

**UMASIPALA
WASOLUNDI**

Private Bag X 17
Ulundi
3838

“ The City of Heritage “



**ULUNDI
MUNICIPALITY**

Tel: 035 874 5100
Fax: 035 870 1164

MEMORANDUM

Ref: 4/1/2/1/7
Enq: T.O. Mkhize

12 January 2024

TO : ALL DIRECTORS

**INTERNAL ADVERTISEMENTS: DEPUTY DIRECTOR-TOWN PLANNING &
DEVELOPMENT SERVICES AND SENIOR ADMINISTRATION OFFICER
POSITIONS: DEPARTMENT OF TOWN PLANNING AND DEVELOPMENT
SERVICES**

Attached herewith are the advertisements within the Department of Town Planning and Development Services to be filled.

You are therefore requested to inform your staff accordingly.



**S.M. Khomo
MUNICIPAL MANAGER**

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INTERNAL ADVERTISEMENT: REF NO. 4/1/2/1/7
DEPARTMENT OF TOWN PLANNING AND DEVELOPMENT
SERVICES

The Ulundi Municipality urgently requires the services of the suitably qualified person to fill the above- mentioned position within the Department of Town Planning and Development Services.

POSITION : SENIOR ADMINISTRATION OFFICER
TASK GRADE : TASK GRADE 12 OF CATEGORY B LEVEL 2 LOCAL AUTHORITY
SALARY PACKAGE : R 360 068.16 – R 467 388.24

MINIMUM REQUIREMENTS

- National Diploma in Office Management or Equivalent qualification (NQF level 06)
- Computer Literacy
- 2-3 years Administration experience
- Code EB Driving License

THE SUCESSFUL CANDIDATE WILL BE RESPONSIBLE FOR THE FOLLOWING DUTIES

- Co-ordinates processes associated with the review and application of administrative procedures and systems to address requirements and priorities.
- Analyses and verifies departmental expenditure against budgetary provisions.
- Controls information and procedural requirements relating to stocks and assets (e.g. motor vehicle, equipment, etc)
- Oversees and executes administrative requirements relating to the appointment of contractors or employment of casual employees.
- Co-ordinates specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.
- Controls the administrative requirements associated with departments activities.

- Monitors the consolidation, processing and presentation of functional information.
- Co-ordinates the administrative dimension associated with the processing of departmental-related queries and complaints.
- Monitor and administer the outdoor advertisement within the Municipality”

Application must clearly indicate “POST TITLE”, consist of a COMPREHENSIVE CV IN ENGLISH together with certified supporting documents. **These must be addressed to: The Municipal Manager, Ulundi Municipality, Private Bag X 17, Ulundi, 3838** or hand delivered to Office of the Human Resources Manager, Ulundi Municipality Civic Centre, BA 81 Prince Mangosuthu Street, Ulundi, 3838 by no later than **29 January 2024**. Applications received after the closing date will not be accepted or considered.

Enquiries may be directed to the Human Resources Manager, Miss T. Mthethwa, Telephone number **035 874 5100**.


Please note:

Faxed applications will not be accepted. Canvassing of advertised positions will disqualify any candidate from being considered for appointment.

The Municipality subscribes to an Affirmative Action Programme, which is non-racist, non-sexist, non-discriminatory, and based on merit.

Should you not hear from the Municipality within 30 days of the closing date of the advert, please consider your application as being unsuccessful.

NOTICE PERIOD: 15 JANUARY 2024 – 29 JANUARY 2024



S.M. KHOMO

MUNICIPAL MANAGER

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Tel: 035 874 5100
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INTERNAL AND LOCAL ADVERTISEMENT: REF NO. 4/1/2/1/7
DEPARTMENT OF TOWN PLANNING AND DEVELOPMENT
SERVICES

The Ulundi Municipality urgently requires the services of the suitably qualified person to fill the above- mentioned position within the Department of Town Planning and Development Services.

POSITION : DEPUTY DIRECTOR

TASK GRADE : TASK GRADE 19 OF CATEGORY B LEVEL 2 LOCAL AUTHORITY

SALARY PACKAGE : R 886 702.92 – R 1 151 016.84

MINIMUM REQUIREMENTS

- National Diploma/ B-Tech Town and Regional Planning or equivalent qualification accredited by the Higher Education and Training Authority.
- Registration with the Town and Regional Planners Council of South Africa as a Professional Planner
- 5-6 years' experience at senior level
- Valid Code EB Driving License

THE SUCESSFUL CANDIDATE WILL BE RESPONSIBLE FOR THE FOLLOWING DUTIES

- Identifies with board Development strategy and defines/addresses critical requirements to facilitate alignment and statutory compliance.
- Directs and controls outcomes associated with utilization, productivity and performance of personnel within the section.
- Prepares capital and operating estimates and controls expenditure against the approved budget allocations.

- Manages processes associated with the preparation of submissions for introducing new or review of existing by laws provisions, policy frameworks, operating procedures, systems and controls to direct the core functions of the section.
- Manages key processes, applications and requirements related to Developmental Plans, Integrated Developmental Frameworks and Spatial Frameworks.
- Evaluates and comments on statutory developmental applications.
- Controls the implementation of procedures with respect to geographic data and information management processes.
- Manages the formulation of contracts and tender documents and controls contractual obligations in relation to the Housing Program.
- Disseminates functional and advice on the immediate short and long term objectives and current developments, problems and constraints.
- Co-ordinates the administrative dimension and reporting requirements associated with key performance and result indicators of the functionality.

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A handwritten signature in black ink, appearing to read 'S.M. Khomo', written in a cursive style.

S.M. KHOMO

MUNICIPAL MANAGER