



# MAPHUMULO MUNICIPALITY

Maphumulo Municipality, a category B1 hereby invites applications from suitably qualified and experienced individuals for appointment to the following permanent posts.

## ICT MANAGER

**SALARY: R370 894.29 - R481 458.41 P.A. (TASK 15)**

**Minimum qualifications and experience:** • Three year Bachelor's degree/diploma in Computer Sciences/ Information Technology (IT) obtained from a recognized tertiary institution • Three years' proven experience in IT where either in private/public or local government • Valid unendorsed Code 08 driver's licence • Ability to communicate in both IsiZulu and English • CPMD/MFMP qualification as per National Treasury Regulation or studying towards the qualification will be an added advantage.

**Knowledge, skills and competencies:** • Experience in administering local area network is recommended • Knowledge of all IT computer application packages • Ability to work under pressure • Strong analytical and sound report writing skills • Stakeholder relations management • Excellent interpersonal and communication skills.

**Key performance areas:** • Management of Internet band-width usage and appropriate capacity planning • Maintenance of physical, logical and network security • Maintain data and user backup systems and virus protection • Management of administration of local area network intranet and e-mail server • Management and maintenance of Internet and e-mail connectivity • Draft hardware and software specifications for servers, workstation, printers, backup devices, hubs, switches, cabling etc. • Responsible for the development and maintenance of the Council's GIS, dissemination of spatial information in the form of maps, tables and electronic data • Computer system validation and Installation qualification documentation and IT Handbook. Development of all IT related policies qualification documentation and IT Handbook • Development of all IT related policies.

**Fringe benefits:** In addition to the above salary the Municipality will offer a locomotion allowance, 13th cheque and further contribute towards the employee's Pension/Provident Fund and Medical Aid in accordance with its policy.

## PROJECT MAGEMENT UNIT (PMU) MANAGER

**SALARY: R370 894.29 - R481 458.41 P.A. (TASK 15)**

**Minimum qualifications and experience:** An appropriate three year BSC Degree or National Diploma in Civil Engineering • Be in a position to register with ECSA/SACPCMP • Five years' experience in municipal civil management where at least two years' must be in project management • Valid unendorsed Code 08 driver's licence • Computer literacy • Ability to communicate in both IsiZulu and English • CPMD/MFMP qualification as per National Treasury Regulation or studying towards the qualification will be an added advantage.

**Knowledge, skills and competencies:** • Understanding of civil engineering design • Must have knowledge of MIG and EPWP requirements and regulations • Knowledge of engineering computer application packages • Good project management skills • Ability to work under pressure • Strong analytical and sound report writing skills • Stakeholder relations management • Excellent interpersonal and communication skills.

**Key performance areas:** • Management and supervision of the PMU team and their respective outputs • Deliver technical support and evaluate proposed projects in line with Municipal IDP • Coordinate and oversee the planning and implementation of projects • Manage LIC projects in line with the EPWP framework and related reporting requirements • Ensure project compliance with all applicable legal legislation, policies and conditions as required by the various spheres of government • Ensuring timeous registration and reporting for MIG projects.

**Fringe benefits:** In addition to the above salary the municipality will offer a locomotion allowance, 13th cheque and further contribute towards the employee's Pension/Provident Fund and Medical Aid in accordance with its policy.

## ACCOUNTANT REVENUE

**SALARY: R253 780.73 – R329 420.91 P.A. (TASK 12)**

**Minimum qualifications and experience:** An appropriate B Com Degree or a three year National Diploma with Accounting as a major from a recognized tertiary institution • Three years' experience in local government environment, with at least one year experience in revenue section • Valid unendorsed Code 08 driver's licence • Must be able to communicate fluently in both IsiZulu and English • Certificate in Minimum Competency level as required by National Treasury will be added advantage.

**Knowledge, skills and competencies:** • Sound knowledge of the Municipal Finance Management Act (MFMA) • Must have report writing skills • Pastel Evolution Experience • Understanding of municipal financial systems, procedures and processes.

**Key performance areas:** • Monitor systems, policies and procedures relating to revenue, credit control and debt collection to ensure effective operations and practices • Analyze activities and information in terms of service delivery to identify trends and needs for new services • Coordinate activities associated with delivery of revenue services, certification and correspondence • Billing for property rates and rental debtors. Administration of debtors account • Prepare VAT schedule.

