



UMZUMBE MUNICIPALITY UMASIPALA WASEMZUMBE

C/o P.O. Box 561
HIBBERDENE
4220

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Human Resources Management

Unemployed Graduates 12 months' experiential training

Remuneration: R3500.00 pm

Applications are invited from Unemployed Graduate with the following qualifications:

Placement Section	Qualifications 3 year Diploma/3-4 year Degree	Number required
Disaster Management	Disaster Management Diploma	1 (one)
LED	Diploma/Degree in Tourism Management	1 (one)
Community Services	Diploma/Degree in Development Studies	1 (one)
Human Resources	Diploma/Degree in Human Resources Management	1 (one)
Information Technology	Diploma/Degree in Information Technology	1 (one)
Speaker's Office	Diploma/Degree in Public Administration	1 (one)
Communications	Diploma/Degree in Public Relations or Communications Management	1 (one)
Special Programmes Unit	Administration/ Office Management coupled with Paralegal certificate	1 (one)
Youth Development	Relevant Degree or Diploma in Youth Development	1 (one)
Technical Services	Diploma/B Tech in Electrical Engineering	1 (one)

Key Requirements for the Post

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

Key Performance Areas

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

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 26 May 2017.