

Umzinyathi District Municipality an equal opportunity employer, with its head office based in Dundee, hereby invites suitably qualified persons to apply for the following positions:

MANAGER: ASSET MANAGEMENT

(X1 POST) EXTERNAL

REFERENCE : 4/R/1/2/2
DEPARTMENT : FINANCE
SALARY : **Post Level E1 (R617 967.73) per annum**
FRINGE BENEFITS : Include inter alia, 13th cheque, pension fund, medical aid scheme, housing allowances.

REQUIREMENTS: Incumbent must have BCom/ National Diploma in Accounting, 2-3 years' experience in Local Government. Valid Code 8 driver's licence. Knowledge of Sage will be an advantageous. Must demonstrate knowledge and experience in municipal finance/ accounting. Be prepared to work under pressure and work long and irregular hours. Computer literate.

RESPONSIBILITIES

- To serve as the custodian who is entrusted with the safeguarding and manage the use of all the assets in the same of the municipality.
- Compilation and management GRAP compliant Assets register of the municipality, including correct and proper financial reporting and submission of the CFO.
- Manage work in progress of all capital projects in progress including the unbundling of Asset under Construction once they have been commissioned.
- To serve as a link and fuse the financial accounting function with the asset management function between the CFO and the various departments within the municipality.
- Manage the process of compilation of the Asset Management policy, including the review asset accounting policies to ensure that they fully comply with latest GRAP accounting standards.
- Co-ordinate the review of useful lives, residual values, revaluation, impairment and depreciation methods of items of PPE at year end, including the determination of capitalization threshold and threshold amount.
- Monitoring, providing assistance and guidance to the municipality with regards to the acquisition, replacement and or disposal of service delivery to the people.
- Provide assistance and guidance to municipalities when compiling the annual financial statements with specific reference to the inclusion and treatment of assets in the AFS.

MANAGER HUMAN RESOURCE MANAGEMENT

(X1 POST) EXTERNAL

REFERENCE : 4/R/1/2/2
DEPARTMENT : CORPORATE SERVICES
SALARY : **Post Level E1 (R617 967.73) per annum**
FRINGE BENEFITS : Include inter alia, 13th cheque, pension fund, medical aid scheme, housing allowances.

REQUIREMENTS: Incumbent must have a Matric/ Grade 12; Degree/ Diploma in Human Resource Management; NQF Level 5/6 in Human Resource coupled with relevant experience; Must have at least a minimum of 2 years managerial experience; Must have computer literate (Ms Word, Mc Excel and PowerPoint) with good presentation skills; The candidate must have code 8 or 10 Drivers Licence.

KNOWLEDGE AND SKILLS

- Ability to advice Management, staff and Trade Unions.
- Knowledge of Functionality of SALGBC
- Be familiar with CCMA procedures

KEY RESPONSIBILITIES/ DUTIES

- Dealing with day to day functioning of Human Resource unit and Management of junior staff.
- Ensure effective functioning of Human Resource unit e.g Recruitment & Selection, Appointments and Terminations of the staff.
- Ensure proper management of staff in capturing of leaves, overtime and all HR transactions.
- Managing, formulation and development of organizational policies in line with SALGBC Collective Agreement.
- Ensure submission of reports EMCS, which are monthly or quarterly LLF reports, recruitment and selections, appointments, Skills Development and Employment Equity reports
- Ensure adequate Training and Development of staff and Councillors in line with skills development Act.
- Ensure efficient and effective utilization of HR budget including issuing of bursary for staff and Councillors.
- Ensure compliance and adherence with the following prescript in line with RSA Constitution, Municipal System Act, Municipal Structures Act, Municipal Finance Management Act, Employment Equity Act, Skills Development Act, BCEA, LRA and SALGBC Collective Agreements.
- Ensure effective implementation of discipline, grievances, conflict management.
- Preside and investigate misconduct cases, represent the employer in the CCMA/Bargaining Council.
- To give progressive advice to Management and staff on labour related matters, including Human Resource matters.

MANAGER INTERNAL AUDIT

(X1 POST) EXTERNAL

REFERENCE : 4/R/2021/09/01
DEPARTMENT : MUNICIPAL MANAGER'S OFFICE
SALARY : **Post Level E1 (R617 967.73) per annum**
FRINGE BENEFITS : Include inter alia, 13th cheque, pension fund, medical aid scheme, housing allowances.

REQUIREMENTS: Incumbent must have a National Diploma/ Degree/ B.Com Honours in Financial Management/ Accounting/ Auditing or Equivalent qualifications. At least 2-3 years' experience. Knowledge of Local Government Acts and broader financial regulations, auditing, data processing, analytical methods, laws and regulations pertaining of financial accounting, proven track record in municipal financial environment. Incumbent must have completed articles Minimum competency certificate in MFMP, Computer literacy, fluency in isiZulu and English and a Driver's Licence are some of the requirements.

