

NOTICE NO: 12/2021/2022

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UMZIMVUBU
LOCAL MUNICIPALITY

VACANT POSITIONS

NOTICE NO: 12/2021/2022

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 & COMMUNICATION

VIP PROTECTOR: MAYOR
TOTAL PACKAGE: R 374 181, 72 PER ANNUM
CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER

MINIMUM REQUIREMENTS:- Grade 10 • A valid driving licence (code 08 EB) • Physical fit to work under protection services • Ability to work in diverse working environment • Minimum of 02-05 years driving experience • Good understanding of applicable legislation, practices and policies as well as strategies • Security guard VIP protection will be an added advantage.

KEY PERFORMANCE AREAS:- Evaluate the Mayor's programmes and identify possible high-risk situations and request back-up where possible • Provide driving services to the Mayor • Attend to specific administrative reporting and recording requirement associated to the role • Perform proactive and reactive response to protect the Mayor and any properly in her custody • Analyse the security breaches and develop plans and protocols to address them.

VIP PROTECTOR: SPEAKER
TOTAL PACKAGE: R 374 181, 72 PER ANNUM
CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER

MINIMUM REQUIREMENTS:- Grade 10 • A valid driving licence (code 08 EB) • Physical fit to work under protection services • Ability to work in diverse working environment • Minimum of 02-05 years driving experience • Good understanding of applicable legislation, practices and policies as well as strategies • Security guard VIP protection will be an added advantage.

KEY PERFORMANCE AREAS:- Evaluate the Speaker's programmes and identify possible high-risk situations and request back-up where possible • Provide driving services to the Speaker • Attend to specific administrative reporting and recording requirement associated to the role • Perform proactive and reactive response to protect the Speaker and any properly in his custody • Analyse the security breaches and develop plans and protocols to address them.

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PUBLIC PARTICIPATION & LIAISON OFFICER
TASK GRADE: 11
SALARY SCALE: R 275 849, 23 – R 358 065, 49 PER ANNUM

MINIMUM REQUIREMENTS: - Grade 12 • Three (03) year Degree/ National Diploma in Public Relations/ Administration or equivalent qualification • Computer Literacy • Minimum of 03 years' experience in the field of Public Participation • Good understanding of applicable legislation, practices and policies as well as strategies • A Valid driver's licence .

KEY PERFORMANCE AREAS:- Responsible for stakeholder engagement which includes but not limited to Traditional Councils, Petitions Committee, Ratepayers and other relevant stakeholders and provide reports thereof • Monitor the working and reporting of Ward Committees, Ward Clerks and CDW's • Responsible for Presidential Hotline and complaints management • Responsible for the mobilisation of external stakeholders to actively participate in the service delivery programmes of the municipality • Responsible for gathering information needed for report writing and filling for the unit.

PART-TIME: WARD CLERKS: WARD 17
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 • Minimum of 06-12 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 filling • Serve an administrative link between the municipality and the ward and ensure that necessary communication exists • Manage the dissemination of information.

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.

Applications for part-time ward clerk must be accompanied by confirmation letter obtained from ward Councillor

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 or emailed applications will be accepted

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

Closing date: 10 June 2022

Time: 15H00

NOTICE NO: 12/2021/2022

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.F.V. NOTA
MUNICIPAL MANAGER

18/09/2022

DATE

