



## **MKHAMBATHINI MUNICIPALITY**

The Mkhambathini Municipality hereby invites suitably qualified applicants to apply for the following positions:

**PMU /EPWP TECHNICIAN  
POST LEVEL 03  
R 242 394.54**

### **MINIMUM REQUIREMENTS:**

- Grade 12
- National Diploma in Civil Engineering
- Must have knowledge of Municipal Infrastructure Grant (MIG), Expanded Public Works Programme (EPWP), Project Management and Civil Engineering Design Packages.
- Monitoring of Existing Municipal Infrastructure, Responsible for the Implementation of the Municipal Maintenance Plan;
- A minimum of two years relevant experience in Municipal Engineering.
- A valid code 08 drivers licence
- Fluent in English and IsiZulu will be an added advantage
- ECSA registration will be an added advantage.

### **KEY PERFORMANCE AREAS:**

- Delivering Technical support and evaluating proposed project in alignment with respective Municipal IDPs and the regional and Provincial growth and Development plans
- Project manage Labour intensive projects in line with the EPWP frame work and the related reporting requirements
- Ensuring compliance with all legal aspects and conditions as required by the various spheres of Government
- Conduct site visits/progress meetings to ensure compliance with Business Plans conditions, specifications and designs
- Preparing monthly payments schedule documents
- Maintaining project performance data on a national database MIS
- Supporting and assisting with all legislative issues as required by MIG

- Processing of related correspondence and assistance in report generation
- Ensure compliance with OH&S and other related legislative framework
- linking with the Municipal procurement unit, information Technology data audits
- Co-ordinating opening and hand over ceremonies of complete project
- Assist with the preparation and implementing MIG capacity building business plans in alignment with the Municipal LGCBF Business Plan, MIG orientation workshops etc,
- Assist with facilitating community liaison linkages to ensure full community participating at all stages of a projects life cycle
- Assist with the conducting bi-annual social economic impact assessments on selected projects as required by the MIG Units
- Assist with the co-ordination of project based capacity building in terms of Job creation with the focusing introducing labour based on construction methodology and development of SMMEs where technically feasible
- Assisting with other related Municipal Infrastructure programmes

## **COMMUNICATIONS OFFICER**

**POST LEVEL 03**

**R242 394.00**

### **MINIMUM REQUIREMENTS**

- Metric Certificate (Grade 12)
- An appropriate National Diploma or Degree in Journalism, Communications, Public Relations.
- Knowledge and understanding of Public Communications, Public relations and Marketing guidelines
- Valid Code B Drivers' license
- Computer literacy (MS Word, Excel, PowerPoint)
- At least (3) three years relevant experience
- Broad knowledge of all media
- Excellent public relations skills
- Excellent written and verbal communication skills in both English and IsiZulu
- Ability to function in a community environment
- Ability to function effectively under pressure and be deadline orientated
- Ability to deal with National and Provincial government departments, other municipalities, stakeholders and staff in an appropriate manner
- Ability to function independently, as well as within a team

### **KEY PERFORMANCE AREAS**

- Compile and distribute Press Releases



- Respond to Media queries on a day-to-day basis
- Conceptualize, maintain and create updated content for all communication platforms, including Newsletters, Publications, Website and Social Media
- Drafting of official speeches and documents, including research, fact checking and editing
- Help raise the Municipality's profile by running external and in-house Media events
- Develop suitable ways of communicating complex information to all Municipal Stakeholders
- Communicate the Municipality's vision by developing and implementing short- and long-term Media strategies for specific projects and initiatives
- Liaise with key departments to develop proactive communications plans to support their business objectives, projects and programmes
- Evaluate Media coverage and prepare reports for operational purposes, Committee meetings and Council
- Promote and attend municipal corporate/community events during and after business hours
- Proof reading and editing of public documents and publications
- Undertake Media training for Council, Directors and Senior Management
- Perform other reasonable administrative duties as requested by the Manager Communications & Customer Relations

## **BUILDING and HOUSING CONTROL OFFICER**

**Post Level 03**

**R 242 394.54**

### **MINIMUM REQUIREMENTS**

- Grade 12 plus National Diploma or Bachelor Degree in Building Studies;
- Qualified Artisan with at least three (3) years' experience in the building trade;
- Computer literate;
- Must be able to interpret plans;
- Must be able to understand construction and building principles, materials and methodologies
- A Valid Code 8 driver's licence.

### **KEY PERFORMANCE AREAS**

- Manage the Building Control System & Section;
- Approval of Building Plans According to National Building Regulations;
- Building and rezoning regulation control and law enforcement;
- Calculating of fees in accordance with laid down tariffs, receipting payments received and forwarding documentations for further processing;

- Co-ordinate tasks or activities associated with the implementation procedures and monitor compliance with standards and specifications with regards to new building; additions and renovations to exist structures;
- Check and verify design details and construction specifications detailed on building plans conform with regulations prior to approval;
- Perform specific administrative tasks or activities associated with the updating and maintaining of records or information of work in progress and completed works;
- Develop the technical understanding of emerging contractors on specific applications, procedures and sequences applicable to building, contracting and maintenance work.

## **FINANCE OFFICER BUDGETS AND REPORTING**

**Post Level 04**

**R 208 935.52**

### **MINIMUM REQUIREMENTS:**

- National Diploma / Degree [minimum NQF 6 or equivalent] in the fields of Commerce or other relevant field
- Minimum three years' experience in Municipal budget management
- Excellent written and oral communication and facilitation skills
- Computer literacy
- Experience and exposure to local authority legislation and environment.
- The ability to develop solutions, communicate at all levels, work well under pressure
- Valid Code EB Driver's Licence,
- Meeting Minimum Competency levels in terms of Gazette 29967 will be an added advantage

### **KEY PERFORMANCE AREAS**

- Compile multi-year annual and adjustment budget in prescribed and Mscoa format
- Co-ordinate inputs on multiyear budget process
- Ensure the implementation of budget reforms as prescribed the MFMA and National/Provincial Treasury
- Monitor implementation of the annual budget in line with approved SDBIP and regulations
- Ensure alignment of the IDP with the annual budget and Mscoa
- Compilation of the annual financial statements and addressing audit queries
- Ensure compliance to the MFMA, regulations and other Local Government legislation
- Preparing statistics reports depicting short to medium-term expenditure and revenue trends and distribute monthly budget reports.
- Compile and submit all reporting in term of the MFMA, Back to Basics financial reporting

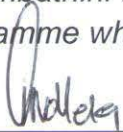
- Administration and monthly reporting of grants.

Application letter **NOT** Z83 application forms (clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications, Id and Drivers License must be sent to the **Municipal Manager, Mkhambathini Municipality, Private Bag X04, Camperdown, 3720** or hand deliver at : **No 18 Old Main Road, Camperdown, 3720.**

**Closing date 24 February 2017.** Kindly note that should you not be contacted within a period of 30 days after the closing date, consider your application as unsuccessful.

Enquiries regarding the post can be directed to **Mrs P.A Mncwabe, Human Resources Officer at 031 785 9300.**

*Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.*



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**MS T.C NDLELA**  
**MUNICIPAL MANAGER**