

Mbizana Local Municipality

Physical Address
51 Winnie Madikizela
Mandela Street
Postal Address
P O Box 12
Bizana



Office of the Municipal
Manager
Tel: 039 251 0230
Fax: 039 251 0917
lmahlaka@mbizana.org.za

EXTERNAL ADVERT

Applicants are hereby invited from suitable qualified individuals to fill the vacant position indicated below:-

1. **POST** : **STORES OFFICER**
DEPARTMENT : **BUDGET AND TREASURY OFFICE**
CONTRACT : **PERMANENT**
TASK GRADE : **11**
REMUNERATION : **R 266 521.00 basic salary per annum**

REQUIREMENTS

- ✓ Grade 12 or Matric Certificate;
- ✓ National Diploma in Inventory and Stores Management/Finance/Internal Audit or Degree in Finance with Accounting III and business management as a completed course;
- ✓ 3-5 years' experience in stores and inventory management;
- ✓ Understanding of South African Local Government prescripts and
- ✓ Completed Municipal Finance Management Programme/CPMD will be added advantage.

KEY PERFORMANCE AREAS

- ✓ Centralisation of the stores and inventory management function;
- ✓ Performing activities associated with receipting and issuing of inventory;
- ✓ Reconcile stock movements records;
- ✓ Identify and record discrepancies and propose adjustment to stock;
- ✓ Process stock transaction on the stores management system;
- ✓ Identify and maintain stock levels required for optimal operations;
- ✓ Perform quarterly stock counts;
- ✓ Perform monthly reconciliations;
- ✓ Attend to audit queries;
- ✓ Identify obsolete and redundant stock for disposal and

- ✓ Preparation and submission of monthly, quarterly and annual reports.

2. POST : SECURITY GUARDS X 2
DEPARTMENT : COMMUNITY SERVICES
CONTRACT : PERMANENT
TASK GRADE : 05
REMUNERATION : R111 389.00 basic salary per annum

REQUIREMENTS

- ✓ Std 8 or Grade 10;
- ✓ Grade D security certificate;
- ✓ 1-2 years' relevant experience;
- ✓ No criminal record and
- ✓ Must be registered with PSIRA.

KEY PERFORMANCE AREAS

- ✓ Patrolling to ensure safety and security;
- ✓ Controlling the entrance to the building to ensure safety and security;
- ✓ Writing the occurrence book to ensure that a record is kept of all incidents;
- ✓ Reporting all incidents to superior;
- ✓ Submission of monthly reports to supervisor and
- ✓ Monitoring of CCTV.

3. POST : TRAFFIC WARDEN
DEPARTMENT : COMMUNITY SERVICES
CONTRACT : PERMANENT
TASK GRADE : 07
REMUNERATION : R158 185.00 basic salary per annum

REQUIREMENTS

- ✓ National Senior Certificate or Grade 12;
- ✓ Diploma in Traffic Law will be an added advantage;
- ✓ Relevant experience;
- ✓ Valid Code 08 driving license and
- ✓ No criminal record.

KEY PERFORMANCE AREAS

- ✓ Issuing of 341 Notice to ensure compliance with the law;
- ✓ Foot patrolling around area of operation to ensure that road safety regulation are adhered to;
- ✓ Identifying parking infringements;
- ✓ Scholar patrols and monitoring CCTV cameras;

- ✓ Conduct point duties to help free flow and prevent accidents;
- ✓ By-law enforcement and
- ✓ Dealing with public enquiries.

A covering letter clearly stating the position you are applying for, a comprehensive CV with traceable references, certified copies of certificates, ID and driver's licence must be submitted as part of an applicant's application. All correspondences should be addressed to: The Senior Manager: Corporate Services, Mbizana Local Municipality, P.O. Box 12, Bizana, 4800 or be submitted to the HR Offices during office hours. For more information please contact: Ms N. Mshweshwe on 039-251 0230 during office hours. Closing date: 10/09/2010 @ 12pm.

**CANVASSING OF COUNCILLORS AND OR OFFICIALS WILL DISQUALIFY YOUR APPLICATION;
THE MUNICIPALITY RESERVES THE RIGHT NOT TO FILL THESE POSTS.**

No faxed or emailed applications will be accepted, applicants who have not been contacted within 30 days after the closing date should know that their applications have been unsuccessful.



Mr. J. Mahlaka
Municipal Manager