

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. CIVIL ENGINEERING TECHNICIAN (TG11)

Permanent position

ANNUAL SALARY: R260 292.00 plus car allowance

MINIMUM REQUIREMENTS

- Matric
- Diploma in Civil Engineering or relevant tertiary qualification.
- Computer Literacy in Microsoft word, Excel and Design programme software.
- Drivers Licence code: B/C
- 2 Years' Experience in Construction and Design of Civil Engineering.

KEY PERFORMANCE AREAS:

- Design of Engineering Services/Administration. Compile Reports on the engineering design structures according to the required standards, as specified by the Integrated Development Plan and Harry Gwala District Integrated Development Plan.
- Preparation of Tender Documents. Assist the Project Manager with the formulation of specific contracts and tender documents and controls contractual obligations, by assisting the Project Manager with preparation and compilation of all UMzimkhulu Municipality tender documents.
- Assist Project Manager with championing MIG/MIS programme. Monitoring of Contracts. Manages the formulation of specific contracts and tender documents and controls contractual obligations, to ensure that all project contracts are performing according to schedule and that they are performing the allocated work in compliance with the CIDB standards. Submit weekly reports to the Technical Manager with regards to progress made and challenges identified with particular projects monitored.

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- Attend meetings with Infrastructure and Engineering Manager and Contractors to discuss project progress. Ensure that sites are visited weekly to monitor progress and report on pending deadlines.
- Monitoring Roads and other Infrastructure Maintenance. Conduct visits to road Infrastructure within the Municipality, provide feedback by compiling a report for the Infrastructure and Engineering Manager with regards to progress made and possible challenges identified.

2. ADMINISTRATOR (HUMAN RESOURCES) (TG9)

Permanent position

ANNUAL SALARY: R195 816.00

MINIMUM REQUIREMENTS

- Matric
- Diploma in Human Resources or relevant tertiary qualification.
- Computer Literacy – Office Applications
- Knowledge of using VIP payroll system (Proof is needed)
- 3 Years Relevant experience in Human Resources.

KEY PERFORMANCE AREAS:

- Monitor Staff Attendance, Collects staff attendance registers from departmental secretaries.
- Checks staff attendance register are signed in and out by all Municipal Employees.
- Submit the report to Human Resource Manager.
- Assist UMzimkhulu Local Municipality Council on staff attendance as to ensure good staff attendance and respecting conditions of service, etc.
- Management of Staff and Councillor Personnel Files, ensure that all Municipal Staff

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members and Councillors have personnel files and maintain personnel files to ensure that they are kept confidentially.

- Compile and process information regarding employees into a personnel file, assist employee with completing necessary forms i.e. Pension, Medical aid, etc.
- Filling of documents on Staff Personnel files. Control access on Staff Personnel Files.
- Payroll Administration, Prepares and drafts letters regarding implementation of general salary increases by confirming new rates of pay effective from July each respective year.
- Ensure payment of Staff members and Councillors by receiving payroll information from various Departments and Municipal Manager.
- Payment to Department of Labour for Workmen's Compensation before 31 March of every year after receiving Return of Earnings.
- Benefits administration, Completes and signs the notification of retirement forms and assists the Employee if necessary, to complete certain sections of the forms.
- Administers Housing subsidy scheme and non-mortgage housing loan scheme (Pension Provident Fund/s).

3. ADMINISTRATOR (PROJECT FILES) (TG9)

Permanent position

ANNUAL SALARY: R195 816.00

MINIMUM REQUIREMENTS

- Matric
- Diploma in Administration/Accounting Project Administration or relevant tertiary qualification.
- Computer Literacy – Office Applications
- 2 Years' experience in Financial management/Administration experience in Local Government.

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KEY PERFORMANCE AREAS:

- Project File administration, keep records of all Project files for the Infrastructure and Engineering Department. Open an Existing Project file register for all current Infrastructure and Engineering project and constantly update progress report received from Technical Assistants with regards to site visits and feedback regarding the progress of each project. All archived files to be captured on the old/closed project file register.
- Receive construction and maintenance queries with regards to ongoing projects within the Municipality and refer each query to the relevant Stakeholders or Staff members involved.
- Update the Project Information Management System (PIMS) database on all current projects/ongoing projects within the Municipality.
- Attend Staff meetings and writing minutes of the meeting with the refuse Staff, report directly to Infrastructure Manager.
- Project Financial Cash Flow, to complete project payment requests for the Project Manager to ensure that payments are generated within the specified time frames.
- Draft a projected cash flow report for each project, with the assistance of the Technical Assistants.