KEY RESPONSIBILITIES/DUTIES

- To manage day to day function of audit unit and staff.
- You will need to roll out the audit plan that is aligned with all the risk-based principles.
- Assist in the design of digital audit strategies.
- Prepare the risk committee packages.
- Lead and conduct the audits.
- Prepare the audit and compliance committees in order to submit.
- Do the data assurance, analytics and implement the audit techniques.
- Perform the audits.
- Develop and implement the tracking processes.
- Set the risks and controls in motion.
- Prepare the draft reports and provide feedback to the audit manager
- Complete all the action plan files.
- Must have a full understanding of the risk management framework.
- Develop and maintain the internal audit methodology.
- Maintain the audit quality standards.

MANAGER: INFORMATION TECHNOLOGY

(X1 POST) EXTERNAL

REFERENCE : 4/R/1/2/2
DEPARTMENT : CORPORATE SERVICES
SALARY : **Post Level E1 (R617 967.73) per annum**
FRINGE BENEFITS : Include inter alia, 13th cheque, pension fund, medical aid scheme, housing allowances.

REQUIREMENTS: Incumbent must have Matric/ Grade 12. National Diploma or Degree in Information Technology or ICT related field. Certificate in A+, N+, MCSE, Experience in the following technologies: Microsoft Exchange Server 2016. Linux firewall/ Proxy, Internet protocols, windows server 2012, windows software update services, Active Directory, PHD, MySQL and HTML. Certificate in Municipal Finance Management Programme will be added advantage. Minimum of 2-3 years' experience in the field of Information Technology. Good knowledge Local Government Related Legislation and Policies. Fluency in isiZulu and English and a driver's licence are some of the requirements.

FUNCTIONS/KEY RESPONSIBILITIES

- Designing and Implementing a recognized functional and professional business active Director, Domain and Network infrastructure.
- Planning and implementation of Microsoft Applications.
- Training of Staff and Councillors.
- Installing, maintaining and upgrading of all client and server-based systems and the entire computer system.
- Proving support with the capability of application software peripheral device connectivity and/ or functionality of operating software and hardware devices.
- Analyzing and providing recommendation pertaining to the Information Systems, hardware, software or capacitates end-user on specific applications.
- Maintaining of assets and compiling of ICT report.
- Managing the development of the municipal website and updating of the Information on the website.
- Performing specific administrative activities associated with the Information Technology function

KNOWLEDGE AND SKILLS

- Excellent planning, organisational, analytical and decision-making skills.
- Excellent oral and written communication skills on all levels.
- Confidentiality, tact and discretion essential when dealing with people.

- Excellent Professional and interpersonal Skills.
- Ability to work within a team and independently.
- Ability to multi-task and manage demanding workload in a pressurised environment.
- Excellent problems-solving skills coupled with the ability to think on your feet
- Ability to meet deadlines and deliver results Qualifying Attributes.
- Attention to detail and accuracy.
- Hard-working and self-motivated
- Quantitative ability.

MANAGER OPERATIONS AND MAINTENANCE

(X1 POST) EXTERNAL

REFERENCE : 4/R/1/2/2
DEPARTMENT : TECHNICAL SERVICES
SALARY : **Post Level E1 (R617 967.73) per annum**
FRINGE BENEFITS : Include inter alia, 13th cheque, pension fund, medical aid scheme, Car Allowance, Cell phone allowance and housing allowances.

REQUIREMENTS: Incumbent must have Matric/ Grade 12, National Diploma/ Degree in Civil Engineering or Equivalent qualifications with speciality in Water and Sanitation. 2-3 years' experience in Water Services/ Technical Services. Computer Literacy, Fluency in isiZulu and English, Driver's licence and must have own vehicle.

KEY RESPONSIBILITIES/ DUTIES

- Ensuring that water and sanitation provision function is implemented year-round.
- Managing superintendents and their subordinates to achieve services delivery objectives on a daily basis.
- Coordinating interventions with the Technical and Financial Departments on planned projects to support.
- Ensuring that the water services provision function meets all legislative and regulatory requirements.
- Implementing contingency plans to deal with emergency provision of water and sanitation.
- Developing, managing and controlling the operating budget.
- Identifying skills and capacity constraints and prepare a human resourcing plans.
- Developing and implementing a maintenance and asset management budget and plan.
- Implementing an emergency projects to meet challenges.

KNOWLEDGE AND SKILLS

- Knowledge of umzinyathi District Municipality and its Services Delivery plan
- Experience with operation maintenance at the Middle Management Level
- Good people skills and the ability to work under pressure
- Prepare to work on standby and afterhours is a key requirement
- Good communication skills

MANAGER PRIORITY PROGRAMMES

(X1 POST) EXTERNAL

REFERENCE : 4/R/2021/09/01
DEPARTMENT : MAYOR'S OFFICE
SALARY : **Post Level E1 (R617 967.73) per annum**
FRINGE BENEFITS : Include inter alia, 13th cheque, pension fund, medical aid scheme, housing allowances.

