

Assets Management Officer:
Salary: Grade 14

Requirements:

National Diploma in Finance or Equivalent *2 years' experience*Driver's license*Applicants must be computer literate in MS Word, MS Excel, Power Point and MS Access *Be fluent in IsiZulu and English *Previous experience in Local Government will be an added advantage *Ability to work under pressure.

Responsibilities:

*Updating of asset register with detailed information relating to Council's assets *Ensure that assets are readily identifiable and records are kept of unique identifying numbers *Updating of information asset inventory register

Human Resources Officer
Salary: Grade 14

Requirements:

National Diploma in Public Administration and Human Resources as a major plus a minimum of 2 years' experience in HR environment *Driver's license*Applicants must be computer literate in MS Word, MS Excel, PowerPoint and MS Access*Be fluent in English and IsiZulu * Previous experience in Local Government will be an added advantage* The ability to work under pressure.

Responsibilities:

Recruitment and Selection *Document processing and recordkeeping *Leave Management *Human Resources Administration *Training Co-ordination *Information and Statistics

Secretary to Director Corporate Services
Level 8

Requirements:

Grade 12 Certificate*Minimum 1 year experience as Secretary. *Secretarial Diploma will be an added advantage

Attributes:

Interpersonal Skills, Communication Skills and Office Management Skills

Duties:

Office Management and Administration *Secretarial Support (Minutes taking)

Licensing Clerk X2
Task Level 8

Applications are invited from suitable qualified applicants for the position of Licensing Clerk

Requirements:

Grade 12 Certificate *Examiner for driving license Grade F. No criminal record

Responsibilities:

Responsible for capturing information on the system *Receive payments for services *Reconciling total collections against receipts *Make learners license bookings *Issue learner's license *Renewal of driving licences and conversions, register applications on license Pro and processing application for professional driving licenses.

*Application letter accompanied by a comprehensive CV and certified copies of all qualifications should be addressed to the Municipal Manager, Umhlabuyalingana Local Municipality, Private Bag x 901, Kwa-Ngwanase, 3973. (No faxes will be accepted). Applicants not contacted by the Municipality within three weeks after the closing of the advertisement must consider their applications as unsuccessful. Late applications will not be considered. **Closing date: 19 June 2014** Enquiries: Mr. T.S. Mkhabela @ (035) 592 0680 during office hours between 08h00-16h00*

.....
Mr. S.E. Bukhosini
Municipal Manager