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UMZIMVUBU
— LOCAL MUNICIPALITY —

VACANT POSITION

NOTICE NO: 13/2021/2022

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

RE-ADVERTISEMENT OF NOTICE NO. 06

PERSONAL ASSISTANT TO THE SENIOR MANAGER SPECIAL PROGRAMMES & COMMUNICATION

TASK GRADE: 06

SALARY SCALE: R 135 422, 50 – R 175 806, 13 PER ANNUM

MINIMUM REQUIREMENTS: - Grade 12 • Three (03) year Degree/ National Diploma in Public Management/ Equivalent Qualification • Computer Literacy • Minimum of 03 years' experience in Administrative environment • Good Communication skills.

KEY PERFORMANCE AREAS:- Provides administration and correspondence support for Manager: SP& Communication and attend to specific office support/ clerical activities associated the preparations • Arranging travel and accommodation for members of the department for out of town Meetings • Develop presentation for the manager for functions and special events • preparing notification, agenda and minutes for departmental meetings and attending to the distribution and/ or arranging for the collection of documentation prior to schedule meetings • Retrieve supporting documentation and records to facilitate and support in query resolution • Consolidate departmental monthly reports from three different units and submit to the Senior Manager SP& Communication for approval.

All applications with Curriculum Vitae, certified copies of educational certificates not older than three months together with a covering letter should be forwarded to: The Corporate Services Department, Umzimvubu Local Municipality, Private Bag x 9020, MOUNT FRERE (KwaBhaca), 5090 or hand delivered at Erf 813 Main Street, Mount Frere, 5090 or 67 Church Street, Mount Ayliff (EmaXesibeni), 4735.

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



People with disability are encouraged to apply

NB: No faxed or emailed applications will be accepted.

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

Closing date: 15 June 2022

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.B.T. NOTA
MUNICIPAL MANAGER

27/05/2022
DATE

