



# VACANCIES

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

uMfolozi Municipality

**SENIOR TOWN PLANNER - EXECUTIVE & COUNCIL DEPARTMENT**  
PERMANENT POSITION - TASK GRADE 15 OF A CATEGORY 1 MUNICIPALITY  
**SALARY: R449 068.32 P/A plus 30% Travelling Allowance (Excl benefits)**

Note: Applications from the previous advertisement will be considered.

**MINIMUM REQUIREMENTS:** National Diploma or a Bachelor's degree in Town and Regional Planning • 3-4 years relevant Developmental Planning experience • Registration as a Professional Planner • Knowledge of principles, policies and legislative requirements will be an added advantage • Code EB Driving Licence.

**RESPONSIBILITIES:** Identifying, defining, aligning and implementing key requirements associated with the Developmental Planning functionality • Managing key processes, applications and requirements related to Developmental Plans, Integrated Development Frameworks and Spatial Frameworks • Managing the developmental project management processes associated with the scoping, resourcing, implementation, monitoring and communication • Evaluating and commenting on statutory developmental applications • Disseminating strategic, functional and operational information on the immediate, short and long-term objectives and current developments, problems and constraints • Co-ordinating specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.

**ACCOUNTANT: ASSETS**  
PERMANENT POSITION - TASK GRADE 12 OF A CATEGORY 1 MUNICIPALITY  
**SALARY: R307 270.56 P/A (Excl. benefits)**

**RE-ADVERTISEMENT 2**

**MINIMUM REQUIREMENTS:** Matric • National Diploma in Financial / Management Accounting • 3 - 4 years work experience • Certificate Programme in Municipal Finance and Supply Chain Management or enrolment towards the certificate will be an added advantage • Code B Driving License.

**RESPONSIBILITIES:** Oversee and executes processes and requirements associated with financial planning and performance evaluation by interpreting legislation and related influential factors / requirements the financial management environment effecting forward planning requirements in respect of management of assets • Investigating and preparing detailed report on the cost • Depreciation and disposal of assets for specific interim periods and forwarding for perusal • Discussion and decision-making on proposed courses of action.

**EXECUTIVE SECRETARY: CORPORATE SERVICES DEPARTMENT**  
PERMANENT POSITION - TASK GRADE 07 OF A CATEGORY 1 MUNICIPALITY  
**SALARY: R154 471 P/A (excluding benefits)**

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**MINIMUM REQUIREMENTS:** Matric • Computer Literacy • 9 - 12 months relevant experience.

**RESPONSIBILITIES:**

**SECRETARIAL:** Arranging and scheduling appointments on behalf of the immediate superior • Confirming travelling and accommodation details and attending to specific business arrangements and briefing on itinerary prior to departure • Prepare, format and copy documentation / correspondence in the office • Confirming availability and reserving the Conference / Board Room • Arranging & scheduling meetings with internal / external departments, professionals, service providers and preparing agendas etc. • Recording details of discussions, preparing draft minutes during meetings.

**RECEPTIONIST:** Receiving and communication with guest, complainants, members of the public and establishing the nature of visit, answering telephone calls, attending to routine enquiries • Recording telephone messages in the absence of personnel.

**CLERICAL / OFFICE SUPPORT:** Issuing general items, office consumables and completing requisitions • Receiving, allocating and distributing mail and other general correspondence to departmental personnel for attention.

Applications consisting of a Comprehensive CV in English and completed application form, certified copies of ID and Certificates should be addressed to: The Municipal Manager, PO Box 96, Kwa-Mbonambi, 3915 on or before **15 September 2020**. Please note: Applications per fax transmission will not be accepted. Application forms are obtainable at uMfolozi Municipal website: [www.umfolozi.gov.za](http://www.umfolozi.gov.za) or on request at the reception. Failure to attach to required documentation will lead to your application being disqualified.

Enquiries may be directed to the Human Resources unit, Ms BN Dlamini on (035) 580 -1421. The Municipality subscribes to an Affirmative Action Programme, which is non-racist, non-sexist, and 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.

Mr KE GAMEDE  
MUNICIPAL MANAGER