

169 MAIN STREET
Private Bag 53
Umzimkhulu
3297



CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL
KZN 435

E-mail: info@umzimkhulu.gov.za
Tel: (039) 259 5400/5400
Fax: (039) 259 0427

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The Umzimkhulu municipality an equal opportunity employer requires the services of suitable qualified, skills and experienced candidate for the under mentioned challenging position.

RE-ADVERTISEMENT

REFERENCE : DIRECTOR: COMMUNITY AND SOCIAL SERVICES

TERMS OF APPOINTMENT : The incumbent will be appointed on a Permanent Contract

PLACE TO BE STATIONED : The incumbent will be stationed within the jurisdiction of Umzimkhulu Municipality at the municipal offices designated by the municipal Council.

ANNUAL TOTAL REMUNERATION PACKAGE: Minimum R1 349, 239 Midpoint R1, 414,780
Maximum R1, 483,504.

The offer of remuneration will be determined by competencies and current salary earnings read together with guidelines as set out in the Government gazette No: 55150 dated 05 August 2026.

MINIMUM COMPETENCY REQUIREMENTS OF THE POST: A Bachelor's degree in Social Science, Public Administration, Management Studies, Development Studies.

TYPE OF EXPERIENCE : 5 YEARS

- 5 years' experience in middle Management level in Local Government environment and must have proven successful institutional transformation within the public or private sector.
- Ability to communicate, negotiate and form working relationships with all levels of Government
- Extensive public sector management priorities, programmes and processes.
- Extensive public sector managerial experience including financial management experience.
- Have proven successful management experience in administration

KEY PERFORMANCE AREAS :

- Fulfil the role of administrative head for Community and Social Services Department
- Manage departmental budget and guide Community and Social Services staff
- Responsible for public safety which amongst other things includes Traffic Management, Fire and Rescue Services, Law enforcement, facilities management, cemeteries, Libraries, licensing and Disaster management.
- Manage the Pound as per the Bylaws
- Support vulnerable groups, including the elderly, youth, women, men and people with disabilities

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- Develop and maintain existing cemeteries
- Develop, organize and manage sports and recreational programmes
- Implement the Integrated Development Plan (IDP) as well as strategic goals of the Community Services Department.
- Liaise with internal and external stakeholders and facilitate stakeholder participation and involvement.
- Managing and ensuring productive utilization of personnel within the Community Services directorate.
- Aligning the departmental SDBIP, monitor and report on programme implementation.
- Ensure the development of appropriate strategies, policies and plans for all relevant areas.
- Responsible for strategic leadership and planning for the department.

Good knowledge of supply chain management regulations and the Preferential Procurement Policy Framework Act, 200(Act No 5 of 2000) Good Governance, knowledge of co-ordination and oversight of all specialized support functions.

KEY COMPETENCY SKILLS:

Knowledge of municipal applicable legislations, Reasonable understanding of link between IDP and Corporate Plan, Budgeting and Annual Performance Plan in Municipal Context, Extensive knowledge of MFMA, applicable Municipal Legislation, strong supervisory skills and interpersonal skills and also the Incumbent must have the following leading and core competencies as per the Government Gazette No.37245 of 17th January 2014

- Strategic direction and leadership, people management program and project management, financial management change management, government leadership
- Moral competence, planning & organising, analysis and innovation, knowledge & information management, communication and results and quality focus.

SPECIAL CONDITIONS

Shortlisted candidates will be subjected to the following: -

- **SECURITY VETTING AND COMPETENCY ASSESSMENT:** Suitable candidates will be subjected to personnel suitability check (security vetting, criminal record, citizenship

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qualifications verification and employment verification. Recommended candidates will be subjected to competency assessment.

Successful candidates will be required to sign the following documents: -

- **SIGNING OF EMPLOYMENT CONTRACT, PERFORMANCE AGREEMENT AND DISCLOSURE OF FINANCIAL INTEREST:** The appointed candidate will be expected to sign an Employment contract, Performance Agreement and a disclosure of financial interests within stipulated periods.

CLOSING DATE: 09 OCTOBER 2026

If you are interested and you are in possession of the necessary qualifications and experience, please address your application, with your CV and authenticated copies of qualifications to:

The Municipal Manager

Umzimkhulu Municipality

Box 53

UMzimkhulu

3297

Or hand delivered to: Corporate Services Department, Erf 169 Main Street Umzimkhulu 3297

OFFICIAL APPLICATION FORMS: All applications should be on the official application form, which is available at the Human Resources Office of the Umzimkhulu Municipality, Corporate Services Department or contact 039 2595021/38. Applications forms are also available on the website of the Municipality: www.umzimkhululm.gov.za

THE MUNICIPALITY SUBSCRIBES TO THE PRINCIPLES OF EMPLOYMENT EQUITY AND CANDIDATES FROM DESIGNATED GROUPS AS DEFINED IN THE ACT WILL RECEIVE PREFERENCE.

If you are not invited for an interview within 30(thirty) working days from the closing date, you must accept that your application was unsuccessful and no further correspondence will be entered into.

Note:

- Applications by fax or email will not be accepted.
- No applications will be accepted without certified copies of qualifications.

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- Applications should be in the prescribed Application form for Employment.

Enquiries: Direct all enquiries to Mr Sithulile Damoyi at 039 2595021/38.


MUNICIPAL MANAGER

DR C.A NGQOYIYA