

169 Main Street
Private Bag 53
Umzimkhulu
3297



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

CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL
KZN 335

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. RISK MANAGEMENT OFFICER

Permanent position

SALARY SCALE : (R 287 736 - R 373 502)

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

MINIMUM REQUIREMENTS

- Diploma/Bachelor's Degree in Risk Management, Internal Auditing, Finance.
- Knowledge of MFMA, National Treasury Regulations, Public Sector Risk Management Framework and King IV.
- Strong analytical skills and ability to facilitate risk assessment workshops.
- At least 2–3 years' experience in risk management, preferably in the public sector or municipal environment.
- Membership with the Institute of Risk Management in South Africa will be an added advantage.

SKILLS AND COMPETENCIES

- Municipal Finance Management Act (MFMA).
- Municipal Systems Act.
- Risk Management Frameworks – Knowledge of risk management Standards, Enterprise Risk Management (ERM) principles and municipal risk registers.
- Compliance Management- Familiarity with compliance monitoring processes, compliance checklists and audit requirements.
- Fraud Prevention- Knowledge of anti-fraud policies, whistle-blower protection and municipal ethics codes.

KEY PERFORMANCE AREAS:

- Developing, implementing and maintaining the Municipality's Risk Management processes through the framework, risk management policy and risk plan.



- Facilitate risk assessments across all departments and ensure periodic review of operational and strategic risks.
- Maintaining the municipal risk register and ensure continuous monitoring of key risks and controls.
- Coordinate risk awareness programmes and provide training to staff on risk management processes.
- Conduct compliance reviews and support the development of mitigation plans.
- Prepare risk management reports for management, Audit Committee, Risk Committee and Council.
- Support internal audit processes and ensure alignment between risk management and internal audit plans.
- Ensure adherence to relevant legislative frameworks (MFMA, Municipal Systems Act, King IV, etc.).
- Monitor emerging risks and recommend appropriate risk mitigation measures.
- Identifies and defines the immediate and short objectives/plans associated with risk management functions.

2. POUND TRUCK DRIVER (TG4)

Permanent position

ANNUAL SALARY: R133 397.64

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

MINIMUM REQUIREMENTS

- Standard 7/ABET LEVEL 4
- Drivers Licence Code: 10 with valid PDP
- Able to communicate in Two Local Languages – IsiZulu/IsiXhosa and English
- 2 Years' Relevant Experience

KEY PERFORMANCE AREAS:

- Driving to areas where there are straying animals in town and on provincial road.
- Call outs to be attended to when required and monitoring the animal pound Truck for and damages.
- Patrolling for straying animals.



- Communicating with the Pound Master and supervisor with attending to straying and trespassing animals in town, Provincial Roads, farms.
- Directing, diverting stopping and controlling the flow of traffic when in the process of impounding.
- Ear tagging, dipping of animals, health checks, vaccinating, branding of animals.
- Registering of impounded animals when impounded.
- Computer literate.
- Common with to Pound Acts, By-laws, Polices and municipal legislation.

INVITATION TO APPLY FOR INTERNSHIP PROGRAMME FOR UMZIMKHULU LOCAL MUNICIPALITY

DURATION

The Internship Programme will run for a period of 24 Months.

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

1. COMMUNICATIONS INTERN

Stipend R 5 500.00 Monthly

TWO YEAR CONTRACT

MINIMUM REQUIREMENTS

- Matric
- A diploma or degree in Communication, Public Relations, Marketing, Graphic Design.
- Excellent writing, editing, and verbal communication skills.
- Creative flair with attention to detail and an eye for good design.
- Ability to work independently and collaboratively in a fast-paced environment.
- Knowledge of social media platforms and digital communication trends.

KEY PERFORMANCE AREAS

- Assist in Writing, Copy and editing newsletter for the municipality
- Assist in organising municipal events and working together with district municipality.

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- Assist in general communication management administration
- Perform any other duties that may be delegated by supervisor.
- Assist in developing and implementing communication strategies and campaigns.
- Design digital and print materials such as posters, infographics, newsletters, and social media content.
- Support content creation for the organization's website, social media, and internal communication platforms.
- Contribute to event planning, photography, and multimedia content development.
- Help maintain brand consistency across all visual and written materials.
- Perform other administrative and communication-related duties as required.

2. FINANCE INTERN

R6 580.86 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 form, Certified copies of educational qualifications must be addressed to:

The Municipal Manager

Attention: Director Corporate Services

UMzimkhulu Municipality

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

CLOSING DATE: 09 DECEMBER 2025

Enquiries can be directed to the Director 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.


DR C.A Ngqoyiya

MUNICIPAL MANAGER.