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UMZIMVUBU

LOCAL MUNICIPALITY

VACANT POSITIONS **NOTICE NO: 10/2025/2026**

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: CORPORATE SERVICES **PERFORMANCE MANAGEMENT OFFICER** **TASK GRADE 13** **PERMANENT** **R451 556,51 - R586 135,42 PER ANNUM**

MINIMUM REQUIREMENTS: Grade 12 • National Diploma in Human Resources Management or Equivalent qualification • Minimum of 3 years relevant experience in Local Government • Good understanding of applicable legislation, practices and policies as well as strategies • Minimum of Code B Driving Licence • Computer Literate • Good Report Writing Skills.

KEY PERFORMANCE AREAS: - Apply methods and standards to determine requirements and dimensions of Performance Management • Coordinate and drive the individual Performance Management System programme of the municipality • Manage probation for newly appointed employees • Coordinate review of municipal Organisational Structure and placement of employees on the new organogram • Coordinate development of Job Descriptions and Job Evaluation process for the municipality

DIRECTORATE: BUDGET & TREASURY **RE-ADVERTISEMENT OF NOTICE NO.7/2025/2026** **PERMANENT** **DEMAND MANAGEMENT OFFICER: TASK GRADE 11** **R339 704,40 - R440 952,61 PER ANNUM**

MINIMUM REQUIREMENTS: - Grade 12 • National Diploma in Supply Chain Management or equivalent qualification • Minimum of 02 years' experience in Supply Chain Management in Local Government • Good report and writing skills • Computer Literacy • Valid code 8 driving licence.

KEY PERFORMANCE AREAS: - Coordinate and control the implementation of procedures relating to procurement and purchasing processes • Liaise with and assess suppliers to determine their capacity and capability to meet specified procurement requirements • Interact with suppliers and vendors to evaluate and determine compliance with Council's Procurement Policy and applicable guidelines • Perform specific administrative tasks and activities associated with the Demand Management function.

NOTICE NO: 10/2025/2026

DIRECTORATE: SPECIAL PROGRAMMES AND COMMUNICATION

**PART-TIME WARD CLERK: WARD 21
R 43 746, 84 PER ANNUM
CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER**

MINIMUM REQUIREMENTS: - Grade 12 or equivalent qualification • Computer literacy • Communication skills • Minimum of 6-12 months working experience in an Administrative Environment • Report writing skills.

KEY PERFORMANCE AREAS: - Prepare notices and agendas for Ward Committee Meetings • Take minutes during Ward Committee Meetings for necessary record keeping purposes • Responsible for filing • Serve an administrative link between the municipality and the ward and ensure that necessary communication exists • Manage the dissemination of information.

Closing date: 10 June 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

Applicants that previously applied on the re-advertised positions are encouraged to re-apply.

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

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.J. NOTA
MUNICIPAL MANAGER

15/05/2026
DATE