



**Umuziwabantu Municipality**

Private Bag X1023

Harding

4680

Tel: 039 4333500 Fax: 039 4331208

**EXTERNAL ADVERTISEMENT**

**MUNICIPAL VACANCIES**

Applications are hereby invited from suitable qualified candidates for the following positions:

Municipality is an equal opportunity, affirmative action employer. The Municipality reserves the right not to make an appointment. Umuziwabantu is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

**MANAGER PLANNING AND DEVELOPMENT (Re-Advert)**

<b>TYPE OF EMPLOYMENT</b>	Permanent/Full time employment
<b>TASK GRADE</b>	16
<b>SALARY</b>	<b>R578 590.08 pa</b>
<b>KEY REQUIREMENTS</b>	Grade 12 • Bachelor's Degree in Town and Regional Planning • Minimum 4 years' experience in the relevant field of which 3 years must be in Supervisory capacity • Valid Code B Driver's license • Comprehensive Computer Literacy • Registration as a Professional Planner in terms of the Planning Professions Act, 2003 will be an added advantage • Ability to communicate in both isiZulu and English.
<b>KEY DUTIES</b>	<ul style="list-style-type: none"> <li>• Identifies, defines, aligns and implement key requirements associated with the Spatial Planning functionality.</li> <li>• Directs and controls outcomes associated with utilization, productivity, and performance of personnel within the Development Planning and Building Control section.</li> <li>• Preparing of capital and operational budget estimates and controls expenditure against the approved budget allocations in the financial year.</li> <li>• Managing the developmental project management processes associated with the initiation, formulation, implementation, monitoring and communication.</li> <li>• Evaluates and give approval on category 2 of the application as per SPLUMA, 2013 on statutory development applications.</li> <li>• Oversee the key performance area through ensuring there is compliance in terms of the National Building Regulations and SABS Codes of practice.</li> <li>• Managing the key performance area of human settlement ensuring the service delivery of housing within the municipal</li> </ul>

	<p>jurisdiction and ensure compliance with guiding legislations and policies.</p> <ul style="list-style-type: none"> <li>Disseminates strategic, functional, and operational information on the immediate, short- and long-term objectives and, current developments, problems and constraints.</li> </ul>
<b>COMPETENCIES</b>	<p><b>CORE COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>Monitoring and Control</li> <li>Negotiation skills</li> <li>Planning and organizing</li> </ul> <p><b>FUNCTIONAL COMPETENCIES:</b></p> <p>Spatial Planning <ul style="list-style-type: none"> <li>Urban Design</li> <li>Land Use Management</li> <li>Information Management</li> <li>Research Information, Analysis and Policy</li> <li>Knowledge Management</li> <li>Public Consultation</li> <li>Socio-Economic or Political Awareness</li> <li>Policy conceptualization.</li> </ul> </p>
<p><b>VIP PROTECTOR</b> (Office of the Mayor)</p>	
<b>TYPE OF EMPLOYMENT</b>	Fixed-term employment
<b>TASK GRADE</b>	07
<b>SALARY</b>	<b>R 176 768.88 pa</b>
<b>KEY REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>Relevant Qualification</li> <li>Grade B PSIRA Certificate</li> <li>Valid code EB driving license</li> <li>2-3 years relevant experience.</li> </ul>
<b>KEY DUTIES</b>	<ul style="list-style-type: none"> <li>Communicating with all relevant stakeholders on the activities of the Mayor with the view to providing stringent security controls.</li> <li>Conduct venue inspection of public functions/ meetings attended by the Mayor within Umuziwabantu Municipality.</li> <li>Communicate with traffic authorities on the best possible route to take to ensure the safety of the Mayors' vehicles to ensure no strange objects/ devices are planted.</li> <li>Attending security planning meetings in respect of municipal events.</li> </ul>
<b>COMPETENCIES</b>	<ul style="list-style-type: none"> <li>Managing Work</li> <li>Workplace Safety</li> <li>Problem Solving</li> <li>Planning and Organizing</li> <li>Quality Orientation.</li> </ul>
<p><b>HEAVY PLANT OPERATOR</b></p>	
<b>TYPE OF EMPLOYMENT</b>	Permanent/Full time employment
<b>TASK GRADE</b>	07
<b>SALARY</b>	<b>R 176 768.88 pa</b>
<b>KEY REQUIREMENTS</b>	Abet <ul style="list-style-type: none"> <li>Code C1 Driving License with PrDP</li> <li>Certification of Competency in operation of Heavy Plant, preferable Grader or</li> </ul>

