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CORPORATE SERVICES DEPARTMENT

Position: Human Resource Officer (Task Grade 11)

Remuneration: R 269 397, 36 P. A Plus Normal Municipal Benefits

REQUIREMENTS:

- Grade 12
- Degree/National Diploma in Human Resource / Public Management or any other relevant qualification.
- A minimum of 3 years relevant experience with Extensive Knowledge in Labour Relations and PMS.
- Computer Literacy.
- Valid Driver's Licence.
- Good communication skills in both isiZulu and English.
- Ability to interpret HR Policies and Applicable legislation.
- Ability to maintain confidentiality.
- Ability to write submissions, reports, conduct investigations and representing the employer at a disciplinary hearings.

KEY PERFORMANCE AREAS:

The successful candidates will be responsible for the following duties:

- Execute recruitment and selection of personnel.
- Assist in developing job descriptions and update the organizational structure.
- Draft job advertisement and obtain approval before publishing adverts internally and or externally.
- Administer and prepare for shortlisting, interviews, appointments, induction, probation and terminations of employment contracts.
- Administer and ensure that proper filing system for employees and councillors is maintained.
- Prepare and submit Returns of Earnings to department of Labour.
- Responsible for the administration of employee and councillor benefits - Leave, Pension, Medical Aid, Funeral Claims and Injury on Duty.
- Responsible for training and perform advisory function in the application of HR Policies and employee benefits.
- Prepare and provide relevant Human Resource reports to the Assistant HR

Manager and serve as a secretary of all HR Committees and sub-committees.

- Conduct investigations on issues of staff misconducts and write investigation reports.
- Compile case bundles for the Unions, Presiding Officer, Prosecutor and the witness.
- Facilitate the grievances submitted in line with Local Government Collective Agreement
- Prepare the sittings of disciplinary hearings.
- Capacitate and advise Supervisors in dealing with employee misconducts and grievance procedures.
- Assist in the development of HR policies and procedure manuals.
- Performs PMS related functions

BUDGET AND TREASURY DEPARTMENT

POSITION : ASSET MANAGEMENT OFFICER (TASK GRADE 11)
REMUNERATION : R 269 397,36 P.A PLUS NORMAL MUNICIPAL BENEFITS

REQUIREMENTS:

- Grade 12
- Degree/ National Diploma in Accounting/ Asset Management / Supply Chain Management or any relevant NQF Level 6 qualification.
- Minimum of 2-3 years' relevant experience.
- Extensive knowledge of Supply Chain Management Procedures and National Treasury Regulations.
- Computer Literacy.
- Good communication skills in both isiZulu and English.
- Good Data and Record Management Skills
- Valid Driver's Licence.
- Excellent report writing and presentation skills.

KEY PERFORMANCE AREA

- Ensure that all assets are insured and damages to assets are claimed on time
- Ensure all assets are recorded and barcoded in the asset register
- Perform physical asset verification and submit reports.
- Establish the asset management capability of the organisation
- Monitor and review the capturing of all physical assets in the physical asset management
- Monitor and review the allocation of assets in accordance with the relevant policy and procedures
 - Manage the determination of the asset allocation according to policy and procedure of the organisation
 - Manage capturing of asset information on the inventory list (room list) of the asset holder
 - Make follow up on missing assets to ensure that they are accounted for
 - Manage the performance of asset verification according to prescribed time frames,
 - Compile reports on the state of assets,
 - Ensure compliance with Supply Chain Management policies.
 - Manage the disposal process.
 - Follow asset management procedure for all assets delivered as per policy and procedure – updated asset registers at all times.
- Planning future requirements and replacement vehicles to be factored into the budgeting process.
- Analyzing the Municipality's need for vehicles and liaising with fleet providers for the availability of vehicles.
- Monitoring and reporting misuse and abuse of the fleet vehicles.

- Implementing controls to deter fraud, abuse and misuse and following disciplinary procedures if necessary.
- Establishing a work programme and schedule so that there is effective planning, control and management of the fleet.
- Monitoring the repairs and maintenance of the vehicles, ensuring service and repairs are carried out timeously.

COMMUNITY SERVICES DEPARTMENT

Position : Principal Community Programmes Officer (Task Grade 13)
Remuneration : R 358 065.59 P. A Plus Normal Municipal Benefits

Minimum Requirements:

- Grade 12
- Degree/ National Diploma in Social Science or any other relevant qualification.
- Minimum of 3 years relevant experience.
- Extensive knowledge of Local Government and applicable legislation.
- Computer Literacy.
- Valid Driver's Licence.
- Excellent report writing and presentation skills.

Key Performance Area

The successful candidate will perform the following duties:

- Promote, facilitate, guide and coordinate all social Upliftment and cohesion programmes aimed at addressing the inequalities and /or lack of access to economic opportunities experienced by disabled people, children, farm workers, gender, senior citizens and HIV and AIDS pandemic.
- Implement necessary plans and strategies to enable empowerment of all the groups within the municipality.
- Prepare and maintain database in line with all the need of the unit's target groups.
- Implementation of IDP, PMS and SDBIP as it relates to the units target groups and preparation of reports.
- Network and mobilise resources to assist in the implementation of the unit's objectives.
- Promote stakeholder participation and interventions through Operation Sukuma Sakhe.
- Work on any other special group as resolved by council.

Enquiries: Mr SA Radebe 060 521 8374 \ (039) 833 1038 (During Office Hours 08:00 to 16:30)

Please note: Applications must be submitted with a signed **Application Form** which can be found on our website www.ndz.gov.za accompanied by Curriculum Vitae with three references, certified copies of your academic qualifications, ID and Driver's license.

NB: PLEASE NOTE: No faxed, emails or late applications will be accepted. Correspondence will only be entered into with short-listed candidates, should you not receive correspondence within one month of closing date, please consider your application as unsuccessful.

The Municipality reserves the right not to make any appointment.

Please forward your application to Mr. N C Vezi, the Municipal Manager, Dr Nkosazana Dlamini-Zuma Local Municipality, P.O Box 62, Creighton, 3263 or Hand-deliver to: Municipality Building, Main Street, Creighton 3263 or 32 Arbuckle Street, Himeville, 3256 (During office hours from 08h00 to 16h30).

CLOSING DATE: 14th April 2022 AT 12:00 PM



Dr Nkosazana Dlamini-Zuma Municipality is an equal opportunity and Affirmative Action employer. We are committed to the achievement of diversity, equity and maintenance of representativity in terms of race, gender and disability. This is an Employment Equity targeted position and preference will be given to Indians, Coloureds, White Females and persons with disabilities.


N C VEZI
MUNICIPAL MANAGER

