

NOTICE NO: 01/2022/2023

67 Church Street, Mt Ayliff, 4735
Tel: +27 (0)39 254 6000
Fax: +27 (0) 39 255 0167
Web : www.umzimvubu.gov.za



813 Main Street , Mount Frere
P/ Bag 9020, M t Frere , 5090
Tel: +27 (0)39 255 8500 /166
Fax: +27 (0) 39 255 0167

UMZIMVUBU
LOCAL MUNICIPALITY

VACANT POSITIONS

NOTICE NO: 01/2022/2023

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

**MANAGER: SPECIAL PROGRAMMES
FIVE YEAR FIXED TERM
TOTAL PACKAGE: R 881 120, 01 PER ANNUM**

MINIMUM REQUIREMENTS: - Grade 12 • Degree/ B Tech in Social Science/ Public Administration or equivalent qualification • Computer literacy • Minimum of 3-5 years' supervisory experience • Valid drivers' licence.

KEY PERFORMANCE AREAS: - Responsible for Special Programmes Management and Awareness Programmes • Managing establishment of SPU forums and their proper functions • Ensure implementation of SPU programmes • Responsible for drafting / development of sectional Procurement Plans SDBIP and Budget and ensure implementation thereafter • Responsible for consolidating/ presenting/ submitting monthly/ quarterly reports to immediate supervisor • Responsible for Personnel Management • Responsible for execution of organised events • Financial Management responsibilities • Develop business proposals to ensure that special group's needs and interests are met • Write minutes, consolidate agenda for all special programmes related meetings.

**PART-TIME: WARD CLERKS: WARD 03, 04 & 09
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 together with a covering letter should be forwarded to: The Corporate Services

NOTICE NO: 01/2022/2023

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 proof of residence obtained from Ward Councillor



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: 08 September 2022

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.T. NOTA
MUNICIPAL MANAGER



DATE