

NOTICE NO: 06/2022/2023

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

VACANT POSITION

NOTICE NO: 06/2022/2023

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: CORPORATE SERVICES

**INTERN: HUMAN RESOURCES MANAGEMENT
ONE (01) YEAR FIXED TERM CONTRACT
STIPEND: R 48 027, 24 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 AREARS:- 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.

All applications with Curriculum Vitae, certified copies of educational certificates together with an application form obtainable from our website: www.umzimvubu.gov.za or from any of our municipal offices 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, 5090 or 67 Church Street, Mount Ayliff (EmaXesibeni), 4735

Applications for internship and 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

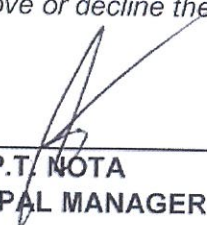
Enquiries: Amanda Masentse (039) 255 8500/8562.

Closing date: 10 March 2023

Time: 15H00

NOTICE NO: 06/2022/2023

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

