

NOTICE NO: 08/2021/2022

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UMZIMVUBU
LOCAL MUNICIPALITY

VACANT POSITIONS

NOTICE NO: 08/2021/2022

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

RE-ADVERTISEMENT OF NOTICE 06/2021/2022

**PERSONAL ASSISTANT TO THE MAYOR
TOTAL PACKAGE: R 374 181, 72 PER ANNUM
CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER**

MINIMUM REQUIREMENTS:- Grade 12 • Three (03) year National Diploma/ Diploma/ National Certificate in Public Administration/ Office Management and Technology or equivalent qualification • A good command of the English and other languages • Minimum of 1-2 years' working experience in Administrative environment • Good communication skills •

KEY PERFORMANCE AREAS:- Organising, confirming and scheduling meetings/ appointments with internal departments/ external officials, arranging venue and attending to catering/ refreshment requirements • Arranging travel and accommodation for the Mayor's meetings (National and International) • Writing presentation documents for the immediate manager for functions and special events • Monitoring implementation of Action issues for office of the Mayor in order to ensure adequate support is made available to enable the accomplishment of the specific administration reporting deadline • Attending to telephonic calls and visitors to the office, establishing nature of visit and directs requests to appropriate personnel • Filling documents.

NB: Candidates who have applied for the above mentioned position are encouraged to reapply.

**INTERN: PUBLIC PARTICIPATION AND LIAISON
ONE (01) FIXED TERM CONTRACT
STIPEND: R45 783, 84 PER ANNUM**

MINIMUM REQUIREMENTS: - Grade 12 • Three (03) year Degree/National Diploma in Public Management, Public Administration, Public Relations or equivalent qualification • Basic Knowledge of Local Government • Advanced computer literacy • Good communication skill written and verbal (English & Xhosa) • Ability to liaise with community/ stakeholder • Community involvement will be an added advantage.

KEY PERFORMANCE AREAS: - Assist in the Implementation of Public Participation policies
• Liaise with District and Provincial Offices • Gather information required to respond to queries requests, concerns from stakeholders and communities • Compile monthly reports and submit to the Public Participation and Liaison • Do Administration work for Public Participation Unit.

DIRECTORATE: INFRASTRUCTURE AND PLANNING

**INTERN: TOWN PLANNING
ONE (01) FIXED TERM CONTRACT
STIPEND: R45 783, 84 PER ANNUM**

MINIMUM REQUIREMENTS: - Grade 12 • Three (03) year Degree /National Diploma in Town Planning/ Town and Regional Planning • Basic Knowledge of Local Government • Advanced computer literacy • Good communication skill written and verbal • Problem solving skills.

KEY PERFORMANCE AREAS: - Provide assistance in terms of all submitted statutory planning applications • Compile documentation (under instructions and direction of the Town Planner) to assist in the preparation of planning reports and other planning unit work • Conduct Site Inspection • Maintain an adequate filing system for the planning unit • Conduct Land use Survey and Perform any other duties assigned by the Supervisor.

DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER

**INTERN: IDP & PMS
ONE (01) FIXED TERM CONTRACT
STIPEND: R45 783, 84 PER ANNUM**

MINIMUM REQUIREMENTS: - Grade 12 • Three (03) year Degree /National Diploma in Public Management, Public Administration, Local Government, Development Studies, Social Science or equivalent • Basic Knowledge of Local Government • computer literacy • Understanding of Local Government & IDP • Good communication skill written and verbal.

KEY PERFORMANCE AREAS: - Compile IDP plans • Coordinate IDP & IGR meetings • Administration Work • Compile performance reports • Document Processing and record keeping.

All applications with Curriculum Vitae, certified copies of educational certificates not older than three months together with a covering letter should be forwarded to: The Corporate Services Department, Umzimvubu Local Municipality, Private Bag x 9020, MOUNT FRERE (KwaBhaca), 5090 or hand delivered at Erf 813 Main Street, Mount Frere, 5090 or 67 Church Street, Mount Ayliff (EmaXesibeni), 4735.

NB. Failure to submit documents listed above will result in disqualification. Background screening and competency assessment will be done to shortlisted candidates.



People with disability are encouraged to apply.

NB: No faxed CV's or emailed applications will be accepted. Applications for interns must be accompanied by a proof of residence obtainable from the Ward Councillor.

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Enquiries: Palesa Majiza (039) 255 8500/8562.

Closing date: 15 March 2022

Time: 16:00

Without prejudice and with due respect, correspondence will only be limited to shortlisted applicants due to circumstances beyond our control. The municipality reserves the right not to make any appointment in respect of the advertised posts. 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.



MR. G.P.T. NOTA
MUNICIPAL MANAGER



DATE

