



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 (REGISTRY)

Permanent position

ANNUAL SALARY: R245 894.16 (Task Grade: 09)

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

MINIMUM REQUIREMENTS

- Matric
- National Diploma in Records Management / Public Administration / Office Management or equivalent qualification.
- 2–3 years' relevant experience as admin clerk registry or records management environment.
- Knowledge of records management systems and municipal administration.
- Computer literacy (MS Office).
- Good communication and organizational skills.
- Knowledge of applicable legislation governing local government and records management.

KEY PERFORMANCE AREAS:

- Performs activities/tasks associated with registering and recording of incoming/outgoing mail correspondence.
- Performs specific task/activities associated with monitoring the circulation and retrieval of documents and correspondences:
- Perform tasks/activities associated with the provision of general office support.
- Receiving incoming/outgoing mail from main Registry and commences with recording sequence in mail registers, inserting dates, details of address etc.
- Inserting acknowledgement of receipt on incoming mail, stamping and



reflecting circulation details.

- Seeking approval and executing sequences to facilitate the archiving and disposal of aged/obsolete records.

2. REGISTRY CLERK

PERMANENT POSITION

SALARY SCALE: R160 449.24 (Task Grade: 06)

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

MINIMUM REQUIREMENTS

- Grade 12
- Computer Certificate
- Registry Certificate
- 1 year relevant experience
- Be able to communicate in Isizulu/isiXhosa and English

KEY PERFORMANCE AREAS:

- Receive incoming/outgoing mail and documents with recording sequence in register.
- Keep control over the filing to prevent unnecessary duplicates or bulk items being placed on the file.
- Open files and replace worn covers.
- Control the receipt and opening of the post.
- Despatch of out going items.
- Responsible for the closure of records, tracing of files and pending of correspondence.



INVITATION TO APPLY FOR LEARNERSHIP PROGRAMME FOR UMZIMKHULU LOCAL MUNICIPALITY

DURATION

The Learnership Programme will run for a period of 12 Months.

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

1. LEARNER FIREFIGHTER

Stipend R6000.00 Monthly

1 YEAR CONTRACT

Minimum Requirements

- Grade 12 (Matric) certificate.
- Firefighter one
- Hazmat awareness
- Medically and physically fit for strenuous emergency duties.
- No criminal record (background checks will be conducted).
- Valid Code B (or higher) driver's license will be an added advantage.
- Ability to work shifts, weekends, public holidays, and under stressful conditions.

Competencies & Skills

- Willingness to learn and undergo intensive training.
- Effective communication and people skills.
- Teamwork and ability to follow instructions.
- Discipline, integrity, and commitment to public service.
- Emotional resilience and ability to work under pressure.

Special Conditions

- Appointment is subject to medical fitness, physical assessments, psychometric testing, and reference checks.
- Successful candidates will be required to sign a learner/firefighter training agreement in accordance with municipal policies.



KEY PERFORMANCE AREAS

- Participate in firefighting, rescue, and emergency response operations under supervision.
- Assist with fire prevention, community awareness, and safety education programmes.
- Perform routine station duties, equipment checks, cleaning, and maintenance.
- Attend all prescribed training, drills, and assessments.
- Adhere to occupational health and safety standards, fire service discipline, and code of conduct.
- Support disaster management activities as required.

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

P.O. Box 53

UMzimkhulu

3297

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

Application forms are also available on the website of the Municipality:

www.umzimkhululm.gov.za

CLOSING DATE: 10 MARCH 2026

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.


169 Main Street
Private Bag 53
Umzimkhulu
3297



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

CORPORATE SERVICES

PROVINCE OF KWAZULU-NATAL
KZN 435


DR C.A NGQOYIMA
MUNICIPAL MANAGER.