



## **INTERNAL ADVERT**

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

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### **DEPARTMENT: TECHNICAL, DEVELOPMENT AND TOWN PLANNING SERVICES MIG DATA CAPTURE (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.

**Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown  
3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

**Closing date 12 July 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**