

NOTICE NO: 05/2021/2022

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UMZIMVUBU
LOCAL MUNICIPALITY

VACANT POSITIONS
NOTICE NO: 05/2021/2022

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: INFRASTRUCTURE & PLANNING

MANAGER BUILDING & HOUSING
FIVE (05) YEAR FIXED TERM CONTRACT
TOTAL PACKAGE: R 881 120, 01 PER ANNUM

MINIMUM REQUIREMENTS: - Grade 12, Degree/three (03) year National Diploma in Building, Quantity Surveying or an equivalent qualification • A minimum of 4 years relevant experience in Local Government particularly in supervisory level • Registered or eligible to register with SAQSA • A valid licence code 08 minimum • Strong supervisory skills and interpersonal skills • Project Management Certificate will be an added advantage.

KEY PERFORMANCE AREAS: - Monitor implementation of Human Settlement projects so as to ensure good quality & speed up service delivery • Ensure the inspection and approval of building plans so that they meet building regulation and standard town planning scheme requirements • Ensure quality control on projects for maintenance of good quality • Preparation of reports to superior and co-ordinating training for staff or subordinates and other capacity related matters • Manage sectional budget to ensure accountability and reduce over & under experience • Prepare and approve payments certificates for service providers to ensure that compensation for work done and progress on site

DIRECTORATE: BUDGET & TREASURY

ACQUISITION MANAGEMENT OFFICER
TASK GRADE 10
SALARY SCALE: R 233 650, 22– R 303 315, 03 PER ANNUM

MINIMUM REQUIREMENTS: - Grade 12, Degree/three (03) year National Diploma in Accounting, Finance Management or equivalent qualification • A minimum of 2 years' experience in Supply chain Management • Computer Literate • Good Interpersonal relations • Sound knowledge of Acquisition Management • A valid driving licence Code (08) will be an added advantage.

KEY PERFORMANCE AREAS: - Complete and maintain CSD • Provide administrative support in the Bid/Quotation documentation • Assist on opening and processing of quotation documentation • Provide internal support to departments on procurement related reports • Monthly and weekly reporting on all procurement related reports • Contract management and

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administration • Compilation of statutory reports in terms of the MFMA and SCM regulations
• Assist in implementation of procurement plan and progress reports • Maintain proper document control for audit purposes pertaining to acquisition management.

RE-ADVERTISEMENT OF NOTICE 02/2021/2022

**ACCOUNTANT ASSET MANAGEMENT
TASK GRADE 11
SALARY SCALE: R 275 849, 23 – R 358 065, 50 PER ANNUM**

MINIMUM REQUIREMENTS: - Grade 12, Degree/three year National Diploma in Finance or equivalent • A sound of Local Government Finance Management Act (FMA) • A valid driving license (code 08) • Understanding and knowledge of financial computer systems • Experience in case ware use • A minimum of 3 Years' Experience in Financial reporting and asset management • Treasury Regulations and other legislations, procedures and process pertaining to local government finance.

KEY PERFORMANCE AREAS:- Maintain GRAP complaint Asset Register • Coordinate purchases and disposal, Verify and capitalizing of new assets • Update, transfers, re-allocating, and monthly depreciation and maintain all fixes assets of the Municipality • Ensure that all assets are correctly classified as per MSCOA and are insured • Compile and maintain contract register • Monthly preparing of financial statements and Financial Reports.

NB: Candidates who have applied for the above mentioned position are encouraged to reapply.

All applications with Curriculum Vitae, certified copies of educational certificates not older than three months together with a covering letter and proof of residence 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 competency assessment will be done to shortlisted candidates.



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

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

Closing date: 12 November 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.

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

DATE

