



EXTERNAL ADVERTISEMENT

Uthukela District Municipality as an equal opportunity employer, situated in Ladysmith invites applications for the challenging and dynamic position of:

VACANCIES OFFICE OF THE MUNICIPAL MANAGER

**POSITION: MANAGER EXECUTIVE SUPPORT
FIXED TERM CONTRACT : IN LINE WITH MAYORS` TERM OF OFFICE
ALLOWANCE: STIPULATED IN THE SERVICE LEVEL AGREEMENT
SALARY: R1,290 478.16 (TOTAL COST TO EMPLOYER) X 1**

Requirements: Grade 12 (Senior Certificate) Plus A relevant 3 year tertiary qualification or equivalent Degree / National Diploma Relevant Qualification in Public Administration or Equivalent.
Valid Driver's License
3-5 Years Experience in a Local Government Environment.
Computer literacy.

Essential Knowledge, Skills And Competencies required Good knowledge and understanding of relevant government policies and legislation.
Good knowledge and understanding of rural and/or urban community development with specific reference to service delivery;

Responsibilities : Includes inter alia: -

- Planning and implementing of all the responsibilities in the Office of the Mayor; Supervision of the Mayoral staff;
- Mainstreaming and coordinating of the Mayor's Diary;
- Management of protocol, provide advocacy and image building of the Mayoral office;
- Ensure sound interaction between administration and political Component;
- Ensure that all legislative directives are adhered to;
- Compiling reports, corporate identity manual for the Mayor's Office;
- Initiate and implement Mayor's programs and report thereon;
- Providing necessary support to ensure that the Mayor fulfills His political mandate;
- Ensure that the needs of the residents of Uthukela District Municipality are conveyed to the Mayor and eventually fulfilled;

MANAGER PERFORMANCE MANAGEMENT SYSTEM X 1 PERMANENT SALARY : R671 712 PER ANNUM

Requirements: A relevant 3 year tertiary qualification or equivalent (Degree/ Diploma in Business Management Systems/ Public Administration/ Social Sciences/ Project Management) NQF Level 7
Driver's License.
Computer Proficiency
3-5 years' experience in OPMS and M & E in supervisory level

RESPONSIBILITIES : Includes inter alia: -

Manages the key performance areas and result indicators associated with the provision of an effective organizational performance management and monitoring and evaluation support service for the Municipality by strategically and operationally managing the following :-

- Developing, Reviewing and ensuring implementation of an organizational performance management framework: Policy, Procedures, Templates (scorecards and reporting) and Performance Audit Working Papers of performance evidence.
- Ensuring OPMS compliance within the municipality through advising and capacity enhancement across the organization.
- Facilitating the development of, and planning and organizing municipal strategy, to enable effective operations/implementation and enable reporting thereof within an OPMS that is best practice: strategic-level and operational level scorecards and relevant reporting.
- Quality Assurance of performance reporting of departments.
- Developing and Managing a monitoring and evaluation framework to meet the needs of the municipality and stakeholders, including information management and provision procedures.
- Preparing investigational, productivity and performance reports referring to statistical data and qualitative information related to service delivery initiatives of the Section

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, car allowance and housing subsidy, etc.

**INTERNAL AUDITOR X1
PERMANENT**

SALARY: R486 192.00 – R543 480.00 PER ANNUM

Requirements:

- Grade 12 (Matric), National Diploma and or Bachelor's Degree (NQF 5-6 Level) in Internal Auditing/ Financial Management in Internal Auditing
- 2-4 years' experience in the Auditing field in municipalities/government departments and financial institutions.
- Valid Driver's license.
- Professional registration with the Institute of Internal Auditors South Africa (IIASA) will be an added advantage.
- Good understanding of GRAP and IIA standards as well as code ethics, adequate understanding of MFMA, Public Service Regulation Framework and Risk Management.

