



# NKANDLA MUNICIPALITY

**Postal Address:**  
Private Bag x 161  
NKANDLA  
3855

**Physical Address:**  
Marêe Road  
Lot 292  
NKANDLA

**☎ 035-833 2000**  
**Fax: 035-833 0920**

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## **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:*

### **DISASTER MANAGEMENT OFFICER**

**Salary: 224 756.64**

#### **Key Requirements:**

- National diploma in Environmental Management
- Computer Literacy
- Valid Drivers License
- 2-3years in experience in Disaster Management
- Communication Skills
- Report writing Skills

#### **Key Performance Areas**

- Attend to specific priorities, administrative tasks and activities and monitor the execution of procedural applications
- Conducting inspections of structures and facilities with a view to establishing the adequacy of preventative measures, mitigating strategies and procedures
- Responding to reported calls of disaster related incidents and proceeding to investigate and communicate with the immediate superior
- Organizing and arranging campaigns / programmes to provide communities with information and advice on disaster prevention and recovery techniques

## **BUILDING INSPECTOR**

**Salary: R224 756.64**

### **Key Requirements:**

- Grade 12
- National Diploma Building/ Architectural Technology /Civil Engineering
- Communication skills
- At least 2 years experience as a building inspector in a municipal environment
- 2 years experience in building construction industry

### **Key Performance Areas:**

- Conducts inspections with regards to new buildings, additions and renovations
- Checks and verifies designs details and constructions specifications on buildings plans conforms with regulations prior to approval
- Performs admin duties associated with updating and maintaining records of works in progress and all completed work
- Approving building plans and forwarding to relevant departments for further comments and processing
- Maintaining and controlling the filing system for approved and outstanding building using laid down procedures to facilitate access and retrieval

## **SENIOR PROTOCOLS & EXECUTIVE SUPPORT OFFICER**

**Salary: R272 932.80**

### **Key Requirements:**

- Grade 12
- National Diploma in Public Administration or equivalent relevant qualification
- At least 1- 2years administrative experience
- Experience in local government coupled with supervisory experience will be an added advantage
- Communication skills in English and IsiZulu
- Valid drives license

### **Key Performance Areas:**

- Co-ordinate the diary of the Mayor
- Perform tasks associated with provision administration support
- Prepare forewords, briefs and speeches for the mayor

- Attend to logistical arrangements for events/functions
- Defining the role boundaries, workflow process and job design against laid down service delivery requirements and statutory regulations
- Interact with the office of the Speaker, Deputy Mayor and Municipal Manager with a view to integrate strategic priorities and outcomes
- Networking with government departments and institutions sharing a common interest in respect of social development
- Ensure that protocols is always observed in all Municipal events and advise accordingly
- Participate in various meetings (committees, forums, steering committees and community structures)and provide comments/opinion affecting the functionality

## **LIBRARIAN**

**Salary: R 224 756.64**

### **Key Requirements:**

- National Diploma in Library and Information Systems or equivalent qualification
- 2-3 years relevant experience
- Valid Drivers licence (Code C1)
- Good communication skills in English and IsiZulu, both verbal and written
- Good human relations
- Computer literacy

### **Key Performance Areas:**

- Be responsible for general management and maintenance of the library
- Ensure effective and smooth running of the library
- Acquire books from Provincial Library Services
- Control circulation of the library activities and submit monthly report
- Approve membership applications and update membership files
- Compile statistics of the library activities and submit monthly reports
- Render career guidance services to scholars
- Attend to complains by members and parents

## **LIBRARY ASSISTANT**

**Salary: R 115 160.88**

### **Key Requirements:**

- Grade 12 Certificate
- Computer literacy
- Good human relations
- Communication skills in English and IsiZulu
- 6-12 months administrative experience will be an added advantage

### **Key Performance Areas:**

- Attend to queries from the public
- Be responsible for shelving and shelf reading
- Cancel membership cards
- Ensure the library is kept neat at all times
- Perform other administrative duties assigned by supervisor

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

**Closing date: 05 May 2015**

**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.*

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**NM MNYANDU  
ACTING MUNICIPAL MANAGER**

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**DATE**