

EXTERNAL ADVERTISEMENT

Ubuhlebezwe Local Municipality invites applications for suitably qualified candidates for appointment to the following positions:

SOCIAL DEVELOPMENT DEPARTMENT

AARTO CLERK

Salary Scale: R110 658.82 – R143 652.00 Per Annum

Applicable Benefits: Medical Aid, Pension, 13th Cheque and Home Owner's Allowance

MINIMUM REQUIREMENTS

- Grade 12 Certificate.
- National Diploma in Accounting or an equivalent tertiary qualification.
- A minimum of 1 year's experience in management of cash and cheque transactions
- Ability to recognise counterfeit and fraudulent transactions
- Computer literacy
- Interpersonal and communication skills.
- Excellent telephone etiquette.
- Ability to communicate in both IsiZulu and English.
- Knowledge of E-Natis would be an added advantage.

KEY PERFORMANCE AREAS

- Receive Aarto payment organisation service rendered throughout KZN.
- Reconcile cash received against receipts issued.
- Maintain documents and records of transaction procedures.
- Post transaction on cash register or other approved means.
- Balance cash drawer against system reports and resolve any discrepancies.
- Deposit funds into proper accounts.
- Prepare summary report to reflect cash flow.
- Prepare and maintain various records, reports and file as required.
- Assist with staff queries and needs to enable the smooth operation of their functions at the Drivers' Licensing Section.
- Order internal stock, logging calls for the office and following up thereof.
- Perform all licensing functions as per E-Natis.
- Deal with all telephonic and personal queries related to licensing.
- Update applicants on Licence Pro.
- Prepare application forms for learners licence class as per register.
- Process applications for traffic register numbers and follow up approval.
- Process drivers' licence applications.
- Process PDP applications.
- Issue licenses as applied for.
- Assist Examiners with eye-testing and fingerprinting.
- Maintain sequential filing system of all related documentation.

FIRE FIGHTER TRAINEE (X2)

Salary scale: R36 000.00 Per Annum

No municipal benefits will apply (pension, medical aid etc.) and applicants are required to make their own arrangements in this respect.

MINIMUM REQUIREMENTS

- Grade 12 Certificate.
- Fire Fighter I and II
- Disaster Management Qualification will be an added advantage.
- C1 driver's license
- Be physically fit and able bodied.
- Be able to run 2 - 4 kilometres.
- Ability to communicate in both Zulu and English.
- No criminal record or pending cases.
- Must not be more than 35 years of age.

KEY PERFORMANCE AREAS

- Take part in responding to fire, hazmat and disaster incidents as and when required.
- Participate in conducting assessments during disaster incidents as and when they occur with the aim of providing relief to the affected victims.
- Participate in fire safety inspections.
- Participate in burning of fire breaks.
- Participate in conducting of fire and disaster management awareness campaigns.
- Take part in cleaning of all firefighting equipment and the fire station.
- Participate in conducting emergency drills and exercises.
- Perform any other functions as may be directed by the Chief Fire and Disaster Management Officer and other Supervisors within the fire station.

CORPORATE SERVICES DEPARTMENT

COMMITTEE CLERK

Salary Scale:R110 658.82 – R143 652.00 Per Annum

Applicable Benefits: Medical Aid, Pension, 13th Cheque and Home Owner's Allowance

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- National Diploma in Public Administration/ Public Management or equivalent tertiary qualification
- Computer literacy
- Ability to communicate in both IsiZulu and English
- Good telephone etiquette
- Excellent interpersonal and communication skills

KEY PERFORMANCE AREAS

- Prepare agendas, minutes and reports
- Attend meetings of committees and sub-committees and take minutes
- Draft resolutions and recommendations emanating from meetings
- Ensure that decisions taken at meetings are promptly communicated to HODs
- Work closely with the Speaker and Chairpersons of various portfolio committees
- Type correspondence reports
- Prepare schedules of committee meetings
- Coordinate municipal committee and ad hoc committee meetings
- Keep records of all committee decisions and minutes
- Ensure that agendas are compiled and delivered on time
- Organise venues for meetings

BUDGET AND TREASURY OFFICE

MUNICIPAL FINANCE MANAGEMENT INTERN (X2)

Salary Scale: R96 000.00 Per Annum

No municipal benefits will apply (pension, medical aid, etc.) and applicants are required to make their own arrangements in respect thereof

This post requires dedicated and highly motivated people who have obtained a 3 years tertiary qualification to participate in an Internship Programme that seeks to capacitate recent graduates for a career in Local Government Finance. This internship is the initiative of the National Treasury with the objective to help build sufficient strategic management capacity at Local Government Level.

A training programme is currently being developed which will expose the successful applicants to all facets of Local Government-related financial services. It must be noted that at the conclusion of the internship contract period the Municipality is neither obliged to extend the contract period to offer permanent employment.

MINIMUM REQUIREMENTS

- Bachelor of Commerce Degree with Majors in Accounting, Economics and/or Auditing, or a relevant three year tertiary qualification in Accounting
- Computer literacy.
- Excellent interpersonal and communication skills.
- Willingness to learn more while working under pressure.

KEY PERFORMANCE AREAS:

- Perform basic accounting functions.
- Assist in interpreting finance legislation and policies.
- Process invoice payment.
- Verify the source of information and capture it into the computer system.
- Assist in managing the interface between the departmental payroll and accounting system.
- Assist in controlling expenditure and revenue.

- Assist in expenditure management and reconciliation of grants.
- Train in all sections of the Budget and Treasury Office.

Ubhlebezwe Municipality is an equal opportunity, affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, Ixopo 3276 by not later than 16h30 on 17 August 2018. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful. All enquiries should be directed to the HR Officer, Ms B Nondabula at (039) 834-7700.

Council reserves the right not to make any appointment into the above mentioned position.

**GM SINEKE
MUNICIPAL MANAGER**