Responsibilities: Includes inter alia: -

- Co-ordinate and controls processes and procedures associated with the formulation of the Municipality's risk based Audit Plan and Program
- Interpret objectives of the Unit and execute action plans, monitor and report on effective execution of those plans. Evaluate test results and recommend correct measures
- Performing follow-up audits and reviewing follow up audit working papers prepared by audit clerks. Interpreting legislative requirements
- Ensures that key risk-based issues are given consideration during the formulation of plans and programs in accordance with applicable legislation.
- Annual Interaction on implementation with the Audit Committee/ Head of Organization
- Monitors applications, procedures and processes associated with specific statutory financial responsibilities and functions/ activities of the Municipality
- Ensures the implementation of Audit investigative processes to determine irregularities or non-compliance
- Disseminates guidance and information on specific key performance areas and requirements associated with the Audit program and procedures
- Ensure information, advice or opinions on relevant matters, is communicated through the various mediums is accurately interpreted through the provision of adequate and clear explanation and facts

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing etc.

**PERSONAL ASSISTANT TO THE MUNICIPAL MANAGER X1
PERMANENT**

SALARY: R349 788.00 – R402 900.00 PER ANNUM

REQUIREMENT: NQF Level 4 / Diploma Office Management Secretarial
Diploma or Equivalent
Computer literacy,
2-3 years' experience in Secretarial /Office Management

RESPONSIBILITIES: Includes inter alia: -

Provides office support to the Municipal Manager to ensure smooth running of the of the office by: -

- Scheduling, confirming and updating the diary of the Manager and alerting or indicating priority/ urgent meetings requiring attention.
- Organising, confirming and scheduling meetings/ appointments with internal departments/ external officials, arranging the venue and attending to catering/ refreshments requirements.
- Copy typing and formatting documents/ reports and creates presentations using word processing and related office Applications.
- Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/ or seeking information and approval of and communicating response established for specific/ or routine matters.
- Perusing Council and Committee Agenda and Minutes of Meetings and identifying with items associated Section's activities. Ongoing requiring the attention of the Manager.
- Maintains and access records of discussions, instructions and Correspondence. Attending to telephonic calls and visitors to the Branch, establishing nature of visit and directs requests to appropriate personnel.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing etc.

DEPARTMENT OF CORPORATE SERVICES

PERSONAL ASSISTANT TO THE GENERAL MANAGER CORPORATE SERVICES X1

PERMANENT

SALARY: R349 788.00 – R402 900.00 PER ANNUM

REQUIREMENT: NQF Level 4 / Diploma Office Management Secretarial
Diploma or Equivalent
Computer literacy,
2-3 years' experience in Secretarial /Office Management

RESPONSIBILITIES: Includes inter alia: -

Provides office support to the General Manager Corporate Services to ensure smooth running of the of the office by: -

- Scheduling, confirming and updating the diary of the Manager and alerting or indicating priority/ urgent meetings requiring attention.
- Organising, confirming and scheduling meetings/ appointments with internal departments/ external officials, arranging the venue and attending to catering/ refreshments requirements.
- Copy typing and formatting documents/ reports and creates presentations using word processing and related office Applications.
- Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/ or seeking information and approval of and communicating response established for specific/ or routine matters.
- Perusing Management, Council and Committee Agenda and Minutes of Meetings and identifying with items associated Section's activities. Ongoing requiring the attention of the Manager.
- Maintains and access records of discussions, instructions and Correspondence. Attending to telephonic calls and visitors to the Branch, establishing nature of visit and directs requests to appropriate personnel.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing etc.

HUMAN RESOURCES OFFICER - RECRUITMENT X 1

PERMANENT

SALARY: R486 192.00 – R543 480.00 PER ANNUM

REQUIREMENTS Grade 12 plus A relevant 3 year tertiary qualification or equivalent NQF level 6
National Diploma /Bachelor's Degree in Human Resources /Public Administration
Computer Literacy – MS Office certificate
2-3 years experience in Human Resources
Valid Driver's licence.

RESPONSIBILITIES: Includes inter alia :-

- Preparing advertisements by comparing approved vacancy requisition ; job descriptions to establish role boundaries and specifications for inclusion into advertisements
- Capturing all job applications received onto a spreadsheet to simplify short listing process.
- Checking all information required when necessary and prepare report monthly.
- Preparing notifications associated with the confirmation of employment, contracts, regret letters, termination of services.
- Compiling reports on specific personnel related items (labour turnover, etc.)
- Preparing memorandums to communicate specific human resources procedures and seeking approval prior to circulate.
- Receiving and referencing applications from prospective candidates, checking and confirming references and related information and preparing short-list of candidates qualifying specific appointment criterions/ standards.
- Scheduling and confirming the date of the interview and informing representatives and applicants accordingly.
- Preparing notifications using pro-forma types associated with the confirmation of employment, contracts, regret letters, termination of services.
- Preparation of payroll documents and submitted on time for implementation to the system.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing etc.

