

Notice Number: 42012/07
Date of Advert: 29/09/2022
Closing Date: 09/09/2022



uMshwathi Municipality

uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

MANAGER ADMINISTRATION

Salary Task Level 14: R 36 086.78 – R 46 844.59 per month

In addition to the Basic Salary, successful applicants will receive, inter alia, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable

REQUIREMENTS

- A valid matric certificate
- A minimum of a 3-year National Diploma NQF 6/ B Degree NQF 7 in Administration /Public Administration.
- 5 years in general administration of which 3 years must be at the supervisory level

KEY RESPONSIBILITIES

- Manages the implementation of procedures and systems associated with controlling document flow and, quality systems/ statutory and audit requirements regulating archives.
- Evaluating the adequacy of current administrative systems and defining registry and archiving sequences with a view to correcting deviations from laid down Departmental guidelines and statutory and/ or audit requirements.
- Manages and controls the activities associated with the Fleet Management Services.
- Analyzing the Municipality's need for vehicles and liaising with fleet providers for the availability of vehicles
- Managing and monitoring the functioning of various Council Committees and the performances of Municipal Managers Representatives to ensure that Council functions are effectively and professionally conducted and that decisions taken at Committee Meetings are recorded accurately and correctly.
- Manages and directs activities associated with the maintenance of facilities and hygiene management within the Municipality
- Ensures that visitors and clients are received in an excellent and professional manner and that the reception area operates a high quality service at all times
- Directs and controls the Key Performance Indicator's and outcomes of personnel within the Administration Section

Applicants are required to submit a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. A covering letter must be attached to the curriculum vitae, quoting the notice number and the position that the application is submitted for.

Please address your application as follows:

Notice Number:

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29/08/2022
09/09/2022



Applications in sealed envelopes clearly marked:

Application for a vacant post of **Manager Administration**

Municipal Manager

uMshwathi Municipality

Private Bag x29

Wartburg

3233

Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

Further information can be obtained from Ms A Mkhize on: (033) 816 6800.

Faxes, emails or late applications will not be accepted. Z83 forms will not be accepted, only application letters required. If you are not contacted within a month after the closing date you should consider your application unsuccessful. Failure to comply with the above instructions will lead to your application being disqualified.

Canvassing of Councilors or officials will disqualify candidates. The Council subscribes to an Employment Equity Act, which is non-discriminatory and based on merit.

Women and persons living with disabilities are encouraged to put forward their applications for this position.



NM Mabaso

Municipal Manager