



**Inkosi Langalibalele**

LOCAL MUNICIPALITY - UMKHANDLU WENDAWO

**OFFICE OF THE MUNICIPAL MANAGER**  
**INKOSI LANGALIBALELE LOCAL MUNICIPALITY – UMKHANDLU**  
**WENDAWO**

**PO BOX 15, Estcourt, 3310] Physical Address: Civic Building, 1 Victoria Street, Estcourt**  
**Tel. No.: 036 342 7800, Fax. No.:**

The Inkosi Langalibalele Local Municipality is an equal opportunity employment organization; hence preference will be given to previously disadvantaged groups. Women and people living with disabilities are also encouraged to tender their applications. Applications are awaited for the below permanent position in the Municipality.

**MANAGER – COUNCIL SUPPORT**  
**(DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER)**  
**Fixed Term Contract**

**Salary**                    **R33 206, 05 per month**

**Requirements:**

- Bachelor's Degree in Public Management.
- Computer Literacy
- 3 years experience in Municipal Administration.

**Responsibilities:**

- Manages the day to day management of the Council and the Personal Assistants as well as Political Office Bearers Drivers' thus ensuring that time-sheets are completed and the Personal Assistant to the Political Office Bearers perform their duties of the best of their abilities.
- Interacting and liaising internally and externally with the Mayor, Speaker, Deputy Mayors and Chief Whip to render them support as required.
- Provide the briefing to the Mayor on the status of the events and confirm the guest lists, schedule of event, mayoral speeches etc.
- Provide expert advice to the Political Office bearers as and when required.

**METER READER**  
**(DEPARTMENT: BUDGET & TREASURY SERVICES)**

**Salary**                    **R 8000, 20 per month**

**Requirements:**

- Grade 12
- Computer Literacy

- 1-2 years relevant experience
- Valid Driver's Licence
- Knowledge of the Inkosi Langalibalele area of jurisdiction will be an added advantage.

**Responsibilities:**

- Locate consumption meters and read them and record the finding and verify accumulated totals on display with figures inserted on prescribed form/registers.
- Checking the status of connections and identifying and recording any acts of tampering and damages to the connections and flow meters.
- Provides information to the Superior regarding the defaulters and allocating sites, and comply with disconnection instructions to defaulters.
- Preparing consumer accounts for postages, folding and inserting statements into envelopes.
- Checking connections/disconnections prior to departure from site, recording activities and forwarding schedules to relevant personnel for further processing.

**MANAGER – YOUTH DEVELOPMENT**  
**(DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER)**  
**Fixed Term Contract In Line with the Term of Office of the current Council**

**Salary**                      **R33 206, 05 per month**

**Requirements:**

- Relevant 3 year tertiary qualification.
- Valid driver's license
- ✓ 3 years relevant experience

**Responsibilities:**

- Coordinates the policies and procedural requirements associated with the implementation of the Youth development initiatives.
- Liaise with the National and Provincial Ministry with regards to youth development initiatives and cascading such initiatives to the local levels.
- Monitoring the integration of youth development initiatives and ensure that such complies with the National Policy Frameworks.
- Analysing reports on expenditure and cash flow predictions on programmes in conjunction with the approved budget and taking the necessary corrective measures on deviations identified.
- Coordinates the service delivery dimensions associated with the facilitation/implementation of youth programmes.
- Prepare monthly and quarterly reports on the youth development activities to harness reporting.

**HUMAN RESOURCES CLERK**  
**(DEPARTMENT: CORPORATE SERVICES)**

**Salary**                **R 11 711, 71 per month**

**Requirements:**

- Grade 12
- 2 years relevant experience
- Human Resources Diploma will be an added advantage

**Responsibilities:**

- Render assistant to the Human Resources section during recruitment and selection processes.
- Assist the Human Resources in keeping abreast with the all changes in the labour legislations that could affect the organization /staff.
- Assist in the compilation of the Workplace Skills Plan. Annual Training Plan.
- Provides the clerical services to Human Resources section.

**A comprehensive Curriculum Vitae may be hand delivered to Registry Office (Room 71) or posted to The Acting Municipal Manager. Inkosi Langalibalele Local Municipality, P.O. Box 15, Estcourt, 3310 Civic Buildings, Victoria Street. Tel. 036-342 7800**

**ENQUIRIES:** To be directed to the Acting Senior Manager: Corporate Services- Mr. G.C. Mkhize at 036 342 7800

**Fringe Benefits**

Normal fringe benefits-13th cheque, Annual leave, Housing Subsidy, Medical Aid, Pension Fund.

**Closing Date: 28 April 2017 at 12h00 Noon**

**Note to Applicants:**

1. Due to a number of applications envisaged to be received, applicants who don't receive response from us within 3 months please consider your application as unsuccessful.
2. A comprehensive CV must be accompanied by certified copies of qualification, driver's license & ID.
3. Canvassing to councillors or officials is not permitted and proof thereof will result in disqualification.
4. No subsistence and traveling allowance will be paid to applicants called for interviews.
5. The Municipality reserves the right to conduct the reference check as well as to make an appointment.

**NOTICE NO:**