**OFFICER HUMAN RESOURCES DEVELOPMENT (SDF)& EMPLOYMENT EQUITY
PERMANENT**

SALARY: R486 192.00 – R543 480.00 PER ANNUM

REQUIREMENTS A relevant tertiary qualification. National Diploma in Human Resource Management (NQF level 6)
Computer Literacy Proficiency
2-3 years' experience in Human Resources
Valid Driver's license

RESPONSIBILITIES: Includes inter alia :-

Co-ordinates and Undertakes Specific Human Resources development and training and employment equity administrative tasks: -

- Compiling and Preparing relevant documents using pro-forma associated with the training and development and employment equity.
- Compiling reports on training and development and employment equity and seek approval, via the Manager HR, prior to forwarding for inclusion on Committee and Council Agenda.
- Perusing through Council minutes of meetings, extracting and updating relevant procedural records in accordance with resolutions taken and/ or alerting Manager HR with regards to outstanding issues/issues requiring attention, and actioning where requested to do so.
- Maintaining and updating personnel information with respect to training and development and employment equity.
- Preparing memorandums to communicate specific training and development procedures and seeking approval prior to circulation.
- Facilitation of skills audit, development of the Workplace Skills plan and its implementation thereof including reporting
- Collates and prepares qualitative and quantitative information for inclusion into specific Employment Equity statutory reports

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing etc.

**ADMINISTRATIVE OFFICER SECRETARIAT x1
PERMANENT**

SALARY: R403 284.00 – R440 976.00

REQUIREMENTS: Grade 12 ; NQF level 5 In Administration or Secretarial Diploma or equivalent
Computer Literacy – MS office applications
2-3 years' experiences in administration/secretariat work
Valid drivers licence

RESPONSIBILITIES

Planning, organising, coordinating, compiling and distributing of agendas for EXCO, Council, Section 79 and 80 committees as well as Portfolio committees including :-

- Schedule meetings, confirming venues and all logistics.
- Allocation of secretariate resources according to the complexity of meetings
- Responsibility for proofread the minutes and agendas compiled by subordinates
- Responsible for the preparation and distribution of resolutions
- Collecting items from the HOD's and previous minutes
- Circulation and distribution of agendas and minutes timeously to relevant stakeholders
- Performing sequential secretariate duties during meetings including circulation and completion of attendance registers and provision of information as required in the meetings
- Compilation and updating of resolution registers
- Recording and update registers of attendees of meetings and reporting absenteeism to the relevant structures
- Updating committee files in accordance with established filing sequence
- Supervision of committee work

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing etc.

**NETWORK ADMINISTRATOR X1
PERMANENT
SALARY: R 403 284.00 – R440 976.00 PER ANNUM**

REQUIREMENTS : NQF 5/ National Diploma or Equivalent qualification in Information Technology
Valid Drivers' license is an essential advantage
2-3 years' experiences in associated with information technology.

RESPONSIBILITIES :

- The network administrator performs a wide range of tasks from entry to advanced level systems support, design and network administrator responsibilities in order to enable municipal users to accomplish their business and public service requirements through effective operations and sharing of information and applications.
- To ensure all systems run effectively and efficiently and stay up to date.
- Research and recommend solutions to technology needs, compatible with the municipality's technology architecture and infrastructure and resource constraints, assist in drafting request for proposal for software, solicits quotes and recommends products.
- In order to ensure the network aspects are taken care of timeously and network issues are resolved correctly
- To ensure that there is continuity on the sectional IT support service provision.
- Ensure smooth operation of IT infrastructure at all times.
- Check and monitor branch connectivity, transmission, and run system-updates.
- Control, monitor and report on virus activities.
- Ensure backup tapes are stored off site
- Ensure all hardware and software is kept up to date with regards to patches and security updates
- Assist in the development, maintenance and enforcement of configuration, security and safety standards and procedures.

