



UMZIMVUBU
LOCAL MUNICIPALITY

VACANT POSITIONS

NOTICE NO: 04/2019/2020

Umzimvubu Local Municipality with its mission to properly plan and deliver quality and sustainable services to improve the socio –economic status within the broader Umzimvubu community hereby invites applications from committed self-driven individuals who want to accelerate their careers in the fields mentioned herein through rendering services of high quality and exceptional intelligent in order for it to maintain its vision of moving to limitless possibilities.

DIRECTORATE: CITIZEN AND COMMUNITY SERVICES

RE-ADVERTISEMENT

MANAGER: CITIZEN AND COMMUNITY SERVICES FIVE (05) YEAR FIXED TERM CONTRACT

PLACE TO BE STATIONED

Citizen and Community Services Department, EmaXesibeni (Mount Ayliff) and KwaBhaca (Mount Frere) Umzimvubu Municipal offices.

REMUNERATION PACKAGE:

All- inclusive remuneration package of a Grade 2 municipality negotiable between **R 811, 416 - R 911, 704 - R 1, 011 991 p.a** (GG No. 42023 of 08 November 2018) and will be structured in accordance with individual needs.

MINIMUM REQUIREMENTS:- Grade 12 • Bachelor Degree in Social Science/ Public Administration/ Management or equivalent • Five (05) years' experience in Local Government environment particularly in a senior management level • Have proven successful institutional transformation within public/ private sector • Valid Code B driving Licence • Knowledge and understanding of council operations and delegation of powers • Knowledge and understanding of Health Service Management, cemetery management • Public Safety, Parks, Recreation and Amenities Management • Overall municipal financial Management. • Knowledge of overall traffic management and legislation.

KEY PERFORMANCE AREAS:- Identifies the Citizen and Community Services strategy with respect to service delivery and defines, implements and monitors the long term, mid- term and short –term plans of the Department • Directs and controls the Key Performance Indicator's and outcomes of personnel within the Department • Plan the work sequences, programmes and outcomes associated with the maintenance of Community Citizen and Community Services • Strategies and manages the implementation of Batho Pele Service Charter for Citizen and Community Services • Ensures championing of Risk Management in the Department.

ADDED ADVANTAGE: Certificate Programme in Municipal Finance Developed for Finance Managers/ Minimum Competency Level.

COMPETENCY REQUIREMENTS: Strategic direction and Leadership • People Management. Programme and Project Management • Financial Management. Change Leadership • Governance Leadership • Moral competence • Planning and Organising • Analysing and Innovation • Knowledge and Information Management • Communication Skills.

DIRECTORATE: CORPORATE SERVICES

RE-ADVERTISEMENT

**MANAGER: CORPORATE SERVICES
FIVE YEAR (05) FIXED TERM CONTRACT**

PLACE TO BE STATIONED

Corporate Services Department, EmaXesibeni (Mount Ayliff) and KwaBhaca (Mount Frere) Umzimvubu Municipal offices.

REMUNERATION PACKAGE:

All- inclusive remuneration package of a Grade 2 municipality negotiable between **R 811, 416 - R 911, 704 - R 1, 011 991 p.a** (GG No. 42023 of 08 November 2018) and will be structured in accordance with individual needs.

MINIMUM REQUIREMENTS:- Grade 12 • Bachelor Degree in Human Resources / Public Administration/Law or Equivalent • Five (05) years' experience in Local Government environment particularly in a senior management level • Have proven successful institutional transformation within public/private sector • Valid Code B driving Licence • Knowledge and understanding of relevant policy and legislation. Knowledge and understanding of institutional governance systems and performance management • Knowledge and Understanding of Council operations and delegation of powers • Knowledge and Understanding of Human Capital Management, Legal services, Information Communication and Technology, Council Support • Overall municipal financial Management • Knowledge and understanding of Labour related prescripts • Knowledge of coordination of and oversight of all specialised support functions.

KEY PERFORMANCE AREAS:- Identifies the Corporate Services Strategy with respect to service delivery and defines, implements and monitors the long-term, mid-term, short-term plans of the Department • Directs and controls the key performance Indicator's and outcomes of personnel within the department • Plan the work sequences, programmes and outcomes associated with the maintenance of Corporate Services • Strategises and manages the implementation of Batho Pele Service Charter for Corporate Services • Ensures championing of Risk Management in the department.

ADDED ADVANTAGE: Certificate Programme in Municipal Finance developed for Finance Managers/ Minimum Competency level.

COMPETENCY REQUIREMENTS: Strategic direction and leadership • People Management • Program and Project Management • Moral competence • Planning and Organising • Analysis and Innovation. Knowledge • Knowledge and Information Management • Communication skills.

All applications should be on the Municipal Application Form obtained from the municipal website and also in the Reception area of both Municipal offices, with Curriculum Vitae, certified copies of ID, Driving licence and Educational certificates should be forwarded to: The Corporate Services Department, Umzimvubu Local Municipality, Private Bag x 9020, MOUNT FRERE, 5090 or hand delivered at Erf 813 Main Street, Mount Frere, 5090 or 67 Church Street, Mount Ayliff, 4735

This is a re-advertisement, Candidates who have applied are at liberty to re-apply.



People with disability are encouraged to apply. NB! No faxed CV's or emailed applications will be accepted

Enquiries: TT Madotyeni-Ngcongca (039) 255 8500/8564.

Closing date: 22 October 2019

Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Umzimvubu Local Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment.

MR. G.P.T. NOTA
MUNICIPAL MANAGER

DATE