



MATATIELE
LOCAL MUNICIPALITY

102 Main Street,
Matatiele
P.O. Box 35,
Matatiele, 4730
Tel: 039 737 3135
Fax: 039 737 3611

VACANCIES
DATE 26 OCTOBER 2018 – 02 NOVEMBER 2018

MATATIELE LOCAL MUNICIPALITY

The Matatiele Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability. Suitably qualified persons are hereby invited to apply for the following vacancy and Internship Programmes that will be filled in terms of the Employment Equity Plan of the municipality. **Females and people with physical disabilities are encouraged to apply** / invited to apply for the following vacancy and Internship Programmes that will be filled in terms of the Employment Equity Plan of the municipality.

CORPORATE SERVICES DEPARTMENT	
NB: RE-ADVERT: REGISTRY AND ARCHIVES OFFICER (candidates that previously applied may re-apply)	
TASK GRADE	10
BASIC SALARY	R 199 502.00 – R 258 985.00 per annum
ADVERTISEMENT PLATFORMS	Local Newspaper, Municipal Notice Boards and Municipal Website
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> •Grade 12 •National Diploma in Public Management / Public Administration or relevant qualification •Minimum of 2 years' experience •Valid driving licence •Computer Literacy •Good interpersonal relations and administrative skills •Good written and verbal communication skills
KEY RESPONSIBILITIES	<p>The successful incumbent will be required to:</p> <ul style="list-style-type: none"> •Acknowledge of receipt on incoming mail, circulate and retrieval correspondences, •Attend to the preparation of outgoing mail, •Determine postage applicable referring to official postage tariff guides and / or detailing any special requirements with respect to priority mails, •Insert appropriate control codes on correspondence received from internal / external sources. •Access, circulate and retrieval of records •Attend to clerical and Office Support •Facilitate user adoption for Electronic Records Management •Perform any other duties as may be assigned by competent authority

CORPORATE SERVICES DEPARTMENT	
2X: HUMAN RESOURCES INTERNS	
REMUNERATION PACKAGE	R 50 088.84 per annum
ADVERTISEMENT PLATFORMS	Municipal Notice Boards, Local Newspapers and Municipal Website
MINIMUM REQUIREMENTS	Grade 12 Certificate, Degree/National Diploma in Human Resources Management, Certificate in Human Resources Management or equivalent (NQF Level 6), computer Literacy (MS Word and MS Word Excel, Knowledge of Sage VIP System and or Certificate will be an added advantage

KEY RESPONSIBILITIES	<p>The successful incumbent will be required to:</p> <ul style="list-style-type: none"> •Perform specific activities associated with providing support to the line functions within Human Resources Management. •Assist in the recruitment of new employees. •Assist in opening personnel file •Perform filing of documents in personnel files •Assist in employees Assistance and Wellness Programme •Assist in Leave administration •Assist with Labour Relations matters •Assist in capturing of applications and arranging for interviews and shortlisting •Assist in payroll processes •Assist in Organisational Development matters •Perform administration and other related duties •Willingness to work under pressure and beyond normal office hours •Assist with Training and Development matters •Perform any other duties as may be assigned by authority.
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**CORPORATE SERVICES DEPARTMENT
1X: RECEPTIONIST INTERNS**

REMUNERATION PACKAGE	R 50 088.84 per annum
ADVERTISEMENT PLATFORMS	Municipal Notice Boards, Local Newspapers and Municipal Website
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> •Grade 12 Certificate • Degree/National Diploma in Public Relations, Certificate in Public Relations or equivalent (NQF Level 6), •computer Literacy (MS Word and MS Word Excel, • Good understanding of Customer Care practices, policies and legislation. • Ability to speak at least three (3) languages.

KEY RESPONSIBILITIES	<p>The successful incumbent will be required to:</p> <ul style="list-style-type: none"> •Assist in Answering calls and channelling them correctly working in collaboration with the telephonist. •Assist in Providing information to customer on the services offered by the Municipality and Government services •Assist in Acting as frontline personnel of the Municipality •Must be able to work beyond the calls of duty and perform •Assist in Ensuring that preventative and emergency fault rectification complies with the relevant legislation •Perform any other duty as may be assigned by competent authority.
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**CORPORATE SERVICES DEPARTMENT
1X ICT INTERN**

REMUNERATION PACKAGE	R 50 088.84 per annum
ADVERTISEMENT PLATFORMS	Municipal Notice Boards, Local Newspapers and Municipal Website
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> •Matric •Degree/National Diploma in Information Management Technology/ Certificate in Information Technology Management or equivalent (NQF Level 6 •No relevant experience required •Computer literacy (proof must be attached) •Good understanding of Information Management Technology, policies and legislation.

KEY RESPONSIBILITIES	<p>The successful incumbent will be required to:</p> <ul style="list-style-type: none"> •Assist with user support •Assist with applications and information systems database •Assist with network and computer troubleshooting •Assist with policy and procedure development •Assist with network and information security •Perform any other duty as may be assigned by competent authority.
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**2X NATIONAL TREASURY INTERNS
BUDGET AND TREASURY OFFICE**

REMUNERATION PACKAGE	R 100 000.00 per annum
ADVERTISEMENT PLATFORMS	Municipal Notice Boards, Local Newspapers and Municipal Website
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> •Grade 12 Certificate •Degree/National Diploma with majors in Economics, Accounting or Finance, Internal Auditing or Risk Management. •Computer literacy (proof must be attached) •Good understanding of MFM Act and finance related legislation.
KEY RESPONSIBILITIES	<p>The successful incumbent will be required to:</p> <ul style="list-style-type: none"> •Budget planning and Investment Management •Financial Reporting and Asset Management •Supply Chain Management, Revenue and Expenditure Unit. •The intern will be required to: •Assist with the preparation of monthly and yearly financial statements. •Assist in preparation of Budgets and Service Delivery Plans •Monitoring Income and Expenditure monthly. • Perform any other duty as may be assigned by competent authority.

