

21/11/2024



uMgungundlovu District Municipality

The uMgungundlovu District Municipality (UMDM), with its seat in Pietermaritzburg, invites suitably qualified candidates to fill the undermentioned positions

ADVERTISEMENT

JOB TITLE : COORDINATOR: FLEET & PROPERTY MANAGEMENT (PERMANENT POSITION)
REFERENCE NUMBER : HR228/2024/25
SALARY : T12 R32 879.31 p/m exclusive of benefits
POST IDENTITY NUMBER : MCD22CSA001
POSITION REPORTS TO : DIVISIONAL MANAGER: ADMINISTRATION & SOUND GOVERNANCE

REQUIREMENTS

- Grade 12 Certificate
- A relevant 3-year NQF Level 6 Tertiary qualification preferably a Diploma in the Built Environment Industry
- Valid Code EB Driver's License
- Computer literacy: MS Office.
- 3-5 years relevant experience

KEY PERFORMANCE AREAS

- Coordinates tasks/ activities associated with the implementation of general maintenance and repair procedures and, monitoring and reporting on sequences/ outcomes
- Assessing the adequacy of procedures, systems and controls associated with functions of the Section.
- Verifying on previously identified contraventions, investigating newly reported maintenance/ repair problems, and finding the necessary solutions for such problems.
- Providing support to approved consultants in the evaluation of claims and variations, to ensure no over expenditure of the budget.
- Planning and coordinating contracts and emerging contractors, advising Councilors and the

relevant role players.

- Participating in operational discussions/ meetings with the Manager: Administration and elaborating/ presenting factual information to support the status of activities, progress/ constraints/ quality and cost dimensions.
- Communicating with the relevant personnel and establishing details/ specifications, problems and requirements for specific maintenance and repair activities.
- Analyzing resource requirements against maintenance/ repair scope and time frames with a view to optimizing utilization and achieving cost effectiveness.
- Preparing resource allocation schedules (cost, material and time spread) and priority maintenance/ repair programmes for execution and, conducting briefing sessions with specialist/ supervisory personnel and/ or contractors, explaining requirements and outcomes.
- Responding to urgent/ unscheduled work requests, allocating resources and providing direction/ guidance on requirements and expected outputs.
- Determining production rates for each team and compiling annual work schedules for all teams.
- Monitoring and controlling the activities associated with the Fleet Management Services
- Communicating with the Manager: Administration, presenting the status of the functionality with respect to resources, capability and constraints and, establishing key priorities, interventions and procedures requiring implementation to support fleet control service delivery standards and compliance with legislation.
- Monitoring the execution of fleet control operational plans, procedures, measures and controls and, resolving deviations through the application of approved alternative measures in the form of resources, processes and/ or rearrangement and alignment of functions/ procedures within the Section.
- Implementing and controlling systems to optimize the usage and utilization of pool plant/vehicles and operators/ drivers in consultation with the Manager: Administration.
- Conducting inspections of vehicles, plant and Depot facilities, and verifying previously identified contraventions by drivers/ operators and vehicles not complying with the National Road Traffic Act.
- Monitoring legislation for changes and amendments to the National Road Traffic Act and implementing changes affecting the functionality through specific reporting sequences.
- Coordinating tasks/ activities associated with vehicle/ plant/ equipment pool monitoring and controlling, and to manage the usage and utilization of the Municipality's Fleet requirements from small plant items through to passenger and commercial vehicles to heavy earth-moving and construction machinery.
- Co-ordinating and controlling processes associated with the procuring of products (stock or non-stock items) for the Section and/ or specific services through interaction and communication internally and externally on aspects pertaining to the availability of products and/ or alternatives, pricing, lead times and service delivery standards against agreed terms and conditions and, attends to specific administrative information processing and reporting requirements
- Co-ordinating requirements and interventions associated with the maintaining optimum operational functionality
- Determining through situational analysis and evaluation, the status of the current fleet to respond to incidents, taking into consideration topographical constraints and vulnerability/ exposure to risks in the various areas.
- Executing specific planned/ routine maintenance requirements and/ or interacting with external

specialist service providers and internal specialist personnel with respect to critical/ major maintenance requirements.

