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**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: 05/2025/2026**

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 to be recognised as model rural municipality with a vibrant economy and world class service capabilities.

**DIRECTORATE: CORPORATE SERVICES**  
**PERMANENT**

**EMPLOYEE RELATIONS OFFICER: TASK GRADE 13**  
**TOTAL PACKAGE: R451 556,51 - R586 135,42 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • National Diploma in Human Resources Management or in Labour Relations Management • Minimum of 3 Years relevant experience in Local Government • Good Understanding of Applicable Legislation, Practices and Policies as well as Strategies • Conflict Resolution • Minimum of Code B Driving Licence • Computer Literate • Good Report Writing Skills.

**KEY PERFORMANCE AREAS:** - Co-ordinate Procedures and Research Sequences Associated with Disciplinary and Grievance Cases and Enquiries • Facilitate Conflict and Disciplinary Process • Coordinate and Present and Represent the Municipality in Cases Referred for Conciliation/ Arbitration to SALGBC/ CCMA • Implementing the Employee Wellness and Assistant programme • Coordinating Workplace Health and Safety • Train, Guide and Communicate Labour Relations Matters to Staff and Management.

**ICT OFFICER: WEBSITE, INTERNET, AND E-GOVERNANCE SERVICES**  
**TASK GRADE 12**  
**PERMANENT**

**TOTAL PACKAGE: R401 049,25 - R520 584,07 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • National Diploma in Information Technology • 3 Years Relevant Working Experience in Local Government • Ability to Work Under Pressure • Presentation and Interpersonal Skills • Minimum on Code B valid Driving Licence • Computer Literate • Good Report Writing Skills.

**KEY PERFORMANCE AREAS:** Attend to Troubleshooting & Problem Solving, Application Problems, Install New Software & Hardware • Coordinate Website Management, Upgrade and Monitor Applications • Coordinate Provision of Internet and E-Government Services • Analyse and Provide Recommendations for Information

Systems Hardware/software and Capacitate End-User on Applications • Administration Duties.

**DIRECTORATE: INFRASTRUCTURE & PLANNING**  
**GEOGRAPHIC INFORMATION SYSTEM OFFICER**  
**TASK GRADE 11**  
**PERMANENT**

**TOTAL PACKAGE: R339 704,40 - R440 952,61 PER ANNUM**

**MINIMUM REQUIREMENTS:** Grade 12 • bachelor's degree in Geographic Information System • 3 Years Relevant Working Experience in Local Government • Ability to Work Under Pressure • Strong Supervisory, Presentation and Interpersonal Skills • Minimum on Code B valid Driving Licence • Computer Literate • Good Report Writing Skills.

**KEY PERFORMANCE AREAS:** Create Data, Mapping and storage • Coordinate Applications for Maintaining Geographic Information Records and Databases • Provide Proper Administration • Monitor Digital Library of Geographic Maps in Various File Types.

*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)*

*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: 09 February 2026**

**Time: 15H00**

*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.*

  
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**MR. G.P.T. NOTA**  
**MUNICIPAL MANAGER**

13 / Jan / 2026  
\_\_\_\_\_  
DATE