

67 Church Street, EmaXesibeni, 4735
Tel: +27 (0)39 254 6000
Fax: +27 (0) 39 255 0167
Web: www.umzimvubu.gov.za



Dabula Street, Sophia, KwaBhaca
P/ Bag 9020, KwaBhaca, 5090
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UMZIMVUBU

LOCAL MUNICIPALITY

VACANT POSITIONS NOTICE NO: 05/2024/202

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: COMMUNICATION & PUBLIC RELATIONS
FIVE YEAR FIXED TERM CONTRACT
TOTAL PACKAGE: R959 426,90 PER ANNUM

MINIMUM REQUIREMENTS :- Grade 12 • Degree/ Three year National Diploma in Communication/ Public Relations and or Equivalent qualification • 3-5 years' relevant working experience in supervisory position in Local Government Communication • In-depth knowledge of Local Government • A valid driving licence (Code B minimum) • Excellent verbal and writing skills & knowledge of developmental communication • Creative and exceptional listening skills • Computer Literacy • CPMD will be an added advantage.

KEY PERFORMANCE AREAS:- Identify and define the immediate, short and long term objectives associated with administrative support to the department • Managing and monitoring of communication strategy • Media relations, Advertising and communication • Disseminating information on short term objectives, Current developments and problem constraints • Manage the implementation of financial controls/ procedures and provide information to support financial planning sequences • Managing municipal functions, events and implementation of protocol rules . Implementation of Performance Management to the section.

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: 20 November 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


DATE