and Medical Aid in accordance with its policy.

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Candidates who meet the requirements for this post must forward their applications on a municipal application form (**obtainable from the website or municipal offices**) accompanied **detailed Curriculum Vitae, certified copies of your matric and tertiary qualification certificates** to the **Municipal Manager**, Maphumulo Municipality, Private Bag X 9205, Maphumulo 4470. All applications and enquiries must be directed to **Mr. N D Hlongwa, Tel (032) 481 4500. (Applications that are on Z83, incomplete, late, faxed or e-mailed applications will NOT be accepted)**

**CLOSING DATE: 21 August 2025 @ 12h00.** Communication will only be with short-listed candidates. If you do not hear from us within two weeks after the closing date, please consider your application as unsuccessful. The Council reserves the right to make or not to make any appointment.

***(Preference will be given to women and people with disabilities to address equity imbalances in the municipality)***



**T. KHULOSE**  
**MUNICIPAL MANAGER**

**Date issued: 07 August 2025**