

**NOTICE NO: 06/2021/2022**

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**UMZIMVUBU**  
LOCAL MUNICIPALITY

**VACANT POSITIONS**

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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**

**MANAGER: COMMUNITY SAFETY  
FIVE (05) YEAR FIXED TERM CONTRACT  
TOTAL PACKAGE: R 881 120, 01 PER ANNUM**

**MINIMUM REQUIREMENTS:-** Grade 12, Degree/three (3) year National Diploma Law Enforcement (traffic/police) • Advanced Computer Literacy • Basic Traffic training Diploma/ Police training Diploma • 3-5 years' middle management experience in the field of Law Enforcement • Examiner of vehicles and examiner of driving licences will be an added advantage • Valid drivers' licence.

**KEY PERFORMANCE AREAS:-** Identifies with the department's strategy with respect to service delivery and defines implementation Section and monitors short term plans/ objectives for Traffic and By-Law Enforcement Section, Disaster Risk Management, Crime prevention and social facilitation, Council Safety and Assets protection section • Co-ordinate specific administrative and reporting requirements associated with the key performance and result indicators of the department • Prepares division's budget in consultation with division's Manager: Community Safety • Monitors operational budgets and advise divisions of expenditure/ non-expenditure trends • Collect section's monthly reports and compiles division's monthly financial reports • Directs and controls the key performance indicators and outcomes of personnel within the Traffic and By-Law Enforcement section, Disaster Risk Management, Crime prevention and Social Facilitation, Council Safety and Assets Protection Sections.

**DIRECTORATE: SPECIAL PROGRAMMES & COMMUNICATION**

**PERSONAL ASSISTANT TO THE MAYOR  
TOTAL PACKAGE: R 374 181, 72 PER ANNUM  
CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER**

**MINIMUM REQUIREMENTS:-** Grade 12 • Degree/three (3) year National Diploma in Public Administration/ Office Management and Technology or equivalent qualification • A good command of the English and other languages • Minimum of 2 years' working experience in Administrative environment • Good communication skills •

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**KEY PERFORMANCE AREAS:-** Organising, confirming and scheduling meetings/appointments with internal departments/ external officials, arranging venue and attending to catering/ refreshment requirements • Arranging travel and accommodation for the Mayor's meetings (National and International) • Writing presentation documents for the immediate manager for functions and special events • Monitoring implementation of Action issues for office of the Mayor in order to ensure adequate support is made available to enable the accomplishment of the specific administration reporting deadline • Attending to telephonic calls and visitors to the office, establishing nature of visit and directs requests to appropriate personnel • Filing documents.

**MAYORAL DRIVER**

**TOTAL PACKAGE: R 374 181, 72 PER ANNUM**

**CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER**

**MINIMUM REQUIREMENTS:-** Grade 12 • A valid driving license (code 10 with PrDP) • A good command of the English and other languages • Minimum of 1 year 6 months working experience • Good communication skills

**KEY PERFORMANCE AREAS:-** Communicate with immediate supervisor/PA to the Mayor in respect of program/ schedule of destination for the Mayor • Completing log book and signing off mileage and vehicle faults • Discussing and scheduling priorities (site visits and events etc.) and clarifying specific requirements for allocation and execution at sites • Transport the Mayor and dignitaries to/from scheduled public events and function • Inspecting safety devices, controls, lubricant levels, etc. on vehicles and reporting defects • Conducting and recording details of vehicle safety inspections and inform the immediate Supervisor to activate maintenance requisitions and confirms service or repairs appointments.

**PERSONAL ASSISTANT TO THE SPEAKER**

**TOTAL PACKAGE: R 374 181, 72 PER ANNUM**

**CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER**

**MINIMUM REQUIREMENTS: -** Grade 12 • Degree/three (3) year National Diploma in Public Administration/ Office Management and Technology/ Equivalent Qualification • Computer Literacy • A good command of the English and other local languages • Minimum of 2 years' experience in Administrative environment • Good Communication skills.

