

# UMHLABUYALINGANA LOCAL MUNICIPALITY

## VACCANCIES

### Registry Officer

Level: 14 plus Benefits

#### Requirements:

\*B-Degree/ Tertiary Qualification \*2 years' experience in Records/ Registry Section \*Knowledge and previous experience in the implementation of the National Archives Act and policy framework related to records management \*Computer Literacy (MS Office software application) \*Valid Code B or EB driver's license \*Communications Skills \*People management skills \*Ability to make independent decisions

#### Responsibilities:

Ensure compliance with the National Archives and the Kwa-Zulu Natal Archives and Records Services of SA Act \*Monitor adherence to procedural requirements relating to the accessing and issuing of documents files and/ or coordinating sequences to facilitate document/ file retrieval from users \*Supervise the Registry section and manage the records effectively \*Follow proper protocol with the Provincial Archives in all relevant aspects such as archiving and disposal of aged/ obsolete records \*Open essential registers to enhance good records management practices \*Initiate sequences to maintain/ update the correspondence reminder and filing system and creating new files using specific codes and references from the Municipal File Plan \*Responsible for proper implementation of the municipality's Records Management Policy and the Municipal File Plan.

### Financial Intern x 3

2 Year Programme

R100 000.00 PA

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

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

In addition the training programme will provide assistance in various functional areas within the financial department of the Municipality. 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 directly to the **Chief Financial Officer**.

### Payroll Clerk:

#### Requirements:

Tertiary Qualification in Accounting or Finance Management and qualification in Payroll systems (VIP and Pastel) \*Knowledge of Payroll systems (Understanding of Payroll systems) \*Local Government experience will be an added advantage \*Computer literacy (MS Excel, Power Point & Internet) \*Ability to handle confidentiality matters

#### Duties:

\*Payroll administration \*General accounting applications \*Information verification and processing \*Information system update \*Liaise with third parties \*Submit monthly returns to relevant parties

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 Municipality within two weeks after the closing of the advertisement must consider their applicants as unsuccessful. Late applications will not be considered. **Closing date: 20 March 2015 Enquiries: Miss. L. Sithole and Mrs. M.E. Masuku @ 035-5920 680.**

**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