



UMZUMBE MUNICIPALITY UMASIPALA WASEMZUMBE

C/o P.O. Box 561
HIBBERDENE
4220

Tel: c/o 039 972 0005
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Human Resources Management

Unemployed Graduates 12 months' experiential training
Remuneration: R3500.00 pa

Applications are invited from Unemployed Graduate with the following qualifications:

Placement Section	Qualifications 3 year Diploma/3-4 year Degree	Number required
Legal Services	Administration / Office Management	1 (one)

Requirements for the Post

- Relevant qualification in the related field of study from a recognized tertiary Institution.
- Applicants must reside within the jurisdiction of Umzambe Municipality.
- Preferred target group would be between ages of 18 to 35.
- Proof of residence must be attached
- People living with disability are encouraged to apply

Key Performance Areas

- Successful candidates would be required to carry out duties assigned by the Superiors.



Umzambe Municipality is an equal opportunity employer and appointment will be made in terms of the Council's Employment Equity Plan. The appointment is made according to the Council's condition of service. Canvassing for these positions will lead to disqualification of applications. The Municipality reserves the rights not make an appointment.

Proof of academic qualifications: all applications must be accompanied by certified copies of academic qualifications and certified id copies. Short-listed candidates will be required to produce their original documents and/or the verification/confirmation of documents. This should be established via the relevant verification authority and the responsibility will rest with the applicants themselves.

Applicants must note that further screening will be conducted once shortlisted, and their appointment is subject to positive outcome of the screenings, which include reference check, contacting previous employer, validity of qualifications and verification of any dismissal for previous misconduct or poor performance.

All applications should be addressed to: **The Municipal Manager, Umzumbe Municipality PO Box 561, Hibberdene, 4220 or be hand delivered to MPCC Sipofu Road Umthwalume 4186.**

Enquiries must be directed to: **The Human Resources Manager (039 972 0005).**
Closing date for all applications is 06 January 2016.

NC Mgijima
Municipal Manager