



UMZIMVUBU

— LOCAL MUNICIPALITY —

VACANCIES **NOTICE NO: 04/2025/2026**

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: OFFICE OF THE MUNICIPAL MANAGER

VIP PROTECTION OFFICER: MAYOR X1

TOTAL PACKAGE: R 411 348.00 PA

CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER

MINIMUM REQUIREMENTS:- Grade 10 • A Valid Driving Licence (Minimum Code B)
• Physical Fit to Work under Protection Services • Ability to Work in Diverse Working Environment • Minimum of 02 years Driving Experience • Good Understanding of Applicable Legislation, Practices and Policies as well as Strategies • Security Guard
• VIP Protection will be an Added Advantage.

KEY PERFORMANCE AREAS:- Evaluate the Mayor's programmes and Identify Possible High-Risk Situations and Request Back-Up where Possible • Provide Driving Services to the Mayor • Attend to Specific Administrative Reporting and Recording Requirement Associated to the Role • Perform Proactive and Reactive Response to Protect the Mayor and any Property in his Custody • Analyse the Security Breaches and Develop Plans and Protocols to Address them.

VIP PROTECTION OFFICER: CHIEF WHIP X1

TOTAL PACKAGE: R 411 348.00 PA

CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER

MINIMUM REQUIREMENTS:- Grade 10 • A Valid Driving Licence (Minimum Code B)
• Physical Fit to Work under Protection Services • Ability to Work in Diverse Working Environment • Minimum of 02 years Driving Experience • Good Understanding of Applicable Legislation, Practices and Policies as well as Strategies • Security Guard
• VIP Protection will be an Added Advantage.

KEY PERFORMANCE AREAS:- Evaluate the Chief Whip's programmes and Identify Possible High-Risk Situations and Request Back-Up where Possible • Provide Driving Services to the Chief Whip • Attend to Specific Administrative Reporting and Recording Requirement Associated to the Role • Perform Proactive and Reactive Response to Protect the Chief Whip and any Property in his Custody • Analyse the Security Breaches and Develop Plans and Protocols to Address them.

DRIVER: CHIEF WHIP X1
TOTAL PACKAGE: R 411 348.00 PA
CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER

MINIMUM REQUIREMENTS:- Grade 10 • Valid Driving Licence (Minimum Code B)
• Minimum of 02 years Driving Experience • A good Command of English Language and other Local Languages.

KEY PERFORMANCE AREAS:- Communicate with Immediate Supervisor/PA to the Chief Whip in Respect of the Program /Schedule of Destination for the Chief Whip • Completing Log Book and Signing off Mileage and Vehicle Faults • Discussing and Scheduling Priorities (Site Visits and Events etc.) and Clarify Specific Requirements for Allocation and Executing at Site • Transport the Chief Whip and Dignitaries to/from Schedule Public Events and Function • Inspecting Safety Devices ,Controls, Lubricant Levels, etc. on Vehicle and Defects • Conducting and Recording Details of Vehicle Safety Inspections and Inform the Immediate Supervisor to Activate Maintenance Requisitions and Confirms Services to Repair Appointments.

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 (MARKED 'APPLICATION FOR EMPLOYMENT') 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.




People with disability are encouraged to apply

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

Closing date: 31 DECEMBER 2025

Time: 15H30

Canvassing by Political Party 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

05/12/2025
DATE

