



Umuziwabantu Municipality

Private Bag X1023

Harding

4680

Tel: 039 4333500 Fax: 039 4331208

EXTERNAL ADVERTISEMENT

MUNICIPAL VACANCY

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

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

MANAGER ADMINISTRATION

TYPE OF EMPLOYMENT	Permanent/Full time employment
TASK GRADE	14
SALARY	R445 725 pa
BENEFITS	<ul style="list-style-type: none"> • 13th cheque • Subsidised pension and Medical Aid Scheme • Subsidised Housing Scheme (subject to certain conditions)
KEY REQUIREMENTS	A valid grade 12 • National Diploma in Public Management/ Public Administration or equivalent qualification • Computer Literacy MS Application • A valid Code B driver's license • 3-4 years' experience of which 2 years must be at supervisory level.
KEY DUTIES	<ul style="list-style-type: none"> • Direct and control outcomes associated with utilization, productivity, and performance of personnel within the Administration Department. • Manage the implementation of financial controls/ procedures and provide information to support financial planning sequences and risk management. • Manage the implementation of procedures and systems associated with controlling document flow and audit requirements regulating record keeping. • Manages the implementation of procedures and systems associated with meetings administration and quality systems and audit regulating council meetings.
COMPETENCIES	<ul style="list-style-type: none"> • Written and Oral Communication • Use of Technology • Planning and organizing • Attention to details • Influencing • Ethics and Professionalism • Organizational Awareness • Problem Solving.

The closing date for applications will be **Thursday, 04 July 2024 at 16h00.**

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

recruitment@umuziwabantu.gov.za (Scanned PDF documents only)

OR

Umuziwabantu Local Municipality
Private Bag X1023
HARDING
4680

OR

Hand deliver an 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.

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

Approved by:

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