

169 Main Street
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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

FINANCE INTERN (2 YEAR CONTRACT)

MONTHLY SALARY R 5 424.00

MINIMUM REQUIREMENTS

- Matric.
- Three year tertiary qualification in Accounting, Commerce/ Financial Management System or Relevant Qualification.
- 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.

COMMUNICATION INTERN (ONE YEAR CONTRACT)

MONTHLY SALARY R3 600.00

MINIMUM REQUIREMENTS

- Matric
- N.D.in Communications or Media and Journalism
- Computer literate and good communication skills
- Be able to do research and content development
- Qualification for Animation, Art work designing, or on Branding will an added advantage

KEY PERFORMANCE AREAS

- Assist in Writing, Copy and editing newsletter for the municipality
- Assist in organising municipal events and working together with district municipality.
- Assist in general communication management administration
- Perform any other duties that may be delegated by supervisor.

CASHIER (PL4) (PERMANENT POSITION)

ANNUAL SALARY: R 155 426.14

MINIMUM REQUIREMENTS

- Senior Certificate
- Cashier certificate with 3-6 months experience as cashier or working in finance department
or
- National Higher Certificate/ Diploma in Financial Accounting

SKILLS AND COMPETENCE REQUIRED

- Thorough knowledge of all relevant Road Traffic Legislation and all relevant regulations
- Knowledge of National Road Traffic Information System(NaTIS) and its application

- Knowledge of delegations of authority and Financial Audit procedures
- Procedural knowledge relating to general office administration
- Computer literacy
- Basic accounting skills
- Good communication skills(written and verbal)
- Must be responsible, self-motivated, reliable, honest ,loyal, trustworthy diplomatic and have integrity

KEY PERFORMANCE AREAS

- Render a cash office service and ensure accuracy of the NaTIS data in accordance with the National Road Traffic Act through investigation
- Ensure the daily cashing up and balancing of all revenue collected I terms of the PFMA and the Treasury Regulations for all transactions performed
- Verify documentation and application received in respect of registration and licensing of motor vehicles through the use of the NaTIS query transactions in accordance with the National Road Traffic Act charging the relevant fees
- Attend to queries and complaints from the public in respect of all motor vehicle registration and licensing in accordance with the relevant National Road Traffic Act
- Verify all face value transactions executed

POST: PUBLIC PARTICIPATION CO-ORDINATOR (PL3)

PERMANENT POSITION

ANNUAL SALARY: R183 949.20

MINIMUM REQUIREMENTS AND EXPERIENCE:

- Senior certificate/Matric
- N. Diploma in Public Relations with Experience: 1-2 years in public relations environment
- Communication (verbal and written) with people at different levels and from different backgrounds , ability to work under pressure and work overtime
- Good telephone etiquette, computer skills and understanding of all Microsoft office programmes (Excel, Word and PowerPoint).
- A valid code B driver's licence.

- Computer literate

KEY PERFORMANCE AREAS

- Initiate, drive & manage community participation Inter Governmental Report.
- Co-ordinate community engagement, ward committees.
- Prepare monthly sectoral report.
- Assist council (Office of the speaker) in provision of Public Participation.
- Conduct awareness campaign on municipal programme.

SUKUMA SAKHE CO-ORDINATOR (PL3)

PERMANENT POSITION

ANNUAL SALARY: R 183 949.20

MINIMUM REQUIREMENTS

- Matric
- Bachelor of social science (sociology) or equivalent qualification
- valid driver's licence code 08
- 1-2 years' experience in community and social services.

KEY PERFORMANCE AREAS:

- Establish and functionality of war- room
- Conduct regular forums for feedback on interventions successfully completed by departments
- Supervising projects related to flagship programmes
- Training of cadres and implementation of the poverty alleviation plan

KNOWLEDGE SKILLS AND COMPETENCE

- Good communication skills
- Good interpersonal relationship
- Ability to maintain confidentiality
- Strong work ethics

- Past/present involvement in some aspect of the community
- Knowledge of Patho Pele Principles.

RE ADVERTISEMENT

ATTENTION: TO THOSE WHO PREVIOUSLY APPLIED, NEED NOT TO RE: APPLY AS THEY WILL BE CONSIDERED.

DEPUTY MANAGER: LED AND TOURISM

5 YEAR FIXED TERM CONTRACT

TOTAL REMUNERATION PACKAGE: R640 000.00 P.A.

MINIMUM REQUIREMENTS

- DEGREE/ DIPLOMA IN LED/CORMMECE/EQUIVALENT QUALIFICATION
- CODE EB DRIVERS LICENSE
- COMPUTER LITERACY
- 3-4 YEARS EXPERIENCE AT LEAST TWO YEAR AT THE SUPERVISORY LEVEL IN THE ECONOMIC DEVELOPMENT ENVIRONMENT.
- KNOWLEDGE OF LOCAL GOVERNMENT

KEY PERFORMANCE AREAS

- Facilitate economic development planning process through development and implementation of sector specific strategies aligned with National, Provincial and District plans.
- Establishment and support of economic development structures, act as liaison between local organizations, business and industry concerning economic development
- Develop partnership with government, private sector and community to promote economic opportunities
- Conduct surveys and research on market opportunities
- Develop business plans and research private and public sector economic development founding opportunities.
- Compile reports and present them to all relevant structures and stakeholders.
- Manage registration, regulations and formalization of businesses in line with the Business Act.

- Provide support to the development of informal economy.
- Facilitate and enhance development of agriculture, manufacturing and tourisms.

KNOWLEDGE SKILLS AND COMPETENCE

- Good communication skills
- People management skills
- Policy development and analysis skills
- Strategic leadership
- Integrated development plan

Applications with comprehensive curriculum vitae, certified copies of educational 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; or hand delivered to 169 Main Street; UMzimkhulu; 3297

CLOSING DATE: 30 JULY 2018

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

