



Jozini Municipality, situated in uMkhanyakude District, KZN Province, an equal opportunity employer, wishes to appoint suitably qualified candidates to fill the undermentioned positions on a permanent basis.

Finance Department

Assistant Manager: Financial Planning

Basic salary: R306 837.69 per annum

Requirements: • Relevant 3-year tertiary qualification/National Diploma in Accounting (NQF6) or equivalent • 2-4 years' experience in financial management as an Officer/Accountant level in the public sector preferably in local government • Code B driver's licence • Computer literacy in MS software packages • Innovative and teamwork skills • Ability to work independently with little supervision • Communication (verbal and written) skills • High level of accuracy.

Key performance areas: Responsible to the Financial Planning Manager, the incumbent will: • Investigate financial issues, analyse root causes and provide resolutions • Assist in budget preparation and expense management programmes • Perform financial analysis and assist in preparation of monthly management report for the Municipality, focusing on balance sheet and cash flow • Facilitate the preparation of the 3-year capital and operating budgets that take into account, and are linked to, the Municipality's current and future development priorities (as contained in the IDP) and other finance-related policies (such as those relating to free basic service provision).

Assistant Manager: Expenditure

Basic salary: R306 837.69 per annum

Requirements: • Relevant 3-year tertiary qualification/National Diploma in Accounting (NQF 6) or equivalent • 2-4 years' experience in financial management as an Officer/Accountant level in the public sector preferably in local government • Code B driver's licence • Computer literacy in MS software packages • Innovative and teamwork skills • Ability to work independently with little supervision • Communication (verbal and written) skills • High level of accuracy.

Key performance areas: Responsible to the Finance Manager, the incumbent will: • Coordinate and control sequences associated with the verification and provision of information related to expenditure • Coordinate the recording and processing procedures of expenditure transactions, by analysing and verifying transactional recordings, expenditure reports and summaries and, processing or approving adjustments to entries with due consideration given to settlement discounts, cash-flow requirements and payment terms • Provide information on the status of payments and specific procedural applications, by attending to queries related to the calculation of settlement discounts and outstanding payments • Calculate and use specific formulae and procedures, to determine statutory payments due (Value Added Tax, etc) and verify records against transactional information • Ensure the accuracy, validity and completeness of all statutory deductions and calculations as well as payment to relevant companies • Check accuracy and integrity of the implementation of new salaries control votes, advance control votes, suspense accounts and salary-related accounts • Check accuracy, complete and timely reconcile the monthly payroll transactions and reconciliations of all payroll suspense accounts.

Assistant Manager: Asset Management

Basic salary: R306 837.69 per annum

Requirements: • Relevant 3-year tertiary qualification/National Diploma in Accounting (NQF6) or equivalent • 2-4 years' experience in financial management as an Officer/Accountant level in the public sector preferably in local government • Code B driver's licence • Computer literacy in MS software packages • Innovative and teamwork skills • Ability to work independently with little supervision • Communication (verbal and written) skills • High level of accuracy.

Key performance areas: Responsible to the Financial Planning Manager, the incumbent will: • Prepare and present workings on recommended asset and inventory revisions to the Manager: Financial Planning and the CFO in preparation for the annual assets budget • Prepare the preliminary compilation of workings for the assets budget after receiving confirmation on the intended plans for capital and other expenditure • Ensure that all assets are accounted for in terms of the MFMA • Coordinate the physical verification of all assets by cost centre holders and ensure their accuracy and completeness.

Accountant Payroll

Basic salary: R242 060.20 per annum

Requirements: • Relevant 3-year tertiary qualification in Finance (NQF6)/National Diploma or equivalent • 2-3 years' experience in an expenditure management environment • At least 2 years in payroll administration • Experience within a local authority will be an added advantage • The necessary capabilities to act independently • Proven supervisory skills • Proven experience on a Payroll system preferably VIP • Innovative and teamwork skills • Ability to work independently with little supervision • Communication (verbal and written) skills • High level of accuracy.

Key performance areas: Responsible to the Assistant Manager: Expenditure, the incumbent will: • Provide direction, leadership and coordination to the staff in the Salaries section • Assist the Assistant Manager: Expenditure with the preparation of the annual salaries budget • Prepare the preliminary compilation of workings for the salaries budget • Be responsible for the integrity and accuracy of the payroll, including the correctness of monthly adjustments, deductions and payments • Ensure that correct, valid and timely payments are made to relevant stakeholders, by providing guidance and oversight.

