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.

REVENUE CLERK
(DEPARTMENT: BUDGET & TREASURY SERVICES)

Salary **R11 711, 71 per month**

Requirements:

- Grade 12
- National Diploma in Financial or relevant studies will be an added advantage
- Computer Literacy
- 1-2 years clerical/ office administration and/ or general accounting experience

Responsibilities:

- Performs specific procedures associated with receipting, reconciliation and posting of income transactional data.
- Performs specific tasks associated with the monitoring of customer accounts and the recovery of outstanding amounts.
- Provides support with respect to specific activities/ requirements associated with enquiries and general support.

REVENUE OFFICER
(DEPARTMENT: BUDGET & TREASURY SERVICES)

Salary **R21 664, 99 per month**

Requirements:

- Grade 12
- National Diploma in Accounting
- Computer Literacy
- 1-2 years relevant experience
- Valid Driver's Licence

Responsibilities:

- **Co-ordinates and controls sequences associated with the verification and provision of information related to Revenue transactions.**
- **Controls the key performance areas and critical outputs of personnel debtor and cashier.**
- **Co-ordinating the recording and processing procedures of income.**
- **Co-ordinates specific administrative and financial sequences associated the rates levy.**

SENIOR HUMAN RESOURCES MANAGEMENT OFFICER
(DEPARTMENT: CORPORATE SERVICES)

Salary **R29 480,99 per month**

Requirements:

- Relevant 3 year tertiary qualification (Preferably Human Resources qualification)
- Valid driver's license
- 3 Years appropriate Human Resources experience, including but not limited to:
- ✓ Recruitment and Selection (Staff Provisioning),
- ✓ Training and Development.
- ✓ Grading and Remuneration.
- ✓ Welfare (Employee Assistance Programme).
- ✓ Industrial Relations.

Responsibilities:

- Responsible for recruitment and selection function.
- Oversee the implementation of the Employee Wellness programme of the employees and coordination thereof.
- Provides relief or assistance to any of the Human Resources Officer posts in the Service Unit, as and when necessary.
- Perform the duties of the Manager: Human Resources as and when the Manager has delegated.
- Responsible for the sectional planning of the leave schedule as well as taking thereof.
- Monitor the utilization of sectional budget and recommend the working of the overtime in the section as when required.

TEAM LEADER X3
(DEPARTMENT: COMMUNITY SERVICES)

Salary **R 17 389, 19 per month**

Requirements:

- Grade 10
- 1-2 years relevant experience

- Valid Code 10 Driver's Licence plus PrDP
- Fluent in English

Responsibilities:

- Performs specific tasks/ activities at the Depot prior to and on completion of allocated assignments.
- Completes internal transactional documentation (e.g. activity schedule, log sheet, etc.) and related forms (vehicle checklist) and/ or provides general office support.
- Performs specific tasks associated with the monitoring/ controlling of personnel and collection, disposal, cleaning and maintenance applications.
- Responsible for sectional staff supervision which includes but not limited to attendance, leave, overtime etc.

CASHIER CLERKS X3
(DEPARTMENT: BUDGET & TREASURY SERVICES)

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

Requirements:

- Grade 12
- National Diploma in Financial or relevant studies will be an added advantage
- Computer Literacy
- 1-2 years clerical/ office administration and/ or general accounting experience

Responsibilities:

- Receives payment against services rendered from the Public,
- Reconciles cash received against receipts issued to customers,
- Maintains documentation and records of transactions and procedures

DRIVER MESSENGER
(DEPARTMENT: PLANNING)

Salary **R 10 140, 95 per month**

Requirements:

- Grade 10
- Valid Driver's licence
- 2-3 years driving experience
- Fluent in English
- A Professional Driving Permit (PDP) would be an added advantage

Responsibilities:

- Performing Messenger and Driving duties by undertaking specific tasks/ activities associated with the provision of messenger duties and/or delivery of required documents, equipment or materials, by:
- Performing driving duties for collecting and distribution as instructed.
- Performing banking duties as instructed
- Performing any messenger or driving related duties as instructed by immediate supervisor (including for executive leadership).

