



UMZIMVUBU

LOCAL MUNICIPALITY

VACANT POSITIONS

NOTICE NO: 07/2021/2022

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 AND COMMUNICATION

MANAGER: PUBLIC PARTICIPATION
CONTRACT ATTACHED TO THE TERM OF OFFICE OF THE SPEAKER
TOTAL PACKAGE: R 881 120, 01 PER ANNUM

MINIMUM REQUIREMENTS: - **Grade 12** • Degree/ National Diploma in Public Relations/ Administration (NQF L6) or equivalent, • 3-5 Years Supervisory experience in the field of public participation, • Computer literacy, • Ability to work in a diverse working environment, • Good understanding of applicable legislation, practices and policies as well as strategies, • Valid drivers' licence.

KEY PERFORMANCE AREAS: - Responsible for stakeholder engagement which includes but not limited to traditional councils, petitions committee, rate payers and other relevant stakeholders and provide reports thereof, • Ensuring availability of speeches, presentations and reports for the speaker for special event, • Perusing Council Agenda & Minutes of the meetings and identifying items associated with the office activities requiring the attention of the speaker, • Supervision of staff in the office of the speaker and public participation section, • Monitor the working and reporting of Ward Committees, Ward clerks and CDW'S, • Responsible for Presidential Hotline and complaints management.

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

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People with disability are encouraged to apply

NB: No faxed CV's or emailed applications will be accepted

Enquiries: Palesa Majiza (039) 255 8500/8562.

Closing date: 03 February 2022

Time: 16:30

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.V. NOTA
MUNICIPAL MANAGER



DATE