- Commenting on specific observations with respect to breakdowns and repair requirements and/ or examining the appropriateness of alternative solutions against quality and safety standards.
- Prioritizing/ approving and investigating major breakdowns and repairs, resolving fleet allocations to specific locations and/ or implementing contingency plans to address critical issues/ requirements.
- Conducting inspections of the vehicles/ plant and depot facilities and taking appropriate measures to correct identified deviations.
- Investigating and responding to complaints/ queries pertaining to the Section.

JOB TITLE : SENIOR RECORDS OFFICER (PERMANENT POSITION)
REFERENCE NUMBER : HR229/2024/25
SALARY : T11 R27 850.12 p/m exclusive of benefits
POST IDENTITY NUMBER : MCD22CSARO01
POSITION REPORTS TO : DIVISIONAL MANAGER: ADMINISTRATION & SOUND GOVERNANCE

REQUIREMENTS

- Grade 12 Certificate
- National Diploma: Records & Archives Management or equivalent (NQF Level 6)
- Computer literacy: MS Office
- Valid Driver's License
- Computer literacy: MS Office.
- 3 - 5 years relevant experience in the fields of paper-based and electronic records management

KEY PERFORMANCE AREAS

- Implementing and maintaining procedures and systems associated with controlling the flow of functional documentation and correspondence, by
- Monitoring the processes of incoming and outgoing mail
- Ensuring that incoming mail is sorted i.e. Accounts, Correspondence and personal mail, stamped and sent to the respective departments for actioning.
- Checking that the Outgoing and incoming Registered posts are recorded in correct registers.
- Confirming if Correspondence and post is collected daily from the various departments and actioned accordingly.
- Ensuring that all correspondence which is sent back to registry after actioning by the various departments for filing is filed in relevant files.
- Maintaining and updating the filing system
- Ensuring legislative compliance with the records management policy of the municipality through effective management of the registry
- Overseeing the implementation of registry policies, procedures and systems.


- Coordinating activities surrounding new file opening and ensure safe keeping of record management against laid down procedures.
- Monitoring that correct registry control numbers and references are allocated to all internal correspondence, prior to circulation.
- Responsible for the safe keeping of all documents for the municipality
- Developing a Controlled access to all files, filing systems and registry to guide against files being misplaced or lost.
- Coordinating sequences to facilitate the archiving and disposal of aged/ obsolete records
- Liaising with the KZN Archives regarding any amendments to the Municipality's Filing system.
- Coordinating processes involved in closing and disposing of Records according to the KZN Archives instructions,
- Ensuring that the Municipality's Archives are kept well and correctly.
- Extracting, collating, and analyzing information to monitor usage of printers and related office automated equipment.
- Collating, consolidating, and preparing schedules reflecting usage of specific services and forwarding for further processing.
- Updating and forwarding records of equipment located within the Division and reports on loss/ damage.
- Attending to and making available information to support settlement of insurance claims.

Application forms are obtainable from the offices of uMgungundlovu District Municipality, 242 Langalibalele Street, Pietermaritzburg 3201 or UMDM Website (www.umdmd.gov.za), by clicking the "about us, vacancies and following the link" Interested candidates should forward their application forms, together with comprehensive CV's and certified copies of their qualifications, to the attention of Divisional Manager: Human Resources, uMgungundlovu District Municipality, PO Box 3235, Pietermaritzburg, 3200 or hand deliver at 242 Langalibalele Street, Pietermaritzburg, 3201, by no later than **Tuesday, 10 December 2024 at 16h00 pm sharp.**

Late applications and applications by fax will not be considered. Enquiries should be directed to the HR: Officer (Recruitment) on 033 897 6752/6935. **Should you not have had any response from the Municipality within three months (3) after the closing date, kindly consider your applications as unsuccessful.**

The Council subscribes to an Affirmative Action Policy, which is non-discriminatory and based on merit. **Canvassing of Councilors and Official will lead to candidates being disqualified and the Municipality reserves the right not to make an appointment.**

Please note that shortlisted candidates will be subjected to criminal vetting and their qualifications will be verified.

Umgungundlovu District Municipality is an equal opportunity and Affirmative Action employer. We are committed to achieving diversity, equality, and the maintenance of representation in terms of race, gender, and disability. 



Dr. EX MUTHWA
MUNICIPAL MANAGER