



VACANCIES

C/o P.O. Box 561
HIBBERDENE
4220

Tel: c/o 039 972 0005
Fax: c/o 039 972 0099
E-mail: umzumbe@umzumbe.gov.za

Directorate: Office of the Municipal Manager
Tractor Driver R106 182,02 post level 10 pa plus 13th cheques, medical aid optional and Medical Aid. Successful candidate will report directly to the LED Officer

Key Requirements

- An appropriate level of secondary education at least Grade 11.
- Valid code 08 driver's license.
- 1-2 years' experience as a Tractor driver.
- Proof of residence must be attached

The successful candidate will be responsible for:

- Carry out duties as assigned to you immediate supervisor.
- Will be responsible for ploughing of Community Gardens and Community within Umzumbe Municipality.
- Will be responsible for grass cutting of sports grounds within Umzumbe Municipality.

Closing date for all applications will be 08 December 2016.

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

All applications together with a comprehensive CV and certified copies of educational qualifications and certified ID copy to be forwarded to: **The Municipal Manager, Umzumbe Municipality, P.O Box 561 Hibberdene 4220 or be hand delivered to Mathulini MPCC, Sipofu Road, Umthwalume 4186**

Directorate: Corporate Services
Messenger/Driver. Post level 10
R106 182.02, plus 13th Cheque, pension fund and Medical Aid (optional)

Applications are here by invited for suitable qualified persons for the position of Messenger Driver

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 Councilors
- 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: 08 December 2016

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

Application letter with a comprehensive CV (preferable in English) should be forwarded to: The Attention Municipal Manager Umzumbe Municipality PO Box 561 Hibberdene 4220 or can be hand delivered to Mathulini MPCC, Sipofu Road Umthwalume 4186.

STANDARD MUNICIPAL FRINGE BENEFITS ARE APPLICABLE:

Directorate: Corporate Services
Skills Development Post level 04
R236 465, 96 plus 13th cheque plus pension fund, medical aid (optional)
The successful incumbent will be reporting directly to the Human Resources Manager

Key Requirements

- Valid grade 12 certificate.
- Valid driver's license (Minimum code EB)
- National Diploma/ Degree in Human Resources Management from a recognized tertiary institution or relevant qualification.
- 1-2 years' experience in Training and Development, or as a Human Resources Development Practitioner or Officer.
- Computer literacy is essential (MS Office Applications)
- Excellent verbal and communication skills in both IsiZulu and English.
- A skills Development Facilitation certificate will be an added advantage.

Key Attributes

- In depth understanding of Local Government policies, principles and procedures.
- Ability to work under pressure.
- Strong analytical and sound report writing skills.
- A team player.
- Stakeholder relations management.
- Excellent interpersonal and communication skills.

Key Responsibilities

- Aligns implementation of the Skills Development and objectives through consultation and participation with internal committee and external Skills Development Services.
- Analyzing consolidating the Municipal Skills Plan and key deliverables.
- Developing WSP and Annual Training Report and coordinate Training Programs.
- Presenting programmes and evaluating the quality and adequacy of internal and external interventions with respect to developing the capital and capability.
- Preparing and circulating the Skills Audit questionnaires for completion detailing current Skills Level, Developmental requirements and career aspirations.
- Consolidating, analyzing and assessing to facilitate the preparation of a comprehensive skills plan.
- Co-ordinates and conducts training courses based on relevant topics and functionalities
- Compiling and updating statistical information, with regard to training completed attendance level and targets achieved.
- Preparing reports outlining activities, objectives and accomplishments of the section.
- Checking and verifying invoices before processing.
- Maintaining and updating assets register, training material information.

Closing date: 08 December 2016

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STANDARD MUNICIPAL FRINGE BENEFITS ARE APPLICABLE:

Directorate: Corporate Services
Registry Clerk –Post level 07
R155 242, 66 Plus 13th Cheque, Pension Fund and Medical Aid (optional)

Applications are hereby invited from suitable qualified persons for the position of Registry Clerk.

Key Requirements

- B Degree/ National Diploma in Public Administration or equivalent.
- Certificate in Registry and Records Management
- Computer literacy
- A minimum of 1-2 years relevant experience preferably in Local Government Environment.
- Clear understanding of National Archives Act and Promotion of Access to Information Act.
- Clear understanding of Registry procedures.
- Minimum code EB Driver's license will be an added advantage
- Proof of residence must be attached

Key Responsibilities

- To open new files in accordance with the applicable procedures
- Control movement of files and update information
- To operate and maintain fax machine
- To control the incoming and outgoing mail and to ensure that it is distributed accordingly
- To ensure that the registered mail, cheques, and personal orders are recorded in the remittance register
- To supervise the Messenger Staff
- To manage the usage of the photocopying machine.

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

Closing dates: 08 December 2016

Application letter with a comprehensive CV (preferable in English) should be forwarded to: The Attention Municipal Manager Umzumbe Municipality PO Box 561 Hibberdene 4220 or can be hand delivered to Mathulini MPCC, Sipofu Road Umthwalume 4186.

STANDARD MUNICIPAL FRINGE BENEFITS ARE APPLICABLE:

PMU Technician: Directorate Technical Services 2 year contract
Basic Salary R452400.54 pa plus 13th cheque

Key Requirements:

- A Bachelor's degree/ National diploma or B Tech in Civil Engineering, Construction Management from a recognized institution coupled with at least 3 years' experience in Project Management environment preferable in Local Government.
- Computer literacy.
- A valid driver's license.
- Previous experience in Municipal Infrastructure Grant will be an added advantage.
- Ability to work under pressure and own initiative.
- Strong management and leadership skills.
- Ability to communicate both in IsiZulu and English.
- Be in a possession to register with ECSA in terms of Engineering Profession Act of South Africa Act, 1990 (Act 46 of 2000), proper understanding of governments social development programmes and their application in local government.

Responsibilities:

- Facilitate the implementation of business plans for MIG programme.
- Liaise with PMU staff from UGu District Municipality deployed in Umzumbe Municipality regarding the projects they are implementing within Umzumbe.
- Manage and monitor performance of consultants and contracts for MIG projects.
- Ensure compliance with the uGu District Municipality PMU Section, Provincial and National
- MIG units or any other government departments where necessary.
- Manage MIG MIS and preparation of all necessary reports to the municipality and other government department.
- To be responsible for socio-economic impact assessments detailing how the MIG programmes has impacted on the communities and municipalities in terms of skills development, community participation and municipal partnerships.
- Managing the formulation of specific contracts and tender documents and control contractual obligations. Directing and controlling outcomes associated with utilization of, productivity and performance of personnel within the PMU section.
- To perform any other duties assigned by the Director Technical Services.

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 make an appointment.

All enquiries should be addressed to: **Human Resources Manager @ (039 972 0005).**
The closing date for all applicants is: 08 December 2016

 **Disable persons are encouraged to apply**

Proof of academic qualifications: all applications must be accompanied by verified 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.

All applications are to be addressed to: **The (Municipal Manager), PO Box 561, Hibberdene, 4220 or be hand delivered to Mathulini MPCC Sipofu Road Umthwalume 4186.**

NC Mgijima
Municipal Manager