

EXTERNAL ADVERTISEMENT

Ubuhlebezwe Local Municipality invites applications for suitably qualified candidates for appointment to the following positions:

INFRASTRUCTURE PLANNING AND DEVELOPMENT

PMU TECHNICIAN

Salary Scale: R266 122.44 – R292 604.04 Per Annum

Applicable benefits: Medical aid, Pension, 13th Cheque, Home Owner's Allowance

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor's Degree in Civil Engineering or National Diploma in Civil Engineering, Construction Management or Project Management
- 2 year's experience in a project management environment preferably in local government
- Fluency in both English and isiZulu
- Previous experience in managing the Municipal Infrastructure Grant (MIG) will be an added advantage
- Registration with ECSA as a Professional Technician or Candidate Technician will be an added advantage
- Computer literacy
- A valid driver's license

PERFORMANCE AREAS

- Deliver technical support and evaluate proposed projects in alignment with the respective Municipal projects in the IDPs and regional and provincial growth and development plans
- Manage labour intensive programmes in line with EPWP framework and related reporting requirements.
- Arrange regular project progress meetings
- Ensure compliance with all legal aspects and conditions, as required by the various spheres of government
- Conduct site visits/ meetings to ensure compliance with business plan conditions
- Manage cashflow and committed project expenditure
- Verify payment certificates and prepare monthly payment schedule documentation
- Compile all financial reports required by DORA and submit it monthly to the Project Manager and Provincial MIG unit.
- Ensure project compliance with all applicable legislation, policies and conditions applicable
- Assist with other related municipal infrastructure programmes
- Perform any duties assigned by the Manager: PMU.

SOCIAL DEVELOPMENT DEPARTMENT

EXAMINER OF DRIVERS' LICENSES

SALARY SCALE: R169 584. 72 – R220 125. 00 per annum (T9)

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

Minimum Requirements

- Grade 12 Certificate

- Qualified Examiner for Driving Licences Grade B (Grade A will be an added advantage) and registered with Department of Transport.
- Traffic Officer's Diploma and registration as Traffic Officer Examiner for Driver's Licences
- Minimum of 2 years' relevant experience
- Ability to communicate in both isiZulu and English
- At least one year's experience in operating the e-Natis System will be an advantage.
- Code EC Driver's Licence
- Problem Solving skills, writing skills, computer knowledge, knowledge of NRTA 93/96
- No criminal record or pending cases

Key Performance Areas

- Examining applicants for learner and driver licences
- Conducting learners' classes.
- Booking applicants for learner's and driver's licences.
- Issuing learners' and drivers' licences.
- Checking eye test and D/L Conversion
- General and selective duties of law enforcement and enforcement of Council by-laws
- Controlling traffic and escorting vehicles
- Performing point duties, processing warrants of arrest and performing other traffic related duties.

OFFICE OF THE MUNICIPAL MANAGER

MANAGER: INTERNAL AUDIT

SALARY SCALE: R550 979.12 (All Inclusive)

Minimum Requirements

- Grade 12 Certificate
- Bachelor's Degree in Commerce, with Financial Accounting/ Auditing/ Internal Auditing as a major
- 3 years' experience in the auditing field
- Supervisory experience in the auditing field will be an added advantage
- Interpersonal relations and communications skills
- Project management skills
- Report writing skills
- High standards of honesty, objectivity, diligence and loyalty
- Financial management skills
- A good understanding of GAA/GRAP and IIA standards
- An adequate understanding of the MFMA and Risk Management
- Computer literacy
- A valid driver's licence

Key performance Areas:

- Plan the audit scope, including designing audit plans and programmes
- Document all relevant systems
- Identify risk and controls and undertake process analysis

- Prepare the risk profile of clients
- Decide on audit samples
- Perform and supervise detailed testing of systems
- Evaluate test results and design an effective control environment for all audits
- Prepare draft reports
- Ensure the effectiveness of the audit team
- Present risk analysis and audit assignments to Senior Management
- Manage, train and develop internal auditors
- Interpret the objectives of the unit and execute action plans
- Monitor and report on effective execution of those plans
- Provide advice and assurance services to the clients (departments within the municipality)
- Monitor efficient and effective utilisation of resources and daily performance of audit assignments
- Control and report on expenditure on audit assignments
- Identify staff training and development requirements
- Ensure sound relationships exist between auditors and client management

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, Ixopo 3276 by not later than 16h30 on 16 July 2018. 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 into the above mentioned position.



GM SINEKE
MUNICIPAL MANAGER