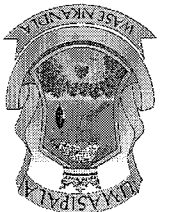


NKANDLA MUNICIPALITY



Postal Address: Private Bag x
Physical Address: Maree Road
035-833 2000
035-833 0920
Fax:

EXTERNAL ADVERTISEMENT

Nkandla Local Municipality is an equal opportunity employer subscribing to the principles of employment equity and hereby invites suitably qualified person to submit detailed applications for the following position:

Senior Administration Officer (Auxiliary Services)

Salary: 254 918,98

Key requirements

- Matric
- Diploma in Human Resource Management/Diploma in Local Government Administration
- Computer Literacy
- Relevant Administration Experience (2-3 years)
- Valid EC drivers License

Key Performance Areas:

- Coordinates controls and guides the administrative services functionality, assessing deliverables and prioritizing outcomes in respect of Corporate Support functions, implementing procedures and, investigating and resolving deviations and attending to the preparation of responses and provision of information to support query resolution to ensure compliance with statutory regulations, policies and procedures.
- Instituting disciplinary action for non-conformance to and /or providing details of serious breaches to terms and conditions of employment /codes of conduct to the Director; Corporate Services for attention and execution of disciplinary procedure.
- Monitoring the capacity of registry and records facilities to accommodate the receipting, storage, retrieval and circulation processes with respect to information, correspondence and documentation containing resolutions, decisions, actions and queries.
- Coordinates administrative sequences associated with controlling maintenance and security applications, location of fixed and movable assets and performance of Council's fleet.
- Attending to the execution and completion of procedural requirements relating to risk management, meeting with service providers to update insurance contracts in accordance with Council's approval.

- Monitoring contractor performance with respect to the execution of specific services (security), meeting with the appointed service provider and discussing outcomes with the view of rectifying deviations through appropriate corrective measures.

General Worker

Salary: R 83 919.61

Key Requirements:

- Grade 10
- Communication Skills
- Relevant experience (1-2 years)

Key Performance Areas

- Performs general laboring activities associated with maintenance and repair work to roads, storm water and drainage systems using hand held tools excavate defined arrears, attending to the cleaning or cleaning blockages.
- Ensure work sites are cleaned and safe for public use and equipment
- Cleans work sites, stores equipment and tools and loads materials prior to departure from work site.
- Undertake specific activities associated with the maintenance roadside verges and drainage.

Interested candidates are invited to submit comprehensive curriculum vitae together with an application letter, certified copies of qualifications, certified copy of identity document and driver's license to the following address: The Municipal Manager, Nkandla Municipality, Private Bag X161, Nkandla, 3855.

Closing date: 30 March 2017

NO LATE OR FAXED APPLICATIONS WILL BE ACCEPTED

If you have not been contacted within 30 days from the closing date please consider your application as being unsuccessful.

Nkandla Municipality subscribes to and applies the principles of Employment Equity Act; preference will be given to candidates from designated groups in accordance with objectives of Employment Equity Act.

LS J!!!

 Municipal Manager