**KEY PERFORMANCE AREAS:-** Organising, confirming and scheduling meetings/appointments with internal departments/ external officials, arranging venue and attending to catering/ refreshment requirements • Arranging travel and accommodation for the Speaker's meetings (National and International) • Writing presentation documents for the immediate manager for functions and special events • Monitoring implementation of Action issues for office of the Speaker in order to ensure adequate support is made available to enable the accomplishment of the specific administration reporting deadline • Attending to telephonic calls and visitors to the office, establishing nature of visit and directs requests to appropriate personnel • Filing documents.

**SPEAKER DRIVER**

**TOTAL PACKAGE: R 374 181, 72 PER ANNUM**

**CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER**

**MINIMUM REQUIREMENTS: -** Grade 12 • Valid Driving License (Code 10 with PrDP) • Minimum of 1 year 6 month working experience • A good command of the English language and other local languages.

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**KEY PERFORMANCE AREAS:-** Communicate with immediate supervisor/PA to the Speaker in respect of program/ schedule of destination for the Speaker • Completing log book and signing off mileage and vehicle faults • Discussing and scheduling priorities (site visits and events etc.) and clarifying specific requirements for allocation and execution at sites • Transport the Speaker and dignitaries to/from scheduled public events and function • Inspecting safety devices, controls, lubricant levels, etc. on vehicles and reporting defects • Conducting and recording details of vehicle safety inspections and inform the immediate Supervisor to activate maintenance requisitions and confirms service or repairs appointments.

**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 or 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.

**PART-TIME: WARD CLERKS: WARD 01, 02, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28**

**TOTAL PACKAGE: R 41 703, 36 PER ANNUM**

**CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER**

**MINIMUM REQUIREMENTS:** - Grade 12 or equivalent qualification • Computer literacy • Communication skills • 6-12 months working experience in an Administrative Environment • Report writing skills.

**KEY PERFORMANCE AREAS:-** Prepare notices and agendas for Ward Committee Meetings • Take minutes during Ward Committee Meetings for necessary record keeping purposes • Responsible for filing • Serve an administrative link between the municipality and the ward and ensure that necessary communication exists • Manage the dissemination of information.

**DIRECTORATE: CORPORATE SERVICES**

**HR OFFICER**

**TASK GRADE: 11**

**SALARY SCALE: R 275 849, 23 – R 358 065, 49 PER ANNUM**

**MINIMUM REQUIREMENTS:-** Grade 12, Degree/three (3) year National Diploma in Human Resources Management/ Personnel Management • Computer Literacy • 3-5 years' experience in human resources within Local Government • A valid driving licence (code 08) • Good communication skills • Good report writing skills.

**KEY PERFORMANCE AREAS:-** Coordinates recruitment & selection following specific sequences associated with the employment of personnel • Coordinating the efficient

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administration of leave/ benefits in compliance with BCEA, HR policies & SALGBC collective agreements • Providing advice and support to employees on all benefits plans including Medical Aid, Pension Fund and new membership, death and disability processes • Ensuring appropriate filing of all documentation and maintenance of personnel files • Monitor performance of HR Administrators • Investigate and understand causes of absenteeism and conduct exit interviews • preparing memorandums to communicate specific human resources procedures and seeking approval prior to circulation • Prepare monthly reports and payroll inputs.

**DIRECTORATE: BUDGET & TREASURY**

**MUNICIPAL FINANCE INTERNS X3  
TWO (02) YEAR FIXED TERM CONTRACT  
TOTAL PACKAGE: R 100 000 PER ANNUM**

**MINIMUM REQUIREMENTS:-** Grade 12 • Degree/three (3) year National Diploma in Finance or equivalent qualification • Advanced Computer Literacy • Basic knowledge of Local Government and other spheres of Government • Understanding of internship programme and its purpose and good academic record.

**KEY PERFORMANCE AREAS:-** Revenue Management • Supply Chain Management • Expenditure Management • Budget & Reporting • Asset Management.

**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: 14 December 2021**

**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.M. NOTA  
MUNICIPAL MANAGER**

  
DATE

UPHULISO KUMNTU WONKE

Vision 2030

