



**MTUBATUBA LOCAL MUNICIPALITY  
UMASIPALA WASE-MTUBATUBA  
MTUBATUBA MUNISIPALITEIT  
INTERNAL ADVERT**

Mtubatuba Municipality invites suitably qualified candidates who are innovative, committed individuals to apply for the following positions:

**Deputy Municipal Manager:  
Task Grade 17 of Category 1 Municipality  
Plus, Car & Cellphone Allowance and other fringe benefits applicable to Municipal  
Employees**

**Minimum requirements:**

- ❖ Bachelor's Degree in Public Administration or Legal or Economics or Community Development, qualification in M & E will be an added advantage;
- ❖ 5 years' experience in Management (at least 3 years must be in Senior Management);
- ❖ Proven/traceable management skills to make decisions;
- ❖ Must be able to function independently;
- ❖ Must be able to handle conflict and motivate senior staff;
- ❖ Must be able to perform under pressure to meet deadlines;
- ❖ Must have high level of integrity; analytical and strategic thinking capabilities;
- ❖ Ability to communicate in both English and Isizulu with good presentation skills.
- ❖ Valid Driver's License and Computer Literate.

**Duties:**

- ❖ Responsible for providing strategic leadership and direction for the Departments in the following functional areas: Administrative Support and advice to the Municipal Manager, Integrated Development Planning and Performance Management; Risk Management; Corporate Communication and Inter-Governmental Relations.
- ❖ Perform administrative duties; Provide strategic direction to the municipality;
- ❖ Effectively manage the IDP & PMS Section to ensure compliance with legislation;
- ❖ Public Relations and promotion of Local Economic Development in Mtubatuba Municipality;
- ❖ Risk Management Internal Control;
- ❖ Assist the Municipal Manager by gathering information and conducting a need analysis in order to understand the economic issues relevant to the municipality for inclusion in the LED Strategy;
- ❖ Manage and update the Municipal Code;
- ❖ Ensure municipal compliance with all legislative requirements;
- ❖ Provide support to departments and Council.

The successful candidate will report directly to the Municipal Manager.

**Deputy Senior Manager: Corporate Services**  
**Task Grade 17 of Category 1 Municipality**  
**Plus, Car & Cellphone Allowance and other fringe benefits applicable to Municipal**  
**Employees**

**Minimum requirements:**

- ❖ Bachelor's degree in Public Administration/Management Sciences/ Law/ National Diploma in Human Resources Management or equivalent;
- ❖ 5 years' experience at middle management level;
- ❖ 3–4 years' experience at professional/management level experience;
- ❖ Good knowledge and understanding of relevant policy and legislation applicable to HR in municipal environment;
- ❖ Good knowledge and understanding of institutional governance systems and performance management;
- ❖ Good knowledge of corporate support services, including human capital management; legal services; facilities management; records management; information communication technology; and Council support;
- ❖ Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000);
- ❖ Knowledge of good governance;
- ❖ Knowledge of the Labour Relations Act, and other labour-related prescripts;
- ❖ A legal background will be an added advantage;
- ❖ Knowledge of coordination and oversight of all specialised support functions.

**Key performance areas:**

- ❖ Support the Senior Manager in Leading and directing the Corporate Services Department;
- ❖ Ensure the Municipality is provided with effective support services regarding corporate administration, human resources, information technology, Councillor support and legal services;
- ❖ Provide support in the management of corporate administration functions which relate to the provision of record managements, Council and Committee secretariat;
- ❖ Provide support in the management and facilitation of legal services, including updating policies and Municipal Code;
- ❖ Provide support to Senior Manager in the management of the Directorate's budget planning, implementation and budget review to support priorities and deliveries in the context of IDP;
- ❖ Provide visionary and innovative leadership to a diverse workforce, to ensure optimal utilisation of the Council's resources in terms of implementing its strategic objectives articulated in the IDP and in the fulfilment of its legislative mandate;
- ❖ Provide support to Senior Manager in the management of the Human Resource portfolio in accordance with labour legislation and collective agreements;

- ❖ Provide support and advice to Council and management on HR/ labour relations issues;
- ❖ Implement the service delivery budget implementation plan of the department and report accordingly.

The successful candidate will report directly to the Senior Manager: Corporate Services.

**POST: BUILDING INSPECTOR  
PERMANENT  
SALARY: TASK GRADE 13 OF CATEGORY 1 MUNICIPALITY  
Plus fringe benefits applicable to municipal employees**

**Minimum requirements:**

- ❖ B Degree/Diploma in Development Studies, Housing and Building Inspection;
- ❖ 3 to 5 years relevant experience in building environment;
- ❖ Experience in the large-scale low-cost housing construction environment and experience in a quality construction management capacity will serve as an added advantage;
- ❖ Ability to read, interpret, understand and manage building plans to ensure construction is aligned and compliant to building legislation;
- ❖ Knowledge of and ability to ensure compliance with plumbing and electrical requirements in building;
- ❖ A valid driver's license;
- ❖ Extensive Computer literacy in Microsoft Outlook, Excel and word.
- ❖ Good presentation skills in both English and IsiZulu.

**The successful candidate will report to the Town Planner and will be responsible and accountable for:**

- ❖ Inspect residential and commercial buildings during various stages of construction and remodelling;
- ❖ Enforce compliance with applicable codes, ordinances and regulations, recommend modifications and adjustments as necessary;
- ❖ Inspect previously occupied buildings, spaces or suites for code compliance and approve inspected areas for certificates of occupancy;
- ❖ Inspect existing residential and commercial structures for change of use, occupancy, or compliance with applicable codes and ordinances;
- ❖ Inspect foundation, concrete, steel, masonry, wood construction, framing, plastering, installations and a large variety of other complex and routine building system elements for both residential and commercial construction;
- ❖ Confer with architects, contractors, builders and the general public; explain and interpret requirements and restrictions of adopted codes and ordinances.

Mtubatuba Municipality is an equal opportunity, affirmative action employer. As such, it is our intention to promote and uphold representivity in the Municipality in terms of race, gender and disability. For administrative enquiries, contact the Senior Manager: Corporate Services, Ms Dladla, at tel. (035) 5500069.

Canvassing for positions will lead to disqualification of applicants.

**Interested candidates should submit application letter with Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy to: MTUBATUBA MUNICIPALITY, P.O. BOX 52, MTUBATUBA, 3935 or be hand delivered to our Registry Office, Main Office in Lot 105 INKosi Mtubatuba Road, Mtubatuba.** The closing date for applications is **14 July 2017, 12H00.** If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful. The municipality reserves the right not to appoint.

**Mr. J.A. Mngomezulu**  
**Municipal Manager**