

## LOCAL ADVERTISEMENT

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

### BUDGET AND TREASURY OFFICE

**Asset Management Trainee**  
**(Fixed Term 18 Month Contract)**  
**Stipend: R5 000.00 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 Accounting
- Ability to communicate both in IsiZulu and English

#### KEY PERFORMANCE AREAS

- Assist in monitoring, entering and tracking all municipal assets.
- Assist in monitoring all activity accounts for the municipality, making sure that the accounts are spent appropriately and do not overdraw.
- Assist in processing, typing and distributing reports for reimbursement of capital funds.
- Assist in responding to other bookkeeping needs for activity and budget funds as may be required.
- Work cooperatively with colleagues, supervisors and administrators.
- Follow policies and administrative rules and regulations of the municipality.
- Maintain behavior appropriate to performing and accomplishing assigned duties.
- Perform any other duties as may be assigned by the supervisor.

### DEPARTMENT OF SOCIAL DEVELOPMENT

**Trainee Traffic Officer**  
**(Fixed Term 18 Month Contract)**  
**Stipend: R5 000.00 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
- Traffic Officer's Diploma
- 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

- Must not be more than 35 years of age
- No criminal record/pending cases
- A code C1 driver's licence

### **Key Performance Areas**

- Law enforcement and enforcement of Council by-laws
- Control traffic flow and ensure public
- Escort vehicles
- Perform point duties, process warrants of arrest and perform other traffic related duties
- Examine drivers' licences
- Communicate with the Control Room and attend 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
- Interact 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 arrests for more serious offences
- Participate in routine checks, stop vehicles and conduct inspection of drivers' licences, vehicle registration and road worthiness 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.

**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 16h00 on 12 August 2022. Alternatively, applications can be hand delivered at: Ubuhlebezwe Municipality, 29 Margaret Street, Ixopo, 3276. 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 abovementioned positions.**

  
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**GM Sineke**  
**Municipal Manager**