



Uthukela District Municipality as an equal opportunity employer, situated in Ladysmith invites applications for the challenging and dynamic position of:

INTERNAL AND EXTERNAL ADVERTISEMENT

BUDGET AND TREASURY OFFICE

**ACCOUNTANT (SALARIES) x1
PERMANENT**

SALARY: R541 528.00 – R605 336.00

REQUIREMENTS:

Grade 12 /NQF level 4, A National Diploma in Accounting, Economics, Cost & Management Accounting or Financial (NQF Level 6) or equivalent finance qualification.
3 years' experience in payroll section

RESPONSIBILITIES

Co-ordinates the application of workflows, controls and procedures associated with administration and processing of payroll and salary information, inclusive of allowances, benefits and deductions, performing specific clerical and accounts updating/ reconciliation activities and maintaining the registers and information related to the payroll and specific creditor payment activities.

- Maintaining and/ or adjusting payroll parameters/ fields on the system with regards to statutory deductions, rates of pay, transfers, etc.
- Maintaining Section 57 salary packages
- Maintaining councillors' allowances as per government Gazette.
- Reviewing the capturing of salary and wage information for employees/ councillors against specific control votes and inserting required information with respect to benefits to activate deduction sequences.
- Preparing and extracting payroll reports.
- Attending to the payment of salary / allowances, completing bank deposit instructions and/ or posting of payment notification/ advice/ non- negotiable cheques.
- Reconciling statutory payments, deductions and allowances and attending to the preparation and circulation of tax certificates.
- Addressing queries related to deductions and allowances and provides explanations to calculations/ adjustments based on information pertaining to amendments benefit administration fund rules.
- System administrator for VIP payroll
- Extracting reports detailing allowances, overtime and stand-by payments and submitting to the Manager: Expenditure and Deputy CFO.
- Reviewing Payroll reconciliation prepared by Payroll officer.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing etc.

**METER READER X15
PERMANENT
SALARY: R278 409.00 – R325 831.00 PER ANNUM**

MINIMUM REQUIREMENTS:

- Grade 12
- 1-2 years' experience in meter reading
- Valid Driving License
- The requirement to record and verify information requires understanding of general clerical applications.
- Attention to detail. Good communication skills

RESPONSIBILITIES: Includes inter alia: -

To ensure that accurate meter readings are taken for each household, so as to maximize income collection and minimize dissatisfied consumers by, reading water meters accurately, allocating the reading as seen on the meter onto the print out, reporting any irregularities observed during reading, Submitting all readings to the Data Capturer.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, and housing subsidy.

CORPORATE SERVICES DEPARTMENT

**MANAGER FLEET
PERMANENT
SALARY: R748 163.00 PER ANNUM**

REQUIREMENT	:	National Diploma in Fleet Management/ Transportation/ Logistics Management/Supply chain management / Public Administration Management /Equivalent qualification 5 years' relevant experience in fleet management of which 2 years in supervisory Level Valid Driving license Computer Literacy
ADDED ADVANTAGE	:	B Degree as an added advantage in Fleet Management/ Transportation/ Logistics Management/Supply Chain Management / Public Administration Management

RESPONSIBILITIES:

Responsible for developing, reviewing and implementing the fleet management policy. Ensure compliance with all the National and In-house Road and Traffic related legislative requirements. Proper administration of Municipal Vehicles in relation to licensing, servicing, disposals, traffic fines, insurance, vehicle allocations, fuel and invoices. Management and maintenance internal controls of vehicle assets and liabilities a system, including an assets and liabilities register. Ensure that all systems data is managed and updated as per the regulation. Investigation and processing of traffic fines. Responsible for scheduling vehicles for servicing. Create a fleet management database. Make sure that the working environment is safe and healthy as per the Occupational Health and Safety regulations. Develop annual Risk Management Audit. Represent the Council on the Safety committee and other relevant structures.

