



UBUHEBEZWE MUNICIPALITY

EXTERNAL ADVERTISEMENT

Ubuhebezwe Municipality with its seat in Ixopo invites applications from suitable qualified persons for appointment to the following positions:

OFFICE OF THE MUNICIPAL MANAGER

Internal Auditor

Salary Scale: R 297 717.90 – R386 658.77 per annum (T11)

Applicable benefit: Medical Aid, Pension, 13th Cheque and Homeowner's Allowance.

Minimum Requirements:

- Grade 12 Certificate.
- Bachelor's Degree/National Diploma majoring in Financial Accounting/Auditing/Internal Auditing or equivalent qualification.
- 3 years' experience in the auditing environment.
- Computer literacy.
- Interpersonal, Communication, and financial management Skills.
- Report writing skills.
- A valid driver's license.

Key Performance Areas:

- Document all relevant systems, procedures, operations, transactions, flows and activities identified by the audit plan.
- Plan own activities and assist with risk analysis.
- Identify and analyse inherent risks to systems and processes.
- Perform process analysis and detailed testing of transactions.
- Recommending Appropriate Controls: Propose the most suitable controls, aligned with organisational policies and procedures, in cases where controls are lacking.
- Audit Testing: Conduct through testing of specified processes to assess the design and operational effectiveness of controls.
- Report weaknesses of the system of internal control and make recommendations to management.

INFRASTRUCTURE PLANNING AND DEVELOPMENT DEPARTMENT

Town Planner Trainee

18 months Fixed Term Contract, Stipend: R5 000.00 Per Month

No municipal benefits will apply (pension, medical aid, etc.) and applicants are required to make their own arrangements in respect thereof

Minimum Requirements

- Grade 12 Certificate
- Bachelor's Degree or National Diploma in Town Planning/Town and Regional Planning
- The ability to operate a personal computer, utilize word processing programs and Microsoft Excel and PowerPoint
- The ability to create, revise, edit and produce documents with particular regard to accuracy, quality and given instructions
- Time management skills
- Basic research skills

Key Performance Areas

- Provide assistance in terms of all submitted statutory planning permit applications.
- Compile documentation (under instructions and direction of the planner and Junior Town Planner) to help prepare planning reports and other planning unit work.
- Maintain an adequate filing system for the planning and building inspectorate units.
- Provide clerical, scheduling and administration support to senior officials of the unit as required in conclusion with the Supervisor
- Provide administration assistance in the delivery of Council sustainable projects as required
- Ensure delivery of the functions and tasks within the municipality as required
- Exercise confidentiality in all processes and communication associated with the job
- Perform any other duties assigned by the supervisor.

COMMUNITY AND SOCIAL SERVICES DEPARTMENT

Horticulture Trainee

18 Months Fixed Term Contract

Stipend: R5 000.00 Per Month

No municipal benefits will apply (pension, medical aid etc.) and applicants are required to make their own arrangements in this respect.

Minimum Requirements

- Grade 12 Certificate
- National Diploma in Horticulture

Key Performance Areas

- Assist in the parks and gardens by applying scientific knowledge in the cultivation and propagations of plants
- Assist with proper techniques of handling parks and gardens
- Assist with cultivation of flowers, shrubs and trees in the municipal parks, gardens and amenities
- Assist with pests and plant disease control
- Assist with the landscape design to create parks, gardens and recreational areas, with due consideration for conversation and preservation of natural resources
- Keeping all municipal parks clean.

Ubuhebezwe Municipality is an equal opportunity, affirmative action employer.

A signed letter of application indicating the position being applied for, together with a comprehensive Curriculum Vitae and certified copies of certificates and Identity Document, must be forwarded to: The Municipal Manager, P. O. Box 132, Ixopo, 3276 by not later than 16h00 on 03 May 2024. Alternatively, applications can be hand delivered at: Ubuhebezwe Municipality, 29 Margaret Street, Ixopo, 3276. Faxed applications will not be accepted. If you do not hear from Council within 30 days of the closing date, please consider your application as unsuccessful. All enquiries should be directed to the HR Officer, Mr. TPI Msani at (039) 834-0385.

People with disabilities are encouraged to apply.

Council reserves the right not to make any appointment into the abovementioned positions.

ME Mkhize
Municipal Manager