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CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL
KZN 435

ADVERTISEMENT

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

POST: DEVELOPMENT ADMINISTRATOR (SPLUMA) (PL 2)

SALARY: R 190 800.00 PER ANNUM

PERMANENT POSITION

MINIMUM REQUIREMENTS AND EXPERIENCE:

- Matric
- Diploma in Management
- A valid driver's licence.
- Computer literate
- 2-3 years' experience
- Experience in Town Planning and land related administration
- Need to be legible for registration as Development Administrator in terms of the SPLUMA

KEY PERFORMANCE AREAS:

- Administer development applications received in line with SPLUMA provisions.
- Broad understanding of SPLUMA and its application
- Supports and provides professional guidance with respect to key performance areas of urban and rural development, and municipal special projects.
- Disseminates information on land use policies and processes as well as relevant policies such as NHBRC, NRB etc.

POST: LED, SMME AND COOPS DEVELOPMENT OFFICER (PL 2)

SALARY: 190 800.00 PER ANNUM

PERMANENT POSITION

MINIMUM REQUIREMENTS AND EXPERIENCE:

- Matric
- Diploma or Degree within the following fields: or Local Economic Development / Commerce / Business/Entrepreneur Development
- Computer literacy
- Valid driver's license
- 3 years' experience

KEY PERFORMANCE AREAS:

- Provides a Local Economic Development service to the communities of UMzimkhulu Municipality.
- Creates an enabling environment for the business sector to grow the local economy.
- Assist with Poverty alleviation programme and SMME skills development.
- Assisting the previously disadvantaged to come into main stream economics.
- Supporting small business enterprises and sourcing funding for entrepreneurs.
- Retain established business in area and increasing trade.
- Recruit investment into area.
- Create new industry (Business process outsourcing; green economic activities; sustainable development).
- Implement Poverty alleviation programme and skills development.
- Facilitation of LED projects.

POST: SENIOR HOUSING AND LAND ADMINISTRATION OFFICER (PL 1)

SALARY: R 351 568.92 PER ANNUM

PERMANENT POSITION

MINIMUM REQUIREMENTS AND EXPERIENCE:

- Matric
- B. degree or National Diploma in Housing or Built environment
- A valid code B driver's licence.
- Computer literate
- 2-3 years' experience
- Knowledge on provision of Human settlements, land administration and land use management.

KEY PERFORMANCE AREAS:

- Implementation of human settlement projects including identification of land, management of beneficiaries, monitoring installation of services and construction of the top structure.
- Perform all land administration related activities, facilitating and processing sale of municipal land, facilitating all relevant committees, submission of housing subsidy applications.
- Facilitate planning for establishment of new neighbour roads, registration of townships and transfer of properties for residential development as well as understanding of SPLUMA

POST: RISK MANAGEMENT OFFICER (PL 2)

SALARY: 190 800.00 PER ANNUM

PERMANENT POSITION

MINIMUM REQUIREMENTS AND EXPERIENCE:

- Matric
- ND/B.com: Internal Auditing/Auditing/Risk Management/Accounting.
- A valid driver's licence.
- Computer literate
- 2-3 years' experience

KEY PERFORMANCE AREAS:

- Assist in organization and facilitation of annual risk management assessments, risk assessments for all major changes and incidents, such as accidents, purchases of capital equipment, restructuring of operational processes etc.;
- Ensures that all risk categories are included in the assessment;
- Compiles a consolidated risk register on an annual basis;
- Facilitate process and project risk assessment and compile risk registers Compile Municipal and Departmental checklist to verify compliance with most critical legislation

POST: LIBRARY COMPUTER ASSISTANT (Cyber Cadet)

SALARY: 118 251.84 -138 445.92 PER ANNUM

PERMANENT POSITION

MINIMUM REQUIREMENTS AND EXPERIENCE:

- Matric or Grade 12 and Comp TIA accredited A+ Certification (N+ will be an added advantage);
- Provable, practical skills, knowledge and experience of computers, word processing, Internet and e-mail;
- Basic understanding of maintaining and trouble-shooting Windows 7 operating system software, PC and printer hardware (working on Windows 8.1 will be an added advantage)
- Excellent verbal and written communication skills;
- Excellent interpersonal skills
- Qualification and work experience in a library environment will be an added advantage
- Willingness to work according to set library hours, including Saturdays.

A driver's license is a recommendation. Candidates will be expected to complete a practical test, and anyone with the pass rate under 40% will not be employable.

KEY PERFORMANCE AREAS:

Provide advice to library users on the use of ICT

Conduct ICT training for public library users

Ensure that ICT hardware, software and network connectivity are maintained

Ensure adherence to ICT policies and guidelines

Provide support to the librarian on the usage of ICT

POST LIBRARY INTERN

(ONE YEAR CONTRACT)

SALARY MONTHLY R 3000.00

MINIMUM REQUIREMENTS:

- A Library Degree or equivalent Diploma in Library and information science.
- Good communication, community person working with all age groups.
- Computer literate.
- Successful candidate will be required to work on Saturdays

KEY PERFORMANCE AREAS:

Assist with the retrieval of borrowed library materials, assist users with information searching and learners with school projects, filling of library materials in sequel order both numerically and alphabetically, make follow ups on unreturned materials, assist with orientation to local schools and all library promotional activities.

Applications with comprehensive curriculum qualifications must be addressed to:

The Municipal Manager – Mr Z. S SIKHOSANA; Attention: Corporate Services Manager Ms N. N. Nduku

UMzimkhulu Municipality; P.O. Box 53; 169 Main Street; UMzimkhulu; 3297

CLOSING DATE: 18 AUGUST 2017

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

Enquires can be directed to the Corporate Services Manager. No faxed or E-Mailed applications will be accepted.

MR Z. S. SIKHOSANA

