

## **INTERNAL/EXTERNAL ADVERTS ZULULAND DISTRICT MUNICIPALITY**

Zululand District Municipality with its seat in Ulundi is an equal opportunity employer and subscribes to an affirmative action programme, which is non-racist, non-sexist, non-discriminatory and based on merit organisation. We offer the following challenging positions to a dynamic individual of stature and maturity who can further the image of the District Municipality in all its facets.

**DIRECTORATE : OFFICE OF THE MUNICIPAL MANAGER**

**DIVISION : MAYORAL SUPPORT**

**POST : MANAGER: MAYORAL SUPPORT**

**ANNUAL SALARY : R 576, 616.66 (TASK GRADE 15)**

Plus 13<sup>th</sup> Cheque, benefits such as Medical Aid, Pension Fund, Housing Scheme, Travelling and Cell phone Allowance.

**MINIMUM REQUIREMENTS:** Bachelor's Degree in Public Administration/ Management • Minimum of 3-4 years' experience in Local Government environment of which 2 years must be at a supervisory level • Sound knowledge of Local Government Management Legislations • Sound leadership and management skills coupled with knowledge of principles of good governance • Cutting edge verbal and written skills in both English and IsiZulu • Computer Literacy in latest MS Office applications • A valid SA motor vehicle driver's licence • Prepared to work under pressure, outside working hours, weekends and public holidays • Minimum Competency Levels as outlined in Government Gazette No. 41996 of October 2018 will be an added advantage

**KEY PERFORMANCE AREAS:** Responsible for the planning, organising, coordinating and controlling of all the activities within the Mayoral Support which includes inter alia: • Planning and management of all the functions in the office of the Mayor • Advise the Mayor on tactical and strategic issues • Develop a system to ensure logistical, administrative and other support to the Mayoralty • Control and manage the budget of the Mayor's office • Develop, manage and maintain both internal and external communication • Mainstreaming and coordinating of the Mayor's diary • Instil the protocol and the corporate culture in the Mayors' office • Ensure sound interaction between administration and political component • Compiling reports, corporate identity manual for the Mayor's office • Ensure that all legislative directives are adhered to • Initiate Mayor's programs and report thereon • Providing necessary support to ensure that the Mayor fulfils his political mandate.

**DIRECTORATE : CORPORATE SERVICES**

**DIVISION : INFORMATION COMMUNICATIONS & TECHNOLOGY (ICT)**

**POST : MANAGER: ICT**

**ANNUAL SALARY : R 576, 616.66 (TASK GRADE 15)**

Plus 13<sup>th</sup> Cheque, benefits such as Medical Aid, Pension Fund, Housing Scheme, Travelling and Cell phone Allowance.

**MINIMUM REQUIREMENTS:** Grade 12 / Matric Certificate • A recognised National Diploma/Degree in Computer Science / Information Technology or equivalent qualification (NQF 6/7) • Valid SA motor vehicle driver's licence • Minimum 3 -5 years' experience within the related field which 3 years must be at a supervisory level • Excellent knowledge of technical management, Information analysis and computer hardware / software system) • Ability to solve problems • Excellent analytical skills Good management, human relations, interpersonal and communication skills • Ability to function under pressure and independently • Certificate in MFMP/CPMD will be an added advantage.

**KEY PERFORMANCE AREAS:** Identifies and defines the immediate, short and long term objectives / plans in respect of maintaining synergy between the departments strategic intent and output of the Information Technology and Records Management Section • Ensure an Information Technology clean audit and AG compliance for the municipality • Manage and revise the licensing options of hardware / software according to legal standards • Manage information technology and computer systems • Plan, organize, control and evaluate IT and electronic data operations • Ensure the website and its content complies with MFMA Legislation • Design, develop, implement and coordinate systems, policies and procedures, ensure that the users are complying with ICT policies • Ensure security of data, network access and backup systems Identify problematic areas and implement strategic solutions in time • Prioritise future Information Technology needs with regards to municipal objectives • Handle annual budget and ensure cost effectiveness.

**DIRECTORATE : PLANNING DEPARTMENT**  
**DIVISION : PLANNING**  
**POST : PROFESSIONAL TOWN & REGIONAL PLANNER**  
**ANNUAL SALARY : R 576, 616.66 (TASK GRADE 15)**

Plus 13<sup>th</sup> Cheque, benefits such as Medical Aid, Pension Fund, Housing Scheme, Travelling and Cell phone Allowance.