**Fringe benefits:** In addition to the above salary the Municipality will offer a 13th cheque and further contribute towards the employee's Pension/Provident Fund and Medical Aid in accordance with its policy.

## HUMAN RESOURCES & LABOUR RELATIONS OFFICER

**SALARY: R253 780.73 – R329 420.91 P.A. (TASK 12)**

**Minimum qualifications and experience:** • Must be in possession of a three-year degree or National diploma in Human Resources Management or Industrial Relations or any equivalent relevant qualification from a recognized tertiary institution • Three years' experience in local government human resources management and/or industrial relations • Computer literacy certificate preferably in MS Word, Excel and PowerPoint • Ability to communicate in both English and IsiZulu • Valid unendorsed Code 08 driver's licence.

**Knowledge, skills and competencies:** • Understanding of a developmental local government • Knowledge of local government systems and processes • Good interpersonal skills • Ability to work under pressure • Understanding of Human Resources and Labour Relations legislation, regulations and collective agreements.

**Key performance areas:** • Issue and capture leave for employees • Provide secretariat services during human resources committee meetings • Assist in the implementation of collective agreements, staff regulation, workplace skills plan and any other regulations • Create and update personnel files • Create and update personnel files • Advise management and staff on Grievance and Disciplinary processes, ensure that the Municipality complies with Labour Legislations • Liaise with management, employees and unions to keep them informed regarding Labour Relations matters • Keep a record of Labour Relations activities.

**Fringe benefits:** In addition to the above salary the Municipality will offer a 13th cheque and further contribute towards the employee's Pension/Provident Fund and Medical Aid in accordance with its policy.

## BUILDING CONTROL OFFICER

**SALARY: R253 780.73 – R329 420.91 P.A. (TASK 12)**

**Minimum qualifications and experience:** A Bachelor's degree or diploma in Architecture/Quantity Surveying/ Building from recognized tertiary institution coupled with at least two years' post qualification experience preferable in local government • Possession of a valid Code 08 driver's licence • Be in position to register with SAICE in terms of engineering profession Act of South Africa, 1990 (Act 40 of 2000) • Computer literacy, preferable in the following programmes: MS Word, Ms Excel, Spread Sheets, PowerPoint, and Engineering packages including but not limited to Engineering packages such as Ally Cad; Auto CAD, etc. • Be certified to approve building plans • Ability to communicate fluently in both IsiZulu and English.

**Knowledge, skills and competencies:** • Have a sound knowledge in sewage disposal; road and building construction • Sound Knowledge on project life cycle processes and extensive experience in inspection of building • Knowledge of local government systems and processes • Good interpersonal skills • Ability to meet deadlines • Ability to work under pressure • Planning and report writing skills.

**Key performance areas:** • Construction supervision and preparation of payment certificate for contractors after certifying building compliance with the plans • Coordinate task/activities associated with the implementation of procedures and monitors compliance with standards and specifications with regards to new buildings, additions and renovations to existing structures • Prepare plans, specification, contract documents of municipal buildings, Check and verifies whether design details and construction detailed on building plans conforms with regulation prior to approval • Prepare detailed technical and/or management body reports with suitable recommendations on all aspects of the section's work • Provide sketch layout proposals and/or preliminary estimates for proposed projects as directed.

**Fringe benefits:** In addition to the above salary the Municipality will offer a 13th cheque and further contribute towards the employee's Pension/Provident Fund and Medical Aid in accordance with its policy.

**If you meet the requirements for any of these posts, please forward your application letter, accompanied by detailed Curriculum Vitae, certified copies of your tertiary qualification certificates and driver's licence to the Acting Municipal Manager, Maphumulo Municipality, Private Bag X 9205, Maphumulo 4470.**

**All applications and enquiries must be directed to:** Mr N.D. Hlongwa, tel (032) 4814500. (Applications that are on Z 83, incomplete, late, faxed or e-mailed applications will **NOT** be accepted)

**CLOSING DATE: 14 AUGUST 2017.**

Due to a high volume of applications envisaged, communication will only be with short-listed candidates. If you do not hear from us within 2 weeks after the closing date, please consider your application as unsuccessful. The Council reserves the right to make or not to make any appointment.

*The Council is an equal opportunity employer and subscribes to and employment policy which is non-racial, non-discriminatory, non-sexist and based on merit.*

**MR C.S. MHLONGO: ACTING MUNICIPAL MANAGER**