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CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL
KZN 435

ADVERTISEMENT

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

POST: BUILDING CONTROL SPECIALIST (PL 1)

SALARY: R 351 568.92 PER ANNUM

PERMANENT POSITION

MINIMUM REQUIREMENTS AND EXPERIENCE:

- An appropriate three (3) year tertiary qualification (Diploma or Degree) in one of the following building disciplines: Building Science, Building Management, Quantity Surveying, Architecture, or equivalent qualification.
- Compulsory registration with SACPCMP as a candidate
- Eligible for registration as a Peace officer
- Relevant experience a minimum of three (3) years in a building office environment in Local Government.
- A valid code B driver's licence.
- Computer literate

KEY PERFORMANCE AREAS:

- Monitor compliance with standards and specification with regard to new building, additions and renovation to existing structure.
- Prepare and present investigational and qualitative reports.
- Implement council policies with regards to building control functions as well as outdoor advertising.
- Monitor and verify that encroachments onto public spaces are correctly noted by the planning & housing department.
- Produce necessary reports / recommendations with regards to building control function to assist local municipality in making sound council decisions.
- Approval of all building plans

POST: CONTRACTS ADMINISTRATOR (PL 3)

SALARY: R 118 251.84 PER ANNUM

PERMANENT POSITION

MINIMUM REQUIREMENTS AND EXPERIENCE:

- ND OR B.COM IN BUSINESS MANAGEMENT/ADMINISTRATION /SUPPLY CHAIN MANAGEMENT /ACCOUNTING OR FINANCE.
- RELEVANT EXPERIENCE A MINIMUM OF TWO (2) YEARS IN SUPPLY CHAIN OFFICE ENVIRONMENT IN LOCAL GOVERNMENT.
- COMPUTER LITERATE

KEY PERFORMANCE AREAS:

- Contribute to the development and implementation of contract management plans by sourcing document and established contracts as well as monitoring performance and addressing non-performance
- Administer contracts in accordance with approved contract management plans and procedures and update contract details to maintain the integrity of contract information
- Establish and maintain stakeholders and supplier relationships to identify and minimize risk
- Interpret and explain contract requirements and terms and conditions to stakeholders to support compliance with statutory and policy requirements and information decision making

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: 31 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

MUNICIPAL MANAGER