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UMZIMVUBU

LOCAL MUNICIPALITY

VACANT POSITIONS **NOTICE NO: 06/2024/2025**

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 to be recognised as model rural municipality with a vibrant economy and world class service capabilities.

DIRECTORATE: CITIZEN & COMMUNITY SERVICES

SUPERINTENDENT: LICENSING

PERMANENT

TASK GRADE 13

SALARY SCALE: R 423 658 – R 549 922,20 PER ANNUM

MINIMUM REQUIREMENTST :- Grade 12 • Advanced Diploma Traffic Control, National Diploma Law Enforcement Officer and one year certificate in Administration or Equivalent Qualification • 3-4 years relevant working experience preferable in local government • A valid driving licence (Code EC) • Excellent verbal and writing skills • Computer Literacy

KEY PERFORMANCE AREAS:- Identify with the road safety strategy and statutory requirements and define, implement, and monitor the short term plan or objectives for functionality • Monitor and control personnel within the Vehicle Testing and Licensing Section • Implement procedures, systems and control to regulate specific work sequences • Monitor and perform applications/ procedures associated with testing and certification of driver and vehicle road worthiness applications • Co-ordinate specific administrative and reporting requirements

FOREMAN: PARKS AND PUBLIC OPEN SPACES

PERMANENT

TASK GRADE 10

SALARY SCALE: R 269 959,32– R 350 426,40 PER ANNUM

MINIMUM REQUIREMENTST :- Grade 12 • National Diploma Public Management • 2-3 years relevant working experience preferable in local government • A valid driving licence (Code B) • Excellent verbal and writing skills • Computer Literacy

KEY PERFORMANCE AREAS:- Monitor and control procedural applications associated with parks and public open spaces operations • Maintain Parks and Open Spaces through the implementation of planned preventative and routine maintenance sequences and attend to disruptions in operations • Co-ordinate and control tasks/activities of personnel and allocate and prioritise outcomes • Co-ordinate specific administrative and reporting requirements.

DIRECTORATE: INFRASTRUCTURE & PLANNING

INTERN: TOWN PLANNING

ONE (01) YEAR FIXED TERM CONTRACT

TOTAL PACKAGE: 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 Knowledge of Local Government • Advanced Computer Literacy • Good Communication Skills 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.

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

**INTERN: COMMUNICATION & MARKETING
ONE (01) YEAR FIXED TERM CONTRACT
TOTAL PACKAGE: R 48 027,24 PER ANNUM**

MINIMUM REQUIREMENTS: - Grade 12 • Three (03) year Degree/National Diploma in Journalism, Public Relations, Marketing, Communication or equivalent qualification • No experience required • Good writing skills and knowledge of development Communication • Ability to work in a diverse environment and willing to work extend hours • Ability to write articles in Xhosa will be added as an advantage.

KEY PERFORMANCE AREAS: - Assist with developing, writing and distributing approved press release • Assist with the organising of executive photos, photo opportunities and events • Assist with building and maintaining relationships with both local and national media • Assist with development, writing, editing and distributing of the municipal publications • Assist with the distribution of content on all municipal social media platforms.

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.



People with disability are encouraged to apply

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

Closing date: 13 February 2025

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**

DATE