**MINIMUM REQUIREMENTS:** A valid Matric Certificate • A recognised National Diploma /Degree in Town & Regional Planning or equivalent • Minimum of 3-4 years' experience in civil engineering environment, of which at least two year must be in local government • Intense knowledge in the development of business plans • Registration with engineering professional body will be an added advantage • A well-developed interpersonal and communication skills • Computer literacy in latest programs • A valid code EB driving license.

**RESPONSIBILITIES:** Analysing land use and building policies and strategies, geographic information and/or legislative requirements guiding the role and requirements of the Planning section in accomplishing service delivery objectives • Developing and administering long-term policy on land use and community development-planning programs • Reviewing land use applications and site plans for compliance with Municipal Regulations and Statutory Compliance, preparing/approving proposals encompassing drawings, design and cost estimates • Evaluating specific developmental projects conceptualised or considered as priority against institutional capacity and capabilities within the district region • Implementing procedures and processes to co-ordinate the consolidation of the IDP that adequately addresses the social, economic and ecological dimensions • Executing capacity building initiatives to facilitate understanding of legislation and policies pertaining to Developmental Town Planning • Participating in various meetings (internal and external forums, steering committees, consultants) and provides comments/ opinions on Town and Regional Planning issues • Preparing Planning reports including recommendations and supporting data for approval and submission to Council • Providing information to property owners, real estate developers and other related parties pertaining to land use applications, ordinances, regulations and related planning issues • Assist in developing and reviewing the Municipal Annual Report • Assist in Managing and coordination of Rural Roads Asset management programme.

**DIRECTORATE : CORPORATE SERVICES**  
**DIVISION : INFORMATION COMMUNICATIONS & TECHNOLOGY (ICT)**  
**POST : ICT TECHNICIAN**  
**ANNUAL SALARY : R394 551.66 (TASK GRADE 12)**

Plus 13<sup>th</sup> Cheque, benefits such as Medical Aid, Pension Fund, Housing Scheme, Travelling and Cell phone Allowance.

**MINIMUM REQUIREMENTS:** Valid grade 12 Certificate • National Diploma in Computer Science or Equivalent IT Qualification • Minimum 2-3 years as IT Support Technician (Hardware and Software) • JavaScript, JQuery, HTML, HTML5, CSS, CSS3, Web programming skills • A well-developed communication skills both verbal and written in English and IsiZulu • Valid SA motor vehicle driver's license.

**KEY PERFORMANCE AREAS:** Coordinates and implements tasks/ activities associated with the provision of End User support and analyses, diagnoses and resolves software/ hardware related problems ensuring optimum and uninterrupted functionality of operating systems and applications within the Department • Expedite the repair of hardware and software faults, configuration of problems to ensure functionality • Facilitate and design of the web – page including graphics, animation and functionality • Monitoring the web server and site technical performance • Update website contents and maintains all its functional elements • Repairs, modifies and update existing website, providing support and performing maintenance tasks such as repairing bugs and errors as well as developing workarounds • Provide IT support for the organisation • Ensure security and privacy of networks and computer system • Organise and schedule upgrades and maintenance of computer software.

**DIRECTORATE : PLANNING DEPARTMENT**  
**DIVISION : PROJECT MANAGEMENT UNIT (PMU)**  
**POST : SENIOR : TECHNICIAN -PMU**  
**SALARY : R 394, 551.66 PER ANNUM (TASK GRADE 12)**

Plus 13<sup>th</sup> Cheque, benefits such as Medical Aid, Pension Fund, Housing Scheme, Travelling and Cell phone allowance

**REQUIREMENTS:** Valid Matric Certificate • National Diploma in Civil Engineering / Project Management or relevant studies • Post Graduate studies will be an added advantage • Code EB driving license • 3 – 4 years relevant experience, of which 2 years must be in Local Government • Intense knowledge around the development of business plans • Registration with engineering professional body will be an added advantage • A well-developed interpersonal and communication skills • Computer literacy in latest programs • A valid code EB driving license.

**RESPONSIBILITIES:** Coordinate activities on site including service provider, outsourced Engineers (Employer's agent) and Contractors • Manage activities and or progress reports and seek additional information where necessary in order to maintain accurate record keeping • Attend project progress meetings • Conduct site inspections and confirm measurements according to the spec or payment purpose • Manage contractors and consultants and issue site instructions • Prepare tender documents for CAPEX projects. Make recommendations, deviations on the drawing plans, finance and variation orders, additional scope of work • Monitor performance data and address non-conformance • Reconciling and certifying payment claims receive from Contractors referring to progress and or operational status reports and, checking project expenditure against budget provisions • Ensure procedure, actions and interventions are implemented to support the provision of uninterrupted water supplies to communities.

