



NTABANKULU LOCAL MUNICIPALITY

EXTERNAL ADVERTS

APPLICATIONS ARE INVITED FROM SUITABLE QUALIFIED CANDIDATES FOR THE FOLLOWING POSITIONS:

COMMUNITY SERVICES DIRECTORATE

POSITION: MANAGER SOCIAL INTERVENTIONS - TG 16

Annual salary: R487 314.00 (excluding benefits)

Minimum Requirements:

- Matric/Grade 12 plus Diploma/Degree in Social Sciences/Public Administration/ Equivalent Relevant Qualification
- 4 years' experience in community work
- Computer Literacy
- Code B Driving License

Key Performance Areas:

Reporting to Director Community Services the incumbent shall be responsible for the following amongst the other:

- Identifies with the Social Intervention strategy with respect to the provision of a comprehensive service and, defines, implements and monitors the short-term plans/ objectives for the functionality
- Implements procedures, systems and controls to regulate specific work sequences and general practices/ processes as dictated to in health and safety legislation and codes of conduct associated with the profession
- Controls the Key Performance Indicator's and outcomes of personnel within the Section
- Implements procedures, systems and controls to regulate specific work sequences and general practices/ processes as dictated to in health and safety legislation and codes of conduct associated with the profession
- Compiling investigational reports and / or responses to correspondences and queries, undertaking research or extracting information and records to support content, recommendations and/ or opinion.
- Controlling budget allocations for specific acquisitions, interventions and/ or activities of the Section through confirmation of fund availability prior to preparing and submitting requisitions for approval.
- Planning and managing the human and financial resources attached to the execution of programmes by preparing the budgets and goals, recommending resource allocation.
- Maintaining and managing of social interventions, establishing and implementing of policies governing the use and operations of Indigent, Poverty and EPWP programmes

POSITION: SUPERINTENDENT TRAFFIC CONTROL - TG 11

Annual Salary: R250 843.00 (excluding benefits)

Minimum Requirements:

- Matric/Grade 12 plus Diploma Municipal Policing and Traffic Management/ Equivalent Relevant Qualification
- Minimum of 3 years' relevant working experience as a Traffic Officer
- Computer Literacy
- Code EC and A Driving License, and PrDP

KEY PERFORMANCE AREAS:

Reporting to the Manager Public Safety, the incumbent shall be responsible for the following amongst the other:

- Identifies with the Public Safety strategy with respect to service delivery and, defines, implements and monitors the short-term plans/ objectives for the Road Traffic functionality
- Directs and controls the Key Performance Indicator's and outcomes of personnel within the Road Traffic Section
- Implements procedures, systems and controls to regulate specific work and related applications associated with the functionality
- Co-ordinates the implementation of specific plans associated with controlling traffic and maintaining road safety
- Disseminates guidance and information on specific key performance areas and requirements associated with the Traffic policing and Road Safety
- Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality

CORPORATE SERVICES INTERNS

ICT INTERN x1

Annual Salary: R42 000.00
Duration: 1 year

Minimum Requirements:

- Grade 12
- ND/Degree in Information Technology

Key Performance Areas:

- Assist in performing specific tasks/activities associated with the functionality of the ICT unit through receiving and responding to incoming calls or emails regarding desktop problems.

ADMIN AND COUNCIL SUPPORT INTERN X1

Annual Salary: R42 000.00
Duration: 1 year

Minimum Requirements:

- Grade 12
- Certificate in Office Administration
- Computer literacy

Key Performance Areas:

- Provides secretarial support to specific meetings of the MPAC
- Perform activities associated with the provision of administrative support

HUMAN RESOURCE INTERN X2

Annual Salary: R42 000.00
Duration: 1 year

Minimum Requirements:

- Matric
- ND in Human Resources Management

Key Performance Areas

- Assist in ensuring compliance to the OHS Regulations
- Assists in OHS inspections
- Assist in the Human Resource Administration and leave management

TECHNICAL SERVICES

PMU INTERN

Annual Salary: R42 000.00
Duration: 1 year

Minimum Requirements:

- Grade 12
- Certificate in Office Administration
- Computer literacy

Key Performance Areas:

- Supporting and assisting with administration duties required by PMU
- Assist in compilation of monthly, quarterly and annual reports of the unit
- Assist in preparation of PMU payments

BUDGET & TREASURY

FINANCE INTERN X1

Annual Salary: R100 000.00
Duration (3 years)

Minimum Requirements:

- Grade 12
- ND/Degree in Financial Management/Accountancy or equivalent qualification

Key Performance Areas:

- Assist in the developing Financial policies and procedures
- Assist in compilation of Financial Statements and Management reports
- Assist in the compilation of annual budget
- Assist in Management of Debtors & Credit Control Processes
- Assist in Management of Assets and liabilities
- Assist in Supply Chain Management
- Assist in Revenue and Expenditure Management
- Assist in preparation of Reconciliations for all Control Accounts

To apply for the above positions send: The application covering letter, accompanied by a detailed CV, originally certified copies (not older than 3 months) of academic qualifications, copy of an identity document and driver's license where applicable. The shortlisted candidates may be subjected to security and reference check. Failure to comply with the above request will lead to disqualification of your application. Ntabankulu Local Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (**race, gender and disabilities**) in the municipality. The municipality reserves the right not to fill the advertised position/s, if feels not satisfied with the candidates. If candidates do not receive communication from the municipality within 30 days from the closing date of the advert consider your application unsuccessful. Applicants shall be penalized for canvassing the municipal employees or any stakeholder for appointment. All appointed applicants shall be based in Ntabankulu Local Municipality main site. Please forward all applications to:

L. Nonyongo, The Municipal Manager, Ntabankulu Local Municipality, Private Bag x 504, Ntabankulu, 5130. Or applications may be hand delivered to the **Municipal HR Office, at Erf. 85 Main Street Ntabankulu. Faxed or emailed applications will not be considered.**

NB: Some of the positions in the advert were internally advertised, those who applied are therefore advised to reapply.

Closing date: 18 March 2020 at 14H30

Enquiries must be directed to S.N. Ntlahla (Director Corporate Services) at 039 258 2422/063 681 6825.

Approved by: **L. Nonyongo - Municipal Manager**