



UMHLABUYALINGANA MUNICIPALITY

Postal: Private Bag X901, Kwa-Ngwanase, 3973
Tel: +27 35 592 0665 • +27 35 592 0680
Fax: + 27 35 592 0672

Enquiries:

Human Resources Assistant

Requirements:

Grade 12 Certificate a minimum of 2 years' experience in Local Government will be an added advantage pressure *Applicants must be computer literate in MS Word, MS Excel, PowerPoint and MS Access*Be fluent in English and IsiZulu * The ability to work under

Responsibilities:

Perform record management functions *Provide office services *Perform administrative and related functions *Manage attendance Register *Assist in recruitment & selection (Minutes taking)

Secretary to Chief Financial Officer

Level 8

Requirements:

Grade 12 Certificate*Minimum 1 year experience as Secretary. *Secretarial Diploma will be an added advantage

Attributes:

Interpersonal Skills, Communication Skills and Office Management Skills

Duties:

Office Management and Administration *Secretarial Support (Minutes taking)

Financial Intern:

R100 000.00

Applicants should be in possession of a recently obtained 3 year Financial Degree/ Diploma and Accounting as a major.

A training programme is currently being developed which will be expose the successful applicant to all facets of Financial Services, i.e. income expenditure and Management of accounts and some involvement with the Financial responsibilities attached to these services.

Workplace experience is not required as full training and support will be provided. Applicants are required to submit their secondary and academic result. Successful candidates will report to the **Chief Financial Officer**.

Application letter accompanied by a comprehensive CV and certified copies of all qualifications should be addressed to the Municipal Manager, Umhlabuyalingana Local Municipality, Private Bag x 901, Kwa-Ngwanase, 3973. (No faxes will be accepted). Applicants not contacted by the Municipality within three weeks after the closing of the advertisement must consider their applications as unsuccessful. Late applications will not be considered. **Closing date: 18 July 2014** Enquiries: Miss.L. Sithole @ (035) 592 0680 during office hours between **08h00-16h00**

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Mr. S.E. Bukhosini
Municipal Manager

- **MISSION:** "Creating an enabling environment and sustainable development which promotes quality of life."
- **VISION:** To be a people centered premier socio-economic development and Environmentally Friendly Service Delivery Municipality