BENEFITS : Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing etc

**OFFICER MUNICIPAL FACILITIES MANAGEMENT X 1
PERMANENT
SALARY: R349 788.00 – R402 900.00 PER ANNUM**

REQUIREMENTS : Grade 12 /NQF level 5, National Diploma in Public Management/Security Management or equivalent qualifications
Valid Drivers' license is an essential advantage
2 – 3 years experience

RESPONSIBILITIES: Includes inter alia :-

- Responsible for the security and maintenance of municipal facilities and asset venues.
- Identifying maintenance problems.
- Perform a safety and security checks of facilities on a daily basis.
- Ensure facilities are locked and secured when not in use.
- Conduct regular safety audits of departments including the inspection of facilities, worksites, equipment and safety devices.
- Investigate serious accidents and or incidents or property damage at worksites to ascertain cause and need for corrective action.
- Meet regularly with Risk Management staff to ensure appropriate action is taken in compliance with safety policies to correct hazardous conditions.
- Do regular checks of the building of any danger areas and report accordingly.
- Check the surveillance cameras and report any malfunctions.
- Retrieve surveillance camera footage when required. Work hand in hand with the security company in regards to security matters.
- Open criminal cases at SAPS on behalf of UTM in respect of security. Write monthly reports for monitoring purpose.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing etc

**OFFICER RECORDS MANAGEMENT X1
PERMANENT
SALARY: R 403 284.00 – R440 976.00 PER ANNUM**

REQUIREMENTS: Grade 12 / NQF Level 6 ; National Diploma in Public Management or equivalent ;
Computer Literacy
Records Management Course/ Diploma in Archival studies
2-3 year-administrative experience
Computer Literacy

RESPONSIBILITIES: Includes inter alia: -

Implement and maintain procedures and systems associated with controlling the flow of functional documentation and correspondence, by

- Capturing using sequential codes and monitoring the status of correspondence received/ dispatched. Inserting registry control numbers and references to all internal and external correspondence, resolutions, memorandums and bulletins prior to circulation.
- Initiating sequences to maintain/ update the correspondence reminder and filing system and creating new files.
- Monitoring adherence to procedural requirements related to the accessing and issuing of document files and/ or coordinating sequences to facilitate document/ file retrieval from users.
- Maintaining and updating copies of legislative Acts, by-laws and standing orders.
- Coordinating sequences to facilitate the archiving and disposal of aged/ obsolete records.
- Develop Records Management System Policies, Procedures and user guides. Identifying the most appropriate records management resources.
- Provide guidance to departmental personnel on administrative system application and information recording/ updating procedures.
- Safe keeping of the destruction register, disposal register, Register of files opened. Ensure that subordinates are evaluated. Consolidate statistics design, setup, configure, maintain, change, upgrade, and support of applications and networking services.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, and housing subsidy.

**CLERK COUNCILLOR SUPPORT X4
PERMANENT
SALARY: R249 960.00 – R292 536.00 PER ANNUM**

REQUIREMENTS: Grade 12/ NQF 4 Qualification in Administration (certificate) and/or relevant secretarial qualification.
MS Office qualification (competence certificate)
Communication Skills: written and verbal.
Computer literacy

Two to Three years' experiences in committee work

RESPONSIBILITIES: Includes inter alia: -

The incumbent will be responsible for performing specific tasks/ activities associated with the provision of Secretarial support, by: -

- Scheduling, confirming and alerting Relevant Councillors of meetings/events/functions or indicating priority/ urgent meetings/events/functions requiring attention.
- Organising, confirming and scheduling relevant stakeholder meetings/ appointments in support of Councillor Council business.
- Copy typing and formatting documents/ reports and creating presentations using word processing and related office applications.
- Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/ or seeking information and approval of and communicating responses established for specific/ or routine matters.
- Perusing Council and Committee Agenda and Minutes of Meetings and identifying with items associated with the Councillors activities requiring their attention.
- Ensures that adequate support is made available to enable the accomplishment of specific Administrative-Council related matters and their deadlines.
- Record keeping
- Attending to telephonic calls and visitors to the Office establishing nature of visit and directs requests to appropriate personnel
- General office administration

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing etc.

