

EXTERNAL ADVERTISEMENT

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

SOCIAL DEVELOPMENT DEPARTMENT

TRAFFIC OFFICER (RE-ADVERTISEMENT) (T9) SALARY SCALE: R169 584.72 – R205 034.52 Per Annum

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

MINIMUM REQUIREMENTS

- Grade 12 Certificate
- Traffic Officer's Diploma.
- Peace Officer's Certificate.
- Registration as a Traffic Officer with the Department of Transport.
- Grade B Examiner of Driving Licencing will be an added advantage.
- Minimum of 3 years' relevant experience.
- Ability to communicate in both isiZulu and English.
- Problem solving and writing skills
- Computer knowledge and knowledge of NRTA 93/96.
- Be physically fit and able bodied.
- No criminal record/pending cases.
- Code EB driver's licence.

KEY PERFORMANCE AREAS

- Law enforcement and enforcement of Council by-laws
- Control traffic flow and ensure public safety
- Escort vehicles
- Perform point duties, process warrants of arrest and perform other traffic related duties
- Examine drivers' licences
- Communicate with the Control Room and attending to traffic bottlenecks caused through accidents, breakdowns or peak hour congestion.
- Use hand signals to communicate with drivers and pedestrians by directing, diverting, stopping and controlling the flow of traffic.
- Interacting with the Control Room for specific services.
- Patrol and observe the streets and suburban areas to identify non-conforming practices.
- Communicate with offenders and interact with the Control Room of South Africa Police Services to facilitate arrest for more serious offences.
- Participate in routine checks, stop vehicles and conduct inspection of drivers' licences, vehicle registration and roadworthiness requirements and attend to specific infringements of road safety rules.

- Issue fines, warnings and serve summons on offenders and execute arrests for more serious offences.

BUDGET AND TREASURY OFFICE

BUDGET AND REPORTING CLERK (T6)

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

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

MINIMUM REQUIREMENTS

- Grade 12 Certificate.
- B Com Degree or National Diploma in Accounting or equivalent qualification.
- 2 – 3 years' experience in financial environment.
- Knowledge of registered financial system of which SAMRAS will be an added advantage.
- Computer literacy in MS Office.
- A valid EB driver's licence.

KEY PERFORMANCE AREAS

- Prepare monthly bank reconciliations.
- Compile financial reports for submission to Budget Accountant.
- Assist in preparation of quarterly returns.
- Assist in preparation and submission of monthly budget reports.
- Undertake duties under the supervision and guidance of the Budget Accountant.
- Assist on MSCOA implementation.
- Prepare grants reconciliation.

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 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**