Office of the Municipal Manager

Internal Auditor

Basic salary: R205 034.44 per annum

Requirements: • Relevant 3-year tertiary qualification/National Diploma in Accounting/Auditing (NQF 6) or equivalent • 2-3 years' experience in an accounting/audit environment • Professional membership of the IIASA will be an added advantage • Sound computer literacy preferably financial systems • Proven supervisory skills • Sound computer knowledge • Communication skills and language proficiency • Interpersonal skills.

Key performance areas: Responsible to the Manager: Internal Audit, the incumbent will: • Prepare an Engagement Planning Memorandum for review by the Manager: Audit & Risk and submission to the Departmental Head to be audited • Review Systems Description document for quality • Review Risk and Control Matrix for quality • Prepare the Audit Programme for review by the Manager • Analyse financial statements and comment to the immediate superior on the credibility of the report with respect to the financial position of the Municipality and compliance with applicable Acts • Assist in preparing and compiling internal audit reports for submission to the Municipal Audit Committee.

Governance & Risk Officer

Basic salary: R205 034.44 per annum

Requirements: • National Diploma in Accounting (NQF 6) plus 4-6 years' experience in an accounting/audit environment of which at least 2 years should have been at an accountant level • Professional member of the IIASA • Sound computer knowledge • Communication skills and language proficiency • Interpersonal skills • Proven experience on a Financial System • Innovative and teamwork skills • Ability to work independently with little supervision • Interpersonal skills • Communication (verbal and written) skills.

Key performance areas: Responsible to the Manager: Internal Audit, the incumbent will: • Perform specific tasks/activities associated with planning and preparation for the implementation of Municipal governance and risk mitigation initiatives • Perform identification, analysis and assessment of risks and controls in the Municipality to test their adequacy in terms of design and whether they are operating as intended • Undertake investigations to obtain an understanding of potential areas of financial management risk faced by the Local Municipality and update the Risk Register accordingly • Proactively keep up-to-date and ensure compliance with corporate governance and statutory requirements eg GRAP, GAMAP, MFMA and Provincial Treasury • Ensure the establishment of adequate internal control measures to safeguard all assets of the Municipality and ensure the reliability of its accounting records • Ensure compliance with established internal control procedures and authority levels • Attend to all correspondence related to the preparation of governance and risk issues.

Assistant Manager: Satellite Office (Mkhuze)

Basic salary: R306 837.69 per annum

Requirements: • Degree in Public or Business Administration (NQF7) • 2-4 years' relevant experience • Experience within a local authority will be an added advantage • Computer literacy will be an advantage • Good human relations • Fully bilingual • Ability to work independently with little supervision • Interpersonal skills • Communication (verbal and written) skills.

Key performance areas: • Be responsible for organising and coordinating the administrative and operational functions of a Satellite Office with the aim of ensuring that local community needs are adequately serviced and that matters are effectively communicated and followed-up on with the relevant Departmental Heads based at the Municipal Central Office • Establish communication channels and fora to identify and address the needs and

concerns of the local community • Ensure that all needs and concerns are documented and channelled to the appropriate Departmental Manager • Establish channels and fora to inform the local community about Municipal initiatives and services • Arrange for Municipal Departments to interact and communicate with the local community in respect of specific Municipal initiatives and services.

Strategic and Development Planning

Junior Planner

Basic salary: R205 034.44 per annum

Requirements: • Relevant 3-year tertiary qualification/National Diploma in Town and Regional Planning, (NQF6) • Code EB driver's licence • 2-3 years' relevant experience • Experience within a local authority will be an added advantage • Computer literacy • Interpersonal skills • Good communication skills • Ability to work under pressure • Ability to work long hours.

Key performance areas: Responsible to the Manager Town Planning, the successful candidate will: • Communicate with the Town Planning and Land Survey Sub-sections on critical technical requirements/priorities associated with specific drafted designs for implementation • Coordinate outcomes associated with the assembly/preparation of base information, drawings, plans and construction details for town planning/ building proposals, and communicate with applicants pertaining to outstanding documents • Analyse and interpret submitted documents to make sure that the application is complete • Conduct site investigations to enable accurate assessment of the extent of suitability/constraints in respect of the Town Planning requirements.

