



**NQUTHU MUNICIPALITY
UMASIPALA WASE NQUTHU**

Private Bag X5521, NQUTHU, 3135
Tel: +27(0) 34 271 6100, Fax: +27(0) 34 271 6111

DEPARTMENT OFFICE OF THE MUNICIPAL MANAGER

Position	:	Integrated Development Plan/ Performance Management Systems (IDP/ PMS) Officer (External Advertisement)
Reference No.	:	MCKZ242MM013
Task Grade	:	12
Salary	:	R 351 623.10 per annum, plus Benefits such as Medical Aid, Pension Fund, and 13th Cheque
Type of Contract	:	Permanent
Place of work	:	Nquthu Local Municipality boundaries

Key Requirements:

- Matric.
- National Diploma/ Degree: Development Studies, Town and Regional Planning, or relevant NQF Level 6 qualifications
- Computer Literacy.
- A valid driving licence.
- 3 year relevant experience.
- Good interpersonal and communication skills.
- Ability to deal with confidential information.

Key Performance Areas

- Coordinates key requirements associated with the formulation and/ or review of the integrated development plan and performance management systems.
- Compilation of annual performance reports.
- Compilation of mid-term performance reports.
- Compilation of quarterly SDBIP reports.
- Development of IDP process plan.
- Development and review of municipal IDP.
- Stakeholders consultation on IDP.
- Development of the SDBIP.



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DEPARTMENT OFFICE OF THE MUNICIPAL MANAGER

Position	:	Customer Care/ Communication Officer (External Advertisement)
Reference No.	:	MCKZ242MM014
Task Grade	:	11
Salary	:	R 297 858.12 per annum, plus Benefits such as Medical Aid, Pension Fund, and 13th Cheque
Type of Contract	:	Permanent
Place of work	:	Nquthu Local Municipality boundaries

Key Requirements:

- Matric.
- National Diploma: Communication Science/ Journalism/ Public Relations or equivalent NQF Level 6.
- A Valid driving licence. .
- Computer literate.
- 3-year experience in Public Relations environment.
- Fluency in isiZulu and English.
- Good communication skills (verbal and written).
- Presentation and facilitation skills.

Key Performance Areas:

- Implement customer service policies and procedures.
- Handle and resolve customers complaints effectively.
- Facilitate the implementation of customer standards.
- Address all customer inquiries through phone calls and e-mails and ensure appropriate assistance in compliance with municipal policies and procedures.
- Perform daily office administration regarding client services.
- Facilitate the reviewing of customer complaints.



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DEPARTMENT: PLANNING, LED & HOUSING

Position	:	Development Planner (External Advertisement)
Reference No.	:	MCKZ242PLN003
Task Grade	:	12
Salary	:	R 351 623.10 per annum, plus Benefits such as Medical Aid, Pension Fund, and 13th Cheque
Type of Contract	:	Permanent
Place of work	:	Nquthu Local Municipality boundaries

Key Requirements:

- Matric.
- National Diploma: Town & Regional Planning/ Development Studies or relevant NQF Level 06 qualifications.
- 3-year experience in Town and regional planning.
- A valid driving license
- Knowledge of KwaZulu Natal Planning Development Act and other relevant Municipal Legislations
- Proven track record in facilitation of Development Planning Applications in terms of PDA
- Ability to communicate in both isiZulu and English
- Good interpersonal skills and ability to liaise with all levels of the community
- Eligible to register with the South African Council for Planners

Key Performance Areas:

- Provide advice and assist the municipality with Spatial Planning and development administration functions e.g. LUMS
- Provide administrative functions for the municipality development planning shared services component
- Provision of Town Planning expertise on local planning projects
- Participate in the Review and implementation of the Integrated Development Plan
- Assist the municipality in assessing and recommending development approval applications as per the KwaZulu-Natal Planning and Development Act 06 of 2008
- Assist the municipality in determining unauthorized development in order to authorize them as per the KwaZulu-Natal Planning and Development Act 06 of 2008



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DEPARTMENT: PLANNING, LED & HOUSING

Position	:	LED Practitioner x02 (External Advertisement)
Reference No.	:	MCKZ242PLN010
Task Grade	:	12
Salary	:	R 351 623.10 per annum, plus Benefits such as Medical Aid, Pension Fund and 13th Cheque
Type of Contract	:	Permanent
Place of work	:	Nquthu Local Municipality boundaries

Key Requirements:

- Matric.
- National Diploma or Degree: Agriculture/ Business Development/ Economics/ Marketing or relevant NQF Level 06 Qualifications.
- Computer Literacy.
- A valid driving license.
- Have good verbal and written communication skills.
- 3 years relevant experience in Local Economic Development.
- Ability to work independently and in teams.

