



UMZUMBE MUNICIPALITY UMASIPALA WASEMZUMBE

Directorate: Finance Department
Procurement Officer R 208935.52 – R 230704.10 post level 05 pa plus 13th cheque and other fringe benefits.
Successful candidate will report directly to the SCM Manager

Key Requirements

- Valid grade 12 certificate.
- B Degree or three year National Diploma in Accounting/Supply Chain or relevant qualification from a recognized tertiary institution.
- Computer literacy
- A minimum of two years' experience in a similar position.
- Previous internship experience preferable in SCM/procurement will be essential.
- Excellent communication skills in both IsiZulu and English (Verbal and Written).
- Must have knowledge of Pastel Evolution.
- Ability to work under pressure and goal driven and strong organizational ability.
- Be able to demonstrate understanding of Procurement principles.

The successful candidate will be responsible for:

- Administering Supply Chain Management database.
- Procurement of operational and capital requirements.
- Interacting with personnel across various Departments in respect of specific order requirements and priorities.
- Assisting the Procurement Section in reviewing the selection of suppliers.
- Requesting and receiving quotations from suppliers.
- Receiving and verifying information recorded on requisition forms (vote numbers, specifications etc).
- Placing of orders with suppliers.
- Following up on outstanding orders.
- Complying with Supply Chain Management Policy and related legislation & regulations.
- Ensuring the procuring of goods and/or services from the approved supplier database.
- Performing administrative duties and filing as assigned.

Application letter with a comprehensive CV, certified copies of Identity Book and qualifications should be forwarded to: The Attention Human Resources Manager Umzumbe Municipality PO Box 561 Hibberdene 4220 or can be hand delivered to Mathulini MPCC, Sipofu Road Umthwalume 4186. All enquiries to be channeled to the Human Resources Manager (039 940 5444)

Short-listed candidates will be required to produce their original documents and or the verification/confirmation of documents. This should be established via the relevant verification authority. Correspondence will only be sent to successful Candidates only. Applicants not contacted after 3 months must consider their application unsuccessful

Applicants must note that further screening will be conducted once they are shortlisted and that their appointment is subject to positive outcomes on the screenings, which include security vetting, reference checks, contacting current or previous employer, validity of the qualifications and verification for any dismissal previously for a misconduct or poor performance.

STANDARD MUNICIPAL FRINGE BENEFITS ARE APPLICABLE:

Umzumbe Municipality is an equal opportunity employer and appointment will be made in terms of the Council's Employment Equity Plan, The appointment is made according to the Council's condition of service. Canvassing for these positions will lead to disqualification of applications. The Municipality reserves the rights not make an appointment

Disabled persons are encouraged to apply
Closing date for all applications is: 11 May 2017

Directorate: Technical Services
Technical Officer: post level 4
R236 465.95 plus R110 000.00 car allowance, Cellphone allowance and fringe benefits

Key Requirements:

- Matric
- National Diploma or Degree in Civil Engineering or equivalent
- 3 years' experience in Municipal environment
- A valid driver's license
- Computer literacy

Key Responsibilities

- Provide technical support and evaluation of proposed projects in alignment with respective municipal IDP and regional and provincial growth and development plans.
- Project- manages the labour intensive projects in line with the EPWP framework and the related reporting requirements.
- Arrange regular project progress meetings.
- Ensure compliance of all legal and conditions required from different spheres of government.
- Conduct site visits/ meetings to ensure compliance to business plan conditions.
- Manage cash flows and committed project expenditure.
- Verify payment certificates and preparation of monthly payment schedule documentation.
- Assist with other related municipal infrastructure programmes.

Application letter with a comprehensive CV, certified copies of Identity Book, driver's license and qualifications should be forwarded to: The Attention Human Resources Manager Umzumbe Municipality PO Box 561 Hibberdene 4220 or can be hand delivered to Mathulini MPCC, Sipofu Road Umthwalume 4186. All enquiries to be channeled to the Human Resources Manager (039 940 5444) Short-listed candidates will be required to produce their original documents and/or the verification/confirmation of documents. This should be established via the relevant verification authority and the responsibility will rest with the applicants themselves. Correspondence will only be sent to successful Candidates only. Applicants not contacted after 3 months must consider their application unsuccessful

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Closing date: 11 May 2017

Directorate: Office of the Municipal Manager
Tractor Driver R106 182, 02 post level 10 pa plus 13th cheques, Provident Fund and medical aid optional.
Successful candidate will report directly to the LED Officer.

Key Requirements

- An appropriate level of secondary education at least Grade 11.
- Valid code 08 driver's license.
- 1-2 years' experience as a Tractor driver.
- Proof of residence must be attached.

The successful candidate will be responsible for:

- Carry out duties as assigned to your immediate supervisor.
- Will be responsible for ploughing of Community Gardens and Community within Umzumbe Municipality.
- Will be responsible for grass cutting of sports grounds within Umzumbe Municipality.

Closing date for all applications will be 11 May 2017.

Preference will be given to people living within the jurisdiction of Umzumbe Municipality

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Proof of academic qualifications: all applications must be accompanied by application letter, certified copies of academic qualifications and certified Driver's license and ID copy. Short-listed candidates will be required to produce their original documents and/or the verification/confirmation of documents. This should be established via the relevant verification authority and the responsibility will rest with the applicants themselves. Failure to submit all documents mentioned above will result in disqualification of Candidates

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NC Mgijima
Municipal Manager