

UBUHLEBEZWE MUNICIPALITY

Ubuhlebezwe Local Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following positions.

BUDGET AND TREASURY OFFICE

Asset Manager

SALARY: R 627 857,27 Per Annum (All inclusive)

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- B.Com. Degree in Accounting.
- Applicants with Diplomas in Accounting will only be considered in the absence of applicants with Degrees.
- Minimum of 3 years' relevant experience.
- Knowledge and application of various pieces of legislation and GRAP Standards with regards to asset management.
- Demonstrate high level of problem-solving and people management capabilities, high level of effective communication and management of complex team capabilities.
- Computer literacy.
- Valid driver's licence.

KEY PERFORMANCE AREAS

- Manage, update and maintain municipal assets to ensure compliance with the relevant municipal policies.
- Co-ordinate asset verification monthly and annually and prepare reconciliation between the Asset Register and Trial Balance.
- Manage immovable and movable assets.
- Manage and control specific accounting procedures associated with assets acquisition, movement and disposal by monitoring the status of records associated with the assets of the Municipality; applying internal control procedures to check, verify, update and maintain acquisition valuation and location details; preparing motivation for write-off and / or sale through auction or other prescribed means of disposal of assets exceeding the allowance life cycle and co-ordinating the outcomes and accounting sequences thereof.
- Ensure that the municipal Assets Registers are up to date and the valuation and depreciation recording complies with audit and statutory financial provisions.
- Control the key performance areas and critical outputs of personnel within the Asset Management Unit by providing guidelines / guidance to personnel on the application of procedures.
- Implement remedial measures / corrective actions to align performance and output against agreed standards. Appraising performance levels, objectives and measuring accomplishment or establishing reasons for nonconformance.
- Provide the management representation statement covering asset management at the end of the financial year.
- Ensure that assets are adequately secured after acquisition.

- Develop and maintain the strategic and asset management plans aligned with the departmental strategy and budget.
- Develop assets need assessment, acquisition management, operation and disposal plans. Prepare a business plan for the cycle of assets including an analysis of pricing options utilizing life cycle cost and recommendations on the most appropriate asset solution.
- Assist in filing all assets documentation to answer internal and external audit queries relating to assets.

DEPARTMENT OF SOCIAL DEVELOPMENT

Examiner Of Driver's Licences

Salary Scale: R184 298.46 – R239 216.93 Per Annum (T9)

Applicable Benefits: Medical aid, Pension, 13th Cheque, Homeowner's Allowance

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Traffic Officer's Diploma
- Peace Officer's Certificate
- Registration as a Traffic Officer with the Department of Transport
- Qualification as an Examiner of Driver's Licence Grade B (Grade A would be added advantage) and registered with the Department of Transport.
- Minimum of 2 years' relevant experience
- Ability to communicate both in isiZulu and English
- At least 2 years' experience in operating the e-Natis System will be an advantage.
- Computer knowledge knowledge of NRTA 93/96
- No criminal record/pending cases
- Code EC driver's licence

KEY PERFORMANCE AREAS

- Examine applicants for learner's licences
- Conduct learner's licence classes
- Book applicants for learner's and driver's Licences
- Issues learner's and driver's licences
- Check eye test and D/L conversion.
- Perform general and selective duties of law enforcement.
- Enforce Council by-laws
- Control traffic and escort vehicles.
- Perform point duties, process warrants of arrest and perform other traffic-related duties.

Traffic Officer

Salary Scale: R184 298.46 – R239 216.93 Per Annum (T9)

Applicable Benefits: Medical Aid, Pension, 13th Cheque, Homeowner's Allowance

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Traffic Officer's Diploma
- Peace Officer's Certificate
- Registration as a Traffic Officer with the Department of Transport
- Grade B Examiner of driving licencing will be an added advantage
- Minimum of 2 years' relevant experience
- Ability to communicate in both isiZulu and English
- Problem solving and writing skills
- Computer knowledge and knowledge of NRTA 93/96
- Be physically fit and able bodied
- No criminal record/pending cases
- A code EC driver's licence

KEY PERFORMANCE AREAS

- Law enforcement and enforcement of Council by-laws
- Control traffic flow and ensure public road safety
- Escort VIP vehicles
- Perform point duties, process warrants of arrest and perform other traffic related duties
- Examine drivers' licences
- Communicate with the Control Room and attend to traffic bottlenecks caused through accidents, breakdowns or peak hour congestion
- Use hand signals to communicate with drivers and pedestrians by directing, diverting, stopping and controlling the flow of traffic
- Interact with the Control Room for specific services
- Patrol and observe the streets and suburban areas to identify non-conforming practices
- Communicate with offenders and interact with the Control Room of South Africa Police Services to facilitate arrests for more serious offences
- Participate in routine checks, stop vehicles and conduct inspection of drivers' licences, vehicle registration and road worthiness requirements and attend to specific infringements of road safety rules
- Issue fines, warnings and serve summons on offenders and execute arrests for more serious offences

CORPORATE SERVICES DEPARTMENT

Labour Relations Officer (Re-advertisement)

Salary Scale: R244 976.28 – R317 992.44 Per Annum (T11)

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

MINIMUM REQUIREMENTS

- Grade 12 Certificate

- A Bachelor of Law or Bachelor's Degree/National Diploma in Labour Law or Industrial Relations
- 3 years' experience in labour relations environment.
- A valid driver's licence