ENVIRONMENTAL OFFICER
(DEPARTMENT: COMMUNITY SERVICES)

Salary **R21 664,99 per month**

Requirements:

- National Higher Diploma (Environmental Health) or B. Tech (Environmental Health Management) (NQF Level 5)
- 2-3 years relevant experience
- Valid Driver's Licence

Responsibilities:

- Conducts inspections and investigations of residential, commercial or other occupied premises and/ or open spaces and/ or public facilities to determine compliance to by-laws and statutory legislation
- Enforces specific procedures and measures on residents, commercial and industrial businesses, by
- Participates in the delivery of awareness and educational programmes on environmental health approaches to safe and healthy living to the community
- Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality

EXAMINER ASSISTANT X3
(DEPARTMENT: COMMUNITY SERVICES)

Salary **R6 772, 25 per month**

Requirements:

- Matric
- Valid Driver's Licence
- Computer Literacy

Responsibilities:

- Manoeuvring vehicle wheels, steering mechanism and switching on lights for roadworthiness tests by Examiner on all codes of vehicles in accordance with Road Safety and Traffic Legislation.

- Conducting visual inspections overall of vehicle roadworthiness in support of outcomes of tests.
- Applying eye testing sequences, moderation results and establishing and informing Examiners of outcome.
- Completing procedural information in respect of outcome of eye testing sequences.
- Cleaning work-bays/pits using hose-pipe and chemical detergents to remove stains, etc.
- Lubricating/ cleaning or removing and replacing parts and attending to minor adjustments/calibration against specifications.
- Performing/execution cleaning sequences and/or the storage of tools/ equipment at the Testing Pit and implementing corrective measures to support compliance with specific safety standards.

GENERAL ASSISTANT x15
(DEPARTMENT: CORPORATE X 3. COMMUNITY SERVICES X 12)

Salary **R9 427, 86 per month**

Requirements:

- Grade 10
- Relevant working experience
- Physical ability to perform General Assistant duties

Responsibilities:

- Receiving verbal instructions from the immediate superior on the work programme and/ or priorities related to specific departments and/ or communicating specific cleaning material requirements.
- Commencing with cleaning sequence, using detergents to remove stains/ dirt from painted/ polished or carpeted surfaces.
- Vacuuming carpeted floor areas, dusting and tidying desktops and shelves.
- Cleaning ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, towels etc and checking and reporting defective items to the immediate superior for attention.
- Provide office furniture/ equipment relocation by attending to specific requirements associated with the movement of office furniture
- Identifying, measuring and marking the area and proceeding with excavation, using hand held tools (tape measure, spades, picks, etc).
- Inserting supporting timbers to prevent collapse of the sidewalls during burial.
- Backfilling and levelling the site post burial and/ or checking and manually positioning the site identification number slab.
- Removing and washing off debris from tools and equipment and placing and stacking tools/ equipment in designated enclosures.
- Picking up litter and/ or other items within the vicinity and/ or sweeping walkways and common areas.
- Burning or digging trenches to destroy/ bury waste items.
- Trimming shrubs, weeding walkways and/ or removing overgrown vegetation using hand held tools.

JUNIOR FIRE FIGHTER X3
(DEPARTMENT: COMMUNITY SERVICES)

Salary **R6 937, 92 per month**

Requirements:

- Matric
- Code 10 driver's license will be an added advantage
- 1 year relevant experience
- Basic Fire Fighter level 1 certificate
- Basic First Aid level 1 certificate

Responsibilities:

- Fire prevention through community awareness through conducting public address in community gathering, schools etc.
- Perform rescue services during the time of emergency to ensure that life and property is save.
- Assist the community in ensuring that there are fire breaks to prevent veld fires from escalating.
- Attending to fire emergencies where and when required as well as assisting the public.

