

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhulum.gov.za
Tel: (039) 259 5000/5300
Fax: (039) 259 0427

CORPORATE SERVICE DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

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

1. RISK MANAGEMENT INTERNSHIP (1 YEAR CONTRACT)

MINIMUM REQUIREMENTS

- Matric
- Bachelor's degree/ National Diploma with at least one of the following as a major subjects: Internal Auditing, Auditing and Risk Management

KEY PERFORMANCE AREAS:

- Assist in facilitation of risk assessments.
- Assist in monitoring of compliance to laws and regulations.
- Assist in fraud prevention processes.
- Identify and analyze inherent risk on processes, Monitor and analyze controls employed by management.
- Report weaknesses on the internal control system and make recommendations.
- Be able to interact with other employees. Willingness to learn

2. ACQUISITION OFFICER (PL 3)

MINIMUM REQUIREMENTS

- Matric.
- Diploma in Supply Chain Management or Equivalent
- 2 – 3 years' experience in Supply Chain / Procurement field at local government
- Knowledge of MFMA , SCM REGULATION and other relevant SCM and Municipal prescripts

KEY PERFORMANCE AREAS:

- Capturing of purchase orders into the Financial system
- Capturing of Payments & Making copies of payments batches
- Verifying goods received and do the goods received note in preparation for the payment
- Receiving of invoices from suppliers/creditors
- Receiving of the delivery from the suppliers
- Store all the appointment letters, contracts/agreements, purchase orders regret letters and others in to the ELECTRONIC DATA STORE system Closing of tenders at the time and closing date of the tender in the advert

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3. REGISTRY CLERK (PL4)

MINIMUM REQUIREMENTS

- Grade 12
- Computer certificate
- Registry certificate
- 1 year relevant experience
- Be able to communicate in isiZulu/isiXhosa and English

KEY PERFORMANCE AREAS

- Receiving incoming /outgoing mail and documents with recording sequence in register.
- Keep control over the filing to prevent un-necessary duplicates or bulk items being placed on the file
- Opening of files and replacement of worn covers
- Controls the receipt and opening of the post
- Despatch of out going items
- Responsible for the closure of records ,tracing of files and pending of correspondence

4. TRAFFIC WARDEN X2 (PL 4)

MINIMUM REQUIREMENTS

- Grade 12
- Traffic warden certificate
- 1 year experience as a traffic warden
- Registered as a Traffic warden
- Drivers licence will be an added advantage
- Be able to communicate in isiZulu/isiXhosa and English

KEY PERFORMANCE AREAS

- Identifying with specific parking violations / completing and issuing section 341 notices of offence to motorists.
- Enforcement of municipal bylaws.
- Attending to minor offences with respect to actions threatening public safety, issuing verbal warning and/ or controlling situations and informing the control room to despatch armed back up in instances of serious violations.
- Controlling of traffic flow during busy hours

All applications 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

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

CLOSING DATE : 27 OCTOBER 2016

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.