



UMZIMVUBU LOCAL MUNICIPALITY

VACANT POSITIONS

NOTICE NO: 07/2023/2024

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: CORPORATE SERVICES

RE-ADVERTISEMENT OF NOTICE NO. 04/2023/2024

MANAGER: SOUND GOVERNANCE

FIVE YEAR FIXED TERM CONTRACT
TOTAL PACKAGE: R R915 483, 68 PER ANNUM

MINIMUM REQUIREMENTS:- • Grade 12 • Degree/ Diploma in Administration or equivalent qualification • 3-5 years' relevant experience in middle management position • Good supervision, communication (written & verbal) and office practise skills • In-depth knowledge of Local Government and its Committees • Sound knowledge of Records Management and Archives unit, Customer care and Auxiliary services unit • Computer literacy • Valid drivers' licence (minimum code 8).

KEY PERFORMANCE AREAS:- • Identifies and defines the immediate, medium and long-term objectives/ plans associated with provision of administration support to the municipality • Guides and control outcomes associated with utilization, productivity and performance of personnel within the Sound Governance division • Implements financial control and provides information to support financial planning • Co-ordinates and aligns administration support system applications, by analysing the adequacy of current system and applications against critical business needs and determining the need for changes of improvement to existing systems • Manages the implementation of procedure and system associated with controlling document flow and quality system/ statutory and audit- requirements regulations recordkeeping, by valuating the adequacy of current administrative system and re-defining registry and archiving sequences with a view to correcting deviations from laid down departmental guidelines and statutory or audit requirements • Ensure the development of plans for coordination and sitting of the meeting for Section 79 & 80 Committees, EXCO and Council and Enforce the implementation of the plans.

RECEPTIONIST

RE-ADVERTISEMENT OF NOTICE NO. 03/2023/2024

TASK GRADE: 06
SALARY SCALE: R 149 729 – R 194 380 PER ANNUM

MINIMUM REQUIREMENTS:- • Grade 12 • Administration Certificate will be an added advantage • 1 year relevant working experience/ Acting experience in the position • Computer literacy.

KEY PERFORMANCE AREAS:- • Attending to telephonic calls and/or visitors establishing nature of visit and direct requests to appropriate personnel • Determine nature of call and forward to relevant office • Welcoming onsite visitors, determining nature of business and directing visitor to the appropriate offices • Advising callers and onsite visitor of appropriate department or official to resolve the problem • Offering visitors a place to sit in general reception area and/ or escorting high profile visitors to designated waiting room.

DIRECTORATE: BUDGET & TREASURY

PAYROLL OFFICER

TASK GRADE 11
SALARY SCALE: R 304 992 – R 395 894 PER ANNUM

MINIMUM REQUIREMENTS:- • Grade 12 • Degree/ National Diploma in Finance Management or equivalent Qualification • 2-3 years' relevant working experience • Clear understanding of payroll and expenditure related duties • Computer literate • Knowledge of local government and other spheres of government • Extensive knowledge of Pay Day system and MUNSOFT will be an added advantage.

KEY PERFORMANCE AREAS:- • Maintaining and/or adjusting payroll parameters/fields on the system with regards to statutory deductions, rates of pay, transfer etc • Capturing salary information for employees/ Councillors against specific control votes and inserting required information with respect to benefits to activate deduction sequences • Preparing and extracting payroll reports and proceeding with the printing of payslips upon approval • Reconciling statutory payments, deductions and allowances and attending to the preparation and circulation of tax certificates • Prepare payment and returns for statutory bodies and benefits providers (SARS, UIF, Medical Aids, Pension funds, Garnishees etc) for verification by immediate supervisor and authorisation by CFO • Attending to payment of salaries/ allowances, completing bank deposit instructions and / or posting of payment notification/advise/EFT • Process all S&T Claims by ensuring that correct supporting documentation is attached • Preparing journals for correction on financial system • Submit EMP201 in accordance with required legislation • Maintenance of cashbook and processing salaries to general ledger.

DIRECTORATE: SPECIAL PROGRAMMES & COMMUNICATION

EVENTS BRANDING & MARKETING OFFICER

TASK GRADE 11
SALARY SCALE: R 304 992 – R 395 894 PER ANNUM

MINIMUM REQUIREMENTS:- • Grade 12 • Degree/ National Diploma Journalism/ Public Relations • 2-3 years relevant working experience • Computer Literate • Valid driver's license (minimum code 08) • Good writing skills & knowledge of developmental communication • Ability to use designer software • Knowledge and skill on video editing will be an added advantage • Ability to work in a diverse environment and willing to work extended hours • Ability to write articles in Isixhosa will be an added advantage.

KEY PERFORMANCE AREAS:- • Responsible for coordination of all municipal events and calendar events • Provide appropriate research to assist with coordination of events aimed at improving the image of the institution • Provide protocol services during event proceedings and meetings • Responsible for the organising of executive photos, photo opportunities and events • Assist in developing concept for each municipal event in conjunction with project leader of the event and submit to manager of the department for approval • Assist with development, writing, editing and distribution of municipal publications • Responsible for the distribution of content on all municipal social media platforms • Coordinate project assessment visits prior handovers • Responsible for development, production and distribution of promotion and collateral materials • Compiling monthly reports for submission to immediate supervisor.

DIRECTORATE: INFRASTRUCTURE & PLANNING

TOWN PLANNER

TASK GRADE 12
SALARY SCALE: R 360 083 – R 467 404 PER ANNUM

MINIMUM REQUIREMENTS:- • Grade 12 • National Diploma/ Bachelor Degree in Town & Regional planning • Minimum 2-3 years' relevant Experience in Land Use Management/ Town Planning environment • Computer Literate with sound Knowledge of CAD and ArcGIS • Excellent interpersonal and communication skills • Registered or Eligible to register with SACPLAN • A valid Driving License (minimum code 08).

KEY PERFORMANCE AREAS:- • Undertake site inspections, Land use Survey and Land Audit • Scrutinizes all Land Use and Development Applications • Provide Town Planning inputs, advice and guidance on new developments regarding their desirability and ensuring that the correct decision are taken and the correct procedures are followed • Scrutinize Building Plans in line with the Land Use Scheme Regulation • Provide inputs on the formulation of Municipal Spatial plans i.e. Spatial Development Framework.

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 positions are encouraged to re-apply.



People with disability are encouraged to apply

Enquiries: Amanda Masentse (039) 255 8500/8562

Closing date: 07 March 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