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## **UMZIMVUBU** LOCAL MUNICIPALITY

### **VACANT POSITIONS**

**NOTICE NO: 02/2024/2025**

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: OFFICE OF THE MUNICIPAL MANAGER**

#### **MANAGER: INTERNAL AUDIT**

#### **FIVE YEAR FIXED TERM**

**TOTAL PACKAGE: R 959 426,90 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Grade 12 • Degree in Internal Auditing/Accounting or Equivalent Qualification • 3-5 years Supervisory Working Experience Particularly in an Internal Auditing Environment • Computer Literate • Good Communication Skills both Written and Spoken. Knowledge of Local Government Legislative Prescripts • Registered with the Institute of Internal Auditors (IIA) as a Certificate Internal Auditors CIA • Knowledge of Accounting, Auditing, Data Processing, Analytical Methods, Laws and Regulation Pertaining to Financial Accounting, Risk Management, Internal Control and Corporate Government. Proven Track Record in the Municipal Finance Environmental and Knowledge and Understanding of the MFMA and Other Related Legislations. Valid drivers' licence (Minimum Code B).

**KEY PERFORMANCE AREAS:** - Manage and Control Processes and Procedures Associated with the Formulation of the Municipality's Risk Based Audit Plan and Program • Manage and Control Financial Audits, Operational Audits, Administrative Audits, Performance Management and Information Communication Technological Audits • Identify and Prevent Risks within the Organisation • Prevent fraud sequences and Analyse Investigations • Manage Financial Controls and Provide Information to Support Financial Planning • Manage Personnel and their Performance • Direct Guidance and Information on Specific key Performance Areas and Requirements Associated with the Risk Management and Audit Programme and Procedures.

#### **PERSONAL ASSISTANT: MUNICIPAL MANAGER**

#### **FIVE YEAR (05) FIXED TERM CONTRACT**

**TOTAL PACKAGE: R 411 357,42 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Grade 12 • 1 Year Certificate in Administration • Computer Literacy • 1-2 Years Relevant Experience • National Diploma in Administration will be Added Advantage.

**KEY PERFORMANCE AREAS:** - Perform Secretariat Support • Perform Administration Services for the Department • Perform General Office Support and Reception/ Telephonist Services • Maintain and Access Records of Discussions, Instructions and Correspondence •

**DIRECTORATE: SPECIAL PROGRAMMES AND COMMUNICATION**

**PERSONAL ASSISTANT TO THE SPEAKER  
TOTAL PACKAGE: R 411 357,42 PER ANNUM  
CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER**

**MINIMUM REQUIREMENTS:** - Grade 12 • Secretariat Diploma or Equivalent Qualification • Computer Literacy • A Good Command of the English and other Local Languages • Minimum of 1 - 2 years' Relevant Working Experience in Administrative Environment.

**KEY PERFORMANCE AREAS:-** Organising, Confirming and Scheduling Meetings/ Appointments with Internal Departments/ External Officials, Arranging Venue and Attending to Catering/ Refreshment Requirements • Arranging Travel and Accommodation for the Speaker's Meetings (National and International) • Writing Presentation Documents for the Immediate Supervisor for Functions and Special Events • Monitoring Implementation of Action Issues for Office of the Speaker in Order to Ensure Adequate Support is made Available to Enable the Accomplishment of the Specific Administration Reporting Deadline • Attending to Telephonic Calls and Visitors to the Office, Establishing Nature of Visit and Directs Requests to Appropriate Personnel • Filling Documents.

**VIP PROTECTOR: SPEAKER  
TOTAL PACKAGE: R 411 357,42 PER ANNUM  
CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER**

**MINIMUM REQUIREMENTS:-** Grade 10 • A Valid Driving Licence (Minimum Code B) • Physical Fit to Work under Protection Services • Ability to Work in Diverse Working Environment • Minimum of 02 years Driving Experience • Good Understanding of Applicable Legislation, Practices and Policies as well as Strategies • Security Guard • VIP Protection will be an Added Advantage.

**KEY PERFORMANCE AREAS:-** Evaluate the Speaker programmes and Identify Possible High-Risk Situations and Request Back-Up where Possible • Provide Driving Services to the Speaker • Attend to Specific Administrative Reporting and Recording Requirement Associated to the Role • Perform Proactive and Reactive Response to Protect the Speaker and any Properly in his Custody • Analyse the Security Breaches and Develop Plans and Protocols to Address them.

**SPEAKER DRIVER**  
**TOTAL PACKAGE: R 411 357,42 PER ANNUM**  
**CONTRACT ATTACHED TO THE POLITICAL OFFICER BEARER**

**MINIMUM REQUIREMENTS:-** Grade 10 • Valid Driving Licence (Minimum Code B)  
• Minimum of 02 years Driving Experience • A good Command of English Language and other Local Languages.

**KEY PERFORMANCE AREAS:-** Communicate with Immediate Supervisor/PA to the Speaker in Respect of the Program /Schedule of Destination for the Speaker • Completing Log Book and Signing off Mileage and Vehicle Faults • Discussing and Scheduling Priorities (Site Visits and Events etc.) and Clarify Specific Requirements for Allocation and Executing at Site • Transport the Speaker and Dignitaries to/from Schedule Public Events and Function • Inspecting Safety Devices ,Controls, Lubricant Levels, etc. on Vehicle and Defects • Conducting and Recording Details of Vehicle Safety Inspections and Inform the Immediate Supervisor to Activate Maintenance Requisitions and Confirms Services to Repair Appointments.

***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.umzinvubu.gov.za](http://www.umzinvubu.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@umzinvubu.gov.za](mailto:Recruitment@umzinvubu.gov.za) .***

***NB: Failure to submit documents listed above will result in disqualification.***

***Background screening will be done to shortlisted candidates.***



***People with disability are encouraged to apply***

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

**Closing date: 12 SEPTEMBER 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 Umzinvubu 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

