



IMPENDLE

LOCAL MUNICIPALITY

21 Mafahleni Street

Impendle

3227

Tel: 033 996 6000

Fax: 033 996 0852

Email: info@impendle.gov.za

www.impendle.gov.za

INTERNAL/EXTERNAL ADVERTISEMENT: SENIOR CLERK (FLEET)

Impendle local municipality (KZ224) invites suitably qualified candidates to apply for the following position:

VACANT POST	:	SENIOR CLERK (FLEET)
SALARY SCALE	:	min:R146 214.60 – R189 803.52pa, plus benefits
NATURE OF APPOINTMENT	:	Permanent
TASK GRADE	:	T6
REF. NO.	:	MCKZ224TDPS09

REQUIREMENTS FOR THE POST:

- **Grade 12**
- **Computer Literacy**
- **Valid Motor Vehicle Driver's License**
- **2-3-year Fleet experience will be an added advantage.**

DUTIES AND RESPONSIBILITIES

- Exercising control over the maintenance of and expenditure involved in the use of Council/Municipal vehicles.
- Ensuring proper completion and regular scrutiny of all records and returns concerning transport.
- Submitting monthly kilometer statistics for each vehicle of the previous month within the first five working days after month end to Manager Asset and Reporting.
- Ensuring that all Council/Municipal vehicles are kept in good condition and are maintained and serviced regularly.
- Ensuring that all instructions relevant to the use, operation and maintenance of vehicles are complied with.
- Inspect all vehicles regularly as required but at least once a month to ensure that vehicles are maintained in a good condition and are kept clean.
- Advising staff on procedures in respect of assets and transport or completing the necessary documentation related thereto.

RE-ADVERTISEMENT POST

POSITION	:	LIBRARY COMPUTER ASSISTANCE (CYBERCADET)
SALARY	:	min. R224 082.00 pa – max. R290 855.52 pa plus benefits
TASK GRADE	:	T9
NATURE OF APPOINTMENT	:	PERMANENT
CENTRE	:	IMPENDLE
REF.NO	:	MCKZ224COM30

REQUIREMENTS : Minimum requirement: Diploma in Information Technology obtained from a recognized tertiary institution, Comp TIA accredited A+, Certificate N+ or CCNA Certification will be an added advantage. One to Two years' experience in IT environment working. Ability to communicate in both Isizulu and English languages. Code B, driver's licence

COMPETENCIES : The successful candidate must have the following:
General understanding of library procedures and services. Provable, Practical skills, knowledge, and experience of computer systems. General understanding of local government systems, procedures, and processes. Good interpersonal and communication skills (written & verbal). Ability to work under pressure. Willingness to work according to set library hours, including Saturdays.

KEY PERFORMANCE AREAS : Promote and develop computer services to the public. Administer the usage of the computer services in the library. Monitor PC, printer and connectivity hardware and software. Ensure policies for usage and security are adhered to by library users. Provide advice to library users on the use of ICT. Conduct basic computer training for public library users. Ensure that ICT hardware, software and network connectivity are maintained. Provide support to the librarian on usage of ICT.

NB: Those who applied before are also encouraged to apply.

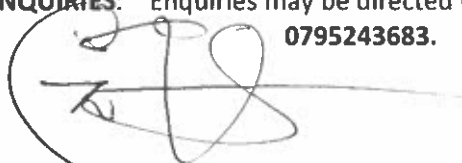
NOTE : Women and people living with Disabilities are encouraged to apply
APPLICATIONS: All applications must be made on an Application form of employment obtained from Municipal Reception or Municipal website: www.impendle.gov.za quoting the relevant reference no., accompanied by a comprehensive curriculum vitae, certified copies of educational qualifications, certified copy of RSA Identity Document, passport and valid driver's license.

Attention your application to: The Municipal Manager (Mr. ZC Tshabalala).
21 Mafahleni Street, Impendle 3227, hand deliver to Impendle Municipal Registry office marked box or Courier.

If you have not been contacted within three months after the closing date of the advertisement, please accept your application unsuccessful.

Closing Date: 06 OCTOBER 2023 at 16h00pm.

ENQUIRIES: Enquiries may be directed to **Human Resource Manager (Mrs. IN Mtungwa)**
0795243683.



Z.C TSHABALALA
MUNICIPAL MANAGER

