



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

INTERNAL AND EXTERNAL ADVERTISEMENT

OFFICE OF THE MUNICIPAL MANAGER

INTERNAL AUDITOR X 1

PERMANENT

SALARY: R541 528.00- R605 336 PER ANNUM

Requirements:

- Grade 12 (Matric), National Diploma and or Bachelor's Degree (NQF 5-6 Level) in Internal Auditing/ Financial Management in Internal Auditing
- 2-4 years' experience in the Auditing field in municipalities/government departments and financial institutions.
- Valid Driver's license.
- Professional registration with the Public Accountancy and Auditing Board (Internal Auditors South Africa (IIASA) as a Registered Accountant and Auditor.
- Good understanding of GRAP and IIA standards as well as code ethics, adequate understanding of MFMA, Public Service Regulation Framework and Risk Management.

Responsibilities:

Co-ordinate and controls processes and procedures associated with the formulation of the Municipality's risk-based Audit Plan and Program. Interpret objectives of the Unit and execute action plans, monitor and report on effective execution of those plans. Evaluate test results and recommend correct measures. Performing follow-up audits and reviewing follow up audit working papers prepared by audit clerks. Interpreting legislative requirements. Ensures that key risk-based issues are given consideration during the formulation of plans and programs in accordance with applicable legislation. Annual Interaction on implementation with the Audit Committee/ Head of Organization. Monitors applications, procedures and processes associated with specific statutory financial responsibilities and functions/ activities of the Municipality. Ensures the implementation of Audit investigative processes to determine irregularities or non-compliance. Disseminates guidance and information on specific key performance areas and requirements associated with the Audit program and procedures. Ensuring information, advice or opinions on relevant matters, is communicated through the various mediums is accurately interpreted through the provision of adequate and clear explanation and facts. Receiving Audit Committee Reports and analyzing the scope and nature of investigation. Assisting in formulating checking the validity the methodology using sample audits. Preparing comments in respect of the investigation and findings.

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

COMMUNITY SERVICES DEPARTMENT

MANAGER MUNICIPAL HEALTH (ALFRED DUMA LOCAL MUNICIPALITY) X1

PERMANENT

SALARY: R748 163.00 PER ANNUM

REQUIREMENTS: Grade 12, B Tech Degree in Environmental Health /Public Health or equivalent qualifications.
5 years' experience in the field of Environmental Health of which 3 years in a supervisory level
Driving license
Registration with the Health Professions of Council
Peace Officer will be an added advantage

RESPONSIBILITIES:

Identifies with the Community Services strategy with respect to service delivery and, defines, implements and monitors the short term plans/objectives for the Environmental Health functionality by: Communicating with the Senior Manager on specific Key Performance Areas (refuse removal, cleaning of the street and public conveniences) and or statutory requirements encapsulated in Environmental Health Legislation with a view to aligning functions and service delivery objectives against the capacity and capability of the Section. Reporting on implementation outcomes with regards to project related interventions and work in progress and providing reasons and recommendations to improve and/ or sustain the quality and performance levels of the Section. Communicating to personnel through the verbal and written mediums statutory and procedural requirements for adoption or approving statutory notices for circulation and, procedural forms authorizing personnel to conduct inspection of premises and processes to determine compliance. Inspecting work sites and conducting observations of work sequences and determining extent of awareness and the need for corrective/remedial measures.

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

SENIOR ENVIRONMENTAL HEALTH PRACTITIONER X1
PERMANENT
SALARY: R541 528.00- R605 336 PER ANNUM

REQUIREMENTS: Grade 12, National Diploma / Degree in Environmental Health /Public Health or equivalent qualification
2– 3 years' experience in experience in the field of Environmental Health
Driving license
Registration with the Health Professions of Council
Peace Officer will be an added advantage

RESPONSIBILITIES:

Water quality monitoring, Food control, surveillance control and surveillance communicable disease excluding immunization, Health surveillance of premises, Waste management, Chemical safety, vector control, Environmental pollution control and disposal of the dead. Co-ordinate and monitor the delivery of Municipal Health services in an effective and efficient manner within each Local Municipality's area of jurisdiction. Provide support and supervision to staff. Ensure that appropriate prescripts, norms and standards are adhered to by the Environmental Health Practitioners under his/her supervision when performing the nine key responsibilities outlined in Section 1 of the National Health Act No. 61 of 2003. Compile weekly, monthly and quarterly reports on Municipal Health Services within the area of jurisdiction of the Local municipality. Participate in multi-sectoral and intergovernmental relations for a as assigned by the Senior Manager: Municipal Health Services from time to time. Provide input on the drafting of policies and by laws relating to Municipal Health Services.

