



# UMZIMVUBU

— LOCAL MUNICIPALITY —

## VACANT POSITIONS

### NOTICE NO: 07/2020/2021

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& COMMUNITY SERVICES**

#### **SUPERINTENDENT: LICENSING TASK GRADE 12 SALARY SCALE: R 314 663 – R 408 448 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Grade 12 • Advanced Diploma in Traffic Control or National Diploma in Law Enforcement • Enatis Certificate • Code EC Diving License • Computer Literacy • 03-05 years' experience in Licensing (RA, DLTC & VTS) • No criminal record.

**KEY PERFORMANCE AREAS:-** Communication with the immediate superior on specific key performance areas (vehicle testing, licensing, Communication and quality assurance) with a view to aligning functions and service delivery objectives against the capacity of the section

- Analysing service delivery trends and capacity against requirements and submit report supporting specific provision for consideration during the preparation of capital and operational expenditure and estimates to support plans and objects
- Communicating to personnel through verbal and written statutory and procedural quality assurance requirements for adoption and compliance thereof and /or reviewing and updating procedures to provide coverage of operational needs and circumstances
- Inspecting work sites and /or conducting observation of work sequences and determine extent of awareness quality assurance applications and /or the need for corrective /remedial measures
- Staff supervision and performance monitoring.

#### **ASSISTANT SUPERINTENDENT: VEHICLE TESTING & LICENSING TASK GRADE 11 SALARY SCALE: R 266 521 – R 345 957 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Grade 12 • Traffic Officer's Diploma (NQF Level 5) • Vehicle and Drivers Licence Examiners Certificate • Code EC Driver's Licence • Computer Literacy

- Three (03) years relevant experience
- No criminal record.

**KEY PERFORMANCE AREAS:** - Communicating with the manager: Protection Services on specific key performance areas (vehicle testing station, communication and quality assurance)

with a view to aligning functions and service delivery objectives against the capacity of the section • Assessing the operations of the Vehicle Test Station and evaluating the quality of output through analysis and interpretation of audit report • Reporting Internally /Externally (South African Bureau of Standards, Department of Transport, etc.) on implementation of the Quality System and statutory requirements with regards to Vehicle Testing Station processes and interventions and providing reasons and recommendations to improve and /or sustain the effectiveness of current applications • Communicating to personnel through the verbal and written mediums statutory and procedural quality assurance requirements for adoption and compliance thereof and /or reviewing and updating procedures to provide coverage of operational needs and circumstances • Discussing and/or investigating workplace accidents/incidents, seeking reasons from supervisory personnel on any non-compliance /deviation and direction on courses of action for execution.

**LAW ENFORCEMENT OFFICER  
TASK GRADE 10  
SALARY SCALE: R 225 749 – R 293 058 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Grade 12 • Basic Traffic Diploma or Municipal Police Officers qualification • One (01) year relevant experience • Computer Literacy • Code C1 driving license with a clean driving record • No criminal record.

**KEY PERFORMANCE AREAS:-** Communicating with the Control Room and attending to traffic bottlenecks caused through accidents, breakdown or peak hour congestion • Use hand signals to communicate with drivers and pedestrians, directing, diverting, stopping and controlling the flow • Perform court testify in court arrest made and tickets issued • Enforce a variety of ULM by-laws to the community at large • Conduct community liaisons to promote safety; perform stop and check law permit and functioning of the vehicle on moving vehicle, penalise fault road user on the road; wrong parking areas • Monitor, note, report and investigate suspicious persons and situation, safety hazards and unusual or illegal activity in patrol area • Communicating with the offender and/ or interacting with the Control Room or South African Police Services to facilitate arrest for more serious offences.

**DIRECTORATE: BUDGET & TREASURY**

**ASSET MANAGEMENT OFFICER: MOVABLE ASSETS  
TASK GRADE 10  
SALARY SCALE: R 225 749 – R 293 058 PER ANNUM**

**MINIMUM REQUIREMENTS:-** Grade 12 • National Diploma/Degree Supply Chain Management or equivalent • Computer Literacy • 2-3 years relevant experience in Local government • Good report writing skills.

**KEY PERFORMANCE AREAS:** - Ensure continued support service to all internal stakeholder relating to be physical verification of movable assets, updating and maintenance of the movable assets register, reconciling the movable assets register and general ledger and processing adjustments to the general ledger relating to movable assets and monthly financial reports • Movable assets verification exercise, including assessment of condition of assets, review remaining Useful life of assets • Ensure that all new movable assets are bar-codes using Munsoft system • Verify special plans to the physical movable assets for all rented assets • Ensure that movable asset register is GRAP compliant • Ensure that all intangible, heritage or other class of assets are recorded and captured on the register • Utilise Munsoft to capture accounting transactions, control the general ledger, perform financial administration and prepare financial reports.

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

**INTERN: IDP, IGR & PMS  
ONE (01) FIXED TERM CONTRACT  
STIPEND: R45 783, 84 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.

**DIRECTORATE: SPECIAL PROGRAMMES & COMMUNICATION**

**INTERN: PUBLIC PARTICIPATION & LIAISON  
ONE (01) FIXED TERM CONTRACT  
STIPEND: R45 783, 84 PER ANNUM**

**MINIMUM REQUIREMENTS:-** Grade 12 • Three (03) year Degree/ National Diploma in Public Management, Public Administration, Public Relations or equivalent qualification • Basic knowledge of Local Government • Advanced computer literacy • Good Communication skill written and verbal (English & Xhosa) • Ability to liaise with community/ stakeholders • Community involvement will be an added advantage.

**KEY PERFORMANCE AREAS:** - Assist in the implementation of the Public Participation policies • Liaise with District and Provincial Offices • Gather information required to respond to queries requests, concerns from stakeholders and communities • Compile monthly reports and submit to the Public Participation and Liaison • Do administration work for Public Participation Unit.

**DIRECTORATE: INFRASTRUCTURE AND PLANNING**

**INTERN: TOWN PLANNING  
ONE (01) FIXED TERM CONTRACT  
STIPEND: R45 783, 84 PER ANNUM**

**MINIMUM REQUIREMENTS:-** Grade 12 • Three (03) year Degree/National Diploma in Town and Regional Planning, Geology, Economics Development or equivalent qualification • Basic Knowledge of Local Government • Advanced computer literacy • Good communication skill written and verbal • Problem solving skills.

**KEY PERFORMANCE AREAS:** - Data Capturing • Land use survey • Site inspection, development application • Assist in preparation of reports • Assist with co-ordination of town planning.

*All applications with Curriculum Vitae, certified copies of educational certificates 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.*



*People with disability are encouraged to apply*

***NB: No faxed CV's or emailed applications will be accepted, Applications for internship programme must be accompanied by a proof of residence obtainable from the Ward Councillor.***

*Enquiries: Anele Jozela (039) 255 8500/8562.*

**Closing date: 22 January 2021**

**Time: 15H00**

*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.*

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**MR. G.P.T. NOTA**  
**MUNICIPAL MANAGER**

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**DATE**