BENEFITS : Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing and car allowance

**MANAGER FACILITIES MANAGEMENT
PERMANENT
SALARY: R748 163.00 PER ANNUM**

REQUIREMENTS	:	National Diploma in Public Administration Management / Building / Facilities Management / Asset Management 5 years' relevant experience in fleet management of which 2 years in supervisory Level Valid Driving license Computer Literacy
ADDED ADVANTAGE	:	Bachelors' Degree in Public Administration Management / Building / Facilities Management / Asset Management

RESPONSIBILITIES:

Responsible to manage the planning, budgeting, implementation, maintenance and security of the municipality's facility management tools and resources. To ensure that facilities management controls are developed, risks are identified and attended to and to keep abreast of the latest developments in facilities management matters. To ensure that facilities management systems are monitored and managed. To ensure management and Council are informed and updated on facilities management matters. Develop and review facilities management policies and strategies against best practices and legislative requirements. Recommend overall strategy for planning, use and coordination of facilities management services. Communicate applicable policies and procedures to the relevant employees. Develop and participate in facilities management programme for all staff: policy and procedures. Develop and review the Facilities Management Risk Register. Manage the maintenance of facilities, ensuring they are properly maintained and enable service delivery. Monitor consumption related (water and electricity) matters, and initiate investigations if necessary. Manage the facilities management procedures implementation. Manage the usage of facilities in accordance with policy and procedure. Develop and review the Facilities Management Risk Register. To ensure a sustainable, cost-effective facilities management function organizationally and enabling end-user departments are enabled to fulfil their functions efficiently and effectively with regards to facilities management services.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing and car allowance

NETWORK ADMINISTRATOR X1**PERMANENT**

SALARY: R449 183.00 – R491 165.00 PER ANNUM

REQUIREMENTS :

NQF 5/ National Diploma or Equivalent qualification in Information Technology
Valid Drivers' license is an essential advantage
2-3 years' experiences in associated with information technology.

RESPONSIBILITIES :

To provide IT support to all Uthukela officials stationed in any of the uThukela offices (area-based, depots, plants), with respect to networks systems (applications and financial, expenditure, procurement, personnel and payroll system, database, security and intranet/ websites) support and administration software and hardware (servers, networks, devices, PCs, laptops printers) IT administration, backups responsibilities and any other activities related to section including new IT Projects

- The network administrator performs a wide range of tasks from entry to advanced level systems support, design and network administrator responsibilities in order to enable municipal users to accomplish their business and public service requirements through effective operations and sharing of information and applications
- To ensure all systems run effectively and efficiently and stay up to day.
- Research and recommend solutions to technology needs, compatible with the municipality's technology architecture and infrastructure and resource constraints, assist in drafting request for proposal for software, solicits quotes and recommends products.
- To ensure all hardware assets are up to date and accounted for
- In order to ensure the network aspects are taken care of timeously and network issues are resolved correctly
- To ensure that there is continuity on the sectional IT support service provision
- Ensure smooth operation of IT infrastructure at all times
- Report all systems irregularities
- Check and monitor branch connectivity, transmission, and run system-updates
- Provide on-call support – telephone, face-to-face and online support
- Log and follow up on calls to third party suppliers when and where applicable
- Configure server access and delegate control as needed
- Control, monitor and report on virus activities
- Check, test and maintain server back-ups on a periodic basis
- Maintain of backup log sheet and system document
- Ensure backup tapes are stored off site
- Ensure all hardware and software is kept up to date with regards to patches and security updates

- Assist in the development, maintenance and enforcement of configuration, security and safety standards and procedures

BENEFITS : Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing etc

ADMINISTRATIVE OFFICER SECRETARIAT x2
PERMANENT
SALARY: R337 739.00 – R389 599.00

REQUIREMENTS : Grade 12 ; NQF level 5 in Administration or Secretarial Diploma or equivalent
 Computer Literacy – MS office applications
 1-year experiences in administration/secretariat work
 Valid driver's licence

RESPONSIBILITIES

Performs tasks associated with the provision of secretarial support through the application of laid down meeting procedures, accessing and making available information, translating documents and performing related administrative sequences. Agenda Compilation and Minutes of Meetings.

