



UMZIMVUBU

LOCAL MUNICIPALITY

VACANT POSITION **NOTICE NO: 08/2025/2026**

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: CITIZEN & COMMUNITY SERVICES

PERMANENT

CURATOR: TASK GRADE 11

TOTAL PACKAGE: R 339 704.40 -R 440 952. 61

MINIMUM REQUIREMENTS: - Grade 12 • National Diploma in Museum Studies • Computer Literacy • Minimum of 02 years Relevant Working Experience • A Minimum of Code 08 Valid Driving License • Good Communication Skills.

KEY PERFORMANCE AREAS:- Lead and coordinate all activities, procedures, and outcomes to deliver a comprehensive museum and heritage service for local communities, tourists, and educational groups • Coordinate and deliver processes relating to the acquisition, conservation, storage and exhibition of museum objects and artefacts • Undertake research to identify, verify and document specimens and artefacts within the collection • Coordinate initiatives to promote interest and engagement with the museum among local communities, learners and visitors • Coordinate administrative processes and reporting requirements linked to operational key performance indicators (KPIs) and targets.

DIRECTORATE: BUDGET & TREASURY

PERMANENT

DRIVER: TASK GRADE 05

TOTAL PACKAGE: R 141 974,76 – R 183 362,67

MINIMUM REQUIREMENTS: - Grade 12 • Valid Driving Licence (Code EB) with PrDP • Minimum of 02 years Driving Experience • Advanced Driving will be an Added Advantage • Interpersonal and Good Communication Skills.

KEY PERFORMANCE AREAS:- Carry out driving duties in line with assigned travel schedules and requirements • Travel to and from scheduled delivery locations in accordance with operational instructions • Complete required maintenance workshop duties before departure and upon return from assigned routes.

Closing date: 08 April 2026

Time: 14H30

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



People with disability are encouraged to apply

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

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

09/03/2026
Date