



**UMNGENI MUNICIPALITY VACANCIES**  
***uMNGENI MUNICIPALITY with its legislative and administration seat in***  
***Howick seeks the services of suitably qualified and/or experienced persons***  
***for the following posts:***

**NOTICE NO: 02/2021**  
**EXTERNAL /INTERNAL ADVERT**

**COMMUNITY SERVICES**

**DEPARTMENT**

**TELECOMMUNICATOR**

***Task Grade 09: R205 328.40 – R266 521.20 per annum  
plus the normal fringe benefits***

**Requirements**

- Matric / Grade 12
- Ability to Communicate in English & IsiZulu
- Computer Qualification
- 2-3 years relevant experience

**Responsibilities**

Communicates and transfers information to / from operational personnel, public and/or internal departments.

- Activating procedure / protocols relevant to fire, rescue disaster management and essential services activity.
- Interacting with the callers and operational personnel on computer Resources Management System, telephones, / two-way radios with respect to specific actions and proceeding with the communication thereof to

relevant departments / emergency functions to respond.

- Identifying vehicles, equipment and personnel for specific responses e.g. contacting electricity/ engineers and deciding priorities of allocating plant /equipment and vehicles to emergencies.
- Recording updating registers with details of messages, occurrences and responses.
- Dispatching pre-determined resources to incidents and coordinating activities through the resources management systems.
- Monitoring direct fire alarm signals, record findings, and effect necessary pro-active and re-active emergency measure.
- Attending to copy typing of statistical reports and other related documentation in accordance with guidelines for management reporting.
- Liaising with other Municipal departments to avoid possible delays of resources.
- Performing switchboard telephonist duties by relaying administrative telephone calls to responsible persons.

- Performing database back-ups of all critical computer databases.
- Printing forwarding and filing daily occurrence log and other database status sheets for all service providers.

## **TRAFFIC OFFICERS (5)**

*Task Grade 09: R205 328.40 – R266 521.20 per annum plus the normal fringe benefits*

### **Requirements**

- Traffic Officer Diploma and Grade 12
- Code B/EB drivers licence
- Valid Peace Officer Certificate
- 2 to 3 years' experience
- Certificate: Examiner for driving licences will be an added advantage.
- Knowledge of E-Natis will be an added advantage

### **Responsibilities:**

- Law Enforcement and Traffic Control in terms of the National & Provincial Road Traffic Act 93/1996.
- Law enforcement in terms of the Municipal By-laws Ordinance 24/1974
- Administrative duties relating to Traffic & Licensing
- Carries out general Crime Prevention duties
- Regulate Traffic at areas of congestion.
- Ensuring public of public safety.
- Enforcement of Municipal By-laws
- Conducting speed enforcement operations

- Administrative duties related to vehicles licencing.
- Perform learners licence examinations.
- Perform radio control duties.
- Attending Traffic related complaints as well as complaints from the public.
- Point duty and traffic control when and where necessary.
- Conduct speed enforcement operations by laser or camera devices and reporting thereon.
- Participating in routine checks, stopping vehicles and conducting inspections, vehicles road worthiness, vehicle registrations and attending to road infringements / rules;
- Issuing of fines, warnings and serving of summonses on offenders and executing arrests for outstanding warrants and more serious offences.

## **CHIEF CLERKS: LICENSING (4)**

*Task Grade 08: R182 363.88 – R236 726.88 annum plus the normal fringe benefits*

### **Requirements**

- Matric / Grade 12
- Computer Qualification
- Grade F Certificate
- Valid driver's license will be an added advantage
- E-Natis knowledge
- 12 months experience and above

## Responsibilities

Performs activities associated with the Drivers and Learners Licensing Section. Performs Administrative duties in conducting and invigilating applicants Learner Licence Examinations and functions associated with the processing and updating of information associated with the income and expenditure activities in the sub-section, generating transactional/ instructional based documentation and reports, attending to and forwarding functional related queries/complaints to specific departments for attention and resolution.