- Provides secretarial support to various committee and sub-committee sittings within the Council by;
- Communicating with Officials and office bearers to establish items for inclusion on the agenda and the submission of investigational/general reports and proposals supporting agenda items
- Circulating notification, agenda and minutes of previous meetings to members
- Accessing and making information available prior to the meeting to the Chairperson and/or representatives on specific items for discussion referring to Council resolutions, reports and correspondence
- Performing specific secretarial sequences at meetings with regards to circulation and completion of attendance registers, recording details of proceedings / discussions and decisions, and making available of copies of correspondence referred to in discussions to members
- Developing, updating and maintaining of Resolution register per decision reached in each meeting
- Translating the content of minutes of meetings, notices, etc. into specific official languages as and when required to enable officials and representatives to comprehend issues and discussion and, forwarding draft documentation to the immediate superior for verification prior to circulation
- Referring to legislation, Council resolutions and regulations to enable formulation of resolutions and recommendations arising out of discussions in Committee
- Recording and updating registers of attendees to committee meetings and extracting and forwarding information on request with respect to long term / continuous absenteeism of Officials and Union representatives to committee chairperson
- Updating committee files and records inserting attendance registers, notification, correspondence and minutes in accordance with established referring sequences.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, housing etc.

WATER, SANITATION AND TECHNICAL SERVICES DEPARTMENT

GENERAL WORKERS X 17
PERMANENT
SALARY: R142 734.00 – R167 914.00 PER ANNUM

REQUIREMENTS: Basic literacy and 1–2 years' relevant experience.

RESPONSIBILITIES: Includes inter alia :-

Digging of trenches and cleaning of sewer mains to ensure clean and hygienic services for the maintenance of all water and sewer reticulation system by:
 Dig trenches for water and sewer reticulation systems, then backfill and compact them. Assist artisans and plumbers with moving and lifting equipment and materials, clearing blocked sewer drains, breaking openings into manholes, and repairing burst water mains. Maintain tools and equipment in a clean, safe, and proper condition at all times. Perform all duties under supervision.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, and housing subsidy.

DEPARTMENT OF SOCIAL & ECONOMIC SERVICES

**POSITION: FIRE OFFICER X2
PERMANENT**

SALARY: R350 892.00 – R392 256.00 PER ANNUM

ESSENTIAL REQUIREMENTS:

- NQF 5 /Appropriate Fire Fighting Qualifications or Equivalent
- At least 2-3 years' experience in Fire Fighting
- Driver's License
- Computer Literacy

RESPONSIBILITIES: Includes inter alia :-

Perform inspections tasks/activities associated with the provision of Fire Protection, Safety Practices and Procedures, by:

- Inspection of fire hydrants and testing and inspect sites for the issue of burn permits. Conducting inspections on high-risk premises. Attending meetings to clarify fire protection requirements and ensure implementation. Attending queries and complaints and trying to resolve them. Compiling & preparing incident and fire investigation reports. Controlling and coordinating all certificate of registration records. Leading the activities of fire rescue crews in dealing with emergency incidents including fire, emergency rescues, chemical spillages etc.

BENEFITS: Inter alia the 13th cheque, subsidized pension, medical aid scheme, and housing subsidy.

CLOSING DATE : **18 SEPTEMBER 2026**
ENQUIRIES : **HUMAN RESOURCES**
036 - 6385100

All applications must be on a prescribed Application Forms available on our website (www.uthukeladm.gov.za), together with comprehensive CV and Certified copies of qualifications, ID copies and drivers' license to be forwarded to: THE MUNICIPAL MANAGER, UTHUKELA DISTRICT MUNICIPALITY, P O BOX 116, LADYSMITH 3370.

Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application as unsuccessful. Uthukela District Municipality adheres to the National Employment Equity Act and preference will be given to appointments that assist in achieving current targets (women representation) of the municipality.

The final salaries for these advertised positions are subject to the outcome of the Job Evaluation process by the South African Local Government Bargaining Council's TASK Job Evaluation Committee.

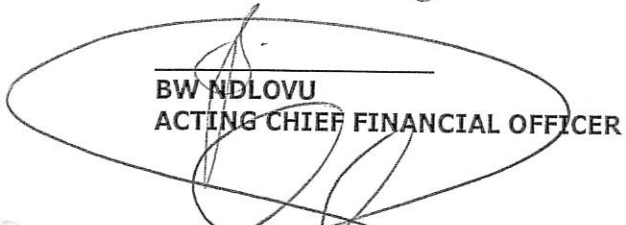
The Municipality reserves the right not to appoint.

INTERNAL AND EXTERNAL ADVERTISEMENT



OS MNGUNI
GENERAL MANAGER CORPORATE SERVICES

Supported / Not Supported



BW NDLOVU
ACTING CHIEF FINANCIAL OFFICER

Supported / Not Supported



LS JILI
MUNICIPAL MANAGER

Approved / ~~Not Approved~~