Development Practitioner

Basic salary: R205 034.44 per annum

Requirements: • Relevant 3-year tertiary qualification/National Diploma in Development Studies (NQF6) or equivalent • Code EB driver's licence • 2-3 years' relevant experience • Experience within a local authority will be an added advantage • Computer literacy • The necessary capabilities to act independently • Communication skills and language proficiency • Interpersonal skills.

Key performance areas: Responsible to the Manager: Building Control, the incumbent will: • Conduct data collection exercises and prepare baseline feasibilities • Identify project resources requirements • Liaise with outsourced service providers/contractors • Assist with the development of project plans and feasibilities • Assist with the development of the Project Design Manual Framework and project concept specifications • Assist with the preparation of project budgets and expenditure schedules • Assist with the establishment of the Design Review process and panel.

Manager: Building Control

Basic salary: R394 253.28 per annum and 25% travel allowance

Requirements: • Relevant 3-year tertiary qualification/National Diploma in Architecture, Built Environment or Civil Engineering (NQF6) • 4-6 years' relevant experience • Code EC1 driver's licence • Experience within a local authority will be an added advantage • Computer literacy will be an advantage • Good human relations • Fully bilingual (isiZulu and English) • Creative and motivated • Good communication skills.

Key performance areas: Responsible to the ED: Strategic Development Planning, the incumbent will: • Manage the application, implementation and enforcement of National Building Regulations, Municipal Bylaws and all other relevant legislation • Evaluate and process technical reporting on building plans, and monitoring compliance with technical and legal requirements • Liaise with Satellite Offices in the Regions to ensure that the National Building Regulations are fully adhered to • Evaluate all building applications in terms of its aesthetic merits • Analyse trends, operating requirements and budget forward plans to establish/determine funding/expenditure for the period • Evaluate the section's performance against budget and address deviations/variances with the Executive Director.

Assistant Manager: Special Programmes

Basic salary: R306 837.69 per annum

Requirements: • National Diploma (NQF5) Community Development • 2-4 years' relevant experience, at least 1 of which should have been in a administering a project • Valid driver's licence - Code EB • Experience within a local authority will be an added advantage • Computer literacy will be an advantage • Good human relations.

Key performance areas: • Provide support to the various Elderly & Children's, Youth Development and Gender Equality programmes in the Municipality • Coordinate the implementation of procedures, systems and controls related to the receiving, updating and recording of information and activities associated with the functionality • Attend to the implementation of various programmes through the interaction and involvement with relevant stakeholders • Monitor expenditure and provide cash-flow forecasts for the various Elderly & Children's, Youth Development and Gender Equality programmes against the approved budget • Facilitate the communication and networking with various community stakeholder bodies.

Assistant Manager: Library and Public Amenities

Basic salary: R306 837.69 per annum

Requirements: • 3-year tertiary qualification/National Diploma in Library Science or Business Administration (NQF6) • Code EB driver's licence • Computer literacy • 2-4 years' relevant experience • Creative and motivated • Good communication skills.

Key performance areas: • Manage the alignment of activities, procedures and outcomes associated with the provision of a comprehensive information service and public amenities to local communities through established libraries, sports grounds and community halls • Coordinate and control tasks/activities associated with controlling personnel performance, productivity and discipline • Coordinate and control the operations and activities associated with the functioning of the Branch Libraries • Manage and maintain all public amenities such as libraries, sport grounds and community halls • Coordinate specific administrative and reporting requirements, associated operational key performance and result indicators.

Licensing Clerk

Basic salary: R105 541.02 per annum

Requirements: • National Certificate (Matric) (NQF4) • Computer literacy • General clerical/office administration experience (6 months) • Higher Certificate in Office Administration(NQF5) • Computer literacy • Ability to work long hours • Ability to work under pressure.

Key performance areas: Responsible to the Assistant. Manager: Testing and Licensing, the incumbent will: • Perform specific procedural applications associated with applications for driver and vehicle testing and licensing • Communicate and confirm bookings for candidates and vehicles against available dates and times, insert relevant personal details in the Register • Issue forms for completion • Collect and check applicant information and documentation • Take an impression of the applicant's fingerprints using an ink-based pad • Collect and receipt fees payable for specific applications and issue acknowledgement receipt • Forward processed forms to the relevant Section to finalise the renewal or application of Public Driver's Permits and driver's licences.

Assistant Manager: Security & Law Enforcement

Basic salary: R306 837.69 per annum

Requirements: • Degree in Law Enforcement (NQF7) • Valid Firearm Competency Certificate (handguns, shotguns & rifles) • Code EB driver's licence • Computer literacy.