- Conducting inspections to ensure compliance with registration requirements thus ensuring that Learners and Drivers Licence applicants are in possession of necessary documentation.
- Ensuring that applications are processed on both the E-Natis and Pro-Licence systems
- Ensuring that the applicants fingerprints are processed
- Issuing of Learners Licences and Drivers Licence Renewals and explaining the content thereof to ensure that the applicants are fully aware of the contents thereof
- Receipting and recording of fees received prior to receipting
- Processing of transactions, verifying identity documents, signatures and verifying the issue
- Reconcile cash received against receipts issued

- Forwarding reports and other documents to relevant sections for further processing

Manages activities associated with the Motor Vehicle Licensing Section and Traffic administration and Learners Licence. Performs Administrative and Secretarial duties and functions for the Licensing Staff and the Manager: Traffic & Licensing

- Assist with staff queries and needs to enable a smooth operation of their functions at Motor Licensing and Learners Licence Section,
- Ordering of Internal Stock, logging calls for the office and following up thereof,
- Checking and marking of the attendance timetable and the application for leave/sick leave, ensuring the daily roster is completed, signed and handed to HR on a monthly basis,
- Requesting of quotations and follow ups,
- Performing/sorting problematic learners licence functions, dealing / assisting with queries both in person and telephone,
- Dealing with all round telephone queries related to Traffic, Motor Licensing and learners licensing,
- Typing of letters for staff when dealing with other municipalities or public,
- Assisting both supervisors(admin) and Traffic with situations that are beyond their control,
- Ensure that Senior Clerk Licensing Daily Banking is accounted for, documents completed and banking deposited,
- Ensure that banking totals are updated on audit spreadsheets and that finances balance
- Submit report to Manager monthly on banking

process and completion thereof

- Ensures that Licensing staff confidentiality reports are completed and submitted to Department of Transport
- Liaises with DOT to ensure staff compliance, daily issues, reports and compliance connected therewith and submission of confidential documents.

## **SENIOR CLERK (ADMINISTRATION)**

*Task Grade 06: R133 982.52 – R173 929.80 annum plus the normal fringe benefits*

### **Requirements**

- Matric / Grade 12
- Computer literacy
- Grade F Certificate
- Ability to work under maximum pressure
- 6 months experience and above.
- Knowledge of E-Natis

### **Responsibilities**

Performs duties and functions associated with Traffic Administration. Performs related Administrative duties and functions associated with Drivers and Learners Licensing related to E-Natis functions and Traffic Contravention Systems.

- Capture all traffic notices issued on E-Natis and Trafman Traffic Systems
- Capture representations, update results and notify accused of result
- Compile J78 and Submit all traffic notices to relevant courts.
- Compile Court Roll as per court dates, ensure

documents attached and ensure relevant roll submitted to court as per agreement

- Capture Court results, payments and reductions
- Capture warrants of arrest results and submit same to court
- Print warrants of arrest and submit to court for magistrate signature
- Ensure an effective and efficient filing system is maintained for all notices and warrants

## **CASHIERS X 2**

### **SECTION: TRAFFIC & LICENCING**

*Task Grade 06: R133 982.52 – R173 929.80 annum plus the normal fringe benefits*

### **Requirements**

- Matric / Grade 12
- Computer literacy
- Grade F Certificate
- Knowledge of ENATIS
- 6 months experience and above

### **Responsibilities**

Performs activities associated with the Drivers and Learners Licensing Section associated with the processing and updating of information related to the income and expenditure activities in the sub-section, generating transactional / instructional based documentation reports, attending to the forwarding functional related queries / complaints to specific departments for attention and resolution, controlling and monitoring all moveable assets.

- Receive payment against services rendered
- Reconcile cash received against receipts issued
- Maintain documents and records of transaction procedure
- Post transaction on cash register or other approval means
- Balance cash drawer against system reports and resolve any discrepancies,
- Deposit funds into proper accounts
- Prepare summary report to reflect cash flow
- Prepare and maintain various records, reports and file as required.
- Assist with staff queries and needs to enable a smooth operation of their functions at the Drivers Licensing Section,
- Ordering of Internal Stock, logging calls for the office and following up thereof,
- Performing all Licensing functions as per E-Natis
- Dealing with all telephonic and personal queries related to Licensing.
- Updating applicants on Licence Pro
- Prepare application forms for learners licence class as per register
- Processing of Drivers Licence applications
- Processing of PrDP applications
- Issuing of Licences as applied for
- Assist Examiners with Eye-testing and fingerprinting
- Maintain sequential filing system of all related documentation.

