

# **NDLAMBE MUNICIPALITY**

## **PORT ALFRED**



## **VACANCIES**

### **1. MANAGER: INCOME/ REVENUE ON TASK GRADE 16 OF A CATEGORY 3 LOCAL MUNICIPALITY- (SALARY SCALE: R 675 757 – R 877 172 pa)**

Applications are invited from persons who consider themselves suitably qualified to apply for the above position. The successful candidate will report directly to the Deputy Director Finance.

#### **REQUIREMENTS**

Must have Matric plus BCom degree or National Diploma in Accounting, 5 years management experience with 3 of those years being a Revenue Manager in Local Government, knowledge of municipal systems, computer literacy ability to work under pressure, good interpersonal skills, and accuracy when working with figures. Must have a driver's license.

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

Management of municipal billing

Management of Credit Control / Revenue Collection

- Oversee compilation of periodic General Valuations and related processes
- Staff Training and Development
- Oversee municipal Banking processes
- Oversee Provision of free basic services and free basic Alternative energy
- Implementation of the Indigent policy
- Management of prepaid vending system and Municipal Vendors
- Resourcing section to improve operational efficiency
- Provide support and input in compiling annual financial statements
- Provide input in developing policies and by-laws for the section
- Compile and monitor annual budget implementation
- Build and maintain a customer service culture
- Preparation of reports required in respect of the section
- To perform Adhoc duties as may be required from time to time

**2. MANAGER: WORKSHOP (SALARY SCALE R 600 186 – R 779 079 p.a)**  
**TASK GRADE 15 OF CATEGORY 3 LOCAL MUNICIPALITY**

Applications are invited from persons who consider themselves suitably qualified for appointment to the abovementioned post

**REQUIREMENTS**

- National Diploma in Mechanical/Automotive Engineering OR N4 with Trade Test (Diesel Mechanic / Petrol Mechanic / Motor Mechanic).
- Valid Code C/EC Driver's License with PrDP (advantageous).
- Minimum 5-7years' experience in mechanical/fleet workshop environment.
- Knowledge of the OHS Act, and municipal fleet repairs and maintenance frameworks and fleet policy.
- Computer literacy (MS Office, Fleet Management Systems).

**DUTIES: KEY PERFORMANCE AREAS**

- Manage and supervise the municipal mechanical fleet workshop.
- Plan, schedule, and oversee servicing, maintenance, and repair of municipal vehicles, trucks, and plant machinery.
- Diagnose mechanical faults, recommend solutions, and ensure quality workmanship.
- Ensure municipal fleet compliance with the National Road Traffic Act and roadworthiness standards.
- Implement and monitor preventative maintenance programs.
- Supervise mechanics, artisans, apprentices, and support staff in the workshop.
- Manage procurement of spare parts, tools, oils, tyres, and consumables.
- Monitor fuel consumption, fleet costs, and control expenditure within budget.
- Maintain accurate records of repairs, breakdowns, licensing, and servicing.
- Provide technical support to departments during emergency breakdowns in all fleet and municipal pumps.

**CORE COMPETENCIES**

- Strong technical and diagnostic skills in mechanical and automotive systems.
- Knowledge of municipal fleet operations and legislation.
- Leadership and supervisory skills.
- Ability to work under pressure and meet service delivery deadlines.
- Good communication, report-writing, and interpersonal skills.

**3. SENIOR ADMINISTRATION OFFICER: ESTATE (SALARY SCALE: R 410 689 – R 533 086 p.a) TASK GRADE 12 OF CATEGORY 3 LOCAL MUNICIPALITY**

Applications are invited from persons who consider themselves suitably qualified for the above position.

**REQUIREMENTS:**

- Grade 12 plus 3-year Diploma or Degree in /Real Estate/Property Management/Property Studies (or related) • 4 – 5 years relevant work experience in the field of property management • Code B driver's licence • Computer literacy. No criminal record.
- Will sign a performance agreement
- Knowledge of MFMA, Municipal Supply Chain Management Policy, Municipal Asset Transfer Regulations, and SPLUMA; ability to interpret maps; land-use planning and report writing skills are essential.

**DUTIES / KEY PERFORMANCES:**

- Maintaining an accurate Asset Register and drafting lease agreements.
- Responsible for Council buildings; maintain an accurate Asset Register; ensure Deeds Office registrations and record disposals.
- Administer acquisitions, sales and leases; draft lease agreements and tender specs; liaise with conveyancers, line functions and handle correspondence.
- Evaluate applications and prepare reports for Ward Committees and the Executive Committee; implement Executive and Council resolutions.
- Liaise with statutory authorities (Public Works & Infrastructure, SANRAL); obtain and coordinate comments, inputs and objections.
- Notify Finance of approved sales and leases; maintain Lease and disposal registers for billing and audit; attend Estates audit queries.
- Scrutinise building plans for compliance; attend to the public, meetings and site inspections.
- To ensure accurate budgets are prepared in relation to requirements, enabling the section to contribute positively towards meeting developmental objectives and sustaining the quality and standards of service delivery.
- To ensure a climate conducive to promoting and sustaining motivational levels, the Performance Management System and improvements in the quality of work-life are cultivated and maintained.