**COMMUNITY SERVICES DEPARTMENT
2X: PUBLIC AMENITIES & EPWP INTERNS**

REMUNERATION PACKAGE	R 50 088.84 per annum
ADVERTISEMENT PLATFORMS	Municipal Notice Boards, Local Newspapers and Municipal Website
MINIMUM REQUIREMENTS	Grade 12 Certificate, Degree/National Diploma in Public Management & Governance / Public Administration or Certificate in Public Management & Governance / Public Administration (NQF Level 6), computer Literacy Certificate will be an added advantage
KEY RESPONSIBILITIES	<p>The successful incumbent will be required to:</p> <ul style="list-style-type: none"> •Perform specific activities associated with providing support to the line functions with Public Amenities and EPWP Management. •Assist in the administering bookings of public amenities. •Assist in opening personnel file •Perform filing of documents in EPWP ward files •Assist in compiling maintenance reports of public amenities •Assist in capturing data of EPWP projects information •Assist with procurement and distribution of cleaning chemicals for public amenities •Assist in capturing of applications and management of EPWP database •Assist in EPWP recruitment processes •Assist in coordinating and compiling sub-units reports •Assist in administration and other related duties •Willingness to work under pressure and beyond normal office hours •Perform any other duties as may be assigned by authority.

**COMMUNITY SERVICES DEPARTMENT
1X NATURE CONSERVATION INTERN**

REMUNERATION PACKAGE	R 50 088.84 per annum
ADVERTISEMENT PLATFORMS	Municipal Notice Boards, Local Newspapers and Municipal Website
MINIMUM REQUIREMENTS	Grade 12 Certificate, Degree/National Diploma in Nature Conservation, and Certificate in Natural Resource Management or equivalent (NQF Level 6), computer Literacy (MS Word and MS Word Excel, Knowledge of Environmental Legislations.

KEY RESPONSIBILITIES	The successful incumbent will be required to: <ul style="list-style-type: none"> •Perform specific activities associated with providing support to the line functions within environment, conservation, and commonage management •Assist with species surveys, research and data collection. •Assist with preparing of conservation plans and reports •Promote conservation awareness in schools and in community •Assist in planning and implementation of environmental projects e.g. Alien plants clearing, control burn programme, rehabilitation projects. •Assist with supervision of conservation learnership team •Assist with issuing of access permits to the nature reserve visitors. Assist in general maintenance of nature reserve infrastructure •Assist with unit general administration duties •physical fitness to perform duties under physical demanding conditions and beyond normal office hours •good written, verbal, interpersonal and communication skills •Perform any other duties as may be assigned by authority.
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**EDP
1X INTERN TOWN AND REGIONAL PLANNING**

REMUNERATION PACKAGE	R 50 088.84 per annum
ADVERTISEMENT PLATFORMS	Municipal Notice Boards, Local Newspapers and Municipal Website
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> •Matric •National Diploma in Town Planning and Regional Planning or equivalent (NQF Level 6). •Computer literacy •Good understanding of town and regional planning practices, and legislation.
KEY RESPONSIBILITIES	The successful incumbent will be required to: <ul style="list-style-type: none"> •Assist in performing all Town and Regional Planning functions •Assisting the Town Planner in dealing with all Development Control and Forward Planning matters. •Assist in Rezoning; Subdivision and Special Consent and Building Plan Assessment. •Assist in undertaking Sector Plans for the Municipality. •Perform any other duty as may be assigned by competent authority.

CLOSING DATE: 02 NOVEMBER 2018

ENQUIRIES : MRS. E. MOETI (039-737-8134)

Please apply by filling in the Application for Employment Form obtainable from our website: www.matatiele.gov.za (not Z83 form) or from any of our Municipal Offices (Matatiele, Maluti, Cedarville and from a Ward Support Assistants in any of our 26 Wards). You must also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Driver's Licence (where applicable) to:

*The Municipal Manager
P.O. Box 35
Matatiele, 4730*

FOR ATTENTION: THE GENERAL MANAGER, CORPORATE SERVICES DEPARTMENT
OR

Submit your completed Employment Application Form and your CV and certified copies of your qualifications and ID document and valid driving licence where applicable by hand to;

**102 Main Street
Matatiele, 4730**

NB: Failure to submit documents listed above will result in disqualification. Background screening and competency assessment will be done to shortlisted candidates.

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.

The Municipality reserves the right not to make any appointment in respect of the advertised posts.

PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

The appointment is made according to the Council conditions of service.

Canvassing for this position will lead to disqualification of applications.

DR. D.C.T. NAKIN

MUNICIPAL MANAGER

Notice No : 2018/2019-66

We urge all employées, members of Council, clients, members of the public and our suppliers to report any kind of fraud or corruption at Matatiele Local Municipality's Human Resources Unit.