**SECRETARIAT x1
PERMANENT**

SALARY: R303 228.00 – R349 788.00

REQUIREMENTS: National Diploma in Public Administration or relevant NQF 5 qualification Administration or Secretarial Diploma or equivalent
Computer Literacy – MS office applications
Language proficiency in English and isiZulu
2-3 years' experiences in administration/secretariat work

RESPONSIBILITIES: Includes inter alia: -

- Provides secretarial support to various committee and sub-committee sittings within the Council by;
- Communicating with Officials and office bearers to establish items for inclusion on the agenda and the submission of investigational/general reports and proposals supporting agenda items
- Circulating notification, agenda and minutes of previous meetings to members
- Accessing and making information available prior to the meeting to the Chairperson and/or representatives on specific items for discussion referring to Council resolutions, reports and correspondence
- Performing specific secretarial sequences at meetings with regards to circulation and completion of attendance registers, recording details of proceedings / discussions and decisions, and making available of copies of correspondence referred to in discussions to members
- Developing, updating and maintaining of Resolution register per decision reached in each meeting
- Using word processing applications to prepare minutes and notifications of meetings
- Translating the content of minutes of meetings, notices, etc. into specific official languages as and when required to enable officials and representatives to comprehend issues and discussion and, forwarding draft documentation to the immediate superior for verification prior to circulation

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing etc.

**POSITION: LABOUR RELATIONS CLERK
PERMANENT
SALARY: R249 960.00 – R292 536.00 PER ANNUM**

REQUIREMENTS: A matric / NQF level 4 , Computer Literacy-MS Office Applications, National Diploma/Certificate in Labour Relations / National Diploma/Certificate in Industrial Relations , 2 years' experience in Human Resources
Computer Literacy

RESPONSIBILITIES: Includes inter alia :-

- Coordinating disciplinary, grievance and incapacity processes
- Initiate and chair of disciplinary and incapacity enquiries
- Advise line management on all labour relations and EAP matters
- Performing general administrative tasks within the Human Resources Section
- Perform all administrative tasks relating to the Local Labour Forum and its sub-committees
- Representing the Municipality in disputes at the SALGBC •Advise management and staff on grievance and disciplinary processes
- Ensure that the Municipality complies with Labour Legislation
- Liaise with management, employees and unions to keep them informed regarding Labour Relations matters
- Attends to procedural administrative requirements, record keeping and reporting deadlines associated with the functionality

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, and housing subsidy.

**GENERAL ASSISTANTS (CLEANERS) X3
PERMANENT
SALARY: R121 584.00 – R143 028.00 PER ANNUM**

REQUIREMENTS: Basic literacy, reading and writing.
To be able to clean, and read labels and instructions and reports
6 months' experience in office cleaning

RESPONSIBILITIES: Includes inter alia: -

Commence with cleaning sequence, using detergent to remove stains /dirt from painted /polished, tiled or carpeted surfaces. Vacuuming Rugs, carpeted furniture and floors using vacuum machine. Polish desks, office furniture, shelves and telephones. Dust window ledges and floor edges. Empty and clean waste receptacles and change refuse bags. Sweep floors using brooms. Cleaning ablution facilities, disinfect bowls, basins & urinals.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing etc.

DEPARTMENT OF WATER AND SANITATION SERVICES

**WATER OPERATIONS MANAGER X 1
PERMANENT
SALARY: R826 548,00 PER ANNUM**

REQUIREMENTS:- Bachelors Degree or equivalent NQF Level 7 in BSc Civil Engineering / Chemical Engineering or B. Tech Civil plus Pr Eng or Pr. Tech Eng.
Code EB driving license
4 - 6 years management experience at a middle level in the Civil Engineering /Chemical Engineering field.
Driver's License

RESPONSIBILITIES include inter alia:

Directs and controls the professional, technical and operational outcomes associated with the functions related to water infrastructure and storm-water maintenance, by

