

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
Tel: +27 (0)39 255 8500
Fax: +27 (0) 39 255 0167

UMZIMVUBU — LOCAL MUNICIPALITY —

VACANT POSITIONS

NOTICE NO: 09/2023/2024

DIRECTORATE: SPECIAL PROGRAMMES AND COMMUNICATION

PART-TIME WARD CLERK: WARD 23

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.

DIRECTORATE: CORPORATE SERVICES

INTERN: HUMAN RESOURCES MANAGEMENT

ONE (01) YEAR FIXED TERM CONTRACT

STIPEND: R 48 027, 24 PER ANNUM

MINIMUM REQUIREMENTS:- Grade 12 • Three (03) year Degree/ National Diploma Human Resources Management, Personnel Management, Training Management or equivalent qualification • Computer Literacy • Communication skills • Knowledge and understanding of HR policies and applicable Legislations

KEY PERFORMANCE AREARS:- Document processing and record keeping • Maintenance and update of personnel information • Process Human Resource information • Filling and Capturing • Ensuring compliance in terms of leave management.

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: 25 April 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

25/03/2024
DATE

