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## **UMZIMVUBU**

— LOCAL MUNICIPALITY —

### **VACANT POSITIONS**

#### **NOTICE NO: 12/2023/2024**

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: SPECIAL PROGRAMMES & COMMUNICATION**

##### **SPECIAL PROGRAMMES OFFICER: YOUTH AND GENDER OFFICER**

**TASK GRADE: 11**

**PERMANENT**

**SALARY SCALE: R 304 992 – R 395 894 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Grade 12 • National Diploma Social Sciences or equivalent qualification  
• Computer literacy • 2 - 3 years relevant working experience in administration particularly in Local Government Environment • Valid drivers' licence (minimum code B).

**KEY PERFORMANCE AREAS:** - Coordinate requirements associated with planning the organizational and departmental objectives for Municipal Council • Coordinate requirements associated with monitoring and supporting the organisational and departmental objectives • Coordinate and monitor sitting of special groups forums • Facilitate procurements of goods and services for gender, youth and children programs following procurement plan and SCM process • Co-ordinate specific administrative and reporting requirements associated with operational key performance and result indicators • Communicate plans on Gender, Youth & children programmes.

**EXCO ADMIN**

**TASK GRADE: 06**

**PERMANENT**

**SALARY SCALE: R 149 729 – R 194 380 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Grade 12 • 1 year certificate in Office Administration • Computer Literacy • 1-2 years relevant working experience.

**KEY PERFORMANCE AREAS:** - Provide administrative and secretariat support to Executive Committee (EXCO) Members • Maintain executive correspondence/information and recordkeeping system • Conduct tasks associated with the provision of reception, telephonic services and office support • Facilitating approval of meetings/ events invitations to be attended by EXCO members.

#### **DIRECTORATE: CORPORATE SERVICES**

##### **INTERN: INFORMATION COMMUNICATION AND TECHNOLOGY (X1)**

**ONE (01) YEAR FIXED TERM CONTRACT**

**STIPEND: R 48 027, 24 PER ANNUM**

**MINIMUM REQUIREMENTS:-** Grade 12 • Three (03) year Degree/ National Diploma Information Technology or equivalent qualification • Communication Skills • A person with a sense of urgency • Must be a quick learner able to handle pressure and be a team builder.

**KEY PERFORMANCE AREAS:-** Assist and support all end-users • attend to departmental queries • Assist in handling IT technical Problems • Assist in telephone and cell phone Management.

**OFFICE OF THE MUNICIPAL MANAGER**

**INTERN: IDP, IGR & PMS  
ONE (01) YEAR FIXED TERM CONTRACT  
STIPEND: R 48 027, 24 PER ANNUM**

**MINIMUM REQUIREMENTS:-** Grade 12 • Three (03) year Degree/ National Diploma in Public Management, Public Administration, Local Government, Development Studies, Social Sciences, Town Planning or Equivalent qualification • Understanding of Local Government • Computer Literacy • Understanding of IDP.

**KEY PERFORMANCE AREAS:** - Compile IDP plans • Coordinate IDP & IGR meetings • Administrative work • Compile performance reports • Document processing and record keeping.

*All Applications must be submitted with an application form accompanied by a comprehensive CV, with specific starting and ending dates in all positions. Only shortlisted candidates will be required to submit certified documents on or before the interviews. An application form is obtainable from our website: [www.umzimvubu.gov.za](http://www.umzimvubu.gov.za) or from any of our municipal offices. All applications should be hand delivered to Dabula Street Sophia (New Municipal Offices), KwaBhaca, 5090/ 67 Church Street, Mount Ayliff (EmaXesibeni), 4735 or emailed to [Recruitment@umzimvubu.gov.za](mailto:Recruitment@umzimvubu.gov.za).*

**NB.** Failure to submit documents listed above will result in disqualification. Background screening will be done to shortlisted candidates.

**Applications for the Internship must be accompanied by proof of residence obtained from Ward Councillor.**



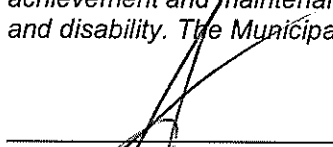
*People with disability are encouraged to apply*

Enquiries: Amanda Masentse (039) 255 8500/8562.

**Closing date: 20 June 2024**

**Time: 16H00**

*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**

