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UMZIMVUBU

— LOCAL MUNICIPALITY —

VACANT POSITIONS

NOTICE NO: 10/2023/2024

DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & ENVIRONMENTAL MANAGEMENT

**LED OFFICER AGRARIAN & RURAL DEVELOPMENT
TASK GRADE 11
PERMANENT**

SALARY SCALE: R 304 992 – R 395 894 PER ANNUM

MINIMUM REQUIREMENTS:- Grade 12 • Three (03) year National Diploma in Agricultural Science or equivalent qualification • Registered scientist with SACNAPS • 2- 3 years relevant working experience • Computer literate • Good Communication and interpersonal Skills • Valid drivers' licence (minimum code B) • Good report writing skills and problem solving skills • BTech in Economic and Management Sciences will be an added advantage.

KEY PERFORMANCE AREAS:- Identify key dimensions and opportunities with regards to Agricultural Local Economic Development • Co-ordinate and execute agricultural specific project/programme requirements and monitor application and outcomes • Align outcomes of agrarian and rural development initiatives to the broader agrarian and rural objectives • Prepare reports and correspondences • Develop Agrarian policies and amendment of existing policies.

DIRECTORATE: CITIZEN & COMMUNITY SERVICES RANGER

**TASK GRADE: 6
PERMANENT**

SALARY SCALE: R 149 720 – R 194 380 PER ANNUM

MINIMUM REQUIREMENTS: - Grade 9 • To be able to read, write, investigate and table report • 6-12 months relevant working experience • Grade 12/Matric and Pound Management certificate will be an added advantage.

KEY PERFORMANCE AREAS: - Patrolling the areas that are populated by the community and along the national drive ways. Ensuring that no stray animals are endangering the lives of road users • Educating local headmen about the dangers of not attending to stock along the national road • Demonstrating skills in animal tracking, observation, interpretation and demonstrate familiarity with tools and methods for field observation and recordkeeping • Identifying and evaluate animal species and breeds, handle and move animals (e.g. restraint, confinement) with regard for safety of animals and the public • Do administration connected to impoundment of animals • Perform branding of impounded animal before disposal for action • Heading animals to pastures whilst impounded before being released • Feeding impounded animals by feed or collected grass from grass cutter within the municipality • Administering/ assisting the vet in administering medicine to sick animals • Branding/ assisting in branding of animals before auctions • Conducting minor repairs to the pound and other pound equipment.

DIRECTORATE: SPECIAL PROGRAMMES AND COMMUNICATION

PART-TIME WARD CLERK: WARD 19

TOTAL PACKAGE: R 43 746, 84 PER ANNUM

CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER

MINIMUM REQUIREMENTS: - Grade 12 or equivalent qualification • Computer literacy • Communication skills • Minimum of 6-12 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.

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.

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.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.

NB. Failure to submit documents listed above will result in disqualification. Background screening will be done to shortlisted candidates.

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

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

Closing date: 30 May 2024

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

02/05/2024
DATE

