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UMZIMVUBU LOCAL MUNICIPALITY

VACANT POSITIONS

NOTICE NO: 07/2022/2023

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: CITIZEN & COMMUNITY SERVICES

LAW ENFORCEMENT OFFICER TASK GRADE 12

SALARY SCALE: R 341 635 – R 443 458 PER ANNUM

MINIMUM REQUIREMENTS: - Grade 12 • Traffic Diploma or Municipal Police Officers qualification • Two (02) years relevant experience • Computer Literacy • Code C1 driving license with a clean driving record • No criminal record • First Aid Certificate.

KEY PERFORMANCE AREAS:- Communicating with the Control Room and attending to traffic bottlenecks caused through accidents, breakdown or peak hour congestion • Use hand signals to communicate with drivers and pedestrians, directing, diverting, stopping and controlling the flow • Perform court testify in court arrest made and tickets issued • Enforce a variety of ULM by-laws to the community at large • Conduct community liaisons to promote safety; perform stop and check law permit and functioning of the vehicle on moving vehicle, penalise fault road user on the road; wrong parking areas • Monitor, note, report and investigate suspicious persons and situation, safety hazards and unusual or illegal activity in patrol area • Communicating with the offender and/ or interacting with the Control Room or South African Police Services to facilitate arrest for more serious offences.

OFFICE OF THE MUNICIPAL MANAGER

LEGAL OFFICER TASK GRADE 11

SALARY SCALE: R 289 366 – R 375 611 PER ANNUM

MINIMUM REQUIREMENTS: - Grade 12 • LLB/ Three year relevant degree • Computer Literate • Minimum of 2-3 years' experience • Understanding of South African Local Government Protocols • Experience in laws and prescripts that govern Local Government • Ability to prepare complex legal documents • Ability to interpret statutes • Ability to maintain confidentiality • Valid Driving Licence (Code 08 Minimum) • Good communication skills and report writing. Articles/Admitted as Attorneys • Admitted attorney (attach proof of registration) will be an added advantage.

KEY PERFORMANCE AREAS:- Collating information and/ or conducting investigations to establish facts for inclusion into internal/ external communications • Checking and validating information recorded and received documents pertaining to legal operational activities against field reports • Coordinating sequences associated with the preparation and submission of consolidated legal cost accounts for completed consultations • Recording of new by-laws through the application and knowledge of the law on municipal legal register • Facilitating the approval of draft by-laws through effecting the relevant approval processes • Analysing the progress of outstanding litigation matters and liaise with external appointed lawyers • Reviewing legal documents and recommending legal advice on MOUs, Contracts, and tender documents • Reviewing ongoing cases and provide advice to immediate manager in action to be taken • Analysing and interpreting legal information and disseminate appropriate legal requirements to relevant personnel • Reviewing and drafting contracts, MOUs, agreements and internal policies and ensure that they are in compliance with statutory or legal requirements • Developing monthly and quarterly reports for the unit and submit to immediate manager for verification.

INTERN: IDP, IGR & PMS
ONE (01) YEAR FIXED TERM CONTRACT
STIPEND: R 48 027, 24 PER ANNUM

MINIMUM REQUIREMENTS:- Grade 12 • Three (03) year Degree/ National Diploma in Public Management, Public Administration, Local Government, Development Studies, Social Sciences, Town Planning or Equivalent qualification • Understanding of Local Government • Computer Literacy • Understanding of IDP.

KEY PERFORMANCE AREAS:- Compile IDP plans • Coordinate IDP & IGR meetings • Administrative work • Compile performance reports • Document processing and record keeping.

DIRECTORATE: SPECIAL PROGRAMMES & COMMUNICATION

INTERN: PUBLIC PARTICIPATION & LIAISON
ONE (01) YEAR FIXED TERM CONTRACT
STIPEND: R 48 027, 24 PER ANNUM

MINIMUM REQUIREMENTS:- Grade 12 • Three (03) year Degree/ National Diploma in Public Management, Public Administration, Public Relations or equivalent qualification • Basic knowledge of Local Government • Advanced computer literacy • Good Communication skill written and verbal (English & Xhosa) • Ability to liaise with community/ stakeholders • Community involvement will be an added advantage.

KEY PERFORMANCE AREAS:- Assist in the implementation of the Public Participation policies • Liaise with District and Provincial Offices • Gather information required to respond to queries requests, concerns from stakeholders and communities • Compile monthly reports and submit to the Public Participation and Liaison • Do administration work for Public Participation Unit.

DIRECTORATE: INFRASTRUCTURE & PLANNING

INTERN: TOWN PLANNING
ONE (01) YEAR FIXED TERM CONTRACT
STIPEND: R 48 027, 24 PER ANNUM

MINIMUM REQUIREMENTS:- Grade 12 • Three (03) year Degree/National Diploma in Town and Regional Planning, Geology, Economics Development or equivalent qualification • Basic

NOTICE NO: 07/2022/2023

Knowledge of Local Government • Advanced computer literacy • Good communication skill written and verbal • Problem solving skills.

KEY PERFORMANCE AREAS: - Data Capturing • Land use survey • Site inspection, development application • Assist in preparation of reports • Assist with co-ordination of town planning.

All Applications must be submitted with an application form accompanied by a comprehensive CV, with specific starting and ending dates in all positions. Only shortlisted candidates will be required to submit certified documents/ copies on or before the interviews. An application form is obtainable from our website: www.umzimvubu.gov.za or from any of our municipal offices. All applications should be hand delivered to Dabula Street Sophia (New Municipal Offices), KwaBhaca, 5090/ 67 Church Street, Mount Ayliff (EmaXesibeni), 4735 or emailed to Recruitment@umzimvubu.gov.za. Applications for internship must be accompanied by proof of residence obtained from Ward Councillor.



People with disability are encouraged to apply

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

Closing date: 05 May 2023

Time: 15H00

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


25/07/2023
DATE

