

NKANGALA DISTRICT MUNICIPALITY

EXTERNAL VACANCIES



Nkangala District Municipality

Date: 09-02-2021

Signature: [Handwritten Signature]
Corporate Services/HR Department

EXECUTIVE SECRETARY (REF: M/M004/02/2021)

WORK STATION: Nkangala District Municipality, Office of the Municipal Manager

SALARY: R356 653/ R374 792/ R393 838 p.a (**Plus** Contribution to Medical Aid, Pension Fund, Group Life, Housing and Cellphone)

TERM OF OFFICE: PERMANENT

Level: 6/9

QUALIFICATION REQUIREMENTS: Grade 12, National Diploma in Secretarial/ Public/Local Administration and Personnel (NQF Level 6). Computer Literacy in Ms Word, PowerPoint and Excel. Good communication skills (oral and written).

EXPERIENCE REQUIREMENTS: Minimum of 3 years relevant working experience as secretary

DUTIES:

To manage the office of the Municipal Manager including dealing with all administrative and secretarial duties and execution of sequences associated with the communication, planning, prioritization and organizing of critical and important appointments, functions and meetings:

- Perform all Secretarial functions in the office of the Municipal Manager;
- Execution of specific tasks / activities associated with the provision of administration and secretarial support;
- Attending to travelling arrangement of the Municipal Manager; and
- Proper handling of the Municipal Manager's Office Procurement

**NKANGALA DISTRICT MUNICIPALITY
EXTERNAL VACANCIES**

Nkangala District Municipality

Date: 09-02-2021

**SECRETARY
(REF: PED/001/02/2021)**

Signature: [Signature]
Corporate Services/ HR Department

WORK STATION: Nkangala District Municipality, Planning and Economic Development Unit

SALARY: R264 876/ R278 314/ R292 453/ R307 298 p.a (**Plus:** Contribution to Medical Aid, Pension Fund, Group Life, Cellphone and Housing Allowance)

TERM OF OFFICE: PERMANENT

Level: 8/9

QUALIFICATION REQUIREMENTS: Grade 12, National certificate in Secretarial/ Public/Local Administration and Personnel or equivalent. Computer Literacy in Ms Word, PowerPoint and Excel. Good communication skills (oral and written).

EXPERIENCE REQUIREMENTS: Minimum of 3 years working experience in secretariat services

DUTIES:

- Perform all Secretarial functions for Planning and Economic Development Department
- Perform reception duties to handle enquiries, control or direct the community to the different functions of planning and economic development
- Perform all general and financial administrative duties for management
- Assist the department in complying with leave management reports submissions
- Perform secretarial functions on the available systems of the municipality where required
- Perform any other tasks as may be assigned by superiors

**FINANCE INTERNS X 2
(REF: F/001/02/2021)**

WORK STATION: Nkangala District Municipality, Social Service Department

STIPEND: R85 200.00 per annum

TERM OF OFFICE: Fixed term for 24 months (2 yrs)

Level: N/A

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QUALIFICATION REQUIREMENTS: The candidate should hold a three-year Bachelor's Degree (NQF Level 7) or National Diploma (NQF Level 6) with majors in Accounting, Economics, and Finance including either Risk Management or Auditing among others. **EXPERIENCE REQUIREMENTS:** Invites recent graduates in the fields of accounting, economics or finance. Applicants must be unemployed, recently qualified and **be residing within Nkangala District Municipality**. Original copies of certificate and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality.

DUTIES: The Municipal Financial Management Internship Programme (MFMIIP) seeks to assist municipalities to develop the knowledge and skills of the interns employed under this programme in areas such as strategic planning and management, municipal budgeting and finance management.

COMMUNITY SERVICE INTERN (REF: S/S008/02/2021)

WORK STATION: Nkangala District Municipality, Social Service Department

STIPEND: R52 052.00 p.a

TERM OF OFFICE: Fixed term for 24 months (2 yrs)

Level: N/A

QUALIFICATION REQUIREMENTS: Grade 12 certificate, Completed Environmental Health (EH) curriculum. Registration with Professional bodies as Environmental health student at HPCSA. Good computer skills and completed all EH experiential training. Applicant must be unemployed and resides within Nkangala district Municipality.

EXPERIENCE REQUIREMENTS: NONE

DUTIES:

- Performing inspections of specific premises: undertakers, offensive trades, hairdressers, places of entertainment, recreational facilities, resorts, child-care establishments, hostels
- Preparing monthly MHS reports.
- Conducting general inspections of residential and business premises in response to EH related complaints received.
- Perform routine monitoring and sampling of water sources
- Enforcement of MHS by-laws and other relevant legislations.
- Conduct environmental education and awareness campaigns within the local jurisdiction.

