

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.

ADVERTISEMENT POST NO.01/2020/21

JOB TITLE: MKHUZE AIRPORT RECEPTIONIST (ONE YEAR CONTRACT)

SALARY: PATTERSON B BAND: LOWER (R7 300.00 – R8 500.00) P/M

INTERNAL/EXTERNAL ADVERT

CLOSING DATE: 23 SEPTEMBER 2020

Requirements:

- A three-year qualification in Administration (NQF Level 6)
- A valid motor vehicle driver's licence
- Computer Literary

Key Responsibilities:

- To render general administration and office related duties.
- To provide administrative support to the Mkhuze Airport Manager.
- To communicate with landing flights through the radio and record flight landings.
- To oversee maintenance and prepare procurement requisitions on maintenance of the airport.

Key Competencies:

- Planning and organising skills
- Time management skills
- Communication skills
- Report writing skills

Interested parties must forward their application and enquiries to the Chief Executive Officer, Mr. Zondi and hand deliver to LOT 308, Ebony Crescent, Mtubatuba, 3935 or post them to uMhlosinga Development Agency, P. O Box 367, St. Lucia, 3935. Fax or E-mail Applications will not be accepted. The application must include a motivation letter, comprehensive CV with at least two contactable references.

uMhlosinga Development Agency is committed to the of Employment Equity Act of 1998.

Mr. BSG Zondi

Chief Executive Officer