**4. INTERNAL AUDITOR (R 410 689 TO R 533 086 p.a) ON TASK GRADE 12 OF A GRADE 3 LOCAL AUTHORITY**

Applications are invited from persons who consider themselves suitably qualified for appointment to the above-mentioned post.

**REQUIREMENTS**

- Grade 12 plus B Comm. Degree with Accounting 3/ National Diploma in Internal Auditing (NQF 7).
- 3 years' experience internal /external Auditing.
- No Criminal Record and be subjected to vetting process

- CIA/IAT certification (preferred or in progress)
- Active member of the Institute of Internal Auditors( IIA SA)

**COMPETENCE / SKILLS REQUIRED:**

- Ability to work independently with a sense of urgency.
- Attention to detail
- Self-starter and ability to work independently.
- Strong written and verbal communication skills;
- Problem identification and solution skills;
- Valid code 08 driver's license without any endorsement;
- Good investigative, research and analysis techniques.

**KEY PERFORMANCE AREAS:**

- Documenting all relevant systems, procedures, operations, transaction, flows and activities identified by the audit plan.
- Identification and analysis of inherent risks to systems and processes.
- Evaluate results of the audit and report thereon to ensure that findings and recommendations are supported by documented evidence and reported correctly
- Performing process analysis and detailed testing of transaction and processes.
- Execution of Audits according to annual plan and reporting on progress to Management and Audit Committees.
- Report on weaknesses on the systems of internal control and make recommendations to the clients.
- Identifies environmental, strategic, operational and compliance risks and auditing for the Municipality;
- Conducting follow up audit reviews for Internal Audit as well as Auditor General findings. This includes preparing audit test schedules and performing detailed testing to determine if findings have been addressed;
- Determining critical risk areas and audit criteria from the preliminary survey and the level of tests to be performed prior to preparing an audit program/ plan;
- Reviewing financial statements to provide credibility to the financial affairs of the Municipality through analyzing financial statements to ascertain compliance with relevant legislative prescripts and standards encompassed in the Municipal Finance Management Act (MFMA);
- Executing fieldwork; drafting and completing audit working papers; discussing audit findings with the auditee/ client, and clearing audit review notes promptly;
- Advising and consulting with the Department's Officials independently or in conjunction with the Manager at various functional levels to guide them on specific aspects of control and/ or the audits being conducted in their areas of responsibility;
- Undertaking special investigations as may be determined by Council, conducting the necessary investigations, and providing Council with a report and expressing an opinion on the matter investigated.

**5. BUILDING INSPECTOR (SALARY SCALE: R 347 854 – R 451 556 p.a) TASK GRADE 11 OF CATEGORY 3 LOCAL MUNICIPALITY**

Applications are invited from persons who consider themselves suitably qualified for the abovementioned post.

**REQUIREMENTS:**

- Grade 12 plus 3 year Diploma in Building Management or B Degree in Built Environment • 2 year relevant work experience as a Building Inspector • Code B driver's licence • Computer literacy. No criminal record.
- The post requires analytic, problem solving; excellent communication skills (oral & written) and negotiation skills; sufficient knowledge of relevant legislation (NBR; SPLUMA, NEMA; etc.) and the ability to work under pressure. Appropriate relevant experience in the field of construction supervision in the municipal environment or building industry is essential.

**DUTIES / KEY PERFORMANCES:**

- Visiting specific work-sites/ Housing Projects and conducting inspections to establish that materials and the construction of the works and procedures are in accordance with approved design drawings, specifications, statutory regulations (National Building Regulations) and Town Planning Schemes
- Undertaking specific tests at various stages of construction to check tolerances, compaction, etc. and compares findings with stipulated specifications/ requirements.
- Delivering of notices for Non-Compliance with the building regulations to the public members.
- Measuring and determining conformity to specifications e.g. screen walls, openings and interior angles and arches and checking the use of protective materials and layers to prevent water penetration, cracks, etc.
- Evaluating and commenting on the adequacy of supporting structures, ventilation and waste water drainage systems.
- Conducting buildings final inspections prior to issuing of Occupational Certificates.
- Informing owner of issues of non-conformity/ problems on site and forwarding details of observations and findings to facilitate problem-solving sequences prior to approval.
- Attending to resident's complaints and monitoring and verifying that encroachments onto public spaces are correctly noted by estates department.
- Issuing compliance notices to facilitate the demolition of illegal constructions/ unsafe buildings due to decay or damages, and/ or corrective measures necessary to address encroachments and aesthetics of buildings.
- Conducting inspections of illegal/ non-compliant structures to ensure compliance with the approved plans.
- Coordinating the institution of legal proceedings when unable to obtain compliance with regulations.
- Completing investigative reports, recording details of findings from inspections/ observations and forwards to management for perusal and guidance on unresolved/ pending outcomes

