



INTERNAL ADVERT

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

DEPARTMENT: CORPORATE SERVICES

PRINCIPAL CLERK -HUMAN RESOURCES (Permanent position)

REMUNERATION: R154 471.80 Per annum (Task Grade 07 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 Human Resource Management or relevant qualification.
- 1-year experience and knowledge of Human Resource Management.
- 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

- Update staff files by ensuring that the required as well as the relevant information is kept accordingly, and the relevant staff members are consulted with regard to the required information for record keeping.
- Capturing of leave applications e.g. sick, annual, family responsibility, study by entering all the leave by different departments in order to keep the records accordingly.
- Attend to staff queries by taking all complaints for the attention of the Human Resources Office in order to deal with staff welfare and the human relations accordingly
- Maintain recordkeeping and data maintenance of staff records by entering the information in the computer in order to keep and maintain the records

properly.

- Attends to any further enquiries and correspondence received from the Provident/Pension Fund and employee by personally attending to such verbally or in writing.

DRIVER /MESSENGER (PERMANENT POSITION)

REMUNERATION: R106 229.40 Per annum (Task Grade 04 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)
- Valid EB driver's license.
- 1year experience as a driver
- Candidate must be flexible, be able to work under pressure
- Good communication skills in English and Isizulu

KEY PERFORMANCE AREAS

- Act as a messenger by using the municipal vehicle to transport or fetch different things from suppliers/company, banks.
- Delivery of Agenda to Councillors for meetings.
- Collecting all materials needed by the municipality on time
- Undertakes special deliveries where necessary by using municipal vehicles in order to facilitate the services delivery.
- Inspecting safety devices, controls lubricant levels etc, reporting defects and refueling vehicle prior to departure.
- Interacting and providing materials to support personnel to facilitate the cleaning of vehicles, also checking and correcting specific deviations.
- Transport employees or councillors to meetings/ workshop where necessary.
- Perform any other duties as directed by supervisor.

SECURITY ATTENDANT (Permanent position) (04 Posts)

REMUNERATION: R 106 299.40 Per annum (Task Grade 04 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)
- Registered with PSIRA and Grade A to Grade D security certificate.
- 1year experience as a Security guard/VIP Protector.
- Candidate must be flexible, be able to work under pressure
- Good communication skills in English and Isizulu

KEY PERFORMANCE AREAS

- Controlling the entry/ exit of personnel/ visitors from the premises and/ or checking vehicles.
 - Recording registration and driver details in the 'gate control register'.
 - Interacting with persons found on site to establish reasons and/ or alerting the immediate superior and/ or law enforcement personnel during emergencies/ suspected break-ins and related incidents.
 - Communicating the status of security at the premises through verbal interaction with the immediate superior at defined intervals during the shift.
 - Patrolling the area and identifying with any deviations or breaches to security procedures (parameter lights not switched on, security gates not closed, etc.)
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DEPARTMENT: COMMUNITY AND SOCIAL SERVICES

TOURISM AND LED CLERK (Permanent position)

REMUNERATION: R154 471.80 Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS:

- Grade 12
- Diploma in Tourism and Arts and Culture or relevant qualification
- Valid driver's license.
- 1-2 years' experience and knowledge of Tourism and LED.
- 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

- Ensure that all relevant information needs to be collated and collected from the various stakeholders with regards to up-coming events regarding tourism.
 - Need to gather sufficient information from the District municipality with regards the year plan of tourism events and exhibitions per year and ensure that this information is distributed within the municipality, as well as outside the scope of the municipality – in order to ensure that attendance is sufficient
 - Implementing Arts and Cultural Development programs/ projects to ensure preservation of traditions by liaising with traditional groups, leaders, healers, ensuring a plan of their activities, conducting historical research to provide information regarding Arts and Culture groups in the Municipality.
 - Developing annual programmes and events to commemorate the sports, arts, culture and heritage figures and associated events
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DEPARTMENT: BUDGET AND TREASURY

PRINCIPAL CLERK - SCM (Permanent position)

REMUNERATION: R 154 471.80 Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS:

- Grade 12
- Diploma in Accounting /Financial Management
- 1-2 years' experience and knowledge of SCM Management
- 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

- Perform administrative functions within the supply chain management function including Demand/ Acquisition/ Logistics/ Disposal Management, including inter alia the following tasks.
- Conduct needs assessment by collecting and analyzing relevant data, categorizing commodities, and confirming availability of funds,
- Implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives,
- Assist the SCM Manager in administering of the process of drafting specification/terms of reference and special conditions of contract
- Provide administrative support in the bid evaluation and adjudication processes.
- Assist the SCM Manager in the compilation of the Municipal database of suppliers
- Ensure compliance with Central Supplier Database requirement and E-Tender portal advertisements
- Provide administrative support in the bid/quotation process
- Verify and capture source documents and submit orders to SCM Officer for authorization

- Responsible for the distribution of goods in terms of specific handling requirements
- Administrative support in compilation of the monthly reports as required by the Municipal Supply Chain Management Policy.

PRINCIPAL CLERK -BUDGET (Permanent position)

REMUNERATION: R154 471.80 Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS:

- Grade 12
- Diploma in Accounting /Financial Management or relevant qualification
- 1-2 years' experience relevant experience and knowledge of Budget and reporting.
- 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

- Processing transactional data referring to specific transactional documentation and recordings, attending to amendments/ adjustments and the posting of transactions to specific accounts.
- Processing of invoices of other grant funded projects and ensure implementation and monitoring is adhered.
- Maintaining grant investment information and record keeping system, filing transactional documentation, notification, and correspondence in alpha-numeric/ chronological sequence and/ or retrieves information to support query resolution
- Compiles tables of revenues and expenses to show current budget status.
- Writes justifications for overrun or underrun of budget estimates.

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 13 OCTOBER 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. 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.

MR. S. MNGWENGWE
MUNICIPAL MANAGER