

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 (REGISTRY) (TG9)

Permanent position

ANNUAL SALARY: R184 298.40

MINIMUM REQUIREMENTS

- Matric
- Computer Literacy – Office Applications
- Higher Certificate in Management
- Drivers Licence code: B/C
- 2 – 3 years' experience as admin clerk

KEY PERFORMANCE AREAS:

- Performs activities/tasks associated with registering and recording of incoming/outgoing mail correspondence.
- Performs specific task/activities associated with monitoring the circulation and retrieval of documents and correspondences.
- Perform tasks/activities associated with the provision of general office support.
- Receiving incoming/outgoing mail from main Registry and commences with recording sequence in mail registers, inserting dates, details of address etc.
- Inserting acknowledgement of receipt on incoming mail, stamping and reflecting circulation details.
- Seeking approval and executing sequences to facilitate the archiving and disposal of aged/obsolete records.

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2. PLANNING INTERN

Monthly Salary: 3000

ONE YEAR CONTRACT

MINIMUM REQUIREMENTS

- Matric
- National Diploma in Town and Regional Planning or equivalent
- Computer literate and Communication skills

KEY PERFORMANCE AREAS:

- Assist planning unit in scrutinizing building plans
- Assist in assessing land development applications submitted to municipality.
- Assist in writing report, correspondences with regard to development and community issues.
- Attend to public queries.

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.

CLOSING DATE: 25 October 2019

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.