

169 Main Street  
Private Bsg 53  
Umzimkhulu  
3297



Email: [info@umzimkhulu.gov.za](mailto:info@umzimkhulu.gov.za)  
Tel: (039) 259 5000/5300  
Fax: (039) 259 0427

CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL  
KZN 435

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidate for the under mentioned challenging position.

### **ADVERTISEMENT**

#### **1. ADMINISTRATOR (REGISTRY) (TG9)**

**Permanent position**

**ANNUAL SALARY: R184 298.40**

#### **MINIMUM REQUIREMENTS**

- Matric
- Computer Literacy – Office Applications
- 2 years' experience as admin clerk preferably in registry unit.

#### **KEY PERFORMANCE AREAS:**

- Performs activities/tasks associated with registering and recording of incoming/outgoing mail correspondence.
- Performs specific task/activities associated with monitoring the circulation and retrieval of documents and correspondences.
- Perform tasks/activities associated with the provision of general office support.
- Receiving incoming/outgoing mail from main Registry and commences with recording sequence in mail registers, inserting dates, details of address etc.
- Inserting acknowledgement of receipt on incoming mail, stamping and reflecting circulation details.
- Seeking approval and executing sequences to facilitate the archiving and disposal of aged/obsolete records.

169 Main Street  
Private Bsg: 53  
Umzimkhulu  
3297



Email: [info@umzimkhulu.gov.za](mailto:info@umzimkhulu.gov.za)  
Tel: (039) 259 5000/5300  
Fax: (039) 259 0427

CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL  
KZN 435

## **2. ELECTRICAL TECHNICIAN (TG11)**

Permanent position

**ANNUAL SALARY: R244 976.28**

### **MINIMUM REQUIREMENTS**

- Matric with completed apprenticeship and grade test Certificate
- National Diploma in Electrical Engineering or equivalent
- Code C1 Driving license
- 3 years' experience as an Electrician

### **KEY PERFORMANCE AREAS:**

- Experience in Low Voltage, Medium Voltage, Underground mains, Overhead mains and Substations.
- Communicating with immediate Supervisor and establishing material and resources necessary against specific works orders.
- Interacting with the Engineering Stores and checking allocated components and materials against job cards prior to commencing with loading.
- Providing guidelines and specific instructions to personnel with respect to the preparation of work site for major/minor works and/or setting up of traffic signage.
- Coordinates activities associated with the construction and installations of medium/ low voltage electrical networks,
- Reading and interpreting drawings/ works orders detailing layout and specifications.
- Monitoring and attending to deviations in the construction and installation sequences of poles, cross waves, stays, lines, aerial transformers, switchgear, ect.
- Terminating cables, wires etc to junction boxes, connecting blocks and /or terminals including soldering, fitting of lugs and harnessing wires.

169 Main Street  
Private Bsg 53  
Umzimkhulu  
3297



Email: [info@umzimkhulu.gov.za](mailto:info@umzimkhulu.gov.za)  
Tel: (039) 259 5000/5300  
Fax: (039) 259 0427

CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL  
KZN 435

**All applications with comprehensive curriculum Vitae and application letter, certified copies of educational qualification must be addressed to:**

The Municipal Manager

Attention: Deputy Manager Corporate Services

UMzimkhulu Municipality

P.O BOX 53

UMzimkhulu

3297

Or hand delivery to 169 main street UMzimkhulu Municipality Old Main Building to the Corporate Services manager Office.

**CLOSING DATE: 27 September 2019**

Enquires can be directed to the Corporate Services Manager no faxed or emailed application will be accepted. UMzimkhulu Municipality is an equal opportunity employer with strong gender bias, woman disabled candidates are encouraged to apply.

.....

**Mr Z.S. SIKHOSANA**

**MUNICIPAL MANAGER.**