



EXTERNAL ADVERT

The Mkhambathini Municipality hereby invites suitable qualified applicants to -apply for the following position:

DEPARTMENT: TECHNICAL, DEVELOPMENT AND TOWN PLANNING SERVICES

MIG DATA CAPTURER (2-YEAR FIXED TERM CONTRACT)

REMUNERATION: R176 551.00 per annum (all inclusive)

MINIMUM REQUIREMENTS

- Grade 12 or National Senior Certificate
- Diploma in Civil Engineering or equivalent qualification.
- 2 years' experience and knowledge within a building environment will be an added advantage.
- Fully computer literate (MS Office, MS Word, MS Excel and PowerPoint)
- Code B driver's license

KNOWLEDGE SKILLS AND COMPETENCY

- Good communication skills both verbal and written in English and IsiZulu
- The ability to understand the Municipality's objectives, and the impact of decisions on the community and the functioning of the department.
- The ability to identify and solve problems of a basic nature.
- Knowledge of the operation of MIG will be an added advantage.

KEY PERFORMANCE AREAS

- Capture all data relative to PMU information (e.g. MIG-MIS forms, NDPG-MIS, EPWPD forms and IMIS Project Management data).
- Management and maintenance of the national monitoring database.
- Liaise with Provincial and National IT specialist on related issues.

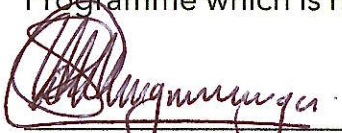
- Manipulation of data for the preparation of all necessary reports to municipal and the relevant provincial and national departments.
- Ensure compliance of all legal aspects and conditions, required from the different spheres of government.
- Conduct site visits/meetings to ensure compliance to business plan conditions.
- Support and assist with all administrative duties required by the PMU team.
- Processing of related correspondence and assistance in report generation.
- Register maintenance: site-visit reports, OH&S register etc.

Application form (accessible from the municipal website and municipal office) clearly stating the position you are applying for, together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720 or emailed to: Recruitment@mkhambathini.gov.za**

Closing date 16 August 2024 Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Ms. P.P Ngubane, Director: Corporate Services at 031 785 9310.

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



MR. S. MNGWENGWE
MUNICIPAL MANAGER