- Establishing key performance indicators and measures for determining/ assessing the level and appropriateness of service delivery with respect to water reticulation, bulk water management and (routine, planned and unplanned) repair work.
- Managing the operational dimensions and resources (materials, plant and vehicle, decentralized depot operations) and monitors utilization and cost effectiveness of activities against operational plans.
- Monitoring the adequacy of procedures and compliance with departmental guidelines with respect to trench re-instatements resulting from excavations by the various utility service organizations,
- Develop water and sanitation master plans,
- Preparing/ approving drawings, designs and cost estimates for minor new works and, monitoring the implementation sequences thereof.
- Develop and implement water and sanitation projects as per the WSDP
- Addressing complex technical issues and disseminating professional advice associated with the objectives and outcomes of the functionality.
- Implementing sequences associated with establishing databases reflective of all capital, rehabilitation and special maintenance projects relating to new water schemes to be undertaken in the regions/ wards.
- Participating in various meetings (council, internal and external forums) and provides comments/ opinions on matters affecting or concerning the functionality.
- Responding, through the collection of factual information and/ or conducting the necessary investigation/ research, to enquiries and concerns on service delivery from the general public, councilors, government departments, developers, etc.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, car allowance and housing subsidy, etc.

**MANAGER WATER QUALITY ASSURANCE & SANITATION ANALYST X 1
PERMANENT
SALARY: R826 548,00 PER ANNUM**

REQUIREMENTS:- Bachelor's Degree in Chemical Engineering /Biochemical Engineering / Equivalent NQF Level 7
At least 4-5 years' experience in Local Government management related to WSA
Driver's License
Registration with Relevant Professional Bodies

RESPONSIBILITIES : Includes inter alia:-

- Develop and implement and review Water Services Development Plan for its area of jurisdiction.
- Regulate water services provision and Water Services Providers within their areas of jurisdiction.
- Developing, implementing policies that regulate provision of water and sanitation services.
- Developing regulatory frameworks set by DWA through the enactment of by-laws and the regulation of contracts.
- Ensures that the Municipality complies with DWA and National Treasury with regards to tariffs.
- Developing and implementing quality management systems. Provide effective laboratory systems.
- Ensure industrial access to municipal services. Ensures that information concerning the provision of water services is provided to the relevant stakeholders and consumers.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, car allowance and housing subsidy, etc.

**LABORATORY TECHNICIAN x 1
PERMANENT
SALARY: R 403 284.00 – R440 976.00 PER ANNUM**

REQUIREMENTS: BSc degree Microbiology and Biochemistry, Analytical Chemistry or Equivalent NQF Level 6 qualifications
3 years' experience in Laboratory
Valid driver's license

Computer Literacy

RESPONSIBILITIES : Includes inter alia:-

Undertake microbiology / chemical testing of water and wastewater samples in microbiology laboratory, using the latest scientific technology and gathering data for validation of microbiology / chemical methods. Ensure compliance with microbiological standards for testing, as well as update microbiology / chemical procedures and participate in proficiency testing.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, and housing subsidy.

**POSITION: SUPERINTENDANT RETICULATION X 4
PERMANENT**

SALARY: R440 975. 00 - R486 192.00 PER ANNUM

REQUIREMENTS A qualification in Civil Engineering / Plumbing
3 - 5 years' Experience in Civil works / plumbing
Completed apprenticeship and proof of passing a Trade Test
Driver's License

RESPONSIBILITIES: The incumbent will be responsible for the day to day maintenance of all water and sewer systems in a designated area including inter alia:-

- Administration of staff attendance, Time sheets, Overtime management,
- Ensuring the smooth running of all sections of the section on daily basis,
- Compile items and reports for the department, Co-ordinate all job requirements from the call center and bulk section so as to set tasks for foremen plumbers,
- Supervise, guide and direct subordinates in execution of maintenance work activities and in the establishment of norms and standards,
- Responsibility for planned and unplanned maintenance is carried out correctly,
- Ensuring cost effective and efficient service delivery, Control,
- Perform all other tasks as mandated by the Water Services Manager.

BENEFITS : Inter alia the 13th cheque, subsidized pension, medical aid scheme, car allowance and housing subsidy, etc.

