

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhulum.gov.za
Tel: (039) 259 5000/5300
Fax: (039) 259 0427

CORPORATE SERVICE DEPARTMENT

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

HELP DESK INFORMATION OFFICER (PL4)

PERMANENT POSITION

ANNUAL SALARY: R155 426.14

MINIMUM REQUIREMENTS

- Senior Certificate/ National Certificate Vocational NQF 4
- Customer Care Certificate
- 1-2 years' experience in Customer Services
- Knowledge of NRTA (Act 93 of 1996) as well as National Traffic Information System
- Communication Skills (Verbal, Written)
- Knowledge of Batho Pele Principles

KEY PERFORMANCE AREAS

- Attend daily queries of customers related to traffic department and direct them to the relevant office
- Assist customers by completing the learners and drivers licence forms where necessary
- Prepare reports by collecting and analysing customer information
- Answering telephone calls and directing to the relevant office

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OPERATIONAL EXPENDITURE OFFICER (PL 3)

PERMANENT POSITION

ANNUAL SALARY: R 183 949.20

MINIMUM REQUIREMENTS

- Matric
- Three year qualification in financial accounting or equivalent (Bachelor's degree /Diploma)
- 2 years' experience related to finance environment

KEY PERFORMANCE AREAS:

- Processing information referring to approved supplier/ service provider documentation (payment certificate, tax invoice) and / control forms (proof of delivery, time sheets, etc.)
- Generating creditor reports/ statements and invoices for verification and commencing with the preparation of vouchers and cheque batches.
- Checking and verifying payments and amounts, Value Added Tax calculations and previous payments prior to processing payments.
- Reconciling creditor Accounts referring deviations/ anomalies to the Accountant: Projects prior to the adjustment of the account.
- Preparing cheque requisitions to maintain correctness of payee and accuracy of claim through verifying payee details, relevant attachments and signature.

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- Maintaining record of transactional documents using alphanumeric filling sequence and/ or attending to the archiving of old records applying laid down procedures.

KNOWLEDGE SKILLS AND COMPETENCE

- Knowledge of the MFMA and other relevant acts
- Computer literacy
- Ability to communicate at different levels
- Ability to work under pressure
- System documentation

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: 03 AUGUST 2018

Canvassing support from municipal officials and councilors 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

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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

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