4. SENIOR HANDYMAN (ELECTRICAL) (TG7)

Permanent position

ANNUAL SALARY: R154 476.00

MINIMUM REQUIREMENTS

- Matric
- N6 diploma in Electrical Engineering or relevant tertiary qualification
- Valid code C1 driver's licence
- 1- 2 years' relevant electrical experience.

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KEY PERFORMANCE AREAS:

- Reporting to the Electricity Technician.
- Communicating with the Electricity Technician/Senior Artisan and establishing material and resources necessary against specific works orders.
- Interacting with the Electricity Technician and checking allocated components and material against job cards prior to commencing with work order.
- Communicate with Electricity Technician or Senior Artisan about day to day repairs, maintenance and installation for general building electrical installation, streetlights and high mast lighting and other activities related to the electricity unit.
- Inserting the relevant information (Qualitative / Quantitative) and /or details / service.
- Forwarding the relevant personnel for processing.
- Referring to work schedules and registers to correct deviations in entries raised during processing.
- Transporting personnel/material and off-loading of materials and equipment.
- Engaging controls to operate mechanisms (mounted cranes) to facilitate specific sequences (hoisting, overhead repairs, etc.).

5. TRUCK DRIVER X 2 (TG5)

Permanent positions

ANNUAL SALARY: R108 768.00

MINIMUM REQUIREMENTS

- Standard 7/ABET LEVEL 4
- Drivers Licence Code: 08/B
- Able to communicate in Two Local Languages – IsiZulu/IsiXhosa and English
- 3 Years proven experience in Driving Heavy duty Trucks.

KEY PERFORMANCE AREAS:

- Operating heavy duty truck to transport water during the construction of Roads for different roads projects.

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- Communicating with the Supervisor(Foreman) on site and confirming, requirements or specifications.
- Transporting Personnel, Material and Equipment.
- Load and Offload Material (Gravel, Commercial, Waste (being it domestic, Garden and Industrial from the designated area.
- When the assigned Truck is damaged, driver shall at any time drive the other Municipal Vehicles to deliver any material.

SHORTLISTED CANDIDATES WILL HAVE TO UNDERGO K53 DRIVING TEST AS PART OF THE SELECTION.

6. ROLLER OPERATOR (TG5)

Permanent position

ANNUAL SALARY: R108 768.00

MINIMUM REQUIREMENTS

- Standard 7/ABET LEVEL 4
- Drivers Licence Code: 10 PDP
- Roller Competency Certificate
- Able to communicate in Two Local Languages – IsiZulu/IsiXhosa and English
- 3 Years proven experience in Operating Heavy duty Machine.

KEY PERFORMANCE AREAS:

- Compact and level the Road Surface, Compact the gravel material.
- Perform all related work requested by other Municipal Department using the Roller.
- Performance of all Municipal Work, replace/Relieve the other Municipal drivers.

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7. POUND RANGER (TG4)

Permanent position

ANNUAL SALARY: R106 224.00

MINIMUM REQUIREMENTS

- Standard 7/ABET LEVEL 4
- Drivers Licence Code: 08/B
- Able to communicate in Two Local Languages – IsiZulu/IsiXhosa and English
- 2 Years' Experience in Agricultural background.

KEY PERFORMANCE AREAS:

- Patrolling Animals in Town, Patrolling for stray animals.
- Communicating with the Pound Master and attending to Animal Straying in Town and on Provincial Roads.
- Directing, diverting stopping and controlling the flow traffic. Animal roll call every morning and afternoons.
- Ear tagging of Animals when impounded.

All applications with comprehensive curriculum Vitae and application letter, certified copies of educational qualification must be addressed to:

The Municipal Manager

Attention: Deputy Manager Corporate Services

UMzimkhulu Municipality

P.O BOX 53

UMzimkhulu

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Or hand delivery to 169 main street UMzimkhulu Municipality Old Main Building to the Deputy Manager Corporate Services Office.

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CLOSING DATE: 28 August 2020

Enquires can be directed to the Deputy Manager Corporate Services no faxed or emailed application will be accepted. UMzimkhulu Municipality is an equal opportunity employer with strong gender bias, woman disabled candidates are encouraged to apply.

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Mr Z.S. SIKHOSANA

MUNICIPAL MANAGER.