## **TECHNICAL SERVICES DEPARTMENT ENGINEERING TECHNICIAN**

*Task Grade 11: R272 915.52 – R354 276.72 annum plus the normal fringe benefits*

### **Requirements**

- National Diploma: Civil Engineering or Higher / and or Diploma in Environmental Management
- Computer Literacy
- Code EB Driver's License
- 2 – 3 years relevant experience

### **Responsibilities**

- Coordinates and controls the operations of the Landfill Site.
- Monitoring and implementing procedures.
- Establishing resources requirements.
- Planning and scheduling work programs and evaluating outcomes.
- Monitoring and attending to deviations in productivity and performance.
- Approving and/or verifying adjustments or amendments to operating, administrative and/or reporting sequences/ practices.
- Coordinates and controls tasks/ activities associated with controlling personnel performance, productivity and discipline.
- Landfill Site and Engineering Functions.
- Information Recording and processing.
- Asset Management

# **HORTICULTURIST –MUNICIPAL PARKS GARDENS AND ENVIRONMENT**

*Task Grade 10: R231 180.60 – R300 074.16 annum plus  
the normal fringe benefits*

## **Requirements**

- A recognized National Diploma in Horticulture or equivalent qualification
- Computer qualification
- Code EB Driver's License
- 2 – 3 years relevant experience

## **Responsibilities**

Coordinates and controls activities and key deliverables associated with the Horticulturist Section (Municipal Parks Gardens, Streams & Gutters through the provision of work programs, conducting of workshops, interacting and maintaining key contacts with a view to establishing and maintaining a positive relationship with the communities, in order to ensure that horticulture receives maximum exposure.

- Controls the critical key performance areas of the functionality associated with horticulturist work objectives by:
- Identify with the key deliverables and immediate goals with regards to the horticulture service.
- Planning daily, weekly and monthly work programs to the Section, submitting verbal and written reports on section objectives of available and required resources, such as finance, equipment staffing and vehicles.

- Providing a service to the community by identifying plants, noxious weeds and their characteristics when required.
- Attending to complaints from the public concerning horticultural matters (Grass cutting, clearing of rubble, lopping of trees, removal of dead plants) and taking immediate action.

# **EXECUTIVE SECRETARY**

*Task Grade 07: R161 966.28 – R210 255.84 annum plus  
the normal fringe benefits*

## **Requirements**

- Matric / Grade 12, Diploma in Public Management
- Computer qualification in Microsoft Word package
- Valid driver's license will be an added advantage.
- 3 years' experience in secretarial duties

## **Responsibilities**

Performs specific tasks / activities associated with the provision of administrative and secretarial support by:

- Scheduling, confirming and updating the diary of the Manager and alerting or indicating priority/ urgent meetings requiring attention.
- Organising, confirming and scheduling meetings/ appointments with internal departments/ external officials, arranging the venue and attending to catering/ refreshments

requirements.

- Copy typing and formatting documents/ reports and creates presentations using word processing and related office applications.
- Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/ or seeking information and approval of and communicating response established for specific/ or routine matters.
- Preparing notification, agendas and minutes for specific meetings (Council/ Executive Committee) and attending to the distribution and/ or arranging for the collection of documentation prior to scheduled meetings.
- Perusing Council and Committee Agenda and Minutes of Meetings and identifying with items associated Section's activities requiring the attention of the Manager.
- Preparing travel arrangement requirements for the Manager and communicating requirements to relevant department personnel.
- Coordinating petty cash requirements and reconciliation, and reporting on anomalies to the Manager.
- Undertake all administrative duties related to the corporate services department to ensure the meeting of deadlines in respect of all planning applications.

Maintains and access records of discussions, instructions and correspondence

- Referencing source documentation, reports and / or instructions using alpha-

numeric sequential codes, to facilitate retrieval.

- Updating files and legal documentation inserting current and relevant information and seeking approval on the destruction of old or outdated correspondence.
- Retrieving supporting documentation and records to facilitate and support query resolution.
- Attending to telephonic call and visitors to the Department, establishing nature of visits and directs requests to appropriate personnel.

