

EXTERNAL ADVERTISEMENT

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

INFRASTRUCTURE, PLANNING AND DEVELOPMENT DEPARTMENT

TOWN PLANNER (RE-ADVERTISEMENT)

Salary Scale: R266 122.00 – R345 435. 00 Per Annum

Applicable Benefits: Medical Aid, Pension, 13th Cheque and Home Owner's Allowance.

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor's Degree or National Diploma in Town Planning/Town and Regional Planning.
- Registration with the South African Council for Planners as a Professional or Technical Planner.
- 2 – 3 years' relevant experience.
- Ability to communicate in both English and IsiZulu
- A valid driver's licence.

KEY PERFORMANCE AREAS

- Coordinate, report and advise on development planning issues.
- Assist the Infrastructure Planning and Development Department in applying for funding, managing of economic development of housing projects and in applying for as well as management of funding for Municipal proposed development.
- Assess statutory and development land use application in line with SPLUMA requirements.
- Provide professional and technical advice on development planning matters.
- Provide assistance with all Spatial Planning tasks required for the production of Department outputs.
- Undertake the coordination of all spatial planning within the municipal area.
- Facilitate the formulation and review of Municipal Land Use Management tools.
- Provide input for the preparation, implementation and monitoring of the municipal IDP, SDF, and Housing Sector Plan
- Assess compliance with specific town planning regulations
- Undertake site inspections to ensure compliance with developments.
- Maintain awareness and knowledge of planning and development trends, policies and legislation at the local, provincial and national level.

BUDGET AND TREASURY OFFICE

ASSISTANT CHIEF FINANCIAL OFFICER SALARY: R624 958.80 Per Annum (All Inclusive)

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Bachelor's Degree or National Diploma in Accounting, or equivalent qualification
- A postgraduate qualification will be an added advantage
- Minimum of 3 years' working experience in a municipal finance environment
- Knowledge of the MFMA
- Knowledge of the interpretation and compilation of Management reports
- Knowledge of and skill in the implementation of GRAP Standards
- Knowledge of computer based information systems e.g. MS Excel, Word and PowerPoint
- Knowledge of more than one financial system will be an added advantage
- People Management skills
- Problem solving and analytical skills
- Excellent verbal and written communication skills
- A valid driver's license

KEY PERFORMANCE AREAS

- Prepare annual financial statements
- Prepare monthly financial statements
- Ensure preparation and review of all reconciliations
- Ensure compliance with all relevant legislation (MFMA and GRAP standards)
- Prepare monthly budget statements
- Ensure that the Ledger and Trial Balance reconcile accordingly
- Reconcile all conditional grants and ensure accurate reporting
- Implement the Municipal Property Rates Act
- Ensure that revenue is collected as per budget
- Implement a Cash and Investment Policy
- Ensure correct and accurate customer bills are sent timeously to customers
- Ensure reconciliation of assets with the Asset Register and General Ledger
- Perform such duties as may be delegated by the Chief Financial Officer

CORPORATE SERVICES DEPARTMENT

JUNIOR NETWORK ADMINISTRATOR

Salary Scale: R110 658.82 – R143 652. 00 Per Annum

Applicable Benefits: Medical Aid, Pension, 13th Cheque and Home Owner's Allowance.

MINIMUM REQUIREMENTS

- Grade 12 Certificate.
- Bachelor's Degree or National Diploma in IT or Computer Engineering.
- Qualification in A+ and N+ will be an added advantage.
- 1 year's technical experience.

ESSENTIAL KNOWLEDGE AREAS

- OSI model.
- Switching, routing
- VPN
- Security/firewall
- IP sub-netting
- Bandwidth management
- Quality of service (QOS) wireless
- ADSL
- Desktop virtualisation
- Patch management
- Microsoft server 2008 R2/2012/R2 and 2016 will be an added advantage

KEY PERFORMANCE AREAS

- Install and troubleshoot hardware/software.
- Provide technical support to employees to assist with minor computer issues (helpdesk support).
- Provide technical and knowledge based input on more complex issues.
- Monitor network traffic and troubleshoot connectivity issues (OSI model).
- Have a proactive approach in problem identification and resolution.
- Solve standard technical issues independently.
- Participate in standard customer group discussions.
- Enhance or modify documentation.
- Maintain supply inventory and order supplies.
- Perform clerical duties and provide IT support which includes dispensing mail.
- Monitor e-mail accounts and respond to enquiries and requests.
- Comply with all municipal systems, rules and regulations in performing IT related duties.

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 16h30 on 17 April 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**