

**NOTICE NO: 10/2021/2022**

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**UMZIMVUBU**  
LOCAL MUNICIPALITY

**VACANT POSITIONS**

**NOTICE NO: 10/2021/2022**

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: BUDGET & TREASURY**

**MUNICIPAL FINANCE INTERN  
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 • Good academic record.

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

**DIRECTORATE: CORPORATE SERVICES**

**INTERN: SOUND GOVERNANCE  
ONE (01) YEAR FIXED TERM CONTRACT  
STIPEND: R 45 783, 84 PER ANNUM**

**MINIMUM REQUIREMENTS:-** Grade 12 • Three (03) year Degree/ National Diploma Public Management or equivalent qualification • Communication Skills and fluent in English • Computer literacy • Knowledge of Local Government and other spheres of Government

**KEY PERFORMANCE AREAS:-** Assist in the Divisional Units: Records/ Registry, Committee Services and Customer Care • Provide administration support and render secretariat duties • Record and update files in accordance with established referencing sequence • Co-ordinate meeting related logistics.

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**INTERN: HUMAN RESOURCES MANAGEMENT  
ONE (01) YEAR FIXED TERM CONTRACT  
STIPEND: R 45 783, 84 PER ANNUM**

**MINIMUM REQUIREMENTS:-** Grade 12 • Three (03) year Degree/ National Diploma Human Resources Management, Personnel Management, Training Management or equivalent qualification • Computer Literacy • Communication skills • Knowledge and understanding of HR policies and applicable Legislations

**KEY PERFORMANCE AREAS:-** Document Processing and record keeping • Maintenance and update of personnel information • Process Human Resource information • Filing and Capturing • Ensuring compliance in terms of leave management.

**DIRECTORATE: SPECIAL PROGRAMMES AND COMMUNICATION**

**INTERN: SPECIAL PROGRAMMES  
ONE (01) FIXED TERM CONTRACT  
STIPEND: R 45 783, 84 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Grade 12 • Three (03) year Degree/ National Diploma in Social Science, Public Management, Administration, Developmental Studies or equivalent qualification • Computer Literacy • Communication Skills • A good command of the English language

**KEPERFOMANCE AREAS:** - Facilitating of Municipal Programmes with those of Provincial and National Capacity building of local forums • Coordinate events to celebrate special days • Effective participation on SPU Programmes • Monitoring of Special Programmes projects.

***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***

***All applications must be accompanied by confirmation letter obtained from Ward Councillor***



***People with disability are encouraged to apply***

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

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

**Closing date: 24 May 2022**

**Time: 16H00**

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*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.P. NOTA  
MUNICIPAL MANAGER

19/04/2022  
DATE