## **TLB OPERATOR**

### **(ROADS & STORMWATER SECTION)**

*Task Grade 06: R133 982.52 – R173 929.80 annum plus the normal fringe benefits*

#### **Requirements**

- Matric / Grade 12
- Code EC driver's license – PDP –
- Heavy Plant Operation Certificate
- Ability to work under maximum pressure
- 6 months traceable experience and above

#### **Responsibilities**

Performs tasks / activities associated with excavation of trenches and graves, loading of trucks, and operation of heavy vehicle during rad and storm water maintenance activities and excavation of graves.

- Receiving instructions and / or communicating with the immediate superior to establish details of tasks

- Inspecting safety devices, controls, lubricant levels, etc on vehicles and reports defects,
- Observing and / or participating in the loading/ offloading sequences of material (storm-water pipes , rubble, etc)
- Transporting material and equipment to / from specific locations.
- Act as Driver Supervisor when required to supervise.
- Communicating with the Supervisor on site and confirming requirements / specifications.
- Operate equipment used for construction purposes such as trucks, cranes, bulldozers, compactors, graders, TLB's and excavators.
- Build levels and excavate land surfaces using a variety of construction equipment.
- Build levels and excavate land surface using a variety of construction equipment.
- Clean construction areas for debris and hazardous materials prior to beginning of a task.
- Perform a variety of pre-winter and pre-summer maintenance activities on roads
- Perform dust control and dirt compaction by operating relevant equipment.
- Maintain driving and maneuvering the vehicles and engaging controls to operate mechanisms to facilitate specific sequences (tipping etc).
- Controlling the utilization of materials (sand, rubble, storm-water pipes etc) and discharging / offloading required quantities of materials for repair or reconstruction work.
- Loading of rubble, material, etc. on tip trucks.

- Excavating trenches to expose underground water, storm-water pipes, electric cables, Telkom cables, etc and the laying of storm-water pipes, etc.
- Backfilling of excavated trenches and leveling of sites.
- Excavating graves according to the correct size i.e. dept, width and length.

## **GENERAL WORKERS (23)**

***Task Grade 03: R103 741.80 – R119 588.64 annum plus the normal fringe benefits***

### **Requirements**

- Secondary Level of Education
- Be of sound mind (mental fitness) and be fit physically.
- Ability to clean and meet tight deadlines.
- Ability to work under maximum pressure
- 1 – 3 Months experience

### **Responsibilities**

Performs laboring activities / activities associated with refuse removal from designated Municipal areas and dumping at designated landfill sites. Undertakes general laboring tasks including roads and Stormwater maintenance, grass cutting, verge maintenance and other.

- Collecting domestic refuse and other disposable containers and loading onto refuse vehicle.
- Collecting garden refuse / animal carcasses and loading onto refuse vehicle.



- Collecting commercial refuse and other disposable containers and loading onto vehicle.
- Providing refuse bags to relevant households and businesses.
- Unloading refuse vehicle at relevant disposal sites when the refuse truck is not in use.
- Observing relevant safety procedures.
- Cleaning and maintenance of streets and verges, in order to improve aesthetics of the Municipal area, using hand held cleaning tools.
- Sweeping streets and pavements by using broom and dustpan.
- Clearing of litter by using litter spike and refuse bags.
- Clearing leaves / grass with rake.
- Empty streets litter bins into refuse bags for loading and disposal to landfill sites and replacing refuse bags in bins.
- Loading of equipment/tools/materials and offloading at sites /depot.
- Undertakes general laboring task as assigned from time to time including roads and stormwater.

## **DEPARTMENT OF FINANCE**

### **ADMINISTRATOR ACCOUNTS**

#### **(ENQUIRIES)**

*Task Grade 09: R205 328.40 – R266 521.20 per annum  
plus the normal fringe benefits*

#### **Requirements**

- Grade 12 and /or relevant tertiary qualification
- Computer qualification
- 2 – 3 years relevant experience

#### **Responsibilities**

- Preparing and processing debited/credit notes for consumer accounts (eg. Meter reading fees etc)
- Processing the connections for new services and disconnections for termination of services and ensure the deposits are refunded to consumers.
- Data capturing information, debit/credit notes, transfer of consumer accounts;
- Act and assists with posting meter books.
- Establishing the nature and /urgency of the query / complaint.
- Interacting with relevant departments on queries / problems and / or accessing / retrieving details of work undertaken (connections/disconnections) to support departmental feedback.
- Reverting to the enquirer / complaint and providing details to support specific outcomes

or commenting on the status and/or attention afforded to the query / complaint.