Key Performance Areas:

- Provide relevant advisory services to potential and existing small and medium enterprises.
- Manage and ensure informal traders and SMME business performance improvement and overall business opportunities in the municipality.
- Continuous in-depth study/ research of developments/patterns/trends in a specific agricultural environment (e.g. resources, production, marketing, agricultural business, business support etc.
- Contribute towards policy development in the relevant sector.
- Implement, monitor and support agricultural projects.
- Promote sustainable production of agricultural products.
- Designing and supporting SMME, Informal Traders, Business Chamber and Cooperatives programmes.
- Perform administrative and related functions.



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DEPARTMENT: BUDGET & TREASURY OFFICE

Position	:	Municipal Finance Management Internship Programme x05 (External Advertisement)
Reference No.	:	MCKZ242FIN018
Salary	:	R 100 000.00 all-inclusive package
Type of Contract	:	02-year Fixed term contract
Place of work	:	Nquthu Local Municipality boundaries

Key Requirements:

- The candidate should hold as a minimum, a three-year degree or National Diploma with major in Accounting, Economics or Finance including either Risk Management and/ or Auditing among others.
- The intern will sign an internship agreement which is in addition to the employment contract of two (02) years.
- The effect of the agreement is to ensure commitment to the programme which require amongst other, full participation in the educational and workplace assignments and observance of policies and procedures. The candidate must be between the ages of 21 and 35.

Key Performance Areas:

The MFMP is a structured professional training and work experience programme with the goal of providing high quality training and practical exposure in all aspects of Municipal Budget and Treasury by the Municipal Finance Management Act 56 of 2003 and underlying reforms. The programme has a logical training sequence that builds on the skills and competencies during University, Technikon and College training. It ends where appropriate, with the credits or a qualification in Municipal Finance Management in line with the Municipal Competency Regulations, Gazette 29967 of June 2007.



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DEPARTMENT: CORPORATE & COMMUNITY SERVICES

Position	:	Fire Fighter x01 (External Advertisement)
Reference No.	:	MCKZ242CORP046
Task Grade	:	07
Salary	:	R 176 768.88 per annum, plus Benefits such as Medical Aid, Pension Fund, and 13th Cheque
Type of Contract	:	Permanent
Place of work	:	Nquthu Local Municipality boundaries

- Key Requirements:
- Matric.
- Certificate in Fire fighter I and II.
- Hazmat awareness and operations.
- First Aid Certificate.
- Valid Code C1 or EC1 Drivers licence.
- Ability to communicate in both isiZulu and English.
- Be less than 35 years old.
- Be physically fit.
- No criminal record against your name or pending criminal charges.
- Will be expected to undergo a fitness test.
- Knowledge of Nquthu Municipal urban/rural locations and Electoral Wards.

Key Performance Areas:

- React immediately to fire station bells.
- Respond to fire emergencies medical and hazardous substances incidences.
- Ensure compliance with all relevant legislation and council policies/procedures/standards to ensure optimum management of firefighting.
- Perform disaster management activities as and when required.
- Ensure state of preparedness for firefighting and other emergency situations by regularly cleaning and testing firefighting equipment.
- Perform administrative duties, including the completion of incident reports and reporting of faulty equipment and detects.
- Attend to the efficient care and maintenance of all assets of the fire fighting and emergency services section.
- Perform fire safety inspections.
- Carry out firefighting and emergency activities at the scene of incidents to ensure the safety of fire fighters and others, with the prime objective of saving lives and properties.
- Attend to disaster management activities as directed by supervisors.



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DEPARTMENT: CORPORATE & COMMUNITY SERVICES

Position	:	Library Assistant (External Advertisement)
Reference No.	:	MCKZ242CORP015
Task Grade	:	06
Salary	:	R 146 214.60 per annum, plus Benefits such as Medical Aid, Pension Fund, and 13th Cheque
Type of Contract	:	Permanent
Place of work	:	Nquthu Local Municipality boundaries

Key Requirements:

- Matric
- Good communication skills (verbal & written)
- Computer literate
- Working in a Library environment an added advantage
- Successful candidate will be required to work on Saturdays

Key Performance Areas

Assist with the retrieval of borrowed library materials, assist users with information searching and learners with school projects, filling of library materials in sequel order both numerically and alphabetically, make follow-ups on unreturned materials, assist with orientation to local schools and all library promotional activities.



