MUNICIPAL INFRASTRUCTURE SUPPORT AGENT

The Municipal Infrastructure Support Agent (MISA) is a Government Component within the Ministry for Cooperative Governance and Traditional Affairs. It is a Schedule 3 entity regulated in terms of the Public Service Act, 1994, as amended. MISA’s primary function is to support municipalities in infrastructure planning implementation, operations and maintenance. MISA invites suitable candidates to apply for the following positions, based in MISA Head Office in Centurion, Pretoria.

CLOSING DATE: 07 June 2019 at 16:00

NOTE: Please forward your application, quoting the relevant reference number, to the emails provided for each post. All applicants must be SA citizens/ permanent residents. Applications must be submitted on Z83 form obtainable from any public service department or on the internet at www.gov.za/documents and must be accompanied by a recently updated comprehensive CV (with contactable references and certified copies of all qualifications, Identity Document (ID) not older than three months, including Drivers’ license (where it is required). It is the applicant’s responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA) and the evaluation certificate from SAQA must be attached. Failure to sign Z83 and submit the requested documents will result in your application not being considered. Candidates whose appointments will promote representatively in terms of race, gender and disability will receive preference. Correspondence will only be entered into with short-listed applicants. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, qualification/study verification and previous employment verification). Note: all shortlisted candidates for Senior Management Service posts will be subjected to a technical exercise that intends to test relevant technical elements of the job. The successful candidate will be required to sign an annual performance agreement, disclose his/her financial interests and be subjected to security clearance. We thank you for the interest shown in MISA.

OTHER POSTS

POST 18/85: ACCOUNTING CLERK: MANAGEMENT ACCOUNTING REF NO: HR AC/MA/01

SALARY: R173 703 – R204 612 per annum (Level 05)
CENTRE: MISA Head Office, Centurion


ENQUIRIES: Ms Fulufhelo M cone Tel No: 012 848 5379
APPLICATIONS: Please forward your application, quoting the relevant reference number, to hr.ac5ma@misa.gov.za
POST 18/86 : ACCOUNTING CLERK: FINANCIAL ACCOUNTING SERVICES REF NO: HR AC/FAS/02

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : MISA Head Office, Centurion


ENQUIRIES : Ms Fulufhelo Museisi Tel No: 012 848 5379
APPLICATIONS : Please forward your application, quoting the relevant reference number, to hr.ac5fa@misa.gov.za

POST 18/87 : REGISTRY CLERK: SECURITY AND FACILITIES MANAGEMENT SERVICES REF NO: HR RC/SFMS/03

SALARY : R173 703 – R204 612 per annum (Level 05)
CENTRE : MISA Head Office, Centurion
REQUIREMENTS : A Grade 12 Certificate or Equivalent qualification. No experience required. Generic Competencies: Problem solving, Planning and Organising, Communication (verbal & Written), Computer literacy. Technical competencies: In depth knowledge and understanding of: Filing system, Mail procedure manual, Promotion of access to information act, National archives.

DUTIES : The successful candidate will perform the following duties: Provide registry counter services: Attend to clients, Handle telephonic and other enquiries received, Receive and register hand delivered mail/file, Handle incoming and outgoing correspondence., Receive all mail, Sort, register and dispatch mail, Distribute notices on registry issues, Render an effective filing and record management service: Opening and close files according to record classification system, Filing/storage, tracing (electronically/manually) and retrieval of documents and employee personal files. Manage the document storage in the registry in accordance with MISA’s File Plan and document management system. Complete index cards for all files. Operate office machines in relation to the registry function: Open and maintain Franking machine register and remittance register. Frank post, record money and update register immediately on daily basis. Hand delivers and signs over remittances to finance. Send back wrong remittances to sender via registered post and record reference number in register. Lock post away in postbag for messengers to deliver to Post Office, Process documents for archiving and/or disposal: Comply with the relevant National legislation when determining timeframes for disposal of records, Electronic scanning and indexing of files. Sort and package files for archives and distribution, Compile list of documents to be archived and submit to the supervisor, Keep records for archived documents. Electronic routing of documents.

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