

NDLAMBE MUNICIPALITY

PORT ALFRED



1. VACANCY: PRINCIPAL eNATIS MVRA CLERK TASK GRADE 7 OF Category 3 Local Municipality (SALARY SCALE: R 175 849 – R 228 278 p.a)

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

REQUIREMENTS:

- Public administration diploma + eNATIS User Certificate - NQF Level 6
- Computer Literacy – Office Applications + eNatis System
- 12 – 18 Months working experience

DUTIES: KEY PERFORMANCE AREAS:

Implements the administrative requirements associated with the eNaTIS activities by:

- Coordinating the implementation of procedures, systems and controls related to the receiving, updating and recording of transactional/ operational information and activities associated with the functionality (eNaTIS System).
- Attending to the approval of requisition orders and/ or controlling cash receipts/ claims/ refunds and related departmental issues (petty cash, cashing postal orders, cheques, etc.).
- Coordinating end-user requirements and responsibility levels (issuing passwords for new users) with regards to the departments National Transport Information Systems (NaTIS System) and applications.
- Maintaining registers and records associated with the Departments staff establishment, movable and immovable assets and specific traffic equipment.
- Collating information and/ or conducting investigations to establish facts for inclusion into responses to internal/ external communications (e-mails, letters) and complaints e.g., traffic offences complaints.
- Checking and validating information recorded and received from NaTIS System pertaining to specific operational activities and other instructional-based documentation.
- Providing staff with face value forms in which to generate license disc, registration certificate, and deregistration certificates; checking and ensuring there's sufficient forms i.e. deregistration forms, RLV form, PD1 Form, ALV form & TSP form; and placing request for orders of all the required forms & stationary by completing the requisition form.
- Investigating and collating information to support resolution of account related queries, coordinating processing of refunds on documents received from Court and Process Bureau, copying documentation for Finance Department, and filing originals for audit purposes.
- Generating disbursement summary report, disbursement detail report, transaction summary & detail report, Local authority transaction summary report, Cash-up query report: DLTC & RA; and providing statistics report for both DLTC & RA.
- Monitoring the eNATIS System for traffic payments and verifying with court documentation, checking the processing Bureau account, and verifying figures.

- Cashing postal orders made out to the Clerk of Court for payments of summonses and traffic related offenses.
- Preparing and extracting qualitative and quantitative reports for submission to the Deputy Manager detailing the status of operations.
- Participating in internal audit processes, making available information and supporting documentation to validate transactional recordings.
- Monitoring requirements for summons books, ticket books, suspension books, pocketbooks and speed books.
- Issuing permits to taxi owners/ drivers on receipt of payments.
- Attending meetings, recording discussions and, preparing and circulating minutes to departmental personnel outlining agreed steps and actions.
- Interacting with personnel with a view to consolidating, referring and responding to specific problems (e.g., eNaTIS System) or clarifying procedural interpretation and understanding.

2. VACANCY: 1 YEAR CONTRACT: COMMUNICATION ASSISTANT - TASK GRADE 7 OF Category 3 Local Municipality ((SALARY SCALE: R 175 849 – R 228 278 p.a)

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

REQUIREMENTS:

- Relevant NQF 6 qualifications.
- At least one 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.

To apply, please send your C.V, certified copies of qualifications, ID document, driver's license and covering letter (including details of at least 3 contactable references) to the *Human Resource Unit*, Ndlambe Municipality, P.O. Box 13; Port Alfred, 6170 or hand-delivered to the Human Resources Section, 01 Causeway Road, Civic Centre, Port Alfred 6170. Please note that no faxed or emailed

applications will be considered. Application forms are downloaded on the Municipal website (www.ndlambe.gov.za). **The closing date is Friday, 18 November 2022.**

A prospective candidate must declare any previous information that might compromise Ndlambe Municipality/candidate. **For enquiries kindly contact the Human Resources Section at 046 604 5500**

Employment Equity Plan will be complied with and applicants with disabilities and underrepresented groups (White and Indian females and males) are invited 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: 196/2022
01 November 2022

ADV. R. DUMEZWENI
MUNICIPAL MANAGER

Talk of the Town

Municipal Website

Municipal Noticeboard