

67 Church Street, EmaXesibeni, 4735  
Tel: +27 (0)39 254 6000  
Fax: +27 (0) 39 255 0167  
Web : [www.umzimvubu.gov.za](http://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: 08/2022/2023**

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**

##### **MUNICIPAL FINANCE INTERN (X2) TWO (02) YEAR FIXED TERM CONTRACT TOTAL PACKAGE: R 100 000 PER ANNUM**

**MINIMUM REQUIREMENTS:-** Grade 12 • Degree/three (3) year National Diploma in Finance or equivalent qualification • Advanced Computer Literacy • Basic knowledge of Local Government and other spheres of Government • Understanding of internship programme and its purpose • Good academic record.

**KEY PERFORMANCE AREAS:-** Revenue Management • Supply Chain Management • Expenditure Management • Budget & Reporting • Asset Management.

#### **DIRECTORATE: CORPORATE SERVICES**

##### **INTERN: INFORMATION COMMUNICATION AND TECHNOLOGY (X1) ONE (01) YEAR FIXED TERM CONTRACT STIPEND: R 48 027, 24 PER ANNUM**

**MINIMUM REQUIREMENTS:-** Grade 12 • Three (03) year Degree/ National Diploma Information Technology or equivalent qualification • Communication Skills • A person with a sense of urgency • Must be a quick learner able to handle pressure and be a team builder.

**KEY PERFORMANCE AREAS:-** Assist and support all end-users • attend to departmental queries • Assist in handling IT technical Problems • Assist in telephone and cellphone 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](http://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](mailto:Recruitment@umzimvubu.gov.za).***

NOTICE NO: 08/2022/2023

**Applications must be accompanied by proof of residence obtained from Ward Councillor.**



**People with disability are encouraged to apply**

**NB: No faxed CV's or emailed applications will be accepted**

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

**Closing date: 03 May 2023**

**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