Key performance areas: Responsible to the Manager: Public Safety Disaster, Risk & Fire, the incumbent will: • Identify with the Public Safety strategy with respect to service delivery • Define, implement and monitor the short-term plans/objectives for the Road Traffic and Law Enforcement functionality.

Assistant Manager: Testing Station and Licensing

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Requirements: • National Diploma in Traffic Management (NQF6) or a Final Diploma of the Institute of Traffic Officers (NQF6) • Vehicle Examiner's Certification • Code EC driver's licence • Computer literacy.

Key performance areas: • Communicate with the Manager: Public Safety on specific key performance areas (Driver and Vehicle Testing and Licensing) with a view to aligning functions and service delivery objectives against the capacity and capability of the Section • Analyse service delivery trends and capacity against requirements and submit reports supporting specific provisions for consideration during the preparation of capital and operational expenditure estimates to support plans and objectives • Assess the operations of the Driver and Vehicle Testing Centre and Licensing Units and evaluate the quality of output through analysis and interpretation of audit reports • Report internally/externally (South African Bureau of Standards, Department of Transport) on implementation of the Quality System and statutory requirements with regards to Vehicle Testing and Licensing processes and interventions and provide reasons and recommendations to improve and/or sustain the effectiveness of current applications.

Superintendent: Licencing Testing

Basic salary: R239 423.04 per annum and 25% travel allowance

Requirements: • Grade 12 Senior Certificate • Computer literacy • Institute of Licencing Certificate (ILO 1) 1-year National Certificate in Road Traffic Management will be an added advantage • Traffic Officer Diploma and at least 2 years' experience as a Traffic Officer • Knowledge of National Road Traffic Act and other legislation is essential • Good managerial and interpersonal skills • Communication skills in isiZulu and English both written and verbal • Certificate as an Examiner for Driver's Licences Grade "B" and must be registered with Department of Transport as a Traffic Officer.

Key performance areas: Reporting directly to the Assistant Manager DLTC and Vehicle Testing Station, the incumbent will: • Implement procedures, systems and controls to regulate specific work sequences associated with functionality • Effectively supervise the staff at the Driver's Licence Testing Centre in order to ensure the proper compliance with the minimum requirements of the National Road Traffic Act • Attend appeals from applicants in respect of outcomes, provide explanations and reasons referring to the standards and requirements encompassed in statutory legislation

Lead Fire Fighter

Basic salary: R205 034.44 per annum

Requirements: • Matric (NQF4) • Fire Officer Certificate, Fire Instructor, Firefighter 1, Firefighter 2, Hazmat Awareness and Hazmat Operations, SAESI accredited • Valid Code C1 driver's licence, Departmental driver's assessment, with PDP • Basic Ambulance Assistance Course registered with (HPCSA) or First Aid level 3 • Satisfy Departmental Proficiency Assessment • The incumbent required to perform the functions associated with the post • At least 3 years' experience in a fire service as a Firefighter • Physically fit • Ability to work long hours • Ability to work under pressure.

Key performance areas: Responsible to the Assistant Manager: Disaster, Risk & Fire Services, the incumbent will: • Manage dedicated operational firefighting and emergency functions • Assume full responsibility for and command a shift by implementing policies at the shift level to ensure that firefighters contribute to the attainment of the departmental objective • Attend and direct emergency incidents including fires, rescues, and chemical emergencies, emergency medical and other humanitarian services in accordance with the post's responsibility level • Manage dedicated operational firefighting and emergency functions • Assume full responsibility for and command a shift by implementing policies at the shift level to ensure that firefighters contribute to the attainment of the departmental objective • Implement measures of the control and efficient management of all Fire Station assets such as firefighting equipment, vehicles, radios, emergency, disaster response equipment, stores, office furniture and electronic equipment.

Foreman (3 Posts)

Basic salary: R205 034.44 per annum

Requirements: • Matric (NQF 4) • Building maintenance experience would be an added advantage • 1-2 years' experience • Experience within a local authority will be an added advantage • The necessary capabilities to act independently • Proven supervisory skills • Communication skills and language proficiency • Physically fit • Ability to work long hours • Ability to work under pressure.