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DEPARTMENT: TECHNICAL SERVICES

Position : **Roller Operator (External Advertisement)**
Reference No. : **MCKZ242TECH022**
Task Grade : **06**
Salary : **R 146 214. 48 per annum, plus Benefits such as Medical Aid,
Pension Fund, and 13th Cheque**
Type of Contract : **Permanent**
Place of work : **Nquthu Local Municipality boundaries**

Keu Requirements:

- Standard 08/ grade 10 or relevant NQF Level 02 qualifications.
- Certificate: Roller Operator or relevant NQF Level 4 qualifications.
- 12 months driving experience.

Key Performance Areas:

- Performs specific tasks associated with the operation of the roller operation during road construction and maintenance.
- Respond to urgent/ unscheduled work requests.
- Comply to safety procedures and guidelines (Occupational Health and Safety Act, 85 of 1993).
- Responsible to complete internal transactional documentation (e.g. tally sheets, log sheet, progress report, vehicle checklist etc.)



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DEPARTMENT: BUDGET & TREASURY OFFICE

Position : **Personal Assistant: Chief Financial Officer**
(External Advertisement)

Reference No. : **MCKZ242MM004**

Task Grade : **07**

Salary : **R 176 768.88 per annum, plus Benefits such as Medical Aid, Pension Fund, and 13th Cheque**

Type of Contract : **Permanent**

Place of work : **Nquthu Local Municipality boundaries**

Key Requirements:

- National Diploma: Office Management & Technology or relevant qualification
- 3 years relevant experience working with computers literate.
- Knowledge of English and isiZulu.
- Good knowledge of Batho Pele Principles.
- Exposure and knowledge of Local Government.

Key Performance Areas

- Render secretarial service to Chief Financial Officer.
- Do typing, formatting, capturing, faxing and photocopying.
- Manage file system of the office.
- Arrange meetings, financial matter for the Chief Financial Officer.
- Attend queries being addressed by community.
- Handle miscellaneous task as directed by the Chief Financial Officer.

Please note: If you qualify as per the above requirement, please send your application letter, filled application form, comprehensive CV, Certified Copies of academic qualifications, Certified copy of Drivers' License, and Certified copy of ID to:

The Municipal Manager
Nquthu Municipality
Private Bag X 5521
NQUTHU
3135

OR

Hand Delivery on:
Lot 83 Mdlalose Street
Office No. 28
NQUTHU
3135

CLOSING DATE: 23 MAY 2024

The candidate will be required to disclose all financial interests. Successfully candidate is required to sign the Contract of Employment and a Performance Agreement. Candidate will be subjected to security vetting. Canvassing with councillors or officials in respect of these positions will lead to disqualification of the applicants. The municipality is committed to the implementation of Its Employment Equity Plan, appropriately qualifying women are encouraged to apply.

Enquiries should be directed to the Director: Corporate & Community Service (Mrs. KC Shabalala) on 034- 271 6115.

If an applicant does not hear from the municipality within 30 days from the closing date, he/she should consider the application as having been unsuccessful.

**MB JIYANE
MUNICIPAL MANAGER
NQUTHU LOCAL MUNICIPALITY**



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DEPARTMENT: TECHNICAL SERVICES

Position	:	General Assistant x02 (External Advertisement)
Reference No.	:	MCKZ242TECH018; MCKZ242CORP019
Task Grade	:	03
Salary	:	R 118 716.30 per annum, plus Benefits such as Medical Aid, Pension Fund, and 13th Cheque
Type of Contract	:	Permanent
Place of work	:	Nquthu Local Municipality boundaries

Key Requirements:

- Grade 10.
- Willing to work overtime.
- Willing to work in all weather conditions.
- Willing to work outside normal working hours during emergencies.

Key Performance Areas:

- Undertakes general labouring tasks associated with municipal work such as repairs, renovations and maintenance of municipal building, roads and storm water drainage.
- Undertake general labouring tasks associated with operation and maintenance of Parks, Verges, Public Facilities and Gardens.
- Undertake general labouring tasks associated with Refuse Collection and Street Cleaning.
- Carrying out instructions given by the immediate supervisor as and when the need arises.

Please note : If you qualify as per the above requirement, please send your filled application form, proof of resident, your application letter, comprehensive CV, Certified copies of academic qualifications, and Certified copy of ID:

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