

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

**INFRASTRUCTURE, PLANNING AND DEVELOPMENT**

**TOWN PLANNER TRAINEE (18 Month Contract)**

**Stipend: R3000.00 Per Month**

No municipal benefits will apply (pension, medical aid etc.) and applicants are required to make their own arrangements in this respect.

**Minimum Requirements**

- Grade 12 Certificate
- Bachelor's Degree/National Diploma in Town Planning
- The ability to operate a personal computer, utilising word processing programs and Microsoft Excel and PowerPoint
- The ability to create, revise, edit, and produce documents with particular regard to accuracy, quality and given instructions
- Time management skills
- Basic research skills

**Key performance Areas:**

- Provide prompt and timely registration of all statutory planning permit applications.
- Compile documentation (under instructions and direction) to assist in the preparation of planning reports and public notification of planning.
- Maintain adequate filing systems.
- Provide clerical, scheduling and administration support to Senior Officers as required in consultation with the Supervisor.
- Provide administration assistance in the delivery of Council sustainable projects as required.
- Ensure delivery of other functions and tasks within the municipality as required, within the capabilities of the incumbent.
- Provide clerical data entry support to the building inspectorate, Housing and GIS, in consultation with the Supervisor.
- Exercise confidentiality in all processes and communication associated with the job.
- Perform any duties as may be directed by your Supervisor.

## **TRUCK DRIVER**

**Salary: R103 072.68 – R133 803.96 Per Annum (T06)**

Applicable benefits: medical aid, pension, 13<sup>th</sup> cheque, home owner's allowance

### **Minimum requirements:**

- Grade 12 Certificate
- At least 2 years' experience of driving trucks
- Must be able to read and write
- Must have valid code C1 driver's license

### **Key Performance Areas:**

- Receiving instructions from the immediate superior to establish details of task (vehicle, tools, materials, and personnel)
- Inspecting safety devices, controls, lubricant levels ect. in vehicles and reporting defects.
- Observing sequences of items and tools ( refuse bags, spades and brooms), checking requirements prior to departure from site or locations and/ or correcting deviations from safety procedures
- Attending to, and /or tools, checking and collecting specific deviations
- Driving to designated, locations, transporting personnel and / or material, monitoring the refuse collecting activities and communicating with personnel with regard to the cleaning of spillages
- Driving to waste disposal sites, monitoring the offloading of waste from the vehicle
- Collecting and delivering materials and items to and from offices and specific locations,
- Checking items being loaded against documentation for correctness prior to departure
- Keeping the truck in good condition

## **BUDGET AND TREASURY OFFICE**

**Municipal Finance Management Intern (2- year Contract)**

**Salary Scale: R96000.00 Per Annum (All Inclusive)**

No Municipal benefits will apply (pension, medical aid etc) and applicants are required to make their own arrangements in this respect.

This post requires dedicated and highly motivated people who have obtained a 3-year tertiary qualification to participate in an Internship Programme that seeks to capacitate recent graduates for a career in Local Government finance. This Internship is the initiative of the National Treasury; with the objective to help build sufficient strategic management capacity at Local Government level.

A training programme is currently being developed which will expose the successful applicants to all facets of Local Government financial services. It must be noted that at the conclusion of the internship contract period, the Municipality is neither obliged to extend the contract period nor to offer permanent employment.

### **Minimum Requirements**

- Grade 12 Certificate
- B Com Degree/National Diploma with majors in Accounting and/ or Auditing, or a relevant 3-year tertiary qualification
- Computer literacy
- Good interpersonal, written and verbal communication skills
- Must reside within the Ubuhlebezwe Local Municipality (Must attach reference letter from your Ward Councillor)
- Willingness to learn while working under pressure

### **Key Performance Area**

- Perform basic accounting functions.
- Interpret finance legislation & policies.
- Process invoice payment from the capture and verification of the source documents.
- Manage the interface between the department payroll and accounting system.
- Undertake budget controls on expenditure and revenue.
- Oversee expenditure management reconcile grant.
- Be trained in all sections of the Budget and Treasury Office.

**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 than 16h00 on Friday, 21 October 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.**

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**GM SINEKE  
MUNICIPAL MANAGER**