## **CASHIER X 2**

### **SECTION: INCOME**

*Task Grade 06: R133 982.52 – R173 929.80 annum plus the normal fringe benefits*

#### **Requirements**

- Matric / Grade 12
- Computer Literacy.
- More than 6 months experience as a cashier.

#### **Responsibilities**

Performs tasks associated with processing and resolving account queries by:

- Calculating balances and explaining transition recordings and penalties applicable and providing information specific on service.
- Collects and count payments tendered verifying total against amount due and or seeking identification,, checks recording and processing cheque payments.
- Reporting and recording of all surplus, shortages and errors to seeking identification specific on service.
- Reporting and recording of all surplus, shortages and errors to the supervisor.
- Issuing receipts reflecting amount tendered and confirms recording with the customer.
- Reliving supervisor when necessary
- Opening of cheque box
- Capturing of staff accounts

- Processing of receipts and doing changing of ownership.

#### **Cash reconciliation**

- Maintains and access records of transactional processes, related documentation, instructions and correspondence.
- Verifying cash receipts schedules / reports against cash/cheque totals with the immediate superior and/or attending and rectifying deviations in recordings or counts prior to forwarding depositing.
- Attaching duplicate receipts and deposit to facilitate resolution of specific enquires.
- Accessing / retrieving information and records to facilitate resolution of specific enquires.
- Maintain a safe and secure system for the safe-keeping of cash, cheque and other forms of payment.

## **DEPARTMENT OF**

## **CORPORATE SERVICES**

### **GENERAL WORKER (CLEANERS) X10**

*Task Grade 03: R103 741.80 – R119 588.64 annum plus the normal fringe benefits*

#### **Requirements**

- Secondary level of Education
- Be of sound mind (mental fitness) and be fit physically.
- Ability to clean and meet tight deadlines.
- Ability to work under maximum pressure
- 1 – 3 months experience

## **Responsibilities**

Undertakes activities associated with maintaining cleanliness of the designated areas (Municipal Building, Flats, Offices, Libraries, Museums, Clinics and Public Toilets) in accordance with the laid down instructions

- Receiving verbal instructions from immediate Superior on the work programme and/priorities related to specific Departments and/or communicating specific cleaning material requirements.
- Commencing with cleaning sequence, mixing and using chemical detergents to remove stains/dirt from painted/polished or carpeted surfaces.
- Vacuuming carpeted floor areas, dusting and tidying desktops and shelves.
- Emptying all basket bins, and placing contents at designated control points.
- Sweeping verandahs with a broom, picking up litter/refuse and disposing off at control points.
- Cleaning ablution facilities, mopping floors and wiping ceramic surfaces, replacing toilet rolls, towels, etc. and checking and reporting defective items to the immediate Superior for attention.
- Washing utensils/tea cups applying detergents to remove dirt and rinsing, wiping and setting items into cupboards.
- Cleaning library shelves and packing books accordingly.

## **DEPARTMENT OF ECONOMIC DEVELOPMENT AND PLANNING**

### **MANAGER: LOCAL ECONOMIC DEVELOPMENT (LED)**

*Task Grade 17: R640 943.40 – R831 993.48 per annum plus normal fringe benefits*

## **Requirements**

- B-Degree in Economic, Agriculture or relevant equivalent qualification;
- A post graduate qualification (Honours / Masters) will be an added advantage;
- Minimum of 3 years proven managerial / supervisory experience;
- Knowledge of relevant public sector legislation
- A Valid Code EB (08) drivers licence.

## **Competencies**

- Excellent written and verbal communication skills
- Advanced computer skills (MS Office)
- Project Management skills
- Analytical, problem solving, research and negotiation skills.

