

## EXTERNAL ADVERTISEMENT

Ubuhlebezwe Local Municipality with its seat in Ixopo invites applications for suitably qualified candidates for appointment to the following position(s):

### INFRASTRUCTURE, PLANNING AND DEVELOPMENT

#### TLB OPERATOR (X1)

Salary scale: R96 117.60 Per Annum

Applicable benefits: Medical Aid, Pension, 13<sup>th</sup> cheque and Homeowner's Allowance.

#### Minimum Requirements

- ABET or at least a grade 10.
- A TLB Operator Compliance Certificate.
- Medical certificate.
- At least 3 years' experience (traceable).
- A code 10 drivers' licence.
- Preference will be given to applicants with the relevant work experience and who have received training in TLB Operation.

#### Key performance areas:

- Drive and operate the TLB.
- Keep the TLB up to good standard.
- Undertake daily inspection of the TLB, safety control devices and lubricant levels, and report defects.
- Ensure the safety of personal and objects around the TLB while in operating.
- Keep the TLB clean (washed at least fortnightly).
- Perform any other related duties that may be delegated by the supervisor.

## **FINANCIAL CONTROL OFFICER (X1)**

**Salary scale: R230 024.64 Per Annum**

**Applicable benefits: Medical Aid, Pension, 13<sup>th</sup> cheque and Homeowner's Allowance.**

### **MINIMUM REQUIREMENTS**

- Grade 12 Certificate.
- Bachelor's Degree or National Diploma in Accounting.
- 3 years' experience in finance environment.
- Excellent communication and writing skills.
- The ability to work under pressure.
- A valid code EB driver's licence.

### **KEY PERFORMANCE AREAS:**

- Supervise, control and monitor performance levels of the administrative section, including, but not limited to: data capturing, information management, cash-flow management and general administration.
- Perform tasks and activities associated with the provision secretariat and administrative support to specific meetings of infrastructure services and committees.
- Edit and proof read minutes and reports from subordinate.
- Attend to all construction project-related queries received from all stakeholders.
- Ensure the monitoring and consolidation of cash-flow performance reports on each project.
- Process project payment requests.
- Keep an updated register of all projects.
- Liaise all external project funders at both provincial and national department level.
- Audit and administer all monthly expenditure and claims within the financial regulations and budget and certificate of payment thereof.
- Audit compliance of all legal conditions as required from different spheres of government.
- Monitor and reconcile quarterly transfers from spheres of government and report thereon.
- Ensure compliance with all financial reporting (DORA).
- Compile monthly, quarterly, bi-annual reports for MIG, COGTA and internal projects.

**COMMITTEE CLERK (X1)**

**Salary scale: R112 916.04 Per Annum**

**Applicable benefits: Medical Aid, Pension, 13<sup>th</sup> cheque and Homeowner's Allowance.**

**MINIMUM REQUIREMENTS:**

- A Grade 12 (Senior Certificate).
- At least 1 year experience in secretarial or Administrative position.
- The ability to communicate both IsiZulu and English.
- Computer literacy.
- Good Telephone Etiquette skills.
- Excellent Interpersonal and Communication Skills.
- Excellent report writing skills.
- Exposure and understanding of local Government committee procedures.

**KEY PERFORMANCE AREAS:**

- Take minutes in all meetings of the council, standing committees and statutory structures.
- Prepare and distribute agendas for all Council and standing committees timeously.
- Prepare necessary logistical arrangements in relation to all statutory meetings like venues, attendance registers, refreshments and any documents.
- Ensure that minutes of all Council, Standings committee and other statutory structures are filed according to the Municipality's records management policy.
- Prepare decision circulars/resolutions emanating from meetings.
- Liaise with all heads of Departments and other officials in providing necessary support to all council structures so as to expedite implementation of resolutions taken.
- Perform any other related duties that may be delegated by the supervisor.

**RECEPTIONIST/ SWITCHBOARD (X1)**

**Salary Scale: R96 117.60 per annum**

**Applicable Benefits: Medical Aid, Pension, 13<sup>th</sup> Cheque and Home Owner's Allowance**

**MINIMUM REQUIREMENTS:**

- A Grade 12 (Senior Certificate).
- At least 1 year relevant experience in Receptionist.
- Computer Literate and good typing skills.
- Telephone Etiquette.
- Good Communication, written and interpersonal skills.

**NB: Preference will be given to disabled persons.**

**KEY PERFORMANCE AREAS:**

- Answer, screen and direct all incoming calls in English/Zulu, take message for staff that are not available and ensure that they receive it.
- Make outgoing calls on request of the Municipal Manager and Department Heads and Staff; record it in the relevant register.
- Report main function and technical problem with telephonic systems to the Senior Administration Officer.
- Print telephone record monthly costs and distribute to Departments for the collection of money for private calls.
- Assist with the filling of correspondence and opening of new files as directed.
- Updating the Telephone lists.
- Perform any other related duties as determined from time to time.

**Ubuhlebezwe Local Municipality is an equal opportunity and an affirmative action employer.**

**A signed letter of application indicating the position being applied for together with a comprehensive CV and certified copies of original certificate and ID must be forwarded to: The Municipal Manager, P.O Box 132, Ixopo 3276 by not later than 16h00 on 18 April 2019. Faxed applications will not be accepted. If you do not hear form Council within 30 days after the closing date, please consider your application as unsuccessful.**

**All enquiries should be directed to HR Officer Ms NP Zuke at (039) 834-7700.**

**Council reserve the right not to make any appointment/appointments into the above mentioned position.**

  
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**GM SINEKE**  
**MUNICIPAL MANAGER**