Key performance areas: Responsible to Technician: Roads & Stormwater, the incumbents will: • Supervise and control procedural applications associated with the operations and functionality of the depot • Supervise and control procedural applications associated with the operations and functionality of the depot • Communicate with Technician and receive and/or interpret requirements with regard to work scheduled • Coordinate and control the tasks/activities of personnel and allocate and prioritise outcomes • Monitor attendance/ conduct and output and address deviations from agreed performance indicators through informal meetings/counselling and/or refer to higher level of authority • Establish the adequacy and availability of personnel against daily work schedules.

Corporate Department

Assistant Manager: HRD

Basic salary: R306 837.69 per annum

Requirements: • Relevant 3-year tertiary qualification/National Diploma in Human Resources Management/Social Science or equivalent • 2-4 years' experience in Education, Training and Development at an Officer level • Computer literacy in MS software packages • Valid Code B driver's licence • Knowledge of Skills Development Act, Skills Levies Act, Employment Equity Act and other relevant legislation • Innovation and teamwork • Communication skills (both verbal and written).

Key performance areas: Responsible to the Human Resources Manager, the incumbent will: • Prepare for approval the WSP and Annual Training Plan • Implement, monitor and review all training programmes within the Municipality • Prepare, implement and monitor the Employment Equity Plan including reports to the Department of Labour.

Assistant Manager: Human Resources Administration

Basic salary: R306 837.69 per annum

Requirements: • Relevant three-year tertiary qualification/National Diploma in Human Resources Management/Social Science or equivalent • Computer literacy • Code EB driver's licence • Relevant generalist experience in Human Resources Management (2-4 years) • Knowledge of Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act and other relevant legislation • Innovation and team work • Communication skills (both verbal and written).

Key performance areas: Responsible to the Human Resources Manager, the incumbent will: • Coordinate and control tasks/activities associated with controlling personnel performance and discipline • Control the procedural transactional/instructional administrative sequences with respect to employment conditions, by completing specific documentation and forwarding relevant take-on details with respect to new engagements or, promotions and transfer information in respect of existing personnel to the payroll/salary section for updating of records • Manage and control procedures and processes associated with maintaining employment relations and industrial peace, by initiating discussions with worker representatives on issues impacting employment relations in the workplace.

Administration Officer (Ingwavuma)

Basic salary: R205 034.44 per annum

Requirements: • National Diploma in Business Administration or Office Administration (NQF 6) • Code EB driver's licence • Computer literacy • MS Office applications • Relevant administrative experience (1-3 years) • Ability to work long hours • Ability to work under pressure.

Key performance areas: • Control the administrative requirements associated with the office • Coordinate the implementation of procedures, systems and controls related to the receiving, updating and recording of transactional/operational information and activities associated with the functionality (eg information storage and retrieval systems, etc) • Monitor the consolidation, processing and presentation of functional information • Coordinate the administrative dimension associated with the processing of public queries and complaints made to Customer Care • Respond to specific complaints received from the regions and provide and/or check information to support feedback to the complainant.

Assistant Manager: Information Technology

Basic salary: R306 837.69 per annum

Requirements: • Relevant 3-year tertiary qualification/National Diploma in Information Technology or equivalent • 2-3 years' experience in Information Technology at an Officer level in the public sector preferably in local government • Computer literacy in MS software packages • Valid Code B driver's licence • Knowledge of relevant prescripts, regulations and legislation • Interpersonal skills • Ability to work with little supervision.

Key performance areas: Responsible to the Manager: ICT, the incumbent will: • Oversee networking and end user support • Oversee the provision of support on all IT systems including interfacing with service providers • Maintain server, website and all ICT infrastructure • Coordinate the IT steering committee

Appointment: Appointment shall be subject to the conclusion of an employment contract. **The application must be accompanied by a comprehensive Curriculum Vitae (with contactable references) with certified copies of certificates including driver's licence and enclosed in an envelope clearly marked with the name of the position. The application must be submitted on or before 20 February 2017 at 16:30 to the Acting Municipal Manager, Mr JFK Khumalo, Jozini Local Municipality, Private Bag X028, Jozini 3969. Hand-delivered applications must be submitted at the Records Office in Jozini Municipality, Circle Street, Bottom Town, Jozini 3969.**

Proof of canvassing and other unacceptable conducts will automatically disqualify an applicant. People with disabilities are encouraged to apply and state the nature of their disability in the application.

No faxed or e-mailed applications will be accepted.

Enquiries should be directed to the Acting Executive Director: Corporates Services, Mr BN Buthelezi at (035) 572-1292 during office hours.