

UMzimkhulu



Municipality

Tel: (039) 259 5000/5300

Fax: (039) 259 0427

169 Main Street

Private Bag 53

UMzimkhulu 3297

Email: info@umzimkhulum.gov.za

PROVINCE OF KWAZULU-NATAL

KZN 435

ADVERTISEMENT

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable candidates to appoint for the following positions.

MONITORING AND EVALUATION INTERN

1 YEAR CONTRACT

Monthly salary R 3000.00

MINIMUM REQUIREMENTS

- Matric
- National Diploma in Business Administration /Bachelor of Administration (Local Government).
- Computer literate and good communication skills

KEY PERFORMANCE AREAS

- Assist in compiling departmental report perform all activities related to the implementation of new system including transfer of skills.
- Assist in developing performance agreements documents in consultation with COGTA.
- Assist in management of M&E Risk action plan.
- Perform any other duties that may be delegated by supervisor.

ARTS AND CULTURE INTERN

1 YEAR CONTRACT

Monthly salary R 3 000.00

MINIMUM REQUIREMENTS

- Grade 12 Certificate

- Computer Literate
- Degree or Diploma in Arts and Culture or equivalent qualification.

KEY PERFORMANCE AREAS

- Office work day to day activities.
- Administrative responsibilities
- Support and assist Arts and Culture Officer
- Assist in all aspects of planning and logistics
- Must be able attend Arts and Culture programmes

FINANCE INTERN

2 YEAR CONTRACT

Monthly salary R 5 424. 00.

MINIMUM REQUIREMENTS

- Matric.
- Three year tertiary qualification in accounting, commerce/ financial management system
- Computer literate and good communication skills.

KEY PERFORMANCE AREAS

- Perform various duties in the financial department.
- Assist in general finance management administration
- Perform any other duties that may be delegated by supervisor.

INFORMATION TECHNOLOGY INTERN X2

2 YEAR CONTRACT

Monthly salary R 5 424. 00

MINIMUM REQUIREMENTS

- Matric
- Bachelor /National Diploma 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 : 19 MAY 2017

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.

MR. Z.S. SIKHOSANA

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MUNICIPAL MANAGER.


