

**UMASIPALA
WASOLUNDI**

Private Bag X 17
Ulundi
3838

“ The City of Heritage “



**ULUNDI
MUNICIPALITY**

Tel: 035 874 5100
Fax: 035 870 1164

INTERNAL AND LOCAL ADVERTISEMENT: REF NO. 4/1/2/1/3
DEPARTMENT OF TECHNICAL SERVICES

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

POSITION : SENIOR ADMINISTRATION OFFICER (TECHNICAL)
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/Business Management or relevant (NQF 06)
- Computer Literacy
- Code EB Driving License
- 3 years Administration experience

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. electrical and civil, 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.

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 **10 August 2023**. 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: 27 JULY 2023 – 10 AUGUST 2023



S.M. KHOMO

MUNICIPAL MANAGER