



UMhlosinga Development Agency SOC Limited (UMDA) is an Economic Development Agency that is wholly owned by uMkhanyakude District Municipality. UMDA's key objective is to generate sustainable economic growth and development, through projects which benefit the local communities and residents of the District. Infrastructure development is key to economic development and in our case includes highly developmental and commercially sustainable projects in sectors such as energy, aviation, tourism, agribusiness, industrialization and urban development. UMDA requires the services of a project finance and fundraising officer to support the organization in origination, development, due diligence, fundraising and implementation of infrastructure financing projects.

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POST NO.01/2019/20

JOB TITLE: HUMAN RESOURCE OFFICER

SALARY: PATTERSON C BAND: LOWER (R240 000.00- R320 000) P/A

INTERNAL/EXTERNAL ADVERT

Requirements:

- Three year qualification in Human Resource Management (NQF Level 6)
- At least three (3) years relevant experience in human resource environment;
- Practical knowledge of Pastel payroll and VIP will be an added advantage.

Job Tasks

- Contribute towards the formulation, development and on-going review of Human Resources policies and procedures in order to ensure equality and consistency in Human Resources approaches.
- Provide support to UMDA management and staff by interpreting HR policies, procedures and conditions of service in order to ensure that there is consistency in the application thereof;
- Provide administrative support to management in the procurement of human resources through recruitment, selection and appointment in order to ensure that the UMDA's human resources requirements are met;
- Ensure that all recruitment of staff is in line with UMDA's policy of equal opportunity.

- Administer all types of leave by issuing, recording and capturing all types of leave.
- Processing of correspondences associated with confirmation of employment, contracts, regret letters as well as termination of services.
- Completing standardised forms and documentations reflecting details/information and descriptions in respect of appointment/terminations instructions.
- Maintaining and updating personnel information with respect to changes in employment/personal status.
- Assist employees to make changes to their details eg. Banking details, pension, conditions of service and social schemes.
- Rendering administrative services in the recruitment process eg. Making schedules and notifying all stakeholders.
- Arranging and proving information on matters such as gender, employment levels, race groups and disabilities as required in line with employment equity.
- Rendering administrative services in the PAYROLL that include ; calculate and capture all aspects of payroll; run payroll at month end; ensure deductions process accurately and capture HR info onto system and produce reports
- Attend to all personnel management functions
- Assist in maintaining and developing the skills development function / strategy for UMDA
- Assist to draft, implement, monitor and manage a suitable UMDA skills development strategy that will conform to the business strategy.
- Conduct a skills gap analyses to determine the skills status / shortages.
- Monitor, manage and administrate all internal and external training

Key Competencies:

- Overcomes unexpected difficulties and challenges to produce results;
- Works effectively with diverse colleagues in own and other sectors;
- Consistently seeks and addresses feedback on own performance;
- Actively supports work improvement and/or organizational change by work or deed;
- Computer Literacy
- Good analytical, presentation and writing skills

RE-ADVERTISEMENT

JOB TITLE: TOURISM MANAGER

SALARY: PATTERSON D-LOWER (R350 000 – R420 000) P/A

Requirements:

- Relevant 3 year tertiary qualification (NQF LEVEL 7) in Tourism or related studies
- Valid motor vehicle driver's license (Code B).
- 3-4 years management experience in tourism industry
- Computer Literacy.

Job Tasks

- Identify key deliverables and immediate goals detailed in the Sector Plan and Council's Integrated Development Plan in respect of promoting the tourism potential of the Umkhanyakude District through Destination Marketing
- Implementation of Tourism Programme in the SDBIP
- Communication and disseminating information on the regions attractions and events through various mediums.
- Researching and keeping abreast of development in the region to enable compilation of articles, itineraries and/ or events calendars for inclusion into publicity material.
- Providing advice, based on analysis operators, product owners, associations and emerging business on specific strategies for adoption and business growth opportunities.
- Provide strategic oversight and management for the development of a through inventory of all tourism assets, products, heritage site culture and adventure experience within demarcated area.
- Stakeholder management.
- Represent the UMDA at product quality related workshops, meeting and conferences.

Key Competencies:

- Overcomes unexpected difficulties and challenges to produce results;
- Works effectively with diverse colleagues in own and other departments;
- Consistently seeks and addresses feedback on own performance;
- Actively supports work improvement and/or organizational change by work or deed;
- Good understanding of Development Agencies and their legal framework;
- Good analytical, presentation and writing skills

Interested parties must forward their applications and enquires to Acting CEO, Ms. N.S.N. Bam, UMDA (uMhlosinga Development Agency), and hand delivered to lot 308 Ebony Crescent, Mtubatuba 3935 or post them to Umhlosinga Development Agency, Box 367, St Lucia, 3936. Fax applications will not be accepted. The application must include motivation letter, detailed CV with 3 contactable references and table with projects completed where funding was obtained.

Closing date for applications will be **10 February 2020**, (if you have not heard from UMDA within two (3) months of the closing date, please accept that your application was unsuccessful.

UMDA is committed to the principles of Equipment Equity and Equality Employment Opportunities.

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Ms. N.S.N. Bam
ACTING CHIEF EXECUTIVE OFFICER

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DATE