



uMfolozi Municipality

VACANCIES

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

BUILDING INSPECTOR - PERMANENT POSITION

TASK GRADE: 10

REMUNERATION: R159 996.00 P/A Plus Travelling Allowance (Excl. Benefits)

MINIMUM REQUIREMENTS: National Diploma in Building or equivalent • Code EB Driving License • Good verbal and written communication skills • Proficient in MS Office • Must have an understanding of Municipal legislation • 2-3 years work experience.

RESPONSIBILITIES: Administration of the building works within the municipal area to ensure that all building works conform to the National Building and Standards Act and Municipal by-laws • Inspecting buildings under construction to ensure their compliance with approved plans and legislation, e.g. visiting and inspecting building site, receiving and verifying compliance certificates • Inspecting existing structures in development areas to ensure that no illegal construction work is carried out, e.g. inspecting areas • Issuing compliance notice, recruiting illegal actions and providing information to the public and other interested and affected parties on Municipal by-laws, legislation and limitations imposed by conditions of title • Report on the progress by the means of written and verbal reports to applicable departments, committees and forums • inspections of dog licenses, Public nuisance and disturbance, Parks and municipal grounds and dumping on roads verges.

LIBRARY COMPUTER ASSISTANT (CYBERCADET)

1 YEAR FIXED TERM EMPLOYMENT CONTRACT

REMUNERATION: R170 000.00 P/A (All Inclusive)

MINIMUM REQUIREMENTS: Grade 12 and CompTIA accredited A+ Certification (N+ will be an added advantage) • Provable, practical skills • Knowledge and experience of computers • Word processing • Internet and e-mail • Basic understanding of maintaining and trouble-shooting Windows 7 operating system software • PC and printer hardware (working on Windows 8.1 and Windows 10 will be an added advantage) • Interpersonal skills • Willingness to work according to set library hours, including Saturdays • A practical test will be administered to measure competency • One year relevant experience.

RESPONSIBILITIES: Provide advice to library users on the use of ICT • Conduct ICT training for public library users • Ensure that ICT hardware, software and network connectivity are maintained • Ensure adherence to ICT policies and guidelines • Provide support to the Librarian on the usage of ICT.

ADMINISTRATION INTERN - CORPORATE SERVICES

Successful intern will be expected to enter into a 12 months employment contract. The Intern will receive a monthly stipend of R3000.00

FIELD/AREA OF EMPLOYMENT: ADMINISTRATION (CORPORATE SERVICES DEPARTMENT)

MINIMUM REQUIREMENTS: National Diploma or Degree in Administration / Public Administration / Public Management / Office Administration / Industrial Psychology or equivalent.

CLOSING DATE: Applications consisting of a Comprehensive CV in English and completed application forms, certified copies of ID and qualification certificates should be addressed to: The Municipal Manager, PO Box 96, Kwa-Mbonambi, 3915 or deposited in the CV Box at the Municipal Reception located at No.25 Bredelia Street, Kwa-Mbonambi, 3915 on or before the **5th of July 2016**. Please note: Applications per fax transmission will not be accepted. Application forms are obtainable at the reception or from the 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: Please contact the Human Resources Section, BN Dlamini - Weekdays during office hours on (035) 580-1421.

Mr KE GAMEDE
MUNICIPAL MANAGER

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