



NDWEDWE LOCAL MUNICIPALITY UMASIPALA WASENDWEDWE

DEPARTMENT	: INFRASTRUCTURE AND TECHNICAL SERVICES
POSITION	: DATA CAPTUREE. MIG
NATURE OF APPOINTMENT	: THREE (3) YEAR CONTRACT
SALARY PACKAGE	: R 204 857- 63 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, SKILLS & COMPETENCY

- 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: 24 MARCH 2023

If you meet the requirements submit the application on a form obtainable on request or accompanied with comprehensive curriculum vitae (CV), certified copies of ID, Driver's license and all qualifications must be forwarded to: **Municipal Manager, Ndwedwe Local Municipality Private Bag x 503, Ndwedwe 4342, Attention to: Mrs. MG Mthembu- Manager Human Resources.**

Faxed, e-mailed, Z83 form late applications will not be considered.

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. SDG KHUZWAYO
MUNICIPAL MANAGER

03/03/2023
DATE