



NKANDLA MUNICIPALITY

**Postal
Address:**

**Physical Address:
Marée Road**

**☎ 035-833 2000
Fax: 035-833 0920**

EXTERNAL ADVERTISEMENT

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

TECHNICAL SUPPORT OFFICER

Salary: R 174 181.33

Key Requirements:

- Matric certificate
- Computer Literacy
- Drivers License would be an added advantage
- A relevant qualification or equivalent
- 2-3 years relevant experience

Key Performance Areas

- Scrutinize payment certificates for contractors and service provider
- Perform grant reconciliation and reporting
- Liaise with funders on the matter relating to grants received.
- Co-ordinate and prepare the departmental performance reporting
- Management of the steering committees(Formation, Functionality and Reporting)

EXECUTIVE MANAGER

Salary : R 496 356.84

Key Requirements:

- Matric Certificate
- B. Degree in Public Management / Administration
- Detailed knowledge of Public Administration
- 5 years` experience at a senior management level in Local Government.

Key Performance Areas:

- To lead and manage the Office of the Municipal Manager, to provide strategic advice to the Municipal Manager and the Office for purposes of co-ordination and integration.
- Implement decisions so that responsibilities accepted by the Municipal Manager are followed through and completed within required standards and deadlines.
- Prepare, manage and control the capital and operational budget of the Municipal Manager to ensure effective and efficient function within budgetary constrains of Council.

- Monitor the development, updating and implementation of the Integrated Development Plan (IDP) in the office in conjunction with the Office of the Mayor.
- Analyze reports and documents and provide comments and recommendations.
- Managing all Municipal events and ensure compliance with relevant legislative prescripts.
- Ensuring compliance with all legislative prescript i.e tabling of Budget and IDP to Council
- Managing the appointment of Performance / Audit Committee and ensure compliance with Section 166 Chapter 14 of the MFMA (Act 56 of 2003)
- Responsible for the alignment of IDP ,Budget and SDBIP for the Municipality
- Responsible for the Public Participation section and ensure Compliance with Chapter 4 of the Municipal Systems Act 32 Of 2000
- Managing the Municipal Website and ensure compliance with Section 75 of MFMA (Act No. 56 of 2003)
- Responsible for all Special Programmes i.e HIV/AIDS ,Disability , Youth Empowerment ,Early Childhood Development and Gender Empowerment
- Responsible for editing all media statements issued and guide all Municipal Communicators before media briefing
- Responsible for drafting all service agreement to be signed by Municipal Manager
- Responsible for ensuring adherence to the principle of inter-governmental relations
- Preparing presentations of additional funding for other external stakeholders
- Responsible for drafting the IDP and ensure adherence to the Process Plan
Prepare the Mayor`s speeches for all Municipal Events

SENIOR ADMINISTRATION OFFICER (COUNCIL SUPPORT)

Salary : R 258 489.90

Key requirements

- Matric
- Computer Literacy
- 2-3 Year`s relevant experience
- Experience working in the office of Office Bearers in local government will be an added advantage

Key Performance Areas

- Provide administrative support to the office of the Speaker, Mayor, Deputy Mayor and Councilor`s.
- Attend to telephonic calls, record telephonic messages and contact persons upon request.
- Compile responses to correspondence and quires.
- Attend to logistical arrangements for function / events
- Collate and follow up on outstanding financial disclosure, declaration of interest of forms prior to due dates for submission.

DRIVER

Salary: R 96 053, 64

Key Requirements

- Matric Certificate
- NQF Level one
- Communication Skills
- Code EB Driving Licence
- Advance driving courses would be an added advantage
- 1- 2 Years relevant experience

Key Performance Areas

- Undertakes tasks/activities associated with the transporting of officials ,Councilor's and guests, collection and distribution of mail and other related correspondence/ documentation and items to/ from internal and external source and providing general office support in order to ensure laid down instruction are complied with and deadlines /priorities attended to.
- Deliver agendas and minutes, letters, documents, messages ect.
- Assist in photocopying, sorting and binding of agendas, minute and related documents.
- Performs specific tasks /activities associated with the provision of general support to the Registry
- Performs specific tasks associated with the delivery and collection of items to/ from external sources.
- Checking Vehicle condition and completing the checklist prior to departure and/or reporting defects to the immediate superior.

IT TECHNICIAN

Salary: R 258 489.90

Key Requirements

- Matric Certificate
- Information Technology Diploma (NQF) level 4
- Code EB Driving License

- 2- 3 Years of relevant experience

Key Performance Areas

- Coordinates specific sequences associated troubleshooting and problem solving application problems and installation of software and hardware
- Provides support associated with the capability of application software, peripheral, connectivity and functionality of operating software and hardware devices.
- Analyses and provides recommendations pertaining to the information systems hardware /software/and/or capacitates end-user on specific application.

SUPERINTENDENT DLTC

Salary: R 258 489.60 plus benefits: car & cellphone allowance

Key Requirements:

- Matric certificate
- No criminal record
- Registered as examiner for vehicle and Drivers Licence
- National Higher Traffic Officers Diploma (NQF Level 5)
- Vehicles and Drivers Licence Examiners Certificate
- Considerable years relevant experience (3-4 years)

Key Performance Areas

- Identifies with the road safety strategy and statutory requirements and defines ,implement and monitors the short term plans /objectives for the functionality
- Directs and controls the key performance indicators and outcomes of personnel within the Vehicles Testing and Licensing Section
- Implements procedures ,systems and controls to regulate specific work sequences associated with the functionality
- Monitors and performs applications /procedures associated with testing and certification of driver and vehicles road worthiness applications
- Co-ordinate specific administrative and reporting requirements associate with the key performance and result indicators of the functionality.

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: 02 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.

NM MNYANDU
ACTING MUNICIPAL MANAGER