**TLB DRIVER X 1
PERMANENT**

SALARY: R249 960.00 – R292 536.00 PER ANNUM

REQUIREMENTS: Senior Certificate with TLB Operator Training
One-year practical experience of driving and correct handling and maintenance of heavy duty vehicles. Code 10
Driver's license

RESPONSIBILITIES: Includes inter alia: -

Operate heavy plant such as front loader, TLB's trucks and LDV's
Driving. Implement safety mechanism to comply with the road traffic ordinance. To carry out regular inspection of the vehicle

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, and housing subsidy.

DEPARTMENT OF FINANCIAL SERVICES

**POSITION: BUDGET MANAGER X1
PERMANENT**

SALARY: R671 712 PER ANNUM

REQUIREMENTS: A relevant 3 year tertiary qualification or equivalent (Degree/ Diploma) in Accounting
Financial Management /Commerce NQF Level 7
Driver's License.
Computer Proficiency
3-5 years' experience in municipal budget services
Certificate in Municipal Finance Management Programme

RESPONSIBILITIES: Includes inter alia :-

Co-ordinate and controls the application of accounting procedures by:-

- Attending to the verification, reporting, processing and reconciliation of account receivable transactions to support analysis,
- identification and recovery overdue accounts, guiding and developing personnel on the processing procedures and attending to specific administrative process associated with the grant payment, budget and reporting to the National and Provincial Treasury.
- Assist the Senior Manager to organize, prepare, compile and monitoring budgets in line with the IDP as per MFMA and the Municipal Systems Act ,
- Compiling the capital budget for submission to the Senior Manager.
- Participating in the budget strategy formulation, monitoring and reviewing
- Reviewing budget related reports compiled by the Accountant : Budget and
- Reporting in compliance with internal and external Municipal Finance Management Act reporting requirements
- Monitor and report on all conditional grant projects.
- Ensuring that copies of the Memorandum of Understanding (MOU) of all grants are retained.
- Reviewing the monthly report of the Accountant: Budget and Report on compliance with grant conditions as set out in the MOU's.
- Directs and controls the Key Performance Indicator's and outcomes of personnel within the Budget and Reporting Section,
- Co-ordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, car allowance and housing subsidy, etc.

**SENIOR CREDIT CONTROLL OFFICER X 1
PERMANENT
SALARY: R403 284.00 – R440 976.00**

REQUIREMENTS: Grade 12 plus A relevant 3 year tertiary qualification or equivalent NQF level 6
National Diploma /Bachelor's Degree in Local Government Accounting or Financial Management
Computer Literacy – MS Office certificate
2-4 years experience in Human Resources
Certificate in Municipal Finance Management Programme will be an added advantage
Valid Driver's licence

RESPONSIBILITIES: Includes inter alia :-

- Ensuring that all customers get their monthly bills for water and sanitation services accurately and timeously.
- Ensuring that credit control policy is applied effectively for non payers.
- Compilation of periodic reports on the number of billable customers; history of people responding to bills .
- Perform specific tasks related to the monitoring of customer accounts and the recovery of outstanding amounts.
- Prepare reminder notifications indicating amounts standing and circulate to the accounts holders. Prepare documentations and records for handover to activate legal proceedings and collections.
- Documents payments term arrangements as agreed to with the customer and/or execute write-off sequences for unrecoverable debts upon approval.
- Attend to disconnection and reconnection of customer cuts off due to arrear debts. Supervision of Credit Controllers, Indigent officers and Collections Officers to ensure that collection are maintained properly.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, and housing subsidy.

**POSITION: ACCOUNTANT FINANCIAL REPORTING X1
PERMANENT
SALARY: R486 192.00 – R543 480.00 PER ANNUM**

REQUIREMENTS: Grade 12 plus A relevant 3 year tertiary qualification or equivalent NQF level 6
National Diploma /Bachelor's Degree in Local Government Accounting or Financial Management
Computer Literacy – MS Office certificate

2-5 years' experience in Human Resources
Certificate in Municipal Finance Management Programme will be an added advantage
Valid Driver's license

