



uMfolozi Municipality

VACANCIES

APPLICATIONS ARE INVITED FROM SUITABLY QUALIFIED APPLICANTS FOR THE FOLLOWING POSITIONS WHICH EXIST WITHIN THE uMFOLOZI MUNICIPALITY.

1 SUPERINTENDENT: LAW ENFORCEMENT - PERMANENT POSITION REMUNERATION: R223 002.84 P/A plus Travelling Allowance (Excl. Benefits) Subject to a Job Evaluation

MINIMUM REQUIREMENTS: Diploma or any Qualification recognised by the Road Traffic Management Corporation /Diploma in Traffic Management or studying towards a qualification • Code B Normal Driving Licence with no endorsement • Registered as a Traffic Officer or eligible to be registered without any refresher course • No Criminal record • Computer Literacy • 2-4 years relevant work experience of which one must be at a Supervisory level • Firearm competency Certificate • Examine for Driving Licences will be an added advantage.

RESPONSIBILITIES: The successful candidate will report to the Chief Traffic Officer and will be responsible and accountable but not limited to: Plan Law enforcement activities in consultation with the Chief Traffic Officer • Supervising Personnel/ Subordinates, Leading and guiding staff, Supply Directorate to personnel and give relevant Training where necessary • Perform the duties of a responsible person appointed in terms of the Firearms Act • Analyse service delivery trends • Monitors and perform applications/ processes associated with the implementation of traffic law • Coordinates/ engages in interventions to improve understanding of road safety applications • Coordinate specific administrative and reporting requirements • Plan law enforcement activities in consultation with the Chief Traffic Officer • Supervise, lead, guide, advise and provide training to personnel where necessary • perform the duties of a responsible person appointed in terms of the Fire Arm Control Act.

2 SECRETARY TO THE CHIEF FINANCIAL OFFICER - PERMANENT POSITION TASK GRADE: 06 REMUNERATION: R92 730.00 P/A (Excl. Benefits)

MINIMUM REQUIREMENTS: Matriculation • Computer Literacy • 2 year's relevant experience.

RESPONSIBILITIES: The successful candidate will report to the Chief Financial Officer and will be responsible for: Scheduling and updating appointments • Attend to specific business arrangement • Confirming availability and reserving the Conference/Board Room • Arranging and scheduling appointments/meetings • Attend to filing requirements • Receiving and communicating with guests • answering telephone calls • Recording telephone messages • Preparing and transmitting or receiving facsimile copies • Updating information system • completing internal transactional documentation.

3 LIBRARY ASSISTANT TASK GRADE: 06 REMUNERATION: R92 730.72 P/A (Excl. Benefits)

MINIMUM REQUIREMENTS: Grade 12 • National Degree or Diploma in Library & Information Services • Computer Literacy • One year relevant experience.

RESPONSIBILITIES: plan, organise and co-ordinate functions in the library which includes; Library Management • Documentation • Classification • Book Selection and Readership • Cataloguing • History in Librarianship • Shelving & Shelf reading • Displaying • Issuing of books • Accepting the returns • Photocopying • Answering telephone enquiries • Stock Taking • Book Exchange • Daily Statistics • Assisting with new membership applications.

CLOSING DATE: Applications consisting of a Comprehensive CV in English and completed application form, certified ID copy and certified copies of certificates should be addressed to: The Municipal Manager, PO Box 96, Kwa-Mbonambi, 3915 on or before the 15th of March 2016. Please note: Applications per fax transmission will not be accepted. Application forms are obtainable at uMfolozi Municipal website: www.umfolozi.gov.za. Failure to attach the required documentation will lead to your application being disqualified.

The Municipality subscribes to an Affirmative Action Programme, which is non-racist, non-sexist, non-discriminatory and based on merit. Should you not hear from the municipality within 60 days of the closing date of the advert, please consider your application as being unsuccessful.

ENQUIRIES: Enquiries may be directed to the Human Resources Section, Mrs BA Mkhwanazi at (035) 580-1421 during office hours.

Mr KE GAMEDE
MUNICIPAL MANAGER