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

PERSONAL ASSISTANT TO THE GENERAL MANAGER COMMUNITY SERVICES X1
PERMANENT
SALARY: R389 599.00 – R448 756.00 PER ANNUM

REQUIREMENTS: Grade 12, NQF Level 4 / National Certificate in Office Administration /Equivalent Qualification
Computer Literacy -Office Applications
2-3 years' experience in Relevant Secretarial/ Administrative experience and Local Government
Valid Driving license
Knowledge of Disaster, LED and Municipal Health Services will be an added advantage

RESPONSIBILITIES:

Provides office support to the General Manager to ensure smooth running of the of the office by: -

Scheduling, confirming and updating the diary of the Manager and alerting or indicating priority/ urgent meetings requiring attention. Organising, confirming and scheduling meetings/ appointments with internal departments/ external officials, arranging the venue and attending to catering/ refreshments requirements. Copy typing and formatting documents/ reports and creates presentations using word processing and related office applications. Updating the correspondence register inserting reference numbers and subject of correspondence received and in circulation and/ or seeking information and approval of and communicating response established for specific/ or

routine matters. Perusing Council and Committee Agenda and Minutes of Meetings and identifying with items associated Section's activities Ongoing requiring the attention of the Manager Maintains and access records of discussions, instructions and Correspondence. Attending to telephonic calls and visitors to the Branch, establishing nature of visit and directs requests to appropriate personnel

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

CORPORATE SERVICES DEPARTMENT

POSITION: MANAGER RECORDS MANAGEMENT X1
PERMANENT
SALARY: R748 163.00 PER ANNUM

REQUIREMENTS: Grade 12, B. Degree (Public Administration, Management, BA Degree) /Equivalent Qualification
Code EB Driver's License.
5 years' relevant experience of which 3 years in a supervisory level
Driving license

RESPONSIBILITIES:

Manages the implementation of policy, procedures and systems associated with controlling document flow and quality systems / statutory and audit requirements regulating record keeping. Develop Records Management System Policies, Procedures and user guides. Identifying the most appropriate records management resources. Developing, maintenance, verifying and application of the Document and Records Management System and Records Control Schedule. Maintaining contractual procedures to facilitate assessment of financial / administrative implications for the Department. Evaluating the adequacy of current administrative systems and re-defining registry and archiving sequences with a view to correcting deviations from laid down departmental guidelines and statutory and/or audit requirements. Preparing departmental circulars based on directives/decisions taken at management and council meetings and analyzing and formulating responses to correspondence received to facilitate clarification and understanding. Monitors the consolidation, processing and presentation of functional information. Checking and validating information recorded and received from Departments pertaining to specific operational activities against based documentation. Controlling the receipt circulation and response to applications from Departments and updating records of approvals. Manage and control the implementation of the approved Filing systems and ensure compliance.

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

WATER, SANITATION AND TECHNICAL SERVICES DEPARTMENT

POSITION: SUPERINTENDANT RETICULATION X 1
PERMANENT
SALARY: R491 165. 00 – R541 528.00 PER ANNUM

REQUIREMENTS : Grade 12, National Diploma in Civil Engineering /Equivalent Qualification/ Plumbing Trade Test
3 years' Experience in Civil works / plumbing
Completed apprenticeship and proof of passing a Trade Test
Driver's License

RESPONSIBILITIES: The incumbent will be responsible for the day-to-day maintenance of all water and sewer systems in a designated area including inter alia:-

Administration of staff attendance, Time sheets, Overtime management. Ensuring the smooth running of all sections of the section on daily basis. Compile items and reports for the department, Co-ordinate all job requirements from the call center and bulk section so as to set tasks for foremen plumbers. Supervise, guide and direct subordinates in execution of maintenance work activities and in the establishment of norms and standards. Responsibility for planned and unplanned maintenance is carried out correctly. Ensuring cost effective and efficient service delivery, Control. Perform all other tasks as mandated by the Water Services Manager.