	Excavator • Ability to communicate in both IsiZulu and English. • Relevant 1-year experience.
<b>KEY DUTIES</b>	<ul style="list-style-type: none"> <li>• Receiving instructions from the supervisor to establish details of tasks (vehicle, materials and personnel).</li> <li>• Inspecting safety devices, control, lubricant levels, etc on vehicles/ heavy plant and reports defects to the Foreman.</li> <li>• Observing and/ or participating in the loading/ offloading sequences of material and equipment, and correcting deviations from safety procedures.</li> <li>• Transporting personnel, material and equipment to/ from specific locations.</li> <li>• Inserting the relevant information (Quantitative/ qualitative) and/or details of activities.</li> <li>• Forwarding to the relevant personnel for processing.</li> <li>• Referring to work schedules and registers to correct deviations in entries raised during processing.</li> <li>• Communicating with the Supervisor on site and confirming requirements/ specifications.</li> <li>• Controlling the utilization of materials (Sand, stone, crusher run, etc) and discharging/ offloading required quantities of materials for repair or reconstruction work.</li> <li>• Driving and maneuvering heavy mechanical plant and engaging controls to operate mechanisms to enable digging loading, grading and leveling sequences.</li> </ul>
<b>COMPETENCIES</b>	<p><b>CORE COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>• Inherent requirement to perform the functions associated with the post.</li> </ul> <p><b>FUNCTIONAL COMPETENCIES:</b></p> <ul style="list-style-type: none"> <li>• Required to work in all weather conditions</li> <li>• Required to work outside normal working hours during emergencies and planned overtime.</li> </ul>
<b>SENIOR CLERK (ASSETS)</b>	
<b>TYPE OF EMPLOYMENT</b>	Permanent/Full time employment
<b>TASK GRADE</b>	06
<b>SALARY</b>	R 146 215 pa
<b>KEY REQUIREMENTS</b>	Grade 12 • Two-year certificate in Financial Management • Must have atleast 2 years' experience in similar environment • Computer Literacy.
<b>KEY DUTIES</b>	<p>To be trained and exposure in all Finance and related functional area, inter alia, the following:</p> <ul style="list-style-type: none"> <li>• Facilitate all administration processes relating to the disposal of assets and movement from one building or workstation to the other.</li> <li>• Update the Asset register in consultation with the superior.</li> <li>• General Finance Administration.</li> </ul>

	<ul style="list-style-type: none"> <li>• Placement of inventory and placement in every office or workstation and updating work schedules reflecting the inventory checks.</li> <li>• Coding of movable assets, amending relevant list schedule as well as the facilitation of the relevant removal authorization.</li> </ul>
<b>COMPETENCIES</b>	<ul style="list-style-type: none"> <li>• Ability to understand basic verbal instructions from superiors and colleagues: Confirms / clarifies understanding of instructions, thereby avoiding mistakes.</li> <li>• Knowledge of the basic fundamentals of the design process and how it impacts on the documentation process.</li> <li>• Follows laid down procedures as prescribed in policy/ standard operating procedures.</li> </ul>

The closing date for applications will be **Thursday, 23 November 2023 at 16h00.**

Applications should be made on the application form for employment which may be obtained from the municipal website ([www.umuziwabantu.gov.za](http://www.umuziwabantu.gov.za)), together with a comprehensive Curriculum Vitae, certified copies of qualifications, Valid Driving Licence and be forwarded to:

UMUZIWANTU Local Municipality  
Private Bag X1023  
HARDING  
4680

Or

Hand deliver the application to the Human Resources Office at Lot 3635 Turner Street, HARDING between 07:30 to 16:00.

**ENQUIRIES: The Human Resources Officer, Ms N. Mbambalala at (039) 433 3500.**

**NB: Failure to submit documents listed above will result in disqualification. Background screening and competency assessment will be done to shortlisted candidates.**

The canvassing of councillors and/or management in respect of this position will lead to disqualification of applicant.

*Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control. The Municipality reserves the right not to make any appointment in respect of the advertised posts. Canvassing for this position will lead to disqualification of applications.*

**PLEASE NOTE: THAT NO FAXED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.**

**MR. TP CELE  
THE ACTING MUNICIPAL MANAGER**