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## **UMZIMVUBU** LOCAL MUNICIPALITY

### **VACANT POSITIONS**

#### **NOTICE NO: 04/2023/2024**

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: CORPORATE SERVICES**

**MANAGER: SOUND GOVERNANCE**  
**FIVE YEAR FIXED TERM**  
**TOTAL PACKAGE: R R915 483, 68 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Grade 12 • Degree/ Diploma in Administration or equivalent qualification • 3-5 years' relevant experience in middle management position • Good supervision, communication (written & verbal) and office practise skills • In-depth knowledge of Local Government and its Committees • Sound knowledge of Records Management and Archives unit, Customer care and Auxiliary services unit • Computer literacy • Valid drivers' licence (minimum code 8).

**KEY PERFORMANCE AREAS:** - Identifies and defines the immediate, medium and long-term objectives/ plans associated with provision of administration support to the municipality • Guides and control outcomes associated with utilization, productivity and performance of personnel within the Sound Governance division • Implements financial control and provides information to support financial planning • Co-ordinates and aligns administration support system applications, by analysing the adequacy of current system and applications against critical business needs and determining the need for changes of improvement to existing systems • Manages the implementation of procedure and system associated with controlling document flow and quality system/ statutory and audit- requirements regulations recordkeeping, by valuating the adequacy of current administrative system and re-defining registry and archiving sequences with a view to correcting deviations from laid down departmental guidelines and statutory or audit requirements • Ensure the development of plans for coordination and sitting of the meeting for Section 79 & 80 Committees, EXCO and Council and Enforce the implementation of the plans .

#### **DIRECTORATE: INFRASTRUCTURE & PLANNING**

**TLB OPERATOR**  
**TASK GRADE 06**  
**SALARY SCALE: R 149 729 – R 194 380 PER ANNUM**

**MINIMUM REQUIREMENTS:-** Grade 10 • Code 10 drivers licence with PrDP • Machine Plant Certificate/ relevant proof of competence • One year experience as a TLB Operator / Grader Operator

**KEY PERFORMANCE AREAS:-** Operate Municipal TLB machine to fulfil municipal mandate of service delivery • Prepare landfill site • Ensure that the machine is always in good working

condition • ensure that the machine is required an serviced timeously • Report multifunction to the Supervisor.

**DIRECTORATE: SPECIAL PROGRAMMES & COMMUNICATION**

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

**MINIMUM REQUIREMENTS:-** Grade 12 • Three (03) year Degree/ National Diploma Journalism, Public Relations, Marketing, Communication or equivalent qualification • No experience required • Good writing skills & knowledge of development communication • Ability to work in a diverse environment and willing to work extended hours • Ability to write Articles in IsiXhosa will be an added advantage.

**KEY PERFORMANCE AREAS:-** Assist with developing, writing and distributing approved press release • Assist with the organising of executive photos, photo opportunities and events • Assist with building and maintaining relationships with both local and national media • Assist with development, writing editing and distribution of the municipal publications • Assist with the distribution of content on of all municipal social media platforms.

*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).*




*People with disability are encouraged to apply*

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

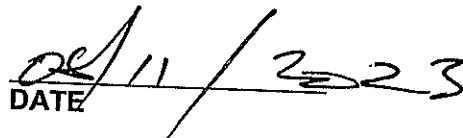
Closing date: 07 December 2023

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. U. NOTA  
MUNICIPAL MANAGER

DATE

  
02/11/2023

