



UMZUMBE MUNICIPALITY UMASIPALA WASEMZUMBE



**DIRECTORATE: CORPORATE SERVICES
MESSENGER/DRIVER x 2. Post level 10
R113997.01, plus 13th Cheque, pension fund and Medical Aid (optional)**

Applications are hereby invited for suitable qualified persons for the position of two (2) Messenger Drivers

REQUIREMENTS

- Matric Certificate
- Ability to communicate in English
- Fluency in Zulu
- Valid Driver's License (minimum code EB)
- Proof of residence must be attached

RESPONSIBILITIES


- Distributing large volume of agendas and other related documents
- Delivering agendas and other documents to Councillors
- Delivering documents and correspondence as directed by Management
- Collect and Deliver correspondence to and from the Post Office
- Mail Post and Banking
- Any other related duty as requested by Management

CLOSING DATE: 18 AUGUST 2017

Preference will be given to people who reside within the jurisdiction of Umzumbe Municipality

Application letter with a comprehensive CV (preferable in English) and certified copies of ID copy and qualifications should be forwarded to: The Attention Human Resources Manager, Umzumbe Municipality PO Box 561 Hibberdene 4220 or can be hand delivered to Mathulini MPCC, Sipofu Road Umthwalume 4186.all telephonic enquiries to be channeled to HR Manager on (039) 945 444

STANDARD MUNICIPAL FRINGE BENEFITS ARE APPLICABLE:

Disabled persons are encouraged to apply 

Umzumbe 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 to make an appointment.

Proof of academic qualifications: all applications must be accompanied by certified copies of academic qualifications. 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 they are shortlisted and that their appointment is subject to positive outcomes on the screenings, which include security vetting, reference checks, contacting current or previous employer, validity of the qualifications and verification for any dismissal previously for a misconduct or poor performance.

NC Mgijima
Municipal Manager