MANAGER- SECRETARIAT AND ADMINISTRATION
(DEPARTMENT: CORPORATE SERVICES)

Salary **R33 246, 05 per month**

Requirements:

- Matric
- National Diploma in Public Administration of relevant qualification.
- Valid Driver's License
- Computer literacy – MS Applications
- Considerable management experience in the administrative field (2-3 years)

Responsibilities:

- Manages the implementation of procedures and systems associated with controlling document flow and quality systems / statutory and audit requirements regulating record keeping by;
- Evaluating the adequacy of current administrative systems and re-defining registry and archiving sequences with a view to correcting deviations from laid down departmental guidelines and statutory and/or audit requirements
- Preparing departmental circulars based on directives/decisions taken at management meetings and analysing and formulating responses to correspondence received to facilitate clarification and understanding
- Ensuring that an effective secretariat service is provided to Council, Committees and all statutory bodies of the Municipality
- Ensuring That an effective auxiliary service (front office reception, switchboard, cleaners and drivers) is provided to the Municipality

- Plans, implements, controls, communicates and facilitates the administrative requirements associated with the Registry and Auxiliary Sections of the Municipality, by
- Develop, monitor and co-ordinating the implementation of policies, procedures, systems and controls related to the receiving, updating and recording of document , circulars, reports, minutes, agenda, archiving etc. and attending to public and such transactional/operational information and activities associated with the functionality, e.g. Document Management Systems, Information storage and Retrieval systems, printing systems etc.
- Develop, monitor and co-ordinating the implementation of Policies, procedures, systems and controls related to Communication, Facilities, Contracts, Catering, Security, Furniture, Building Maintenance and acquisitions.

ASSET CLERK
(BUDGET AND TREASURY SERVICES)

Salary **R11 711, 71 per month**

Requirements:

- **Grade 12**
- **Computer Literacy**
- **Finance related Diploma would be an added advantage.**

Responsibilities

- Assist the Asset Clerk in the management, recording and safe custody of all types and forms of municipal properties.
- Ensure that the municipal asset register is timely updated to ensure that new and disposed asset are added and removed from the register as and when required.
- Participate in quarterly stock-taking and preparation of the stock-taking reports.
- Prepare the Agenda and daft minutes of Asset Disposal Committees.

INTERNAL AUDITOR
(OFFICE OF THE MUNICIPAL MANAGER)

Salary **R21 664,99**

Requirements:

- National Diploma - Auditing
- 2 years auditing experience
- Registration with Public Accountancy and Auditing Board as a Registered Accountant and Auditor would be an added advantage.

Responsibilities:

- Coordinates and control processes and procedures associated with the formulation of the Municipality's risk Based Plan and Program.
- Monitors applications, procedures and processes associated with specific statutory financial responsibilities and functions /activities of the Municipal auditing functions.
- Responsible for the implementation of Audit Investigative processes to determine irregularities and non-compliance with the MFMA and other Municipal approved financial policies and procedures.
- Provide guidance and information on specific key performance areas requirements associated with the Audit program and procedures.

OFFICER SPECIAL PROGRAMMES
(DEPARTMENT: COMMUNITY SERVICES 1 X EPWP & CWP. 1 X TRADITIONAL LEADERS)

Salary **R21 664, 99 per month**

Requirements

- Matric
- National Diploma in Public Administration or Equivalent relevant qualification.
- Valid driver's license
- Computer Literacy – Office Applications
- 1 – 2 Years relevant experience

Responsibilities:

- Monitoring the integration of the Programmes objectives for compliance with National Policy frameworks and compiling progress reports for submission to Council.
- 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.
- Coordinating the implementation of funding policies for the programmes and projects, etc. by establishing and monitoring fund raising committees.
- Monitoring the progress of programme initiatives and consolidation of information on the programme and/ or extracting specific reports to facilitate analysis and follow-up on outstanding matters with the relevant subordinates.
- Controlling budget allocations for specific acquisitions, interventions and/ or activities of the Section through confirmation of fund availability prior to preparing and submitting requisitions for approval.
- Monitoring and implementing corrective measures to rectify deviations/ acts contrary to financial regulations, audit requirements and departmental procedures.
- Liaising with relevant officials through meetings, correspondence and telecommunications to gather information on relevant programmes and joint ventures.
- Participating in Management discussions and presenting the constraints and/ or effectiveness of the department to provide core service delivery functions with information necessary to institute corrective measures and/ or attend to complaints.

