

67 Church Street, EmaXesibeni, 4735  
Tel: +27 (0)39 254 6000  
Fax: +27 (0) 39 255 0167  
Web : www.umzimvubu.gov.za



**UMZIMVUBU**  
LOCAL MUNICIPALITY

Dabula Street, Sophia, KwaBhaca  
P/ Bag 9020, KwaBhaca, 5090  
Tel: +27 (0)39 255 8500  
Fax: +27 (0) 39 255 0167

**VACANT POSITIONS**

**NOTICE NO: 05/2023/2024**

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: BUDGET & TREASURY**

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

**MINIMUM REQUIREMENTS:** - Grade 12 • Degree/ National Diploma in Accounting or equivalent Qualification • 3-5 years' relevant working experience in Local Government Finance • Extensive knowledge and understanding of MFMA & applicable Municipal legislations • Reasonable understanding of IDP, SDBIP process in municipal context • Understanding of performance management system • Knowledge of Munsoft Financial Management System will be an added advantage • Complete articles will be an added advantage • Strong supervisory and interpersonal skills • Good communication skills • Good report writing skills • CPMD will be an added advantage • Computer literacy • Valid drivers' licence (minimum code B).

**KEY PERFORMANCE AREAS:** - Analyzing and aligning operating capacity and capabilities of the section to deliver against specific key performance areas • Administration of payroll creditors, Cash and bank petty cash, PAYE, UIF, SDL, Vat and other related taxes • Preparing and presenting reports detailing the status of expenditure and availability of funds for current and short-term interventions to sub-committees • Development and implementation of funds for current and short-term interventions to sub-committees • Development and implementation of relevant internal controls • Interpreting and analysing audit findings and investigational reports with a view to determine levels of interventions required to curb non-conformance and compliance with laid down procedures • Management of fruitless and wasteful expenditure v Capacity building and performance management within expenditure section • Analysing accounting records/ entries of transactional sequences (salary, allowance, etc.) and approving the processing of adjustments through journal entries, reconciliation and posting to general ledger creditor accounts • Assist in preparation of Bi-annual and Annual Financial Statements.

**DIRECTORATE: OFFICE OF THE MUNICIPAL MANAGER**

**MANAGER: IDP & MUNICIPAL PERFORMANCE  
FIVE YEAR FIXED TERM CONTRACT  
TOTAL PACKAGE: R R915 483, 68 PER ANNUM**



**MINIMUM REQUIREMENTS:** - Grade 12 • Degree/ National Diploma in Public Administration/ Industrial Psychology/ Developmental Studies or equivalent qualification • extensive knowledge and understanding of Local Government Legislations and regulations • A minimum of 3-5 years' relevant working experience particularly in middle management position • Reasonable understanding of IDP, SDBIP process in in municipal context • Understanding Performance Management System • Strong supervisory and interpersonal skills • Good communication and project management skills • Good report writing & interpersonal skills • Computer literacy • Valid drivers' licence (minimum code B).

**KEY PERFORMANCE AREAS:** - Ensure development of IDP document • Co-ordinate and monitor IDP annual review processes • Monitor and manage IDP implementation by various departments • Liaise with various stakeholders, NGO's and other organisations • Ensure presentation of interest by stakeholders constituents in IDP process • Provide technical support to managers and organisation in submission of monthly reports • Manage development and planning of IDP section • Responsible for implementation of institutional Performance Management System • Submission of monthly reports • Performance of all IDP related programs as assigned by the Municipal Manager • Responsible to develop IDP and budget that is aligned with SDBIP and periodic reports to different structure of government • Responsible for the development of the annual report • Responsible for implementation of institutional Performance Management System • Ensure effectiveness of IGR structures to assist smooth running of governance and effective discussions on mutual issues. .

**DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & ENVIRONMENTAL MANAGEMENT**

**MANAGER: LOCAL ECONOMIC DEVELOPMENT  
FIVE YEAR FIXED TERM CONTRACT  
TOTAL PACKAGE: R R915 483, 68 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Grade 12 • Degree/ National Diploma in Developmental Studies/ Economic Science/ Agriculture or relevant qualification • A minimum of 3-5 years' relevant working experience at a managerial level, in the field of Economic Development in a municipal environment Local Government and its committees • Report writing skills • Extensive knowledge of legislation applicable to development of local government • Excellent Soft Skills which include proficiencies such as Communication Skills, Conflict Resolution and Negotiation, Personal Effectiveness, Creative problem solving, Strategic thinking, Team Building, Influencing skills and selling skills • Computer Literacy • Valid drivers' licence (minimum code B).

**KEY PERFORMANCE AREAS:** - Develop plans, coordinating for Agriculture and Forestry, Tourism, SMME and related economic development activities in the region • Productivity/ performance and personnel management: direct and control outcomes associated with utilisation, productivity and performance of human capital within LED • Financial control: prepare capital and operating estimates control expenditure against the approved budget allocations • Tourism development: plans, implement and manages tourism related activities • Establishing LED goals, objective, priorities and develops these into operating procedures • Reporting processes with regards to economic development, monitoring previously successful and effective implementation of methods, investigating and solving newly reported problems on projects • Relationship management and communication: development of project proposals, business plans and liaise with external stakeholders.



**DIRECTORATE: CITIZEN & COMMUNITY SERVICES**

**BY-LAW ENFORCEMENT OFFICER**

**TASK GRADE 11**

**SALARY SCALE: R 304 992 – R 395 894 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Grade 12 • Relevant certificate in Law Enforcement • To be able to implement Municipal By-laws; record and allocate cost for impounded animals • Computer literate • Valid driving licence • Minimum of 2 - 3 years' relevant working experience

**KEY PERFORMANCE AREAS:-** Ensuring that the enclosure for animals is at all times maintained in accordance with regulated animals health and safety standards, approved by SPCA • Monitor patrols in all areas basis to include parks, town and surrounding areas • Issues citations and impound animals for violation of Municipal by-laws • Responds to complaints from community members of Umzimvubu regarding impounded animals • Impounding animals found abandoned in a property or any street, road reserve or other public place • Compile report for animal due for auctions and submit the report to the immediate supervisor • Allocate task and monitor performance of employees • Monitoring of attendance by ensuring that a daily register is registry is signed before commencement of work.

**eNATIS CLERK**

**TASK GRADE 06**

**SALARY SCALE: R 149 729 – R194 380 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Grade 12 • Computer Literacy • 01 year relevant working experience • Customer Care certificate will be an added advantage • Communication skills.

**KEY PERFORMANCE AREAS:-** Confirming and/ or inserting relevant details of ownership and vehicle description, calculating the fees applicable referring to schedules/ tariffs • Collecting and receipting payments and issuing electronically generated or manually recorded acknowledgement to the client • Interacting with the client and assessing requirements, referring to documentation • Reconciling cash deposits referring to system reports and statements and/ or responds, seeks clarity or resolves deviations in transactional information • Forwarding verified statements to external authorities (Departments of Transport) for processing • Referring complex enquires to the immediate superior or relevant departmental personnel for attention.

*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).*



*People with disability are encouraged to apply*

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

Closing date: 05 February 2024

Time: 16H00

NOTICE NO: 05/2023/2024

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

09/01/2024  
DATE

