MKHAMBATHINI Municipality

[redacted]

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

DEPARTMENT: TECHNICAL, PLANNING AND DEVELOPMENT SERVICES

MIG DATA CAPTURER (PERMANENT POSITION) (01 POST)

REMUNERATION: R206 239.92 Per annum (Task Grade 07 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12 or National Senior certificate
- Diploma in Civil Engineering or equivalent qualification
- 2 years' experience and knowledge of Building environment will be added as advantage.
- Fully computer literate (Ms Office, Ms Word Ms Excel and PowerPoint)
- Code B driver's license.

KNOWLEDGE SKILLS AND COMPETENCY

- Good communication skills both verbally and written in English and IsiZulu
- The ability to understand the municipality's objectives, and the impact of decisions on the community and functioning of the department
- The ability to identify and solve problems of a basic nature
- Knowledge of the operation of MIG will be an added advantage.

KEY PERFORMANCE AREAS

- Capture all data relative PMU information (e.g. MIG-MIS forms, NDPG-MIS, EPWD forms and IMIS Project Management Data.
- Management and maintenance of the national monitoring database
- Liaise with provincial and National IT specialist on related issues.
- Provision and quality control of data and information technology.

- Ensure compliance of all legal aspects and conditions, required from the different spheres of government.
- Support and assist with all administrative duties required by the PMU team.
- Processing of related correspondence and assistance in report generation.

An 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. Closing date is 06 November 2026.** 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