## **Responsibilities**

- Conducting and commissioning the review and implementation of the municipality's LED strategy;
- Conceptualisation; designing; implementation and review of all relevant investment

promotion and attraction, economic development and tourism strategies;

- Reviewing and implementing municipal policies and bylaws related to economic development;
- Coordinating the sitting of the Local Economic Development forum, business forums and participation in Provincial and National engagements;
- Identification of projects that promote Local Economic Development within the municipality.
- Supervision of all LED personnel and performing all administrative functions and reporting requirements;
- Sourcing funding opportunities for identified municipal projects;
- Conceptualisation of support interventions for local businesses;
- Enforcement of all relevant business regulations;
- Functioning as liaison between the Municipality, investors and other organs of state for economic development purposes;
- Overseeing the assessment, monitoring and evaluation of implemented projects in the municipality

## **SENIOR TECHNICAL PLANNER**

***Task Grade (12): R322 213.56 – R418 242.72 per annum plus normal fringe benefits***

### **Requirements**

- National Diploma in Town and Regional Planning and / or B-Tech / B-degree / post graduate qualification in Town and Regional Planning.
- Registration/ eligibility for registration as a professional planner with the South African Council for Town and Regional Planners;
- 3 to 5 years relevant experience;
- A valid Code EB (08) drivers licence

### **Competencies**

- Sound knowledge of relevant legislation;
- Excellent research and report writing skills;
- Strong spatial planning background;
- Advance computer skills

### **Responsibilities**

- Coordinates and controls tasks/activities associated with the implementation of Land Use Management legislation.
- Designating, regenerating, and enhancing public spaces through innovative urban design principles.
- Coordinating and controlling activities / task associated with urban and rural land use and Environmental planning by processing various SPLUMA Land Use application and processing building plans from the Building Inspector's office for compliance;

- Assisting the Manager; Town Planning with the development implementation and review of spatial planning instruments, such as Spatial Development Frameworks, local Area Plans, precinct plans, SPLUMA bylaws and other relevant policies;
- Act as a Public liaison between the municipality and other organs of state;
- Analyzing spatial data to determine trends and consequences for development.
- Assist with the enforcement of the municipal Planning and Land Use Management bylaws.

## **OFFICE OF THE MUNICIPAL MANAGER**

### **IDP OFFICER**

*Task Grade (12): R322 213.56 – R418 242.72 per annum plus normal fringe benefits*

#### **Requirements**

- An appropriate Tertiary Qualification in Development Planning, Town Planning, Economics, Public Administration, Project Management;
- Ability to interpret demographics and economic data
- Excellent report writing ability;
- Knowledge of municipal legislation;
- Computer literacy in MS-Office Suite
- Valid Driver's license Code B;
- Language proficiency in at least two of the two official languages of the KZN (IsiZulu and/or English).

- 3 years relevant experience in Integrated Development Planning, Urban Economics, Public Administration or Project Management

#### **Responsibilities**

- Conduct secondary research and on the IDP related activities and key government policies and programmes that must align with the Municipality's IDP;
- Coordinate the development of the Municipality's Integrated Development Plan in conjunction with, internal and external stakeholders;
- Coordinate the implementation of Integrated Development Planning of uMngeni Municipality;
- Coordinate communication between the Municipality's IDP office and internal and external stakeholders for the development of the IDP;
- Coordinate IGR and Public Participation activities;
- Provide administrative support

Failure to comply with the provision of any of these advertisements and/or the *canvassing of Councilors* and/or officials and/or rendering of false information on the application, will result in disqualification. The appointment of any applicant is at the sole discretion of the Municipality. The Municipality is an equal opportunity, affirmative action employer. The Municipality's target is to appoint from the previously disadvantaged group and people with disabilities.

Application forms will be obtainable on our website ([www.umngeni.gov.za](http://www.umngeni.gov.za)) or at our HR Office. Application in a sealed envelope, clearly marked (Application of the Post together with the Certified copies of qualifications: ...) a relevant post and the Department addressed to **the Municipal Manager**, uMngeni Municipality, P O Box 5, Howick, 3290, must be received by the Registry Section on/or before **12<sup>th</sup> March 2021**. No faxed or late applications will be accepted.

For enquiries please call the respective Departments through Switchboard number (033 – 2399200)

If you are not contacted within fourteen (14) days after closing date you should consider your application unsuccessful.

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**T. CIBANE**  
**MUNICIPAL MANAGER**