



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

**POST : MANAGER PLANNING & IDP**  
**SALARY (Task 15) : R 370 894.29 – R481 458.41 per annum**  
**CONTRACT : PERMANENT**

#### **Minimum Requirements and experience**

Three-year National Diploma / Degree in Development Planning/ Town & Regional Planning or relevant equivalent qualification obtained from a recognized tertiary institution. Three years' relevant experience in planning and development field, where at least two years must be in local government environment or in public service. Ability to communicate in both English and IsiZulu; Computer literacy and possession of Valid Code B driver's license is a must. Registration with the professional council will be an added advantage.

#### **Competencies**

Knowledge and understanding of Municipal systems and procedures is required. Understanding of Municipal legislation and policies governing Town & Regional Planning. Understanding of IDP compilation process plan. Good communication and interpersonal skills. Ability to plan and meet deadlines as well as ability to work under pressure is required from the incumbent of this position.

#### **Key Performance Areas**

Give direction to the municipality's IDP processes including framework plan; Provide institutional direction to the development of strategic plans; Co-ordinate and facilitate IDP analysis processes, from analysis to monitoring; Co-ordinate and facilitate the IDP and budget integration, thereby ensuring IDP alignment with SDBIP; Co-ordinate IDP alignment strategy ensuring horizontal (with local municipalities) and vertical (sector departments) alignment between relevant stakeholders; Co-ordinate the District's Service Delivery Plans; Champion the Spatial Development Framework and create investor confidence. Ensure institutional harmony with Organizational Performance Management System; Manage the IDP Unit and its personnel.

**POST : MANAGER TECHNICAL SERVICES**  
**SALARY (Task Grade 15) : R 370 894.29 – R481 458.41 per annum**  
**CONTRACT : PERMANENT**

#### **Basic qualification and experience**

An appropriate three-year B Degree or National Diploma in Civil Engineering from a recognized tertiary institution. Three-years post qualification experience in Civil Engineering environment where at least two years is in Local Government. Computer literacy in engineering programmers. Be in position to register with SAICE in terms of Engineering Profession Act of South Africa, 1990 (Act 46 of 2000) / ECSA. Valid code B driver's licence. Ability to communicate fluently in both IsiZulu and English.

#### **Knowledge Skills and Competencies**

Sound understanding of developmental local government legislation. Knowledge and clear understanding of local government systems and processes. Ability to make meaningful inputs into the visioning and strategic management of the municipality. Excellent interpersonal skills. A high level of written and verbal communication skills. Problem-solving and negotiating skills. Planning and report writing skills. Good understanding of Budget and IDP processes.

Ability to work under pressure. Ability to meet deadlines. Attention to detail. Willingness to work beyond normal working hours.

**Key Performance Areas:**

The appointee will take on responsibility for: Ensuring the development and implementation of strategies that will have a measurable positive impact in organizational productivity and service delivery. Establishing and managing a multi-disciplinary team. Maintaining continuous liaison with the district municipality and other external bulk services providers. Oversee and monitor functions in respect of all maintenance projects. Doing in house design and implementation of projects where necessary. General oversight function for routine maintenance activities in respect of technical plant and assets. Compiling Business Plans and submission of applications for funding to various funders. Making inputs to the preparation of Budget. Be part of the preparations and compilation of tender documents for maintenance projects. Assessment of community needs and attend all other technical matters as they arise.

**POST** : **MANAGER FINANCE**  
**SALARY (Task 15)** : **R 370 894.29 – R481 458.41 per annum**  
**CONTRACT** : **Permanent**

**Basic Qualifications and Experience**

An appropriate recognized three-year Degree/Diploma in Financial Management from a recognized tertiary institution. Must have Three-years' experience in Financial management environment where two years must be in an accountant level within Local government. Must have CPMD/MFMP qualification as per National Treasury Regulation or studying towards the qualification. Valid unendorsed code B driver's licence. Ability to communicate fluently in both IsiZulu and English

**Knowledge, skills and competencies required:**

Knowledge and clear understanding of local government financial management. Clear understanding of regulations/ legislations prescripts in relation to Expenditure, Asset Management, Revenue and Budget & Financial Reporting. Knowledge and understanding of legal framework under which municipalities operate.

**Key Performance Areas**

Making meaningful input in drafting of Financial Statements. Development and review of financial policies to ensure municipal compliance with all applicable Acts, regulations etc. Rendering institutional support to the office of the Chief Financial Officer. Responsible for implementation of the Budget, Expenditure, Asset management, and Revenue applications. Development of business plans and sourcing funding for projects and programs. General management of funds transferred to the organization and bodies outside government. Responsible for budget preparation, implementation, impending shortfalls, overspending and overdrafts. Responsible for preparing monthly budget statement, Mid-year budget and performance assessment. Ensure that financial information required for website update is submitted to ICT unit for publication.