- Attending meetings, participating in discussions and, preparing and circulating reports to departmental personnel outlining agreed steps and actions.
- Interacting with relevant forums, service providers, and other municipal personnel with a view to consolidating, referring and responding to specific problems or clarifying procedural interpretation and understanding.

PERSONAL ASSISTANT: GENERAL MANAGER- CIVIL
(DEPARTMENT: PUBLIC WORKS & BASIC SERVICES)

Salary **R8 589, 38 per month**

Requirements:

- Grade 12/ Senior Certificate
- Computer Literacy Office Applications
- 1-2 years relevant Secretarial/ Administrative experience

Responsibilities:

- Communicating with Senior Manager and relevant Managers and establishing critical priorities for scheduling purposes
- Interacting/Liaison internally (executive management team, departments) and externally (spokespersons; officials of other government departments, municipalities, business sector; community leaders) to confirm arrangements and programmes.
- Attending to the transactional processing sequence against allocated budget votes/ petty cash of expenditure incurred, claims and deductions and, collating and forwarding reconciled amounts for further processing.
- Searching for information on specific topics on behalf of the Senior Manager using electronic internet medium, library resources, etc. and specialist personnel and, collating and forwarding for perusal and / maintaining library reference materials relevant to the function.
- Confirming travel and accommodation details, attending to specific business arrangements and briefing the Senior Manager on itinerary and specific requirements prior to departure.
- Copy typing and formatting documents/ confidential and routine reports and creates presentations using word processing and related office applications.
- Preparing notification, agendas and minutes for specific meetings and attending to the distribution and/ or arranging for the collection of documentation prior to scheduled meetings.
- Perusing Council and Committee Agenda and Minutes of Meetings and identifying and forwarding items requiring the attention of the Senior Manager.
- 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.

Removing and replacing consumable items (paper, ink) from specific office equipment's, transmitting/ receiving facsimile and/ or attending to the photocopying of correspondence/ documents.

GENERAL ASSISTANT x14

(DEPARTMENT: PUBLIC WORKS AND BASIC SERVICES – CIVIL)

Salary **R9 427, 86 per month**

Requirements:

- Grade 10
- Relevant working experience
- Physical ability to perform General Assistant duties

Responsibilities:

- Receiving verbal instructions from the immediate superior on the work programme and/ or priorities related to specific departments and/ or communicating specific cleaning material requirements.
- Responsible for cleaning and clearing in the Civil section projects roll-out programme.
- Pick-up litter and ensure safe and proper disposal thereof.
- Participate in the Civil section town, residential and industrial cleaning campaigns.

FINANCIAL INTERN (X2)

(2 Year Contract)

SALARY : R10 000-00 per month. No benefit or allowances will be payable.

REQUIREMENTS:

- Three (3) year qualification, preferably majoring in Accounting and/or Management Accounting.
- Good verbal and written skills in English.
- Computer literate and knowledge of windows spread sheet application.
- Drivers Licence will be an added advantage.

RESPONSIBILITIES:

- Assist in the implementation of Municipal Finance Management Act,
- Assist on developing and implementation of Municipal Finance Policies and procedures,
- Assist in compilation of financial statements and management reports,
- Assist with reconciliation and financial analysis.
- Responsible for electronic capturing of financial data and other Municipal functions.

MANAGER: COMMUNICATIONS
(DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER)

Salary **R33 246, 05 per month**

Requirements:

- Matric
- ND Public Management or Public Relations Management.
- Valid Driver's License.
- Computer Literacy – Office Applications
- 2-3 Years in Municipal Communications

Responsibilities

- Identifies and defines the immediate, short and long term objectives/ plans associated with the provision of communications support to the Municipality.
- Plans and monitors media relations programs, publicity campaigns and the execution of specific instructions and application of laid down procedures with respect to communication.
- Identifies and defines the immediate, short and long term objectives/ plans associated with the provision of public participation support to the Municipality.
- Management of the provision of communications support services to Mayor, Speaker and Deputy Mayor, Executive Leadership.
- Manages specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.