REQUIREMENTS: Incumbent must have an appropriate recognise Bachelor degree/ Diploma or equivalent qualification in Social Science, Project Management, and extensive experience at managerial level in the field of economic, tourism, and social development, broad understanding and knowledge of Local Government policies, good leadership with strategic capabilities, above average decision making, public relations and human relations skills. Good verbal and written communications skills (English and isiZulu), must have a minimum experience of 2-3 years in economic and social development project management, monitoring and reporting skills, analytic skills, research skills, be computer literate and in possession of valid driver's licence.

KEY PERFORMANCE AREA/DUTIES

- Promoting and implementing Social Development strategy which will be address challenges of the district.
- Identify and implement initiatives that will promote social development.
- Establishing social requirements to address issues dealing with youth, women, people with disabilities and people living with HIV/ AIDS.
- Proper management of the services providers appointed by the municipality.
- Preparing and submission of credible business plans for funding to various departments and donors
- Supervising and controlling tasks and activities associated with personnel performance, performance productivity and discipline.
- Managing and controlling Social Development
- Preparing and submitting reports relating to Social Development.
- Training and development of subordinates.
- Supervising and controlling of the activities of subordinates and
- Facilitation of inter-sectoral coordination meeting.

MANAGER RISK MANAGEMENT

(X1 POST) EXTERNAL

REFERENCE : 4/R/2021/09/01
DEPARTMENT : MUNICIPAL MANAGERS OFFICE
SALARY : **Post Level E1 (R617 967.73) per annum**
FRINGE BENEFITS : Include inter alia, 13th cheque, pension fund, medical aid scheme, housing allowances.

REQUIREMENTS: Incumbent must have Matric/ Grade 12, BCom Degree in Accounting/ Auditing/ Internal Auditing, Certificate in Municipal Finance Management Programme (MFMP) will be an added advantage. 2-3 years' experience in the field of risk management, Computer literacy, fluency in English.

KEY RESPONSIBILITIES/DUTIES

- Compile a consolidated risk register as legislated,
- Implement Risk Committee resolutions;
- Ensure adherence to set laws and regulations;
- Ensure inclusion if risk management into the culture and daily routine;
- Compile timeous reports;
- Facilitate fraud risk assessment and implement fraud related policies;
- Facilitate and monitor implementation of risk future action plan;
- Facilitate and monitor implementation on internal audit agreed upon action plans;
- Ensure that the risk committee is fully functional.

SKILLS

- Business writing abilities.
- Ability to analyse and interpret numerical data.
- Ability to enforce/ implement municipal laws
- Good communicator
- Ability to work with minimal supervision and meet deadline

MANAGER SUPPORT SERVICES

(X1 POST) EXTERNAL

REFERENCE : 4/R/1/2/2
DEPARTMENT : CORPORATE SERVICES
SALARY : **Post Level E1 (R617 967.73) per annum**
FRINGE BENEFITS : Include inter alia, 13th cheque, pension fund, medical aid scheme, housing allowances.

REQUIREMENTS: Incumbent must have a Degree in Public Administration and Management or Equivalent qualifications. Knowledge of Local Government Acts, at least 3 years management experience at a senior level in the administration and financial field. Computer literacy, fluency in isiZulu and English and a Drivers Licence are some of the requirements

KEY RESPONSIBILITIES/DUTIES

- Ensuring that IT is aligned with strategic objectives and decision of Council.
- Compiling reports to Exco and Council meetings.
- Identifying and defining the immediate, short and long term objectives/ plans associated with the provision of administrative support to the municipality.
- Directing and controlling outcomes associated with utilization, productivity and performance of personnel in the admin component.
- Managing and implementing of financial controls/ procedures and providing information to support financial planning activities.
- Managing the implementation of procedures and systems associated with controlling document flow, and qualify systems/ statutory and audit requirements regulating recordkeeping.
- Providing administrative support to Council committees and other structures.
- Ensuring smooth functioning of the offices of the Mayor, Deputy Mayor and Speaker

Written applications together with a comprehensive Curriculum Vitae and certified copies of qualifications, driver's licence and identity document must be forwarded to:

THE ACTING HUMAN RESOURCES MANAGER
MRS ME MBUYISA
UMZINYATHI DISTRICT MUNICIPALITY
P O BOX 1965
DUNDEE
3000

The Closing date for applications will be **27 SEPTEMBER 2021** If not contacted within 30 days from the closing date, kindly regard your application as being unsuccessful.

No faxed or emailed application will be accepted.

MR LH MTHEMBU
MUNICIPAL MANAGER