

169 Main Street  
Private Bag 53  
Umzimkhulu  
3297



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

CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL  
KZN 435

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

### **ADVERTISEMENT**

#### **1. Tourism Officer TG 11**

**Permanent position**

**ANNUAL SALARY: R 260 292.00 plus Car Allowance**

#### **MINIMUM REQUIREMENTS**

- Matric
- Diploma/ Degree in Travelling and Tourism
- Drivers Licence Code B
- Computer Literacy Office Applications
- A proven track record, at least 2 years' experience in the Tourism SMME development space

#### **KEY PERFORMANCE AREAS:**

- Promoting existing tourist attractions through advertising campaigns, working with digital media, and developing promotional literature.
- Carrying out research of existing tourist attractions to gain customer feedback in order to make improvements.
- Working with the media and other local partner organisations to raise the profile of the local area, generate positive publicity and create a brand identity for UMzimkhulu.
- Organising exhibition stands at conferences nationally to promote UMzimkhulu.
- Providing support, guidance, and sometimes administering funding for local tourism related businesses and advising start up tourism businesses.
- Encouraging the development of new jobs within the tourism sector.
- Assist in bringing in tourism related funding to UMzimkhulu.
- Ensure functionality of the Tourism Information Centre.

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**2. Executive Secretary (Corporate Services Department) TG 7**  
**Permanent position**  
**ANNUAL SALARY: R 154 476.00**

**MINIMUM REQUIREMENTS**

- Matric
- Diploma in Office Administration/ Public Management or Relevant
- Computer Literacy Office Applications
- 1-2 years' relevant experience.

**KEY PERFORMANCE AREAS:**

- Take minutes in meetings and maintain the Corporate Service Managers diary – make appointments for them,
- Arrange meetings, book venues and accommodation where necessary,
- Perform all administrative functions like filing, typical, binding documents, photocopying and faxing,
- Screen all incoming calls for the Corporate Services Office as well as taking messages.
- Responsible for maintaining records in regards to correspondence and mail received.
- Taking minutes of meetings held for the Corporate Services.
- End user for each department with regards to the municipal financial system (munsoft).
- Maintaining stocks of standard forms and stationery and completing requisition orders to facilitate the replenishment of items prior to depletion.
- Coordination and maintenance of portfolio of evidence file to Monitoring and Evaluation Office quarterly.

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## **INVITATION TO APPLY FOR INTERNSHIP PROGRAMME FOR UMZIMKHULU LOCAL MUNICIPALITY**

### **DURATION**

The Internship Programme will run for a period of 12 months

**MUST BE FROM UMZIMKHULU LOCAL MUNICIPALITY (PROOF of  
RESIDENCE WILL BE REQUIRED)**

### **COMMUNITY AND SOCIAL SERVICES DEPARTMENT**

COMMUNITY AND SOCIAL SERVICES INTERNS X3

STIPEND R 3 000.00 MONTHLY

### **MINIMUM REQUIREMENTS**

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

### **KEY PERFORMANCE AREAS:**

- Work with the office of HIV/AIDS, Youth Office and Disaster Management Unit
- Coordinate events within the Department
- Work with relevant stakeholders to accomplish the Departmental Municipal goals.

### **MUNICIPAL MANAGERS DEPARTMENT**

PUBLIC PARTICIPATION INTERN X1

STIPEND R 3 000.00 MONTHLY

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## **MINIMUM REQUIREMENTS**

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

## **KEY PERFORMANCE AREAS**

- Perform various duties at Public Participation Intern Department.

**All applications with comprehensive Curriculum Vitae and Application letter, Certified copies of educational qualifications must be addressed to:**

The Municipal Manager  
Attention: Deputy Manager Corporate Services  
UMzimkhulu Municipality  
P.O. Box 53  
UMzimkhulu  
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Or hand delivery to 169 main street UMzimkhulu Municipality Old Main Building to the Deputy Manager Corporate Services Office.

**CLOSING DATE: 26 November 2020**

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Enquiries can be directed to the Deputy Manager Corporate Services. **No faxed or emailed application will be accepted.** UMzimkhulu Municipality is an equal opportunity employer with strong gender bias, woman disabled candidates are encouraged to apply.

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**Mr Z.S SIKHOSANA**  
**MUNICIPAL MANAGER.**