OCCUPATIONAL HEALTH AND SAFETY OFFICER
(DEPARTMENT: CORPORATE SERVICES)

Salary **R21 664, 99 per month**

Requirements:

- A relevant tertiary qualification
- Qualification in Human Resources/ Occupational Health and Safety will be an added advantage
- Computer Literacy – MS Office Applications
- 2-3 years generalist experience in Human Resources/Occupational Health and Safety

Responsibilities:

- Co-ordinates administrative requirements associated with Occupational Health and Safety functionality, by:
- Collates and prepares qualitative and quantitative information for inclusion into specific statutory reports.
- Attends to specific sequences associated with the notification, arrangement and provision of support in respect of Sub Committee Meetings/ OHS Representative Forum, by

- Confirming the venue, preparing notices/ agendas and circulating to specific officials and representatives.
- Communicating with officials and personnel in respect of outstanding items for inclusion into the agenda.
- Attending the meeting and recording the discussion
- Preparing and submitting the minutes of Meetings and/ or for verification prior to circulation.

INTERGRATED DEVELOPMENT PLANNING OFFICER
(DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER)

Salary **R21 664, 99 per month**

Requirements:

- ND – Town and Regional Planning
- Computer Literacy – MS Office Applications
- 3 years relevant experience.
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Responsibilities:

- Participate in the drafting and review of the IDP by drafting a process and framework plan in terms of IDP process plan.
- Responsible for aligning the IDP with the immediate community needs.
- Participate in the development of various master plans to fast track the social and economic development which includes but not limited to electrification master plan, road master plan, water and sanitation master plan and housing master plans.
- Facilitate the establishment of the various structures involved in the drafting of IDP and prioritization of projects as contained in the municipal IDP.

COMMITTEE CLERK
(DEPARTMENT: CORPORATE SERVICE DEPARTMENT)

Salary **R11 711, 71 per month**

Requirements:

- Diploma in Administration or Secretarial Course
- Language proficiency in English and IsiZulu.
- Computer Literacy – MS Office Applications
- 2 years year relevant experience

Responsibilities:

- Provide secretarial support to various committee and sub-committee sitting within the Council.
- Circulating notification, agenda and minutes of previous meetings to members.
- Develop, update and maintain the resolution register per decision reached in each meeting
- Perform administrative activities associated with preparation of documents and correspondence for circulation.

- Ensuring that all requisite information is available to the Chairperson prior each and every meeting of the council or the council structure.

CLERK: LEGAL AND ESTATES
(DEPARTMENT: CORPORATE SERVICES)

Salary **R11 711, 71 per month**

Requirements:

- Grade 12
- Computer Literacy – MS Office Applications
- 2 year relevant experience.

Responsibilities:

- Compile and prepare relevant documents using proformas associated with the Legal and Estates.
- Compiling reports on specific legal and estates related items and seek approval, via the Manager Legal and Estates, prior to forwarding for inclusion on Committee and Council Agenda.
- Preparing memorandums to communicating specific legal and estates procedures and submissions to the Manager Legal and Estates and seeking approval prior to circulation.
- Attend to specific sequence associated with the notification, arrangement and provision of support in respect to the sub-committee meetings and other meetings.

ADMIN ASSISTANT – MANAGER SPECIAL PROGRAMMES
(DEPARTMENT: COMMUNITY SERVICES)

Salary **R11 711, 71 per month**

Requirements:

- Grade 12
- Computer Literacy – MS Office Applications
- 2 year relevant experience.

Responsibilities:

- Communicate with the Manager so as to establish critical priorities for scheduling processes.
- Interacting and liaising internally and externally with other stakeholders on behalf of the Manager – Special Programme.
- Searching for information on specific topics on behalf of the Manager using electronic internet medium and other resources etc, and forwarding the information to the Manager.
- Confirm travel and accommodation details, attending to the specific business arrangement and briefing the Manager on itinerary and specific requirements prior to departure.

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 councilors 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: