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Peddie
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VACANCIES

Ngqushwa Municipality incorporating Hamburg, Peddie Town, rural and portion of King Williams Town rural invites suitably qualified and experienced candidates to apply for the following positions:-

Department : Community Services
Position : Manager: Spatial Planning and Land Use Management
Salary : R 592 508.00 - R 769 075.00 p.a. (Task Grade 16)

Requirements:-

- A recognized National Diploma or higher qualification in Town and Regional Planning or equivalent
- 4 years relevant experience
- Be registered as a Professional Planner or in the process of obtaining such registration
- Be able to deal with extreme pressure and stressful situations
- Be able to manage crisis situations successfully
- Valid driving license

Duties:-

- Develop project briefs as a guide document for projects
- Develop and submit the final Spatial Development Framework or precinct plan
- Monitor the implementation of the strategies from the Spatial Development Framework and precinct plans
- Manage the implementation of the Land Use Scheme through land use and land development applications and the Land Use Scheme register
- Design suitable GIS Databases and attribute tables for data analysis
- Monitor the statutory required databases on the GIS system by capturing information in order to ensure that information is up to date and available at all times
- Plan for future settlements and reception areas while formal settlements are being established
- Advise on submitted building plan applications in aspect relating to town planning
- Give inputs on approval of building plans

Department : Office of the Municipal Manager
Position : Researcher: Municipal Public Accounts Committee
Duration : Five (5) Year Fixed Term Contract
Salary : R 567 590.35 – R 736 751.46 p.a (CTC) (Task Grade 13)

Requirements:-

- A recognized Bachelor's Degree in Internal Auditing/Commerce or equivalent
- 4-5 years' experience in the Local Government Sphere, with at least 3 years SCM Unit experience and at least 2 years practical MPAC Unit experience
- A Certificate in Municipal Finance Management (CPMD)
- An SCM Certificate will be an added advantage

- Profound knowledge of legislation governing Local Government especially Municipal Finance Management and Supply Chain Management Regulations.
- Profound understanding of municipal government systems.
- Valid drivers' license
- Ability to interpret statutes, analyze related documents and maintain confidentiality
- Interpersonal skills and report writing skills
- Must have own transport

Duties:-

- Advise MPAC on accountability and oversight matters
- Provide administrative support to ensure functionality of the Committee
- Assist the chairperson and the committee to run the committee affairs
- Draw the annual MPAC Programme in line with the Municipal cycle
- Source Municipal Council documents and reports that are needed for MPAC in order to perform its duties
- Review and investigate all matters referred to the committee by other council committees
- Benchmark Committee activities as well as functionality with other Municipalities.
- Ensure that MPAC reports are tabled in Council and track implementation of MPAC resolution by council.
- Ensure proper management and filing of all MPAC records and files.
- Liaise with Internal Audit. Develop process and procedures for MPAC operations.
- Analyse financial and performance reports including SDBIP, Annual Reports and Financial Statements. Provide technical support and manage secretarial services for MPAC.
- Assist MPAC with preparation of oversight report for submission to Council as legislated.
- Conduct research on all delegated functions and report to MPAC.
- Ensure compliance with all relevant legislation and Regulations.
- Analyse Council resolutions relating to MPAC and facilitate execution.

Department : Community Services
Position : Practitioner: Small Micro Medium Enterprises
Salary : R 304 992.00 – R 395 894.00 per annum (Task Grade 11)

Requirements:-

- A recognized National Diploma in Economics or equivalent
- 2-3 years relevant experience in peoples management and project implementation
- Be reasonable physical and mental fit
- Be computer literate

Duties:-

- Provide business start-up advise, business formation and business idea assessments
- Advise groups by making referrals to relevant government departments on land acquisition queries
- Develop and maintain sectoral database of SMME's and co-operatives
- Promote the participation of SMME's and Co-operatives in exhibitions
- Facilitate and monitor the joint venturing of certain projects with funders, SMME's and co-operatives
- Monitor and report on project milestones and provide regular status report to immediate superior.

Department : Office of the Municipal Manager
Position : Coordinator: Municipal Public Accounts Committee
Salary : R 258 334.00 – R 335 359.00 p.a (Task Grade 10)

Requirements:-

- A recognized National Diploma in Public Management or equivalent,
- 2-3 years' experience in the Local Government Sphere
- Good interpersonal relations and a high degree of ethics
- Facilitation, communication, analytical and report writing skills
- Be computer literate

Duties:-

- Conduct research and provide support to MPAC committee on matters referred by Council
- Interrogate and advice on compliance matters
- Advise on accountability and oversight matters and functions of the section 80 committees
- Formulate adequate advice to the offices MPAC and the Municipal Manager on strategies to ensure good governance.
- Coordinate advisory support to the MPAC and section 79 committees
- Facilitate the sittings of the committee meetings
- Conduct awareness campaigns on the functions of MPAC
- Compiling the MPAC plan and integrate into the institutional calendar.
- Drafting MPAC plan for consideration by the Committee (MPAC) and submit to immediate superior.

Department : Corporate Services
Position : Admin Assistant: Human Resources
Salary : R 181 017.00 – R 234 978.00 p.a. (Task Grade 7)

Requirements:-

- Grade 12 and a Certificate in Human Resources or equivalent
- 6 – 12 months relevant experience
- Ability to maintain confidentiality
- Ability to meet deadlines
- Interpersonal skills
- Computer literacy

Duties:-

- Provide secretarial support to interview panels, preparing documents and taking minutes
- Forward qualifications to service provider for references and qualification verification
- Process relevant overtime hours worked and absenteeism report onto the spreadsheet for submission to payroll office.
- Submit Human Resources inputs for new appointments to Payroll Office for implementation
- Issuing and guiding employee on completing withdrawal, retirement forms and unemployment insurance fund form.
- Liaising with various third parties for processing of employee benefits.
- Capture and record employee leave on the system
- Investigate and respond to leave queries identified and escalate complex issues to immediate superior
- Prepare and compile leave reconciliation for reviewal by immediate supervisor
- Facilitate functioning of the clocking system and report defects encountered to immediate superior
- Prepare and distribute standard reports for missing clocking to employees
- Compile report about the absenteeism of employees to immediate supervisor

Interested persons should download employment application form and submit an application letter together with comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable references, and hand deliver to the **Municipal Manager, Ngqushwa Municipal Offices, Cnr. N2 and R345 Road, Peddie. Applicants are encouraged to use Courier Services.** Enquiries can be directed to **Manager: Human Resources: Mr. S. Madubela at 040 6733 095**

NB:-

- No faxed or e-mailed applications will be accepted
- Shortlisted applicants will be subjected to vetting processes
- Only certified copies of certificates, ID and driver's license accepted.
- Canvassing of Councillors and/or officials will result to disqualification of your application
- Only the shortlisted and successful applicants would be contacted, therefore if you have not heard from us within 30 days after the closing date regard yourself as unsuccessful, however the Municipality appreciates your interest and wishes you the best in your career.
- Ngqushwa Municipality is under no obligations to fill the post after advertisement thereof.
- Ngqushwa Municipality is committed to employment practices that redress past imbalances in respect of race, gender, creed and disability.
- **Applicants from designated groups are encouraged to apply.**

Closing date: 11 October 2024



MR. N. MGENGO
MUNICIPAL MANAGER