



uMfolozi Municipality

# VACANCIES

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

### **LIBRARY ASSISTANTS (X2) - PERMANENT POSITION**

**DEPARTMENT: COMMUNITY SERVICES - TASK GRADE LEVEL 6 OF A CATEGORY 1 MUNICIPALITY**  
**REMUNERATION: R105 529.08 P/A (Excl. Benefits)**

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

**RESPONSIBILITIES:** Plan, organise, co-ordinate functions in the library • 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 memberships applications.

### **CARETAKER FOR NZALABANTU SPORTS FIELD - TWO YEAR FIXED TERM CONTRACT**

**DEPARTMENT: COMMUNITY SERVICES**  
**REMUNERATION: R76 509.91 P/A**

**MINIMUM REQUIREMENTS:** Grade 12 • 1-3 months relevant working experience • Ability to work in all weather conditions and work outside the normal working hours during emergencies and planned overtime. Preference will be given to applicants residing within Ward 5, 6, 14 and 16 of uMfolozi Local Municipality.

**RESPONSIBILITIES:** Responsible for the maintenance of the Building Structures • Submitting reports weekly to the user department • Bookings of the field • Safe keeping of the Sports Field • Maintenance of the sports field including fertilisation of the grass, weed control, watering of the Sports Field and grass mowing / cutting • Performing other maintenance duties as instructed by the department.

### **TRAINEE TECHNICIANS (X3) - ONE YEAR FIXED TERM CONTRACT**

**DEPARTMENT: TECHNICAL SERVICES**  
**REMUNERATION: R48 000 P/A**

**MINIMUM REQUIREMENTS:** Grade 12 • At least S3 in Civil engineering or Year 2 in construction management and Quantity Surveying • Code B Drivers Licence.

**RESPONSIBILITIES:** Providing technical support and evaluation of proposed projects in alignment with the respective municipal IDP's and the regional and provincial growth and development plans • Providing technical support to PMU, Operations and Maintenance Unit in all their daily operations • Evaluating Professional Service Providers' Drawings, specification, Site Development Plans in accordance with SANS codes • Analysing the status of projects in progress, preparing reports providing coverage based on the situational analysis for submission to the immediate superior and/ or attending and presenting to Project Committees technical information on existing or new projects • Conducting inspections to establish project status and inspect work-in-progress against agreed standards and, collate information and pictorials to support the compilation of project reports • Monitoring contractor performance standards against deliverables and executing specific corrective to address deviations • Arranging for the handover of completed projects to the community, interacting with Project Committee and/ or influential role-players/ stakeholders to determine and attend to requirements, to facilitate involvement and ownership at community level • Site Supervision.

**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 **28<sup>th</sup> of July 2017**. 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](http://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, Ms BN Dlamini - Weekdays during office hours on (035) 580-1421.

Mr KE GAMEDE  
MUNICIPAL MANAGER