



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASE-NDWEDWE

DEPARTMENT : INFRASTRUCTURE AND TECHNICAL SERVICES
POSITION : DATA CAPTUREE- MIG
NATURE OF APPOINTMENT : THREE (3) YEAR CONTRACT
SALARY PACKAGE : R162,727.80- All inclusive
REF. NO : KZ293 TECH028

MINIMUM REQUIREMENTS

Grade 12 and National Diploma in Cost Management and Accounting/ Finance/Public Finance / Bachelor of Commerce in Finance/ Accounting. Possess a minimum of two year's practical experience performing administrative duties (supporting documents be attached).

KNOWLEDGE, SKILL & COMPETENCES

- Ability to liaise and communicate in IsiZulu/ English.
- Excellent verbal and written communications with ability to handle confidential information.
- Report writing skills.
- Numerical literacy.
- Computer literacy

KEY RESPONSIBILITIES

- Capturing all the MIG project data on to the MIG MIS.
- Receiving, collating/ batching and checking source documentation prior to commencing with capturing sequence
- Accessing specific fields and inserting information and/ or selecting specific options from the menu to adjust entries.
- Batching and organizing completed documentation for filling, inserting references and codes.
- Selecting specific report options, viewing report selection and formats and printing reports.

Benefits: All inclusive in the salary package.

CLOSING DATE: 27 NOVEMBER 2020

Written application letter together with comprehensive curriculum vitae (CV), certified copies of ID, drivers licence and all qualifications must be forwarded to: - **The Municipal Manager ,Ndwedwe Local Municipality, P/Bag x 503, Ndwedwe, 4342 . Attention to: Mr. BA Buthelezi- Manager Human Resource.**

Faxed, e-mailed, Z and late applications will not be considered.

Enquiries can be directed to **Human Resource Office Tel: 032 532 5000**

Should you not be contacted within the period of 30 days after the closing date please consider your application unsuccessful.

The Municipality subscribes and promotes the principles of employment equity and affirmative action.

APPROVED BY:


MR. MF HADEBE
MUNICIPAL MANAGER

DATE:

