

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



Email: [info@umzimkhulum.gov.za](mailto:info@umzimkhulum.gov.za)  
Tel: (039) 259 5000/5300  
Fax: (039) 259 0427

## **CORPORATE SERVICE DEPARTMENT**

PROVINCE OF KWAZULU-NATAL  
KZN 435

### **ADVERTISEMENT**

The uMzimkhulu municipality an equal opportunity employer requires the services of suitable candidates to appoint for the following positions.

### **COMMUNITY AND SOCIAL SERVICES INTERNS X3**

**Monthly salary R 3 600.00**

**ONE YEAR CONTRACT**

### **MINIMUM REQUIREMENTS**

- Matric
- 3-year relevant qualification in Social sciences, Community and Social services
- Good communication and interpersonal skill.

### **KEY PERFORMANCE AREAS**

- Working with the office of operation Sukuma sakhe, HIV/Aids and Disaster management unit.
- Coordinating events within the department
- Working with relevant stakeholders to accomplish the Departmental municipal goals.

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## **CORPORATE SERVICE DEPARTMENT**

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### **PLANNING AND HOUSING INTERN**

**Monthly salary R 3 600.00**

**ONE YEAR CONTRACT**

### **MINIMUM REQUIREMENTS**

- National Diploma in Town and Regional Planning
- Computer literate and good communication skills

### **KEY PERFORMANCE AREAS**

- Assist planning unit in scrutinizing building plans
- Assist in assessing land development applications submitted to municipality
- Assist in writing report, correspondences with regards to development and community issues
- Attend to public queries

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### **CORPORATE SERVICES INTERNS X2**

**Monthly salary R 3 600.00**

**1 YEAR CONTRACT**

### **MINIMUM REQUIREMENTS**

- Human Resources Management and Development Diploma
- Public Administration/Public Management

### **KEY PERFORMANCE AREAS**

- Assist with various function within the corporate services department, personnel duties and recruitment.
- Assist with various functions within the registry office.
- Taking minutes meetings within the department.
- Assisting at reception.

### **MONITORING AND EVALUATION INTERN**

**Monthly salary R 3 600.00**

**1 YEAR CONTRACT**

### **MINIMUM REQUIREMENTS**

- Matric
- National Diploma in Business Administration /Bachelor of Administration (Local Government).
- Computer literate and good communication skills

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### KEY PERFORMANCE AREAS

- Assist in compiling departmental report perform all activities related to the implementation of new system including transfer of skills.
- Assist in developing performance agreements documents in consultation with COGTA.
- Assist in management of M&E Risk action plan.
- Perform any other duties that may be delegated by supervisor.

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### **PUBLIC PARTICIPATION INTERN**

**Monthly salary R 3 600.00**

**1 YEAR CONTRACT**

#### **MINIMUM REQUEMENTS**

- Matric.
- B.com/Diploma in Public Relations.
- Computer literate and good communication skills.
- Ability to communicate proficiently in IsiZulu and English, both verbal and written.

### **KEY PERFORMANCE AREAS**

Perform various duties at Public Participation intern Department

### **RISK OFFICER (PL3)**

**Salary R183 949.20 PER ANNUM**

**PERMANENT POSITION**

#### **MINIMUM REQUIREMENTS**

- MATRIC
- ND/NQF Level 6: Internal Auditing/Auditing/Risk Management/Accounting
- 1-2 Years' Experience in Risk Management or Auditing

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## **CORPORATE SERVICE DEPARTMENT**

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### **KEY PERFORMANCE AREAS**

- Facilitate process and project risk assessment and compile risk registers
- Assist in facilitation of Fraud Risk Assessment and in implementation of fraud related policies
- Follow up on implementation of risk future action plans
- Assist management in developing and implementation internal audit agreed action plans
- Regularly visits functional areas and risk champions to promote embedding risk management into the culture and daily activities of the institution;

### **SENIOR RISK OFFICER (PL2)**

**SALARY R 228 531. 80 PER ANNUM**

**ALLOWANCES: CELL PHONE AND CAR ALLOWANCE**

**PERMANENT POSITION**

### **MINIMUM REQUIREMENTS**

- MATRIC
  - B.com: Internal Auditing/Auditing/Risk Management/Accounting
- OR
- ND/NQF Level 6: Internal Auditing/Auditing/Risk Management/Accounting

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- 3-4 Years' Experience in Risk Management or Auditing in Local government
- Valid driver's license code 8 or 10

### **KEY PERFORMANCE AREAS**

- Compile and consolidated risk register on an annual basis.
- Facilitate process and project risk assessment and compile risk registers
- Ensures that the necessary risk management documentation is developed in respect of the risk management process.
- Facilitate and monitor implementation of risk future action plans
- Facilitate and monitor implementation internal audit agreed action plans
- Regularly visits functional areas and meets with unit heads and risk champions to promote embedding risk management into the culture and daily activities of the institution

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## CORPORATE SERVICE DEPARTMENT

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All applications with comprehensive curriculum vitae, application letter, certified copies of education qualification must be addressed to:

The Municipal Manager

Attention; Corporate Services Manager

UMzimkhulu Municipality

P.O.BOX 53

UMZIMKULU

3297

Or hand delivery to 169 main street uMzimkhulu municipality old building to the corporate services manager

**CLOSING DATE : 31 MAY 2018**

Enquiries can be directed to the Corporate Services Manager .no fax or email application will be accepted uMzimkhulu municipality is an equal opportunity employer with strong gender bias, woman and disabled candidates are encourage to apply

Canvassing support from municipal officials and councilors is prohibited and any person found guilty thereof will be disqualified with immediate effect

The uMzimkhulu municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of Race, Gender and Disability, people with disabilities are encouraged to apply and state their disability.

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**MR Z. S. SIKHOSANA**

**MUNICIPAL MANAGER.**