

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

ADVERTISEMENT

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidate for the under mentioned challenging position.

1. AUXILIARY OFFICER (ELECTRICAL) (PL 2).

PERMANENT POSITION

SALARY R R244 529.03. Per Annum and (car allowance)

MINIMUM REQUIREMENTS

- Matric
- NQF 6/National Diploma in Public Administration or Public Management
- Computer Literacy- Office Applications
- 2-3 years relevant experience
- Valid code 08 drivers licence

KEY PERFORMANCE AREAS:

- To provide administrative support to the Senior Manager Infrastructure & Engineering, Public Works Manager and Manager Electricity Operations.
- To provide support to all maintenance units in ensuring continuous service by: liaising with Suppliers for timeous repairs for machinery break-downs; check and balance invoices; job-cards and orders to ensure value for money paid to service providers.
- To provide ICT support to the directorate, in liaison with the external ICT support services and the Senior Manager Infrastructure & Engineering.
- Ensure consistent Human Resources administration across the directorate, including files, contracts, job descriptions, annual leave and sickness records.

- Support to Senior Manager Infrastructure & Engineering- To be the first point of contact for the Internal Audit function; Monitoring & Evaluation as well as any other information related function that maybe required from the directions.

2. ASSISTANT TECHNICAL OFFICER – ELECTRICAL (PL2)

PERMANENT POSITION

SALARY R244 529.03.Per Annum and (car allowance)

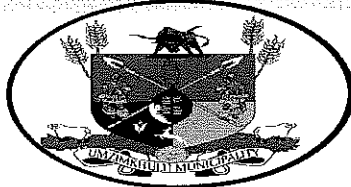
MINIMUM REQUIREMENTS

- Grade 12
- Completed Apprenticeship and Trade Test Certificate
- Valid Code 10 Drivers Licence
- 1-3 years' experience in Electrical Engineering Environment

KEY PERFORMACE AREAS:

- Laying cables and positioning supporting structures (poles) and cleaning and tinning of conductors, binding and strapping, stripping of individual conductors.
- Attending to the installation switchgear, etc. using hand held power tools to drill and mount junction boxes, brackets, cables trays, racks, etc. and tighten screws and bolts.
- Terminating cables, wires etc. to junction boxes, connection blocks and/ or terminals including soldering, fitting of lugs and harnessing wires.
- Removing and replacing defective components and/ or attending to the stripping, cleaning and jointing of cables and lines on isolated networks.
- Physically loading materials and other products and/ or holding and guiding plant/ equipment during the hoisting and placement.

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3. RECORDS MANAGEMENT OFFICER (TASK GRADE 9)

PERMANENT POSITION

SALARY: R173 505.20 PER ANNUM

MINIMUM REQUIREMENTS

- Matric
- NQF Level 6/National Diploma in Records Management or Public Administration
- Customer Care Certificate
- 2-3 years' experience in Registry or Administration environment
- Valid Code 08 drivers licence

KEY PERFORMANCE AREAS:

- Manage the co-ordination and planning of the Municipality's Registry functionality.
- Oversee the implementation of registry policies, procedures, applications and systems.
- Facilitate and support the recording, updating, circulation and maintenance of the registry section.
- Maintaining all registers and records associated with the various Departments, movable and immovable assets and specific equipment.
- Ensuring Legislative compliance with the Records Management of the Municipality through effective management of the Registry.
- Manage and control the implementation of the approved Filing systems and ensure compliance.

4. SECRETARY TO THE MAYOR (TASK GADE 7)

PERMANENT POSITION

SALARY: 136 512.00 PER ANNUM

MINIMUM REQUIREMENTS

- Matric
- Secretariat Diploma or NQF Level 6/National Diploma Public Administration/Public Management or relevant qualification.
- Customer Care Certificate
- 1-2 years Administration environment

KEY PERFORMANCE AREAS:

- Maintaining the records and registers of the Mayoral Fleet detailing service/ maintenance and variable cost information.
- Interacting internally (executive management team, departments) and externally (spokesperson for national/ international delegations, officials, business sector; community leaders) to confirm arrangements and programmes.
- Instructing support personnel (Mayoral Driver) on specific requirements and priorities with respect to the Executive Diary and attending to anticipated shortcomings with respect to security and safety arrangements.
- Copy typing and formatting documents/ confidential and routine reports and creates presentations using word processing and related office applications.
- Preparing notification, agendas and minutes for specific meetings (Council/ Executive Committee) and attending to the distribution and/ or arranging for the collection of documentation prior to scheduled meetings.

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

The Municipal Manager

Attention: Corporate Service Manager

UMzimkhulu Municipality

P.O BOX 53

UMzimkhulu

3297

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

CLOSING DATE: 29 MARCH 2019

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 emailed application will be accepted. UMzimkhulu Municipality is an equal opportunity employer with strong gender bias, woman disabled candidates are encouraged to apply.



Mr Z.S. SIKHOSANA

MUNICIPAL OMANAGER.