



**UMASIPALA MTHONJANENI MUNICIPALITY
MUNISIPALITEIT**

Applications are invited from suitable qualified persons for the following position:

PMU CLERK

Salary notch **T5: R 102 365.28 – R 132 227.28** per annum plus normal benefits.

ESSENTIAL REQUIREMENTS:

- Grade 12, a qualification in built environment will be an added advantage.
- Computer Literacy
- At least 1 year experience in Local Government
- Knowledge of housing project administration
- Experience in using MIG-MIS and EPWP reporting system (an advantage).
- Good written and verbal communication
- Time management

KEY PERFORMANCE AREAS

- Liaison and coordination of housing projects.
- Compiling reports and updating statistical information with respect to housing applications received and status of the waiting list and targets achieved.
- Manage and maintaining the housing waiting list information recordkeeping system
- Establish the details of housing infrastructure and record keeping.
- Registering all labour intensive projects in EPWP reporting system, MIG-MIS System.
- Retrieve monthly report and submit them to project technician and filing.
- Meeting services.
- PMU administration support.

Closing date: **03 April 2020**

Further information can be obtained from the Human Resources Officer - Tel 035 450 2082, applications consisting of a comprehensive CV, covering letter and certified copies of qualifications and ID should be submitted to: **The Municipal Manager, Mthonjaneni Municipality, PO Box 11, Melmoth, 3835.**



**P P SIBIYA
MUNICIPAL MANAGER**

No e-mailed or faxed applications will be accepted.

Should you not be contacted within a period of thirty (30) days after the closing date, your application should be deemed to have been unsuccessful. Canvassing of councillors and management will result in the disqualification of the applicant.

Mthonjaneni municipality is an equal opportunity, affirmative action employer and is committed to empowering people living with disabilities and women.