

INXUBA YETHEMBA MUNICIPALITY

NOTICE : 31/2016

Inxuba Yethemba Municipality is a Category B municipality in the Chris Hani District covering the towns of Cradock and Middelburg (E.C) . It is an Affirmative action and equal opportunity employer committed to transformation. . All applicants will be considered but preference will be given to **African females and Coloured females. People with disabilities are encouraged to apply.**

POST : SENIOR HOUSING OFFICER Inxuba Yethemba Municipality (Cradock Unit)

TASK GRADE : T12

SALARY SCALE : R213 444.00 – R277 056.00

Requirements:

- **Matric**
- **A National Higher Diploma in Public Administration / Equivalent work Experience .**
- **Minimum of three years in the Local Government Environment .**
- **Minimum of three (3) years hands on experience in Housing or Human Settlements**
- **Knowledge of the Housing Code and the Revised Housing Code of 2009 .**
- **Be computer literate , be able to solve problems and have good communicating skills.**
- **Valid driver's license and own vehicle .**

Duties and responsibilities

- **To represent the section in all projects progress meetings .**
- **To identify problems within a project that might affect the institution at the end of the project .**
- **To always ensure that housing officers deliver on their duties as per their mandate .**
- **To be able to compile a report on activities carried out by the housing officers and his/her office .**
- **To ensure that only approved beneficiaries are allocated top structures that s/he will do with the assistance of the Head Housing .**
- **To ensure that our housing database is verified on a monthly bases .**
- **To ensure that all transfers are completed on time by the Conveyancers .**

Standard Municipal benefits will apply :

Enquiries : Head Housing Development and Administration , Mr M Maki at telephone number 048 801 5000 or email maki@iym.gov.za.

CLOSING DATE : 15 April 2016 @ 12h00 NOON

APPLICATIONS : Applications on the prescribed form (available on request from Mrs Zelda Deysel , Cradock Offices or Speaker's office ,Middelburg) and a Comprehensive Curriculum Vitae are invited and should reach the registry offices not later than 12H00 noon on 15 April 2016 .

Applications that are received later than the closing date , faxed or e-mailed will NOT be accepted . Applications must be accompanied by certified copies of qualifications of all educational qualifications . If no correspondence is received 30 days after the closing date , the applicant should accept that the application was unsuccessful .

MR TANTSI