

**NOTICE NO: 03/2022/2023**

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**UMZIMVUBU**  
LOCAL MUNICIPALITY

**VACANT POSITIONS**

**NOTICE NO: 03/2022/2023**

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 AND COMMUNICATION**

**PART-TIME WARD CLERK: WARD 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 • 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 should be forwarded to: The Corporate Services Department, Umzimvubu Local Municipality, Private Bag x 9020, MOUNT FRERE (KwaBhaca), 5090 or hand delivered at Dabula Street, Sophia (New Municipal Offices) KwaBhaca or 67 Church Street, Mount Ayliff (EmaXesibeni), 4735***

***Applications for internship 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: 17 November 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*

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*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.T. NOTA  
MUNICIPAL MANAGER

  
\_\_\_\_\_  
DATE

