

**EXTERNAL ADVERT**

The Mkhambathini Municipality herby invites suitable qualified applicants to apply for the following position:

**DEPARTMENT: MUNICIPAL MANAGER**

**MANAGER PUBLIC PARTICIPATION** **(Permanent position)**

**REMUNERATION:** **R389 503.00** Per annum (Task Grade 14 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

**MINIMUM REQUIREMENTS**

* Grade 12
* National Diploma /3-year qualification in Public Relations /Public Management, Administration, or relevant qualification
* Code 8 Valid driver’s license.
* 3 - 4 years’ experience and knowledge of Public Participation in Local Government.
* Fully computer literate (Ms Office. Ms word Ms excel and PowerPoint)
* Good communication skills both Verbal and written in English and Isizulu.

**KEY PERFORMANCE AREAS**

* Communication with key stakeholders including government departments, Amakhosi, businesses etc. on proposed events, campaigns, and functions.
* Source and submit marketing material, photographs to promotional publications with a view to positioning the municipality as a successful service delivery provider.
* Attending various exhibitions and trade missions with a view to profiling the municipality.
* Compiling close out reports for all campaigns, events, functions and exhibitions attend and/or conducted detailing functional outcomes for submission to the immediate superior for consideration and inclusion in specific committee agendas.
* Performs tasks/activities with the organization and implementation of programs on municipal campaigns, events, and marketing initiatives in line with the communication and public participation strategy of the municipality.
* Formulating responses to correspondence and enquiries from the public, councillors, and officials, referring to policies and resolutions of council.

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**DEPARTMENT: BUDGET AND TREASURY OFFICE**

**ACCOUNTANT SUPPLY CHAIN MANAGEMENT (PERMANENT POSITION)**

**REMUNERATION:** **R307 271.00** Per annum (Task Grade 12 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

**MINIMUM REQUIREMENTS**

* Grade 12
* BCom degree / or National Diploma in SCM, Accounting, Economics, Finance or Cost Management
* Code 8 Valid driver’s license
* 2-3 years’ experience in Supply Chain Management in Local government
* Fully computer literate (Ms Office. Ms word Ms excel and PowerPoint)
* Good communication skills both Verbal and written in English and Isizulu.
* Must have obtained or be pursuing the Competency Levels qualifications (CPMD, MFMP) as prescribed by Municipal Minimum Competency Regulations 2007. Understanding and Knowledge of financial computer systems.
* Good interpersonal and communication skills and good Administrative and numerical skills
* Ability to work independently, under pressure and met deadlines

**KEY PERFORMANCE AREAS**

* Applying appropriate process and bid systems to solicit responses in the form of quotations from suppliers/ vendors or service providers.
* Attending to the verification and pre-qualification of persons/ companies participating in the bidding process.
* Controlling administrative sequences and mechanisms related to bid documentation, opening, registering, recording and evaluation of bids.
* Arranging and attending specifications and site meetings to communicate and/ or inform prospective bidders on requirements and specific terms and conditions.
* Forwarding outcomes to Committees (Evaluation or Adjudication) for assessment, providing input into the purchasing of commodity or observing conformance with laid down procedures.
* Administering concluded contracts, interacting with Departments to establish conformance with specifications, terms and conditions and related legal aspects and informing the immediate superior of non – compliance or conflicting issues requiring remedial action.
* Applying administrative control procedures with respect to the identification, verification, and referral of items for disposal to committees, seeking approval and arranging agreed to mechanisms (sale/ auction)

**ASSETS ACCOUNTANT (PERMANENT POSITION)**

**REMUNERATION:** **R307 271.00** per annum(Task Grade 12 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

**MINIMUM REQUIREMENTS**

* Grade 12
* BCom degree / or National Diploma in Accounting, Finance or Cost Management
* Code 8 Valid driver’s license
* 2-3 years’ experience in Asset Management preferable in Local government
* Fully computer literate (Ms Office. Ms word Ms excel and PowerPoint)
* Good communication skills both Verbal and written in English and Isizulu.
* Must have obtained or be pursuing the Competency Levels qualifications (CPMD, MFMP) as prescribed by Municipal Minimum Competency Regulations 2007. Understanding and Knowledge of financial computer systems.
* Good interpersonal and communication skills and good Administrative and numerical skills
* Ability to work independently, under pressure and met deadlines

**KEY PERFORMANCE AREAS**

* Compile, monitor the maintenance of the GRAP compliant Assets Register
* Serve as a custodian who is entrusted with the safeguarding and manage the use of all the Council assets.
* Perform monthly reconciliations between Asset Register and the General Ledger.
* Coordinate work in progress of all capital projects in progress.
* Coordinate the unbundling of Asset under Construction once they have been commissioned.
* Liaise monthly with Departmental Managers to ensure that all information on the Accounting System correspond with work already certified by Departmental Managers.
* Perform monthly financial analysis relating to capital expenditure.
* Monitor and manage economic and analytical reviews on the assets register of the municipality.

**DEPARTMENT: TECHNICAL SERVICES**

**TOWN PLANNER (Permanent position)**

**REMUNERATION:** **R307 271.00**  Per annum (Task Grade 12 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

**MINIMUM REQUIREMENTS:**

* Grade 12
* Bachelor’s Degree or National Diploma in Town Planning/Town and Regional Planning
* 2 -3 years’ experience and knowledge of Town Planning.
* Registration with the South African Council for Planners as a Professional or Technical Planner or candidate Planner.
* Code 08 Valid driver’s license.
* Fully computer literate (Ms Office. Ms word Ms excel and PowerPoint)
* Good communication skills both Verbal and written in English and Isizulu

**KEY PERFORMANCE AREAS**

* Identifies, defines, aligns, and implement key requirements associated

with the Spatial Planning functionality, by keeping abreast with changes in socio-economic trends, environmental demands and legislation impacting and influencing Spatial planning.

* Presenting a conceptual framework of the current and future interventions necessary to achieve acceptable levels and standards of service delivery to the immediate superior for consideration and inclusion into the departments short/ long term performance and service delivery plans.
* Assessing the adequacy of current spatial planning systems to evaluate and report accurately on functional aspects and formulating proposals to support improvement initiatives and interventions.
* Processing of Land Use Applications and writing reports to the approval authority in terms of applicable legislation.

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**DEPARTMENT: COMMUNITY AND SOCIAL SERVICES**

**GENERAL WORKER (Permanent position) (x4 Posts)**

**REMUNERATION: R 103 742.00** Per annum (Task Grade 3 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities

**MINIMUM REQUIREMENTS:**

* STD 7/Grade 9 or an appropriate level of education. (NQF Level 1)
* Candidate must be flexible, be able to work under pressure
* Good communication skills in English and Isizulu

**KEY PERFORMANCE AREAS**

* Sweeping walkways and paved areas using a broom, gathering, picking and transferring litter into refuse collection bags.
* Picking up litter and/ or items lying in open spaces.
* Removing and replacing refuse bags from collection bins in public areas.
* Carrying refuse bags to designated areas for collection and/ or attends to the loading/ offloading of refuse bags into/ from refuse vehicles. Removing and washing off debris from tools and/ or vehicles using pressurized cleaning systems (hand-held hoses)
* Placing and stacking tools in designated storage area and/ or verbally reporting the condition/ status of tools to the immediate superior.

Application letter( clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

**Closing date** **24 August 2020 Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.**

Enquiries regarding the post can be directed to Ms. P.N. Ndlovu. Manager:Human Resources at 0317859345.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.

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**MR. S. MNGWENGWE**

**MUNICIPAL MANAGER**