RESPONSIBILITIES: Includes inter alia :-

To provide an effective and efficient management function by:-

- Reporting in accordance with current legislation by attending to the financial statements and any other applicable reporting framework.
- Facilitate the compilation of working papers for notes to the financial statements.
- Coordinating all input required for financial statements compilation from relevant sections.
- Consolidation of the annual financial statements and interim financial statements in terms of GRAP and any other applicable framework.
- Facilitates the audit of the financial statements by the Auditor General's representative.
- Engage with the Manager Finance and CFO to ensure that all internal and external audit findings are being addressed to the satisfaction of the auditors.
- Coordination of documents for the compilations of the financial statements presentation to the audit committee.
- Facilitates the implementation of the Plan for the compilation of a schedule of year-end transactions, the reconciliation of the general ledger and the compilations of year-end certificates.
- Facilitates the posting adjusting journals to the financial system.
- Preparation of and submission of VAT returns to SARS.
- Reconciliation of the municipal VAT suspense account.
- Preparing of investment register, preparing and capturing of investment interest journals.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, and housing subsidy.

**POSITION: SENIOR CASHIER X1
PERMANENT**

SALARY: R349 788.00 – R402 900.00 PER ANNUM

REQUIREMENTS : Grade 12 /NQF level 4 with Accounting and Mathematics ,A National Diploma in Accounting, Economics, Cost & Management Accounting or Financial (NQF Level 5) , or equivalent
3 years' experience.

RESPONSIBILITIES:

Receives payment against services rendered from the Public by –

- Providing information and explanation on charges and penalties,
- Reconciling total collections against receipts and
- Preparing schedules for verification prior to forwarding cash and cheques for depositing.
- Supervising staff and ensuring adherence to procedures and policies
- Upload easy pay and post pays.
- Process all payment related Journals.
- Allocate all clearance fees/payment.
- Process trade effluent Journals.
- Performing filing duties in the Department of Finance as and when required by Debtors Clerk or Debtors Control Officer.
- Communicating with the customer and attending to specific payment or sale enquiries and/ or providing information on tariffs for specific services.
- Calculating balances and explaining transactional recordings and penalties applicable and/ or providing information on specific products/ services (metered service cards, hall hiring tariffs).
- Verifying cash receipts schedule/ reports against cash/ cheque totals with the immediate superior and/ or attending and rectifying deviations in recordings or counts prior to forwarding for depositing.

BENEFITS : Inter alia the 13th cheque, subsidized pension, medical aid scheme, car allowance and housing subsidy, etc.

**POSITION: STORES CLERK X1
PERMANENT**

SALARY: R249 960.00 – R292 536.00 PER ANNUM

REQUIREMENT : Grade 12 (Matric), National NQF4/ National Certificate in Logistics
/Purchasing/Administration
Computer Literacy – Office Applications
1-2 years' experience in Relevant Stores

RESPONSIBILITIES: Includes inter alia: -

Performs specific administrative tasks/ activities associated with the functionality, by: -

- Collating and verifying transactional documentation (requisitions, delivery notes, etc.) and forwarding to for further processing and/ or
- resolving queries on pricing/ discounts, etc., referring and making available necessary supporting documentation.
- Preparing stock schedules detailing the quantity of stock on hand detailing reason for specific variances for stock adjustment and forwarding for perusal, processing and approval.
- Updating stock registers and control sheets, reflecting opening balances, movement and stock on hand.
- Updating and maintaining records, filing transactional, instructional and procedural documentation in alpha-numeric sequence to facilitate retrieval.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, and housing subsidy.

CLOSING DATE : 30 AUGUST 2024

ENQUIRIES : HUMAN RESOURCES: 036 - 6385100

All applications must be on a prescribed Application Forms available on our website (www.uthukeladm.gov.za), together with comprehensive CV and Certified copies of qualifications, ID copies and drivers' license to be forwarded to: THE MUNICIPAL MANAGER, UTHUKELA DISTRICT MUNICIPALITY, P O BOX 116, LADYSMITH 3370.

Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application as unsuccessful.

Uthukela District Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets (women representation) of the municipality.

The Municipality reserves the right not to appoint.


OS MNGUNI
GENERAL MANAGER CORPORATE SERVICES

Supported / ~~Not Supported~~


BB SITHOLE
CHIEF FINANCIAL OFFICER

Supported / Not Supported


LS JILI
MUNICIPAL MANAGER

Approved / Not Approved