**6. COMMUNICATION OFFICER (SALARY SCALE: (R 347 854 – R 451 556 p.a) TASK GRADE 11 OF CATEGORY 3 LOCAL MUNICIPALITY**

Applications are invited from persons who consider themselves suitably qualified for the above position.

**REQUIREMENTS:**

- National Diploma in Public Relations/Journalism NQF 6/7
- At least 3 year experience in a communication environment.
- Knowledge and understanding of developmental communications, communications principles, acceptable practices and procedures.
- Broad knowledge of all media.
- Good research and analytical skills.
- Valid Code B driver's license will be an advantage
- Competent knowledge of computer applications.
- Competency in graphic design would be an advantage.

**DUTIES: KEY PERFORMANCE AREAS**

- Assist in providing communications support to municipal events/programmes, including media coverage, photography, branding and the development of flyers, posters and other communications products.
- Conceptualising, maintaining and creating updated content for all communications platforms, including, external and internal publications, the municipal website and social media.
- Translating, proofreading, editing and fact-checking content for communications platforms.
- Cultivating a positive relationship and mutual understanding between the municipality and its public/stakeholders, with a view to disseminating information on municipal policies, procedures and programmes.
- Developing and implementing suitable ways of communicating complex information on municipal policies, procedures, and programmes to all stakeholders.
- Assist in the publication of the Municipal Newsletter
- Researching and preparing reports for operational purposes, Portfolio Committee meetings, Exco and Council etc.
- Performing other reasonable administrative duties.

**7. SENIOR MOTOR VEHICLE REGISTRATION CLERK (TRAFFIC LICENSING SECTION) (SALARY SCALE: R 145 380 TO R187 773 p.a.) TASK GRADE 5 OF A CATEGORY 3 LOCAL AUTHORITY**

Applications are invited from persons who consider themselves suitably qualified for appointment to the abovementioned post.

**REQUIREMENTS:**

- Grade 12
- Advantage for MVRA and Licensing competency.
- Computer Literacy – Office Applications and e Natis System applications
- Inherent requirement to perform the functions associated with the post.

- 6 months work experience

**DUTIES: KEY PERFORMANCE AREAS:**

- Performs activities related to the receiving, updating and recording of transactional/ operational information and activities associated with the functionality (eNaTIS System).
- Interacting with relevant departments or complainants on outstanding documents or information.
- Accessing and inserting information into appropriate fields on the computer system and creating work orders and/ or other related instructional-based documentation detailing administrative requirements.
- Renewing licences by compiling accurate documentation, conducting eye tests, completing image screening sheets, taking fingerprints and fixing recent photos of the applicant to the sheet), and checking the validity of existing licenses.
- Receives payment against services rendered:
- Calculating balances and explaining transactional recordings and penalties applicable and/ or providing information.
- Issuing receipt reflecting amount tendered and confirms recording with the customer.
- Balancing of Face value documents.
- Preparing a daily cashier's statement and submitting a monthly report.
- Attends to specific administrative recording and recordkeeping sequences, and meetings by:
- Completing procedural information, forms, documents and notifications and submitting for further processing.
- Maintaining records of applications, reports and tests, using alphanumeric sequences.
- Obey any lawful instructions by your supervisor.

To apply, please send your C.V, certified copies of qualifications, ID document, cover letter, and driver's license **(including details of at least 3 contactable references with email addresses)** to the \*Human Resource Unit\*, Ndlambe Municipality, P.O. Box 13; Port Alfred, 6170 OR Hand deliver at HR Offices at 01 Causeway Road, Civic Centre, Port Alfred. Application forms are downloaded on the Municipal website [www.ndlambe.gov.za](http://www.ndlambe.gov.za). Please note that no late submission, faxed or emailed applications will be considered. **For enquiries kindly contact the Human Resources Section at 046 604 55 00. The closing date is Tuesday, 30 September 2025**

Employment Equity Plan will be complied with. Persons with disabilities are encouraged to apply. All applications who do not receive any response within 21. days of the advertisement, should know that their applications have not been successful.

**NOTICE NUMBER: 201/2025**

**ADV. R DUMEZWENI**

**10 SEPTEMBER 2025**

**MUNICIPAL MANAGER**

**Municipal Website**

**Municipal Noticeboards**

**Daily Dispatch Newspaper**