

169 Main Street
Private Bag 53
Umzimkhulu
3297



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

CORPORATE SERVICES

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.

ADVERTISEMENT

1. ADMINISTRATOR (DEMAND) TASK GRADE 9

SALARY: R 184 785.03 Per annum

MINIMUM REQUIREMENTS

- Matric
- National Diploma in Supply Chain Management or equivalent
- Computer Literacy – Office Applications
- Code EB Driving license
- 2-3 years' experience in supply chain environment

KEY PERFORMANCE AREAS:

- Verifying information recorded on quotations and Specifications forms (vote numbers, specifications,) Authorize information onto the Financial System.
- Receiving proposals from vendors/suppliers with regards to their products, prices and service delivery standards and/or communicating the requirements of Council's policies.
- Participating in discussion at site meetings with contractors and detailing deviations or non-compliance to the scope and terms of contracts and/or standard and quality of the delivery of the service.
- Preparing reports to SCM Manager detailing the status of projects on Evaluation Stage and appointed service providers
- Analyse and Process payments on the financial system

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2. EXECUTIVE SECRETARY (TASK GRADE 7)

REMUNERATION R145 385. 23 Per annum

MINIMUM REQUIREMENTS

- Grade 12
- Administrative Diploma/ Secretarial Diploma/ Public Management/ ND in Office Management and Technology or equivalent qualification
- 2-3 years relevant Secretarial/Administrative experience.

KNOWLEDGE SKILLS AND COMPETENCY

- Be computer literate with a proficiency in Ms Office software applications
- Have ability to operate independently
- Have good office management
- Possess knowledge on secretariat services
- Have ability to deal with confidential information
- Have excellent interpersonal skills

KEY PERFORMANCE AREAS

- Scheduling and update appointments on behalf of the manager.
- Receiving and communicating with gust, complainants and members of the public establish the nature of the visit and redirecting to appropriate personnel for attention.
- Confirming for travel and accommodation details, attending specific business arrangements and briefing management on specific requirements to departure.
- Retrieving/accessing information, file correspondences on request or conduct searches on electronic mediums to evaluate information on specific subject.
- Assisting manager in managing and monitoring departmental performance, and also attend audit queries
- Responsible for capturing orders and payment through Munsoft system for the department as well as managing departmental budget through MCoa

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INVITATION TO APPLY FOR INTERNSHIP PROGRAMME FOR UMZIMKHULU LOCAL MUNICIPALITY

DURATION

The Internship Programme will run for a period of 12 months

**MUST BE FROM UMZIMKHULU LOCAL MUNICIPALITY (PROOF of RESIDENCE
WILL BE REQUIRED**

CORPORATE SERVICES DEPARTMENT

3. CUSTOMER CARE INTERN X1

STIPEND R3 000.00 MONTHLY

MINIMUM REQUIREMENTS:

- Matric
- National Diploma in Public Administration/ National Diploma in Marketing
- Customer Care Certificate
- Computer skills
- Good communication skills

KEY PERFORMANCE AREAS:

- Handling of incoming complaints via telephone or walk-ins
- Capturing of complaints
- Follow up on reported complaints until resolved
- Perform any other duties that may be delegated by supervisor

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STRATEGIC PLANNING, HOUSING AND LED DEPARTMENT

4. LED AND TOURISM INTERN

MINIMUM REQUIREMENT

- Matric
- Diploma/Degree within the following fields: Local Economic Development, Business Administration, Public administration, Tourism and Developmental studies

KEY PERFORMANCE AREAS:

The successful candidate will be required to fulfil the following duties during the duration of the contract:

- Provide support that is required to implement and manage projects under LED and tourism.
- Produce reports as requested by the office
- Conduct administrative duties as per requests
- Participate in coordination, monitoring and reporting on the work of LED & Tourism and projects under the Unit

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

P.O.BOX 53

UMZIMKULU

3297

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

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CLOSING DATE : 06 SEPTEMBER 2019

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.