

UMzimkhulu



Municipality

Tel: (039) 259 5000/5300
Fax: (039) 259 0427

169 Main Street
Private Bag 53
UMzimkhulu 3297

Email: info@umzimkhululm.gov.za

PROVINCE OF KWAZULU-NATAL

KZN 435

KZN435/14/15/020/CORP

ADVERTISEMENT

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidate for the under mentioned challenging positions.

BUDGET OFFICER

POST LEVEL 2

MINIMUM REQUIREMENTS

- MATRIC.
- ND IN ACCOUNTING OR EQUIVALENT.
- ACCOUNTING ENVIRONMENT.

COMPETENCIES

- Knowledge of municipal Finance Management Act, Municipal System Act, Budgeting & forecasting, GRAP, municipal IDP and other relevant Acts computer literacy.
- Ability to communicate at different levels.
- Ability to work under pressure.

KEY RESPONSIBILITIES

- Responsible for the thorough development of the municipal budget
- Preparation of all monthly and quarterly budget report for council, provincial, National Treasury departments and other spheres of government.
- Compiling and documenting budget estimates and actual as provided for under budget guidelines.
- Monitoring of expenditure of all votes
- Preparation of data for adjustment budget
- Providing guidance to all sections on the procedural requirements pertaining to preparation and administration of the municipal budget and MFMA compliant.
- Compilation of Municipal Service Development Implementation Plan

INFORMATION TECHNOLOGY INTERNS X2

2 YEAR CONTRACT

MINIMUM REQUIREMENTS

- Matric
- National Diploma/Bachelor Degree in Information technology

KEY PERFORMANCE AREAS:

- Assist with tasks required by administration staff from time to time.
- Perform on going performance tuning, hardware upgrades, and resource optimization as required.
- Ensuring that users comply with policies at all times.
- E-mail anti-virus and security administration and support to all users, assemble hardware and install machines with current operating system coordinate and deliver the installation on site.
- Perform on going performance tuning, hardware upgrades, and resources optimization as required

Application with comprehensive curriculum vitae and application letter, certified copies of education qualification must be addressed to:

The Municipal Manager

Attention; Corporate Services Manager (MS N.N.NDUKU)

UMzimkhulu Municipality

P.O.BOX 53

UMZIMKULU

3297

Or hand delivery to 169 main street uMzimkhulu municipality old building to the Corporate Services Manager

CLOSING DATE : 05 MAY 2015

Enquiries can be directed to the corporate services manager .no fax or email application will be accepted uMzimkhulu municipality is an equal opportunity employer with strong gender bias, woman and disabled candidates are encourage to apply

Canvassing support from municipal officials and councillors is prohibited and any person found guilty thereof will be disqualified with immediate effect

The uMzimkhulu municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability, people with disabilities are encouraged to apply and state their disability.

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MR. Z.S. SIKHOSANA

MUNICIPAL MANAGER.

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