

67 Church Street, East Rand, 4735
Tel: +27 (0) 39 254 8000
Fax: +27 (0) 39 255 0167
Web: www.umzimvubu.gov.za



Dobela Street, Sophiatown, KwaZulu-Natal
Postcode 4020, KwaZulu-Natal, 4020
Tel: +27 (0) 39 255 8500
Fax: +27 (0) 39 255 0167

UMZIMVUBU LOCAL MUNICIPALITY

VACANT POSITIONS

NOTICE NO: 03/2024/2025

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: BUDGET & TREASURY

RE- ADVERTISEMENT OF NOTICE NO. 01 MOVABLE ASSETS MANAGEMENT OFFICER TASK GRADE 10

SALARY SCALE: R 269 959, 03 – R 350 450. 16 PER ANNUM

MINIMUM REQUIREMENTS: - Grade 12, National Diploma in Financial Management, Accounting or equivalent qualifications • 2-3 years relevant working experience preferable in local government • Computer Literacy • Code B driving license • Good report writing skills

KEY PERFORMANCE AREAS:- Ensure continuous support services to all internal stakeholder's movable assets register, and processing adjustments to the general ledger relating to movable assets and monthly financial reports • Movable assets verification exercise, including assessment of condition of assets • Ensure that all new movable assets are bar-coded using Munsoft system • Coordinate support/recommendations associated with movable assets Management
• Coordinate specific procedures associated with asset acquisition and disposal
• Coordinate provision of specific administrative activities associated with movable Assets Management • Ensure movable asset register is GRAP compliant.

DIRECTORATE: SPECIAL PROGRAMMES AND COMMUNICATION

PERSONAL ASSISTANT TO THE MAYOR 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 Mayor'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 Mayor 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.

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.

Applicants that previously applied on the re-advertised position are encouraged to re-apply.



People with disability are encouraged to apply

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

Closing date: 15 OCTOBER 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.F.T. NOTA
MUNICIPAL MANAGER**

12/09/2024
DATE

