

67 Church Street, EmaXesibeni, 4735

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Web : [www.umzimvubu.gov.za](http://www.umzimvubu.gov.za)



## UMZIMVUBU

LOCAL MUNICIPALITY

### VACANT POSITIONS

**NOTICE NO: 09/2022/2023**

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: INFRASTRUCTURE & PLANNING**

**TLB OPERATOR**

**TASK GRADE 06**

**SALARY SCALE: R 142 058 – R 184 421 PER ANNUM**

**MINIMUM REQUIREMENTS:-** Grade 10 • Code 10 drivers licence with PrDP • Certificate in TLB Operator/ relevant proof of competence • One year experience as a TLB Operator, Grader Operator will be an added advantage.

**KEY PERFORMANCE AREAS:-** Operate Municipal TLB machine to fulfil municipal mandate of service delivery • Prepare landfill site • Ensure that the machine is always in good working condition • ensure that the machine is required an serviced timeously • Report multifunction to the Supervisor.

#### **DIRECTORATE: CORPORATE SERVICES**

**INTERN: SOUND GOVERNANCE X1**  
**ONE (01) YEAR FIXED TERM CONTRACT**  
**STIPEND: R 48 027, 24 PER ANNUM**

**MINIMUM REQUIREMENTS:-** Grade 12 • Three (03) year Degree/ National Diploma Public Management or equivalent qualification • Communication Skills and fluent in English • Computer literacy • Knowledge of Local Government and other spheres of Government

**KEY PERFORMANCE AREAS:-** Assist in the Divisional Units: Records/ Registry, Committee Services and Customer Care • Provide administration support and render secretariat duties • Record and update files in accordance with established referencing sequence • Co-ordinate meeting related logistics.

#### **DIRECTORATE: SPECIAL PROGRAMMES AND COMMUNICATION**

**INTERN: SPECIAL PROGRAMMES X1**  
**ONE (01) FIXED TERM CONTRACT**  
**STIPEND: R 48 027, 24 PER ANNUM**

**MINIMUM REQUIREMENTS: -** Grade 12 • Three (03) year Degree/ National Diploma in Social Science, Public Management, Administration, Developmental Studies or equivalent

Dabula Street, Sophia, KwaBhaca

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qualification • Computer Literacy • Communication Skills • A good command of the English language

**KEPERFOMANCE AREAS:** - Facilitating of Municipal Programmes with those of Provincial and National Capacity building of local forums • Coordinate events to celebrate special days • Effective participation on SPU Programmes • Monitoring of Special Programmes projects.

*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 on or before the interviews. An application form is obtainable from our website: [www.umzimbubu.gov.za](http://www.umzimbubu.gov.za) or from any of our municipal offices. Applications should be hand delivered to the Corporate Services Department, Umzimbubu Local Municipality, Dabula Street Sophia (New Municipal Offices), KwaBhaca, 5090/ 67 Church Street, Mount Ayliff (EmaXesibeni), 4735 or emailed to [Recruitment@umzimbubu.gov.za](mailto:Recruitment@umzimbubu.gov.za).*

*Applications 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: 30 June 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 Umzimbubu 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

