

67 Church Street, EmaXesibeni, 4735
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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
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UMZIMVUBU

LOCAL MUNICIPALITY

VACANT POSITIONS

NOTICE NO: 03/2023/2024

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: SPECIAL PROGRAMMES & COMMUNICATION

COMMUNICATION OFFICER

TASK GRADE: 12

SALARY SCALE: R 360 083 – R 467 404 PER ANNUM

MINIMUM REQUIREMENTS: - Grade 12 • Degree/ Diploma in Communications/ Journalism/ graphic Design/ Marketing/ Marketing Management/ Public Relations management • 3 years' relevant working experience in Local Government Communication • Computer literacy • Valid drivers' licence (minimum code 8).

KEY PERFORMANCE AREAS: - Be central in the implementation of the Municipal Marketing and its implementation under the supervision of the immediate • Develop and design monthly internal newsletter for municipal programs, notices, communication, event and submit to immediate manager for approval • Promote the Municipality's brand by running external and in-house media events • Communicate the municipality's vision by developing and implementing short and long-term media strategies for specific projects and initiatives • Conceptualise, maintain and create updated content for all communication platforms including newsletters, publications, website, and social media • Liaise with departments to develop pro-active communication plans to support their business objectives, projects, and programmes • Facilitate and promote intergovernmental relations (IGR) programmes and projects.

DIRECTORATE: CORPORATE SERVICES

RECEPTIONIST

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 working experience • 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.

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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.



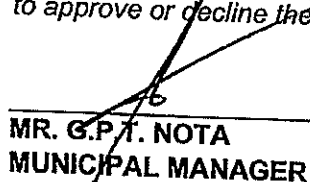
People with disability are encouraged to apply

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

Closing date: 31 October 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

UPHULISO KUMNTU WONKE

Vision 2030