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

TEAM LEADER X 1
PERMANENT
SALARY: R389 599.00 –R448 756.00 PER ANNUM

REQUIREMENTS: Grade 12 (or N3 Technical) /Equivalent Qualification
Plumber Trade Test
Driving License Code EB and PDP
Computer Literacy

RESPONSIBILITIES: Includes inter alia :-

Coordinate activities/sequences associated with plumbing installations, maintenance, repairs and fault finding/repairs in the water and sanitation reticulation system:

Receiving instruction from immediate superiors on the layout and specific work sequences and communicating with support personnel on materials, equipment requirements and preparatory activities. Take inventory of tools and equipment the team use in their daily duties, ensure cleaned and properly stored. Carry out repair work and comply with safety regulations: operating handheld equipment (Jackhammer, Power Drills etc) to cut through concrete/tarred surfaces and/or monitoring/participating in the preparation of trenches against marked out routes. Laying pipes and preparing sections (filling, threading) for the installation of valves, flow meters etc. Holding and aligning sections and/or tightening couplings and elbows; Checking seals and joints and reporting defects to the immediate superior. Removing defective flow metering units and connections to domestic household/industrial premises; Clearing blocked drainage and wastewater systems using high pressure cleaning systems to remove debris/trapped waste. Inspecting identified leaks in the system, isolating defective areas and commencing with repair sequence. Cutting/removing and replacing defective sections using welding techniques and/or couplings to secure joints. Removing and replacing defective flow metering units and connections to domestic household/industrial premises. Repairing leaks and flushing units in municipal buildings, replacing washers, gaskets and or components and testing functionality and/or reporting defects to the immediate superior for attention. Participate in the workplace safety inspections to ensure compliance to safety requirements Arrange the storerooms, clean and pack them in a way that hazards are eliminated or reduced. Load and offload material and tools to and from the truck to stores Ensure the team have required materials to undertake functions through completion of relevant proformas for consideration by Superintendent

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

TRUCK DRIVER (HONEY SUCKER) X1
PERMANENT
SALARY: R278 409.00 – R325 831.00 PER ANNUM

REQUIREMENTS: Basic literacy/Code 14 driving license with PDP
1-2 years' experience as a truck driver

RESPONSIBILITIES: Includes inter alia :-

Safely removing liquid waste from septic tanks, cesspools, or other designated areas and transporting it to designated disposal sites. Cleaning sewer manholes, removing sludge from septic tanks and holding tanks, Unclogging sewer lines, disposing of waste at designated sites, and Maintaining records of work performed. Ensuring all waste disposal activities comply with local environmental regulations and standards. Ensure that the vehicle is always in a roadworthy condition. Inspecting safety devices, controls, lubricants levels, etc. on the truck and reports defects to the Supervisor. Inspecting the site and removing obstacles that could harm or damage operations. Oversee condition of vehicle and inspect tires, lights, brakes etc.

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

**LEARNER OPERATOR X 7
PERMANENT
SALARY: 176 655.00 – R212 997.00 PER ANNUM**

REQUIREMENTS: Grade 12,
Valid Driving license
1-2 years relevant experience

RESPONSIBILITIES: Includes inter alia: -

Take responsibility for a shift on a rotational basis at a waterworks producing up to 30 MI per day of potable water in a continuous process. Ensuring that the water function is running smoothly throughout day and night. Responsible for NTU, Ph. Carry out NTU, Ph and lime for dosage. Responsible for chlorine cylinders by changing the chlorine cylinders. Responsible for the cleaning of flocculating cones by shaking. Responsible for chemicals by checking and adjusting chemical dosage. Responsible for reservoirs by check levels. Responsible for starting and stopping treated water and raw water pumps as required. Carry out flocculation tests by taking pump meter readings. Record all readings as set out in record sheet

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

CLOSING DATE : **02 OCTOBER 2026**
ENQUIRIES : **HUMAN RESOURCES**
036 - 6385100

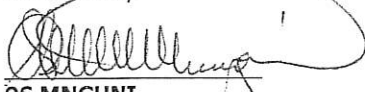
All applications must be on a prescribed Application Forms available on our website (www.uthukeladm.gov.za), together with comprehensive CV and Certified copies of qualifications, ID copies and drivers' license to be forwarded to: THE MUNICIPAL MANAGER, UTHUKELA DISTRICT MUNICIPALITY, P O BOX 116, LADYSMITH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

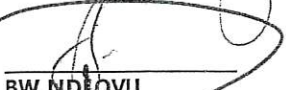
The final salaries for these advertised positions are subject to the outcome of the Job Evaluation process by the South African Local Government Bargaining Council's TASK Job Evaluation Committee.

The Municipality reserves the right not to appoint.

Authorized by:


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