

169 Main Street
Private Bag 53
Umzimkhulu
3297



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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

SYSTEMS ADMINISTRATOR (PL 2).

SALARY: R 244 529, 03 (car allowance and cell phone allowance)

MINIMUM REQUIREMENTS

- MATRIC
- DEGREE/DIPLOMA IN INFORMATION TECHNOLOGY/NQF 6/7 IN INFORMATION TECHNOLOGY
- 1/2 YEARS EXPERIENCE WORKING AS SYTEMS CONTROLLER/ADMINISTRATOR

KEY PERFORMACE AREAS:

- Attending to applications' related service requests from users
- Monitoring system performance, checking logs and fixing any errors discovered.
- Running in-house reports, audit trails, and update batch files on the system.
- Creating user accounts and passwords on the applications
- Maintain user accounts passwords
- Manage user permissions on the system
- Review user access permission as per they functions

KNOWLEDGE, SKILLS AND COMPETENCE

- Computer literacy
- Ability to communicate at different levels
- System documentation
- Troubleshooting
- Customer Service
- Must be able to do research

FIRE FIGHTER X2 (PERMANENT POSITION)

ANNUAL SALARY: R166 305, 97

BENEFITS: DANGER ALLOWANCE, SHIFT ALLOWANCE, STANDBY ALLOWANCE

MINIMUM REQUIREMENTS

- Grade 12/Matric
- International Accreditation Fire Fighter 1 & 2 certification, Hazmat Operation & Hazmat Awareness and First AID Level3/B.A.A
- 2 year experience as a fire fighter will be added advantage
- Good Communication skill (written & verbal)
- Required to pass medical & physical test
- Code C1 & PDP
- Familiar with Hino truck fire engine

KEY PERFORMANCE AREAS

- Make preliminary evaluation of incidence based on alarm information received (e.g alarm type, structure, etc)
- Proceeds to assigned apparatus upon receipt of call for service, Dons personal protective equipment before and at emergency scenes,
- Receives information (e.g regarding the assignment of personnel and apparatus) from the officer in command upon arrival at the emergency at the scene.
- Relays orders from superior officers at emergency scene. In addition to emergency response, duties will also include the Disaster assessments, maintenance of Plant, equipment, building etc

MANAGER: HUMAN RESOURCES & ADMINISTRATION

5 YEAR FIXED TERM CONTRACT

TOTAL REMUNERATION PACKAGE: R770 438.70 - R795 985. 36. P.A.

MINIMUM REQUIREMENTS

- Matric
- A Diploma/ Degree in Human Resources Management or equivalent tertiary qualification
- A CPMD Certificate (will be an added advantage)
- Five years' middle management experience operating at a strategic level in Human Resources Management/Administration.
- Proven experience in benefits administration, Recruitment and Selection, Transfer and placement of employees within departments.
- Proven experience in developing a Human Resources management infrastructure from scratch, transformation and change management.
- Computer Literacy
- Code 08 Valid driver's license

KNOWLEGDE, SKILLS & COMPETENCIES:

- Broad knowledge of HR/Admin practices and disciplines.
- Excellent management facilitation communication and interpretation skills.
- Ability to capture and communicate the essence of recommendation in a concise and clear corporate language.
- Ability to prioritize issues and other work related matters in order to comply with tight deadlines.
- A clear understanding of challenges facing the Local Government.
- Knowledge of the Employment Equity Act, Skills Development Act, Labour Relations Act, Basic Conditions of Employment Act and all applicable Human Resources and Administration legislations.
- Knowledge of Human Resources management policy development and implementation.

KEY PERFORMANCE AREAS

- Manages and oversees the following unit responsibilities/activities to meet the needs of the organization:
 - Recruitment and Selection
 - Staff benefits administration;
 - General HR administration, including records and archive material;
 - Reception/access control
 - Fleet Management Services
 - Customer Care Services
 - Registry Services
 - Occupational Health and Safety
 - Council Support Services
 - Labour Relations
 - Skills Development
 - Employment Equity
 - Information Technology Services
- Manages Human Resources Management and Administration services to ensure operational efficiency, by:
 - Planning long and short term objectives for the unit and ensuring the achievement thereof;
 - Co-ordinating the programme of work within the unit, organizing the activities of subordinate staff and assisting them in solving problems which extend beyond the scope of their training/experience/delegated authority.
 - Ensuring adherence to the relevant policies/procedures and standing work orders and recommending the updating/reviewal of such where necessary.
- Analyses and interprets amendments to the Conditions of Service to ensure the fair and consistent application thereof and other administrative staff with accurate guidelines.
- Monitor existing Human Resources Management Services and Administration policies and procedures and other relevant documents to ascertain whether such documentation adheres to legal requirements and the objectives of Umzimkhulu Municipality's Integrated Development Plan (IDP)
- Ensures that communication strategies are in place to create awareness and by ensuring that consultation forums remain operational and that accurate information is communicated to all stakeholders.
- Serves on and attends meetings of policy formulating forums and steering committees

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

The Municipal Manager

Umzimkhulu Municipality

P.O BOX 53

Umzimkhulu

3297

Or hand delivery to 169 main street Umzimkhulu Municipality Old Main Building to Human Resources Office.

CLOSING DATE: 21 November 2018

Enquires can be directed to Human Resources office, 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.