

67 Church Street, EmaXesibeni, 4735
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Web : www.umzimvubu.gov.za



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

VACANT POSITIONS
NOTICE NO: 11/2025/2026

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

**FILLING CLERK
TASK GRADE 05
PERMANENT**

R141 974,76 – R183 362,67 PER ANNUM

MINIMUM REQUIREMENTS: Grade 12 • Computer Literacy • Minimum of one (01) year relevant experience • Good Report Writing Skills.

KEY PERFORMANCE AREAS: - Reconcile the number of files opened and utilised daily, and ensure accurate filing and record management • Implement and maintain procedures and systems associated with the control and management of functional documentation and correspondence. • Capture using sequential codes and monitor status of correspondence received.

DIRECTORATE: CORPORATE SERVICES

GRADUATE WORK EXPOSURE PROGRAMME

INTERN: HUMAN RESOURCES MANAGEMENT

ONE (01) YEAR FIXED TERM CONTRACT

STIPEND: R 48 027, 24 PER ANNUM

MINIMUM REQUIREMENTS:- Grade 12 • Three (03) year Degree/ National Diploma Human Resources Management, Personnel Management, Training Management or equivalent qualification • Computer Literacy • Communication skills • Knowledge and understanding of HR policies and applicable Legislations

KEY PERFORMANCE AREARS:- Document processing and record keeping • Maintenance and update of personnel information • Process Human Resource information • Filling and Capturing • Ensuring compliance in terms of leave management.

NOTICE NO: 10/2025/2026

Closing date: 25 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

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

Applications for internship and part-time ward clerk must be accompanied by proof of residence obtained from ward Councillor.

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


DATE