



Umkhandlu wakwa
NONGOMA
Local Municipality



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**PROVINCE OF KWAZULU NATAL
KZ 265**

The Nongoma Local Municipality is an equal opportunity employer which subscribes to the Employment Equity Act. The Municipality has the following challenging position to individuals who will contribute to the growth and development of Nongoma.

**EXTERNAL/INTERNAL VACANCIES
DEPARTMENT: CORPORATE SERVICES
ICT OFFICER**

Task Grade 11 of Category 1 Municipality

Remuneration: R347 517,38-R451 096,32 per annum

Applications are awaited from experienced candidates for the position of ICT Officer.

REQUIREMENTS:

- Matric Certificate/Grade 12
- National Diploma in Information and Communication Technology or other relevant qualification
- 3 Years Relevant experience in ICT environment.

COMPETENCY REQUIREMENTS:

- Communication Skills & Interpersonal Skills
- Problem solving skills
- Organizational skills
- Customer service

RESPONSIBILITIES:

- Install and configure computer hardware (Operating Systems and Application)
- Monitor and maintain computer systems and network
- Talk staff or clients through a series of actions, either face to face or over the phone, to help set up systems or resolve issues
- Troubleshoot system and network problems, diagnosing and solving hardware of software faults
- Provide support, including procedural documentation and relevant reports
- Set up new user's accounts, profiles and deal with password issues
- Replace parts as requires
- Test and evaluate new technology

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FRINGE BENEFITS: Normal benefits applicable to the local government. Application must be clearly marked outside as the "ICT Officer".

CORPORATE SERVICES DEPARTMENT EXECUTIVE SECRETARY

Task Grade 7 of Category 1 Municipality
Remuneration: R206 239,88-R267 714,10 per annum

Applications are awaited from experienced candidates for the position of Executive Secretary.

REQUIREMENTS:

- Matric Certificate/Grade 12
- Relevant National Diploma/ Bachelor's degree qualification
- 0-1 Year in administrative experience environment.

COMPETENCY REQUIREMENTS:

- Communication Skills & Interpersonal Skills
- Problem solving skills and computer skills
- Confidentiality and time management

RESPONSIBILITIES:

- Maintaining and updating the HOD diary
- Provide support to Head of Department in administration of departmental SDBIP
- Answering, screening and making telephone calls on behalf of the HOD.
- Prioritising incoming correspondence, including letters, memos and emails
- Provide support to mayoral meetings including recording of minutes and follow-up actions

FRINGE BENEFITS: Normal benefits applicable to the local government. Application must be clearly marked outside as the "Executive Secretary".

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FINANCE DEPARTMENT
FINANCIAL MANAGEMENT INTERNS X2
Two Year Fixed-Term Contract
Basic Salary: R 100,000.00 per annum

Applications are awaited from experienced candidates for the position of Financial Management Intern.

QUALIFICATION REQUIREMENTS:

- A Grade 12 Certificate.
- Minimum NQF Level 6 in Accounting, Taxation, Finance, Management Accounting or Equivalent qualification major in accounting (with level 3 in accounting)
- Good communication (verbal and written) analytical and Computer literacy.
- Applicants must be between 18-35 Years of age.

KEY PERFORMANCE AREAS:

- Comply with provision of work exposure in all areas of financial management aspects.
- Participate in learning development programme in terms of MFMA.

Further information can be obtained from the Human Resources Section on: (035) - 831 7510/56

Application letter accompanied by comprehensive C.V in ENGLISH and certified copies of educational qualifications must be submitted to: The Municipal Manager, Nongoma Local Municipality, P.O. Box 84, Nongoma, 3950 or hand delivered to the Municipal Registry at the main Offices locate at Lot 103, Main Street, Nongoma, 3950. (NB: Faxed, emailed or application will not be considered).

It is the responsibility of the applicant to ensure that his/her foreign qualifications have been verifies by the South African Qualification Authority and supply the Municipality with the evaluation results.

Date Advertised: 28 July 2026

Closing Date: 14 August 2026

If the applicant has not been notified of the results within 30 days from the closing date, the applicant should regard his/her application as unsuccessful. Canvassing of councilors and management will result in the disqualification of the applicant.

MR M.B MNGUNI
ACTING MUNICIPAL MANAGER