



INTERNAL ADVERTS

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

DEPARTMENT: CORPORATE SERVICES

ICT TECHNICIAN (PERMANENT POSITION)

REMUNERATION: R249 585.84 - R323 959.20 Per annum (Task Grade 09 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12 (Matric / Senior Certificate)
- Three-year tertiary qualification in Information, Communication Technology or an ICT relevant qualification.
- 2-3 years of functional experience in an ICT environment
- A valid driver's license

KNOWLEDGE SKILLS AND COMPETENCY

- Knowledge of technical standards/procedures, operating systems, backup technologies and processes.
- Understanding of end-user support procedures and ICT service management processes.
- Familiarity with Active Directory.
- Awareness of departmental policies and procedures.
- Knowledge of Batho Pele Principles.
- Strong communication skills.
- Analytical thinking and problem-solving abilities.
- Ability to identify and implement process improvements.

KEY PERFORMANCE AREAS

- Provide desktop and printer support.
 - Provide call management on Information Technology Service Management System (ITMS).
 - Provide Local Area Network (LAN) Support.
 - Install, configure and test applicable software and hardware
 - Ensure that quality hardware and software technical support is made available to the entire client base within the municipality
 - Monitor, install, configure, upgrade and repair network points
 - Implement user access and integration for first time users as created by Network Administrator
 - Ensure that all first-time users have access to required Municipal systems on all necessary devices
 - Diagnose specific hardware or networking problems, develop corrective measure for implementation by ICT team as appropriate
 - Ensure all systems, network and hardware are adequately integrated and compatible
 - Perform remote and on-site technical end user support
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PRINCIPAL CLERK - HUMAN RESOURCES (PERMANENT POSITION)

REMUNERATION: R187 494.24 - R243 380.88 Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12 (Matric / Senior Certificate)
- National Diploma in Human Resource Management or related field
- 1-2 years' relevant experience
- Fully computer literate (Ms Office, Ms word, Ms excel and PowerPoint)

KNOWLEDGE SKILLS AND COMPETENCY

- Basic understanding of how the Human Resources Department functions.
- Good interpersonal and communication skills (written & verbal).
- Ability to deal with confidential information.
- The ability to understand stakeholder needs and dynamics and to build capacity within the target audience.

KEY PERFORMANCE AREAS

- Update staff files by ensuring that the required information is kept accordingly.
 - Monitoring of staff attendance and registers.
 - Coordinate the process of recruitment and selection.
 - Attends to queries and correspondence received from the Pension/Provident Fund and further assisting staff members with benefits queries.
 - Coordinate and submit employee medical examination report to the pension fund for new permanent employees.
 - Capturing of leave applications e.g. sick, annual, family responsibility, study by into the system
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DEPARTMENT: COMMUNITY SERVICES

EXAMINER (PERMANENT POSITION)

REMUNERATION: R187 494.24 - R243 380.88 Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12 (Matric / Senior Certificate)
- Grade L Examiner of Learners Licences. (Grade B Examiner of Driving Licence would be an added advantage).
- Computer Literacy (Office Applications and specific systems related eNatis).
- Registered as a grade L of examiner of licenses and eNatis user.
- Minimum 1 - 2 years' working experience as a Grade L Examiner.
- No criminal record or pending investigation against the applicant.
- Must be medically fit for duty.
- Valid driver's license (Minimum Code B).

KNOWLEDGE SKILLS AND COMPETENCY

- Sound knowledge of the National Road Traffic Act and (NRTA) Road Traffic Management Act (RTMC)
- Sound knowledge relating to Learners and Driver's License testing systems.
- Good communication and report writing skills.
- Good customer care and coordinating skills.

KEY PERFORMANCE AREAS

- Conduct learner classes in line with Road Traffic Act, K53 standards, and relevant regulations.
- Administer and process applications, conversions, and renewals of licences and permits, ensuring accuracy and compliance.
- Maintain accurate records, statistics, and reports on testing and licensing activities, including eNatis updates.
- Ensure that all learner license statutory tools are available and in good working condition prior to the test and returns are loaded accordingly.
- Communicate testing procedures and requirements clearly to applicants.
- Provide regular reports and updates to supervisors and relevant authorities.
- Control the issuing of applications forms for learners' license, renewal of driving licences and professional drivers permit.