KEY PERFORMANCE AREAS

- Interpret the nature of the complaint submitted the Head of Department and determine how the issues raised in the complaint will be dealt with.
- Research relevant law and case law to be employed in dealing with the issues raised in the complaint.
- Schedule meetings with the Management representatives and provide guidance on the approach/strategy to be adopted during internal enquiries or investigative processes.
- Prepare and submit the necessary documentation/application forms on behalf of the Municipality in respect of disciplinary and grievance processes, including appeals against outcomes /awards.
- Motivate to management for the use of Legal Practitioners where necessary and outline procedural and substantive issues on labour matters.
- Represent the Municipality at Conciliation and or Arbitration processes.
- Provide practical training and guidance to Management on procedures and applications associated with specific industrial relations process
- Communicate with the Organised Labour on specific issues or requests (reasons for specific actions/decision against member, shop stewards time-off, etc.) and scrutinize responses prior to circulation.
- Prepare reports on Disciplinary/Grievance cases referred and attended to, outlining outcomes/awards for submission to Manager Human Resources and specific committees for perusal and comment.
- Ensure the continued existence and functioning of the Employment Equity Committee.
- Submit Employment Equity Report to COGTA on a required template.
- Update management and staff on amendment on the Labour Law and Collective Agreements.
- Perform any other duty as may be delegated to you by your Supervisor.

ICT Officer

Salary Scale: R244 976.28– R317 992.44 per Annum

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

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor's Degree/National Diploma in IT or PC Engineering
- A qualification in A+ and N+ will be added advantage
- At least 3 years ICT experience
- A valid Code 08 drivers licence

- Managerial and strategy formulation experience in IT environment.

KEY PERFORMANCE AREAS

- Administer the municipal network system
- Create user IDs and password
- Troubleshoot all problems
- Install software, site management and maintenance of the network
- Manage information system and network infrastructure to support the strategic direction and operation of Council
- Develop and implement IT procedures, strategy, IT governance, and other IT-related policy
- Develop and maintain an updated IT policy, master systems plan and operational plan
- Provide technical support for all photocopy machines, telecommunication systems and CCTV cameras
- Provide specifications for procurement of all IT-related equipment
- Manage and regularly update the Municipal website
- Monitor and control internet access and usage
- Administer support, and provide expertise with all Municipal e-mail internet accounts
- Conduct continuous research and development into technology to keep the system current
- Research new ways to improve productivity by implementing both new programmes and strategies to keep abreast of new technology
- Ensure that all software is regularly updated and licenced
- Perform audits of hardware and assets in the IT section
- Ensure that anti-virus software is regularly updated in all systems of Council
- Be responsible for the security of WAN and LAN, ie firewalls etc, and plan and implement a systems security policy to include firewalls, host and client access, file permission and user accounts
- Control all users' access to the various programmes and keep a copy of all passwords under strict security
- Manage multiple linker databases to include security, data safety and integrity, disaster recovery, and development of bulk data import/export procedure
- Ensure regular back-up of all 3G and cellphone accounts.

OFFICE OF THE MUNICIPAL MANAGER
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Risk And Compliance Officer

Salary Scale: R244 976.28 – R317 992.44 Per Annum (T11)

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

MINIMUM REQUIREMENTS

- Grade 12 Certificate

- Bachelor's Degree/National Diploma in Commerce majoring in Accounting/Auditing/Internal Auditing
- Must have some experience in Auditing or Risk Management environment
- Computer Literacy
- Experience in a municipal environment will be added advantage
- An understanding of MFMA, Municipal System Act and any other relevant municipal legislation and their circulars

KEY PERFORMANCE AREAS

- Generate and maintain well-designed and effective systems of control for both risk and compliance.
- Develop and maintain the Compliance Plan, Risk Management Framework, and Risk Register.
- Follow up on the Risk Assessment Action Plan and assist Management in achieving the plan.
- Report to management and the Audit Committee on a quarterly basis.
- Identify emerging risks that negatively affect municipal strategic objectives.

Internal Auditor

SALARY SCALE: R244 976.28 – R317 992.44 Per Annum

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

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor's Degree/National Diploma majoring in Financial Accounting/Auditing/Internal Auditing or equivalent qualification.
- 2 year's experience in the auditing environment
- Computer literacy
- Interpersonal, communication, and financial management skills
- Report writing skills
- A valid driver's licence

KEY PERFORMANCE AREAS

- Document all relevant systems, procedures, operations, transactions, flows and activities identified by the audit plan.
- Plan own activities and assist with risk analysis.
- Identify and analyse inherent risks to systems and processes.
- Identify and analyse controls employed by management.
- Perform process analyses and detailed testing of transactions.
- Report weaknesses of the systems of internal control and make recommendations to management.

DEPARTMENT OF INFRASTRUCTURE PLANNING AND DEVELOPMENT

Housing Officer

Salary Scale: R244 976.28 – R317 992.44 Per Annum

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

MINIMUM REQUIREMENT

- Grade 12 Certificate
- Bachelor of Arts or Bachelor's Degree/National Diploma in Project Management/Civil Engineering
- 3 years' experience in housing environment/project management
- A valid driver's licence

KEY PERFORMANCE AREAS

- Drafting human settlement programmes for approval by the Housing Manager
- Collect, collate and interpret data for the planning and management of Human Settlement developments
- Implement and ensure compliance with all human related policies, programmes and necessary budget to facilitate human settlement delivery
- Coordinates sequence associated with monitoring compliance with Standards, Procedures and Regulations
- Providing assistance to the external stakeholders by attending meetings to provide advise on human settlement issues
- Liasing with all relevant stakeholders involved in human settlement
- Facilitating the prevention of land invasion
- Facilitate and monitor the service provider in all stages of project management

Ubuhlebezwe 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, and IXOPO 3276 by not later than 16h00 on 07 February 2020. 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/appointments into the abovementioned positions.



GM Sineke
Municipal Manager