

**PA/ Executive Secretary-Municipal Manager****Salary: (Negotiable) 5 YEAR CONTRACT:****REQUIREMENTS:**

Minimum of 2 year experience as Personal Assistant/ Executive Secretary in the Executive/ Senior Manager's Office *Grade 12 Certificate *Qualification in Office Management *Computer Literacy *be fluent in English and IsiZulu *The ability to work under

ATTRIBUTES:

Interpersonal Skills, Communication Skills and Office Management Skills

DUTIES:

The incumbent shall perform the duties of a Personal Assistant to the Municipal Manager through amongst a variety, performing the following functions:

- **Office Management and Administration *Secretarial Support *Manage Secretaries of the Municipality *Executive Support**

Administrative Officer/ Committee Officer:**Salary: Grade 14****REQUIREMENTS:**

B-degree in Administration/National Diploma plus a minimum of 2 years' experience in Local Government *Valid Code B or EB 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.

DUTIES:

Compile agendas in an approved format with particular attention to reports as items *Prepare notices of Ordinary and Special Council and its Section 79 Committees *Maintain attendance register and advise Chairperson on quorums and attendance statistics *Proof reading of agendas and minutes typing*Verifying of minutes, agendas for all committees *Overseeing the functionality of committees *Coordination and control of portfolio committees *Following up on all resolution/ auctioning of minutes.

Accountant Revenue:**Salary: Grade 14****REQUIREMENTS:**

*B. Degree/ ND in Financial Accounting or equivalent qualification*2 Years' experience in Finance (Local government) *Computer Literacy (MS Office software application *Valid Code B or EB driver's license *Knowledge of the MFMA and Treasury regulations*Financial management skills *Ability to make independent decisions *Very high levels of accuracy are required and extensive analytical skills *Problem solving skills & Planning Skills *Report Writing Skills *Presentation Skills.

DUTIES:

Management of municipal revenue *Preparation of all reconciliation in relation to revenue *Management of billings and collection *Preparation of monthly revenue reports to management *Ensure correct allocation of receipts to individual debtor accounts *Liaise with all debtors about accounts *Ensure implementation of rates Council Policy *Ensure implementation revenue accounting standards *Assist in coming up with mechanisms to enhance management in the municipality * Assist in the preparation of Annual Financial Statements.

Waste Officer**Salary: Grade 14****REQUIREMENTS:**

Diploma/ equivalent qualification *2 years relevant experience in Waste Management (Local Government) *Computer Literacy (MS Office software application) *Valid Code B or EB driver's license.*Communication Skills *People management skills *Ability to make independent Skills *Presentation Skills *Conflict Management Skills *Report Writing Skills

DUTIES:

*Supervising the transportation of waste to ensure that it takes place efficiently without contaminating air, land or water sources
*Assisting with the development of information and promotional materials *Dealing with enquiries and complaints from members of the public both in person and by phone or email *Assisting with the development, promotion and implementation of new waste disposal schemes.

**Building Inspector:
Grade 14**

REQUIREMENTS:

B. Degree/ ND in Building & Construction *2 Years' experience (Local Government) *Computer Literacy (MS Office software application) *Valid Code B or EB driver's license.*Communication Skills *People management skills *Ability to make independent decisions *Conflict Management Skills *Report Writing Skills *Presentation Skills.

DUTIES:

Review & approval of building plans as per National Building Regulations (Act) *Inspection of developments for lease applications and illegal developments to be in line with approved Scheme and SDF *Inspection and monitor construction sites to ensure adherence to safety standards, building regulations and specifications.

**Planning and Development (Intern X2)
R100 000. 00 p.a.**

REQUIREMENT:

Applicants should be in possession of a recently obtained Degree / Diploma in Planning & Development.

A training programme is currently being developed which will be expose the successful applicant to all facets of Planning & Development. In addition the training programme will provide assistance in various functional areas within the Planning and Development department of the Municipality.

Workplace experience is not required as full training and support will be provided. Applicants are required to submit their secondary and academic result. Successful candidates will report directly to the Planning and Development Manager

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 one month after the closing of the advertisement must consider their applications as unsuccessful. Late applications will not be considered. **Closing: Date: 22 July 2016. Enquiries: Mr. T.S. Mkhabela @ (035) 592 0680 during office hours between 08h00-16h00.**

The Umhlabuyalingana Local Municipality's recruitment and selection process is in terms of the Municipality's Employment Equity Plan. Canvassing of any form for the position within the municipality will result immediate disqualification if validated.

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

- MISSION : "Creating an enabling environment and sustainable development which promotes quality of life."
- VISION : To be a people centered premier socio-economic development and Environmentally Friendly Service Delivery Municipality