**DIRECTORATE : TECHNICAL SERVICES**  
**DIVISION : OPERATIONS & MAINTENANCE**  
**POST : TECHNICIAN – WATER LOSS [ULUNDI]**  
**ANNUAL SALARY : R 334, 201.41 (TASK GRADE 11)**

Plus 13<sup>th</sup> Cheque, benefits such as Medical Aid, Pension Fund, Housing Scheme, Travelling and Cell phone Allowance.

**MINIMUM REQUIREMENTS:** A Valid grade 12 Certificate • National Diploma in Civil Engineering (NQF Level 6) • 3– 4 years' experience in water loss • A well-developed communication skills both verbal and written in English and IsiZulu • Valid SA motor vehicle driver's license.

**KEY PERFORMANCE AREAS:** Monitor the pressure-reducing valves in order to keep at the levels supportive to water-saving objectives • Oversee the repair of burst pipes and faulty bulk water meters in conjunction with other operational teams assigned to this remediation activity • Assign tasks to the plumbers in accordance with jobs cards, monitor activity and sign-off case closure on the system • Conduct calculations based on data submitted (weekly, monthly) in order to integrity specific trends outside the norm • Reconcile metre readings in order to assure integrity Submitting report to Deputy Director with recommendation applicable to this area of operation • Plan and structure the content to deliver in raising water-saving actions • Participate in various meetings (community, internal and external forums, steering committee and engineers) and provides comments/opinions on matters affecting or concerning the functionality.

**DIRECTORATE : COMMUNITY SERVICES**  
**DIVISION : MUNICIPAL HEALTH SERVICES**  
**POST : ENVIRONMENTAL HEALTH PRACTITIONER X3**  
**SALARY : R 334, 201.35 PER ANNUM (TASK GRADE 11)**

Plus 13<sup>th</sup> Cheque, benefits such as Medical Aid, Pension Fund, Housing Scheme, Travelling & Cell phone Allowance

**MINIMUM REQUIREMENTS:** Valid Matric Certificate • Diploma in Environmental Health – NQF 6 • 3 – 4 years' experience in the environmental health field • In depth understanding and knowledge of legislative requirements, acceptable practices and procedures • Be registered with the Health Professions Council of South Africa • Be in possession of a valid driver's license • Computer literacy in latest computer programs.

**KEY PERFORMANCE AREAS:** Co-ordinates the application of procedures and sequences associated with investigation, inspection, monitoring, evaluation, reporting and enforcing compliance and, disseminates information • Advice on practices that negatively impact on the environment and appropriate measures to curb

and control risks in order to ensure the provision of a clean and healthy environment conducive to and supporting a better quality of life in the Zululand District Municipal area ▪ Conducts inspections and investigations of residential, commercial or other occupied premises, open spaces and public facilities to assess compliance to by-laws and national laws with respect to each of the elements of environmental health ▪ Drafting responses to correspondence and enquiries from the community related to policies and resolutions of Council ▪ Maintaining records of work in progress, notices and correspondence ▪ Attendance of meetings as requested ▪ Enforces specific procedures and measures on residents, commercial and industry ▪ Participates in the delivery of environmental health awareness programmes to municipal citizens.

**DIRECTORATE : OFFICE OF THE MUNICIPAL MANAGER**  
**DIVISION : INTERGRATED COMPLAINS MANAGEMENT**  
**POST : SENIOR COMMUNITY LIASON OFFICER – [ EDUMBE]**  
**ANNUAL SALARY : R 334, 201.40 (TASK GRADE 11)**

Plus 13<sup>th</sup> Cheque, benefits such as Medical Aid, Pension Fund, Housing Scheme, Travelling & Cell phone Allowance

**MINIMUM REQUIREMENTS:** Valid Matric/Grade 12 Certificate • Unless the incumbent has demonstrated that he/she has developed the necessary competencies through experience, he/she should have a National Diploma in Public Administration/ Municipal Administration or studying towards a diploma or equivalent • 3 - 4 years' experience in the discipline • Computer literacy in Microsoft Office latest packages • Valid Driver's License • Good interpersonal communication qualities • Strong administration skills • Attention to detail • Sound report writing and presentation skills, Knowledge of relevant legislation, policies, and prescripts in local government.