FINE PROCESSING CLERK (PERMANENT POSITION)

REMUNERATION: R187 494.24 - 243 380.88 Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12 (Matric / Senior Certificate)
- National Diploma in Public Administration or equivalent qualification.
- 1 - 2 years' relevant clerical/office administration experience (experience within a traffic / DLTC administration environment will be an added advantage)
- Computer Literacy (Office Applications and specific systems related eNatis)
- A valid code B driver's license

KNOWLEDGE SKILLS AND COMPETENCY

- Strong administrative, organisational, and record-keeping skills.
- Knowledge of traffic legislation, systems (eNatis/traffic management system), and court processes.
- Ability to compile accurate reports and meet deadlines.
- Excellent communication, interpersonal, and customer service skills.
- Attention to detail and ability to work under pressure.

KEY PERFORMANCE AREAS

- Processing traffic fines and maintaining accurate records of contraventions, reductions, withdrawals, and outstanding fines.
- Capturing, updating, and maintaining information on eNatis or other approved traffic management systems.
- Generating and submitting reports, control registers, and court rolls for perusal and action.
- Handling enquiries, correspondence, and complaints related to traffic fines, ensuring professional service delivery.
- Compiling and submitting weekly and monthly reports/statistics to supervisor.
- Preparing court rolls, supporting prosecutorial processes, and attending internal/external meetings related to fines.
- Maintaining system functionality, including back-ups, data integrity checks, and user access controls.
- Supporting administrative duties within the Traffic Unit, ensuring compliance with relevant legislation, regulations, and by-laws.

DATA CAPTURER: EPWP (PERMANENT POSITION)

REMUNERATION: R187 494.24 - 243 380.88 Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12 (Matric / Senior Certificate)
- Post Matric qualification with Social Sciences / Public Administration / Office administration or any administration related qualification will be added advantage.
- 1 - 2 years of administration and/or data capturing experience
- Computer literacy (MS Office)

KNOWLEDGE SKILLS AND COMPETENCY

- Basic knowledge and understanding of Expanded Public Works Programme (EPWP) and reporting protocols.
- Basic Understanding of EPWP and its relationship with national, provincial and municipal government.

- Basic organizational, planning and coordination skills.
- Basic stakeholder management, facilitation, and a good understanding of government planning processes.
- Basic communication skills (good verbal and written communication skills) and Interpersonal relation skills.

KEY PERFORMANCE AREAS

- Develop and maintain database of EPWP reports from programs or public bodies.
- Assist with day-to-day administration and provide the payroll office with monthly attendance registers and payment registers of EPWP beneficiaries.
- Capture monthly progress reports on the EPWP reporting systems.
- Provide exception reports on data received and captured.
- Reconcile reports received/ expected and advise supervisor on outstanding reports, non-compliant reports and/or reports not captured.
- Maintain and update the data management tool per project on a monthly basis.
- Participate in conducting data quality assessment and assist in preparing the Data Quality Assessment report.
- Support in preparation of ad hoc reports

GENERAL ASSISTANT (PERMANENT POSITION)

REMUNERATION: R132 228 Per annum (Task Grade 03 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS:

- Grade 9 - NQF Level 1 or equivalent
- 6-12 months experience as a general assistant or relevant experience
- Candidate must be flexible and able to work under pressure.
- Good communication skills in English and Isizulu
- Must be physically fit.

KNOWLEDGE SKILLS AND COMPETENCY:

- Performs basic, routine functions.
- Follows basic instructions.
- Performs basic, routine maintenance; and
- Manual functions e.g. sweeping, lifting, packing, cleaning, and operating levers.

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.
- Placing and stacking tools in designated storage area and/ or verbally reporting the condition/ status of tools to the immediate superior.

Application form (accessible from the municipal website and municipal office) 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 or emailed to: Recruitment@mkhambathini.gov.za**

Closing date 08 September 2025 at 11h00 am. 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. Ziqubu. Manager: Human Resources at 0317859378.

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