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- Investigating complaints regarding noise disturbance and monitor levels thereof.
- Preparing and serving notices, letters, reports, etc, according to environmental health legislations.
- Conduct food premises inspections.
- Monitoring waste management within the local jurisdiction.
- Monitoring the exhumation and reburial or disposal of human remains
- Scrutinising building plans and report comments
- Providing health education and instructions during inspections
- Issue Certificate of Compliance or Acceptance in accordance with applicable legislation
- Investigating outbreaks/incidences of food borne diseases (infections and poisonings)
- Attend meetings, Training, workshops or conferences

INTER-GOVERNMENTAL RELATIONS & INSTITUTIONAL SOCIAL DEVELOPMENT (IGR/ISD) INTERN (REF: S/S009/02/2021)

WORK STATION: Nkangala District Municipality, Social Service Department

STIPEND: R52 052.00 p.a

TERM OF OFFICE: Fixed term for 24 months (2 yrs)

Level: N/A

REQUIREMENTS: Grade 12, National Diploma (NQF Level 6) /Degree (NQF Level 7) or equivalent in Social and/or Community Services Computer literacy (Microsoft suite) is essential. Applicants must be unemployed, recently qualified and **be residing within Nkangala District Municipality**. Original copies of qualification(s) and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality.

EXPERIENCE REQUIREMENTS: NONE

DUTIES:

Interns will be assigned administrative, events management work, community public awareness and training and such related services in the IGR/ISD which include Moral Regeneration, Sports, Arts & Culture and other related social services' areas.

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GENERAL ADMINISTRATION INTERN (REF: C/S004/02/2021)

WORK STATION: Nkangala District Municipality, Corporate Service Department

STIPEND: R52 052.00 p.a

TERM OF OFFICE: Fixed term for 24 months (2 yrs)

Level: N/A

QUALIFICATION REQUIREMENTS: Grade 12 Certificate, BA Administration (NQF Level 7) A National Diploma (NQF Level 6) in Public Management/ Administration. Applicants must be unemployed, recently qualified and **be residing within Nkangala District Municipality**. Original copies of certificate and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality. **EXPERIENCE REQUIREMENTS:** NONE

DUTIES: Interns will be assigned administrative work wherever the need arises in any unit within Corporate Services. Activities include filing, switchboard operation, data capturing, organising meetings, minute taking, and acting as relief assistants as and when required.

HUMAN RESOURCE (HR) INTERN (REF: C/S005/02/2021)

WORK STATION: Nkangala District Municipality, Corporate Service Department

STIPEND: R52 052.00 p.a

TERM OF OFFICE: Fixed term for 24 months (2 yrs)

Level: N/A

QUALIFICATION REQUIREMENTS: Grade 12 Certificate, National Diploma (NQF Level 6) in Human Resource. Applicants must be unemployed, recently qualified and **be residing within Nkangala District Municipality**. Original copies of certificate and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality. **EXPERIENCE REQUIREMENTS:** NONE

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DUTIES: Interns will be assigned administrative work in the Human Resources Management and Human Resource Development, whereby will engage in recruitment-related activities and training activities, as well as being assigned other activities, such as data capturing, filing, organizing meetings and minute taking to ensure relevant work place experience.

NOTE: Nkangala District Municipality is a designated, equal opportunity, representative employer. It acknowledges its mandate to take affirmative action measures to ensure equitable representation of suitably qualified people from designated groups in all occupational levels and categories and promotes representivity based on race, gender and disability in Local Government through the filling of positions. Candidates whose appointment/transfer/promotion will promote the EE Targets and Goals of the Municipality will therefore receive preference. **Persons with disabilities and African, Indian, Coloured and White males are especially encouraged to apply**, although this does not suggest that the process of recruitment excludes members from non-designated groups.

NOTE: The successful candidate will undergo security and qualifications vetting and enter into an employment contract / performance agreement with the municipality and **will be subjected to a 6 months' probation period** and disclosure of financial interests, as requested, must be submitted. Correspondence will be limited to short-listed candidates. **Applicants should attach an application letter, detailed CV together with certified copies of qualifications and identity document, as well as the completed, prescribed NDM General Application Form for Employment (available from Council's web site www.nkangaladm.gov.za), and apply online at <http://nkangaladm.job.skillsmapafrica.com>.**

Nkangala District Municipality reserves the right not to fill any of the positions.

Enquiries: Ms Hlengiwe Nkosi: 013 249 2082 **Closing date: 22 February 2021 @ 16H30**

Nkangala District Municipality

Date: 09-02-2021

Signature: Hlengiwe Nkosi
Corporate Services/HR Department