

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



E-mail: [info@umzimkhulu.gov.za](mailto:info@umzimkhulu.gov.za)  
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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.

### RE-ADVERTISEMENT

#### **1. PRINCIPAL CLERK (HOUSING ADMINISTRATION) (Task Grade: 07)**

**PERMANENT POSITION**

**SALARY SCALE: R184 728.00 - R228 684.00 Per Annum**

**Applicable Benefits: Medical Aid, Pension, 13<sup>th</sup> Cheque and Homeowners allowance.**

#### **MINIMUM REQUIREMENTS**

- Housing Diploma (**NQF level 6**)/Degree or equivalent.
- 2 - 3 years related experience
- Housing & Office administration background
- Excel proficient
- Microsoft Office Word, PowerPoint

#### **KEY PERFORMANCE AREAS:**

- Assisting with general administrative duties within the organisation as required, including typing, copying, faxing and filing, taking meeting minutes, processing invoices etc.
- Support the Strategic Planning, Housing & IDP Unit by smoothly running the office by carrying out clerical tasks and projects.
- Receiving invoices and capturing data for processing payments in relation to Strategic Planning, Housing & IDP unit e.g. verifying vote numbers/accounts.
- Facilitate the completion of beneficiary subsidy application forms, to be submitted to the Department of Human Settlements for approval.
- Recording/ Data capturing all claimed amounts and process payments. Verifying of funds and reconciling of accounts, to avoid using a particular budget for irrelevant jobs.
- Updating information (expenditure records) for each contract on the computer, referring to source documentation/ approved payment certificates, etc.

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- Collecting and capturing data from Projects and Finance Departments.
- Implement the Housing Act No 107 of 1997, The National Housing Code 2021 & the Housing Amendment Act No 4 of 2001, which regulates restrictions on the sale of subsidised houses.
- Attending to beneficiary complaints/ queries.
- Check all conveyancing documents received from the Developer/ Attorneys before submission to the Municipal Manager for signature, in order to ensure accuracy.

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

The Municipal Manager

Attention: Director Corporate Services

Umzimkhulu Municipality

P.O BOX 53

Umzimkhulu

3297

Or hand delivery to 169 main street Umzimkhulu Municipality Old Main Building to the Registry Office.

**ATTENTION: To applicants that previously applied, they must re-apply their applications will not be considered.**

**CLOSING DATE: 06 MARCH 2025**

Enquires can be directed to the Director 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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DR. C.A NGQOYIYA

**MUNICIPAL MANAGER.**