

Ubuhlebezwe Municipality with its seat in Ixopo invites applications from suitably qualified persons for appointment to the following positions:

BUDGET AND TREASURY OFFICE

BILLING CLERK

SALARY SCALE: R87 310.20 – R113 334.00 Per Annum

Applicable benefits: Medical aid, pension, 13th cheque, homeowner's allowance

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor's Degree/National Diploma Accounting
- Computer Literacy
- 1 year relevant experience

KEY PERFORMANCE AREAS

- Bill rates, refuse and other sundry accounts
- Attend queries for the rates payers and other cashiers
- Ensure that all properties are linked to the correct tariff on the system
- Ensure correct and timeous billing every month
- Assist with the collection of revenue
- Assist with monthly reporting - Sec 71 reports

SOCIAL DEVELOPMENT DEPARTMENT

FIRE FIGHTER (X2)

Salary: R 157 958.88 – R205 034.52 Per Annum

Applicable benefits: Medical Aid, pension, 13th cheque, home owner's allowance

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Certificate in Fire Fighter 1 and 2.
- Hazmat awareness and operations.
- First Aid Level 3/BAA.
- A valid EB or EC1 driver's license.
- Ability to communicate in both isiZulu and English.
- Be less than 35 years old.
- Be physically fit.

- No criminal record against your name or pending criminal charges.
- Will be expected to run 2.4 KMs

KEY PERFORMANCE AREAS

- React immediately to fire station bells.
- Respond to fire, emergencies medical and hazardous substances incidences.
- Ensure compliance with all relevant Legislation and Council Policies/procedures/standards to ensure optimum management of fire-fighting.
- Perform disaster management activities as and when required.
- Ensure state of preparedness for fire-fighting and other emergency situations by regularly cleaning and testing fire-fighting equipment.
- Perform administrative duties, including the completion of incident reports and reporting of faulty equipment and defects.
- Attend to the efficient care and maintenance of all assets of the Fire Fighting and Emergency Services Section.
- Perform fire safety inspections.
- Carry out fire-fighting and emergency activities at the scene of incidents to ensure the safety of fire-fighters and others, with the prime objective of saving lives and properties.

Ubuhlebezwe Municipality is an equal opportunity, affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, and Ixopo 3276 by not later 16h00 on Friday, 25 November 2016. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful. All enquiries should be directed to the HR Officer, Ms B Nondabula at (039) 834-7700.

Council reserves the right not to make any appointment/appointments into the abovementioned positions.

**GM SINEKE
MUNICIPAL MANAGER**