**Fringe benefits:**

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

**POST : SYSTEM ADMINISTRATOR**  
**SALARY (Task 10) : R182 077.79 - R236 366.08 per annum**  
**CONTRACT : PERMANENT**

**Minimum requirements and experience**

Three-year National Diploma in Computer Sciences/Information Technology. Two years' relevant experience in System Administration role. Ability to communicate in both English and IsiZulu. Valid unendorsed code B drivers licence. Operating and Application Systems Certificate of Competence will be an added advantage

**Knowledge, Skills and Competencies Required**

General understanding of local government systems, procedures and processes. Good interpersonal skills. Problem solving ability. Ability to work under pressure. Planning and report writing skills.

**Key Performance Areas:**

Installing and configuring new hardware and software. Administers user systems. Diagnosis and resolve technical problems. System Administration for all Microsoft server's e.g. active directory, exchange etc. Provides support for planning disaster recovery events. Firewall management. Administer systems security, re-organizes the database and provide quality assurance. Administer backups and restoration of servers.

**Fringe benefits:**

In addition to the above salary the municipality will offer a 13<sup>th</sup> cheque and further contribute towards the employee's Pension/Provident Fund and Medical Aid in accordance with its policy.

**POST : NETWORK TECHNICIAN**  
**SALARY (Task 10) : R182 077.79 - R236 366.08 per annum**  
**CONTRACT : PERMANENT**

**Minimum requirements and experience**

Three-year National Diploma in Computer Sciences/Information Technology obtained from a recognized tertiary institution. Two years' relevant experience in Information Technology field. Ability to communicate in both English and IsiZulu. Valid unendorsed code B driver's licence. A+, N+, MSCE will be an added advantage.

**Knowledge, Skills and Competencies Required**

General understanding of local government systems, procedures and processes. Good interpersonal skills. Problem solving ability. Ability to work under pressure. Planning and report writing skills. Confidentiality and Trustworthy individual.

**Key Performance Areas:**

Provides support associated with capability of application software, peripheral devices, connectivity and/or functionality of operating software and hardware devices. Provides ongoing advice and technical support to users. Provide first line support. LAN and WAN support within the Municipality. Connect users to local printers and network printers. Assist the Municipality in evaluating problem areas via the Helpdesk. Control hardware and software's installation processes. Provide network setup relating to Internet connectivity.

**Fringe benefits:**

In addition to the above salary the municipality will offer a 13<sup>th</sup> cheque and further contribute towards the employee's Pension/Provident Fund and Medical Aid in accordance with its policy.

**POST** : **LIBRARIAN**  
**SALARY (Task 10)** : **R182 077.79 - R236 366.08 per annum**  
**CONTRACT** : **PERMANENT**

**Minimum requirements and experience**

Three-year National Diploma obtained from recognized tertiary institution with a major in Library or Information Science. Two years' relevant library experience. Ability to communicate in both English and IsiZulu. Valid unendorsed code B driver's licence.

**Knowledge, Skills and Competencies Required**

Sound knowledge of Public Library administrative procedures and services. Good Office Administration, and planning. General understanding of local government systems, procedures and processes. Good interpersonal and communication skills (written & verbal). Problem solving ability. Ability to work under pressure.

**Key Performance Areas:**

Control circulation of library material. Provide user education training to the public. Deal with reference queries and provide assistance to the public. Perform library administration duties. Select material to build library collections. Maintain stock and library environment. Promote services within the community. Monitor and evaluate usage of the library. Supervise and manage employee's performance.

**Fringe benefits:**

In addition to the above salary the municipality will offer a 13<sup>th</sup> cheque and further contribute towards the employee's Pension/Provident Fund and Medical Aid in accordance with its policy.

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If you meet the requirements for this post, please forward your **application letter**, accompanied by a detailed **Curriculum Vitae**, **certified copies of your tertiary qualification certificates** to the **Municipal Manager**, Maphumulo Municipality, Private Bag X 9205, Maphumulo 4470, for the attention of **Mr ND Hlongwa Tel (032) 4814500. (Applications which are: on Z 83, incomplete, late, faxed or e-mailed will NOT be accepted)**

**CLOSING DATE: 06 APRIL 2018 @ 16h00.** Communication will only be with short-listed candidates. If you do not hear from us within 02 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 an employment policy which is non-racial, non-discriminatory, non-sexist and based on merit.**

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**PN MHLONGO**  
**MUNICIPAL MANAGER**