**KEY PERFORMANCE AREAS:** Report directly to the Manager: Customer Care • Supervising the Community Liaison Workers under eDumbe • Liaise with stakeholders and manage expectations • Coordination of all the community queries and ensure that they are attended timeously • Liaise directory with communities by investigating and escalating issues to the next appropriate level for further attention • Conducts community meetings • Communicate project information the relevant and affected stakeholders • Ensure that community needs are met • Ensure accurate and timely reporting • Assist Community Liaison Workers in indicating where the communities have reported water related problems • Liaise with the Superintendent when there are issues pertaining Water Treatment Works and all other water related issues. • Conduct random visits to different.

**DIRECTORATE : OFFICE OF THE MUNICIPAL MANAGER**  
**DIVISION : MAYORAL SUPPORT**  
**POST : SENIOR COORDINATOR: MAYORAL SUPPORT**  
**ANNUAL SALARY : R 334, 201.40 (TASK GRADE 11)**

Plus 13<sup>th</sup> Cheque, benefits such as Medical Aid, Pension Fund, Housing Scheme, Travelling & Cell phone Allowance

**MINIMUM REQUIREMENTS:** Valid Matric/Grade 12 Certificate • National Diploma in Public Administration/ Management • 2-3 years' experience in Local Government • Computer literacy in Microsoft Office latest packages • Valid Driver's License • Good interpersonal communication qualities • Strong administration skills • Attention to detail • Sound report writing and presentation skills, Knowledge of relevant legislation, policies, and prescripts in local government.

**KEY PERFORMANCE AREAS:** Oversee the implementation of special projects and initiatives led by the Mayor • Responsible for providing administrative support in order to ensure the effective functioning of the Executive Mayor's office through ensuring effective execution of all activities relating to and arising from the Secretariat function • Performing of tasks/ activities associated with the provision of support to meetings through the application of laid down meeting procedures and ensuring that proceedings at meetings are accurately recorded; attends to specific office support/ clerical activities associated with the preparation • Copy, typing, circulation, safekeeping and retrieval of documents/ correspondence • Communicating with visitors, officials and sourcing and making available routine information pertaining to scheduled activities • Coordinating tasks/ activities associated with the Inter-Governmental Relations (IGR) priorities, interacting and maintaining key contacts with a view to facilitating and monitoring coherent cooperation between Mayor's office, community organizations and utilising and maintaining the integrity of the Council's electronic report writing and storage systems.

**DIRECTORATE : TECHNICAL SERVICES****DIVISION : BULK AND WASTE WATER****POST : SENIOR PROCESS CONTROLLER X3[ PONGOLA WTW, ULUNDI WWTW, OSINGISINGINI WTW]****SALARY : R 223 312,57 PER ANNUM (TASK GRADE 8)**Plus 13<sup>th</sup> Cheque, benefits such as Medical Aid, Pension Fund, Housing Scheme

**MINIMUM REQUIREMENT:** Valid grade 12 Certificate is advantageous • N3 in Water treatment practise with three (3) experience in the direct operations of water and wastewater treatment plant or NQF level 3 certificate in Water and Wastewater Treatment Process Operations with four (4) year experience in the direct operation of water or waste water treatment • Supervisory experience will be advantageous • A valid Code 08 driver's licence will be advantageous • Ability to speak and write both English and isiZulu will be essential • Ability to work pressure which will include performing duties outside normal working hours, week – ends and public holidays.

**RESPONSIBILITIES:** Ensure that all organisational policies and procedures are followed on site at all times • Ensure that the water treatment process operations and related activities are undertaken in accordance with the standing instruction, operating procedures and health and safety standards • Conduct tests and execute approved corrective measures to address deviation • Attend to the removal and disposal of debris from components • Operate section of the plant to ensure process outcomes complies with standards and prescribed specifications and optimum operating functionality is maintained.

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**NB: A successful candidates will be expected to sign and Performance Agreement upon assumption of duties and be subjected to relevant security clearance and vetting processes**

A covering letter consisting of a comprehensive CV in ENGLISH, certified copies of; educational qualifications, drivers licence and Identity Document to be submitted to: The Municipal Manager, Zululand District Municipality, Private Bag X76, Ulundi, 3838 or Hand deliver to Zululand District Municipal Offices at B-400 uGagane Street, Records Section (NB: Faxed or emailed and late applications will not be considered). It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verified by the South African Qualifications Authority and supply the Municipality with the evaluation results. Should you not be contacted within a period of thirty (30) days from the closing date, your application should be deemed to have been unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant. The Municipality reserves the right not to make an appointment.

**Further information can be obtained from the Human Resources Section on 035 8745642 / 5598.**

**CLOSING DATE FOR SUBMISSIONS OF APPLICATIONS: 26 NOVEMBER 2024**



**MR. RN HLONGWA**

**MUNICIPAL MANAGER**