

# NKANGALA DISTRICT MUNICIPALITY

## COMMUNITY SERVICE X 1 (RE-ADVERT)

### DEPARTMENT: SOCIAL SERVICES

**TERM OF OFFICE: FOR FIXED 24 MONTHS (2yrs) • R48 990.00 per annum (stipend) Level: N/A**

**REQUIREMENTS:** Grade 12 certificate, Completed Environmental Health (EH) curriculum. Registration with Professional bodies as Environmental health student at HPCSA. Good computer skills and completed all EH experiential training. Applicant must be unemployed and resides within Nkangala district Municipality. **DUTIES:** • Performing inspections of specific premises: undertakers, offensive trades, hairdressers, places of entertainment, recreational facilities, resorts, child-care establishments, hostels • Preparing monthly MHS reports. • Conducting general inspections of residential and business premises in response to EH related complaints received. • Perform routine monitoring and sampling of water sources • Enforcement of MHS by-laws and other relevant legislations. • Conduct environmental education and awareness campaigns within the local jurisdiction. • Investigating complaints regarding noise disturbance and monitor levels thereof. • Preparing and serving notices, letters, reports, etc, according to environmental health legislations. • Conduct food premises inspections. • Monitoring waste management within the local jurisdiction. • Monitoring the exhumation and reburial or disposal of human remains • Scrutinising building plans and report comments • Providing health education and instructions during inspections • Issue Certificate of Compliance or Acceptance in accordance with applicable legislation • Investigating outbreaks/incidences of food borne diseases (infections and poisonings) • Attend meetings, Training, workshops or conferences.

### FINANCE INTERNS X 2

**TERM OF OFFICE: FOR FIXED 24 MONTHS (2yrs)**

**R85 200.00 per annum (stipend) Level: N/A**

**QUALIFICATION REQUIREMENTS:** The candidate should hold a three-year Bachelor's Degree (NQF Level 7) or National Diploma (NQF Level 6) with majors in Accounting, Economics, and Finance including either Risk Management or Auditing among others. **EXPERIENCE REQUIREMENTS:** Invites recent graduates in the fields of accounting, economics or finance. Applicants must be unemployed, recently qualified and **be residing within Nkangala District Municipality**. Original copies of certificate and proof of residence is required with applications. Verification will be done to ensure that applicants are residing in Nkangala District Municipality. **DUTIES:** The Municipal Financial Management Internship Programme (MFMIIP) seeks to assist municipalities to develop the knowledge and skills of the interns employed under this programme in areas such as strategic planning and management, municipal budgeting and finance management.

### EPWP DATA CAPTURER X 1

**WORK STATION: NKANGALA DISTRICT MUNICIPALITY**

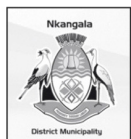
**TERM OF OFFICE: For fixed 24 months (2yrs) • SALARY: R6 000 p.m (Stipend) LEVEL: N/A**

**APPLICANTS MUST MEET THE FOLLOWING MINIMUM CRITERIA:** • Be a South African citizen • Grade 12 certificate (Matric) NQF4 or equivalent • A National Diploma (NQF Level 6) in Office Administration, Secretarial, Public Management/ Office Management/ Management Assistant or equivalent • A certificate or National Diploma in Computer Literacy. **EXPERIENCE, KNOWLEDGE AND SKILL REQUIREMENTS:** • Excellent organisational, administration and computer skills including MS Word, PowerPoint and Excel • Be able to read and write in English. • A qualifying candidate must be physically strong and be between the ages of **18 and 35 years**. • Must be unemployed or never been employed • Candidate must not be participating or have participated in any EPWP programme before. • Strong attention to detail • A team leader and team player, able to work in multidisciplinary teams • At least 1-3 years' verifiable experience as a Data capturer or Data typist. **DUTIES:** • Coordination of EPWP projects reporting in the organization across all four sectors of the programme, environment, infrastructure, non- state and social sector. • Operating the ER-system of the National Department of Public Works to report all the EPWP jobs on-line into the system. • Filing all documents related to EPWP reporting of the projects for Pre-audit and Auditing purposes. • Facilitating the EPWP reports and to ensure that all the work opportunities are correctly reported on the ER system of EPWP. • Serve as the Secretariat to the external and internal EPWP meetings. • Draw different types of reports from the EPWP ER system for the EPWP champion and management. • Update all registered EPWP projects on a monthly basis for Council reporting to improve FTEs' performance of the institution. • Ensure that every work opportunity created by the council is reported on the EPWP system. • Compilation of progress reports on projects that are reported in the system. • Ensure that training conducted by the municipality is reported accordingly. • Ensure that EPWP reports are accurate and submitted on time. • Registration and reporting of EPWP employees on the reporting system. • Processing of EPWP contracts • Processing of payment schedule (stipends) • Keeping of EPWP records including financial statements for all stipends paid. • Check data completeness, consistency and data verification by liaising with the Assistant Manager LED and EPWP Champion.

**NB: This opportunity is preferably for a female youth (18-35 years) people residing in Steve Tshwete Local Municipality within Nkangala District Municipality and South African citizen only.**

**NOTE:** The successful candidate will undergo security and qualifications vetting and enter into an employment contract / performance agreement with the municipality and **will be subjected to a 6 months' probation period** and disclosure of financial interests, as requested, must be submitted. Correspondence will be limited to short-listed candidates.

**Applicants should submit an application letter, detailed CV together with certified copies of qualifications and identity document, as well as the completed, prescribed NDM General Application Form for Employment (available from the Municipal Offices or can be printed from Council's web site "[www.nkangaladm.gov.za](http://www.nkangaladm.gov.za)"), and send it to: The Municipal Manager, Ms M M Skosana, PO Box 437, Middelburg, 1050, Mpumalanga or Hand deliver the application to the Municipal Offices at 2A Walter Sisulu Street, Middelburg, Mpumalanga, Corporate Services Human Resource Office B21, Ground Floor. Nkangala District Municipality reserves the right not to fill any of the positions. No faxed or e-mailed applications will be accepted.**



**Enquiries: Ms Hlengiwe Nkosi: 013 249 2082 • Closing date: 19 December 2019 at 16h30**

**MM SKOSANA - MUNICIPAL MANAGER**