



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. ADMINISTRATOR – SOCIAL FACILITATION (Post 1)

Permanent Position

ANNUAL SALARY: R234 168.00 (Task Grade 09)

Applicable Benefits: Medical Aid, Pension, 13th Cheque, Homeowners allowance

MINIMUM REQUIREMENTS

- Matric
- Diploma/ Degree in Community Development or Public Administration or Social Sciences.
- 3 years' experience in the field or in Local Government

KEY PERFORMANCE AREAS:

- Facilitating meetings, community events, workshops and awareness campaigns at a community level to promote social cohesion and community engagement.
- Develop and manage processes to enhance healthy relationships between project stakeholders during project implementation to foster trust and collaboration.
- Facilitate the development and implementation of conflicts and disputes resolution strategies within communities in relation to infrastructure development programmes,
- Facilitate and encourage community participation in decision-making processes.
- Conducting needs assessments to identify social gaps and developing strategies to address them.
- Facilitate and coordinate skills audit, data collection and management from various communities within the jurisdiction of Umzimkhulu Municipality.
- Arrange and attend project site meetings.
- To monitor OHS compliance on capital and maintenance projects.
- Recording and circulating of social facilitation minutes to the relevant stakeholders.
- Submit monthly report to the immediate supervisor.
- Collecting and capturing skills data during social facilitation (socio-economic surveys), compiling reports and statistical data for management reporting, and maintaining effective database.



2. EXECUTIVE SECRETARY - FINANCE DEPARTMENT (Post 1)

Permanent position

ANNUAL SALARY: R184 728.00 (Task Grade 7)

Applicable Benefits: Medical Aid, Pension, 13th Cheque, Homeowners allowance

MINIMUM REQUIREMENTS

- Matric
- Diploma in Office Administration/in Finance and Accounting/Economics or Equivalent
- Computer Literacy Office Applications
- 1 year relevant experience.

KEY PERFORMANCE AREAS:

- Take minutes in meetings and maintain the Chief Financial Officers diary – make appointments for them,
- Arrange meetings, book venues and accommodation where necessary,
- Perform all administrative functions like filling, typing, binding documents, photocopying and faxing,
- Screen all incoming calls for the Budget & Treasury Office as well as taking messages.
- Responsible for maintaining records in regards to correspondence and mail received.
- Taking minutes of meetings held for the Budget & Treasury Office.
- 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.



3. GENERAL ASSISTANT (Post 1)

Permanent Position

ANNUAL SALARY: R124 056.00 (Task Grade 3)

Applicable Benefits: Medical Aid, Pension, 13th Cheque, Homeowners allowance

MINIMUM REQUIREMENTS

- Standard 7/ ABET LEVEL 4
- Required to work in all weather conditions.
- Required to be on standby.
- Required to work outside normal working hours during emergencies and planned overtime.
- 1- 2 years' experience in Facilities Management Environment.

KEY PERFORMANCE AREAS:

- Cutting/ trimming of lawns at Council Camber Building and Riverside Hall, gardens, and verges situated within jurisdiction of umzimkhulu municipality using handheld machines (brush cutters, lawnmowers) and/ or tools (shears, lashers) for the clearing of overgrown shrubs.
- Weeding, cleaning, and shaping flower beds using handheld gardening tools.
- Excavating/ backfilling trenches using handheld equipment (spades, picks) and/ or positioning and erecting fencing structures in accordance with pre-determined markings/ indicators.
- Picking up litter and/ or items lying in open spaces.
- Removing and replacing refuse bags from collection bins in public areas.
- Removing and washing off debris from tools and/ or vehicles
- using pressurized cleaning systems (handheld hoses).
- Cleaning equipment (brush cutters, lawnmowers) using specific.
- cleaning aides (brush) and replacing nylon cutting lines and/ or
- Checking/ replacing fuel to specified levels.
- Placing and stacking tools/ equipment in designated storage area.

169 Main Street
Private Bag 53
Umzimkhulu
3297



CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL
3297 433

E-mail: corporate@umzimkhulu.gov.za
Tel: (039) 259 5000/5100
Fax: (039) 259 0427

INVITATION TO APPLY FOR INTERNSHIP PROGRAMME FOR UMZIMKHULU LOCAL MUNICIPALITY

DURATION: The internship programme will run for a period of **24 Months. Must reside within Umzimkhulu (Proof of residence will be required).**

FINANCE INTERN (1 POST)

R6 266.89 Monthly Stipend

MINIMUM REQUIREMENTS

- Matric.
- Three-year Tertiary Qualification in Accounting, Commerce/ Financial Management system
- Computer literate and good Communication skills.

KEY PERFORMANCE AREAS

- Perform various duties in the Financial Department.
- Assist in general Finance Management Administration
- Perform any other duties that may be delegated by supervisor.

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

The Municipal Manager

Attention: Director Corporate Services

UMzimkhulu Municipality

P.O. Box 53

UMzimkhulu

3297

Or hand delivery to 169 main street UMzimkhulu Municipality Old Main Building to Registry Office.

CLOSING DATE: 18 February 2025

Enquiries can be directed to the Director Corporate Services. **No faxed or emailed**

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Private Bag 53
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PROVINCE OF KWAZULU-NATAL
S26 455

application will be accepted. Umzimkhulu Municipality is an equal opportunity employer with strong gender bias, woman disabled candidates are encouraged to apply.



DR C.A Ngqoyiya
MUNICIPAL MANAGER.