



UMZINYATHI DISTRICT  
MUNICIPALITY



www.umzinyathi.gov.za

PRINCESS MAGOGO BUILDING, 39 Victoria Street, Dundee 3000, Tel: 034 219 1500, Fax: 034 219 1940  
e-mail:rc3@umzinyathi.gov.za

*UMzinyathi District Municipality, an equal opportunity employer, with its head office based in Dundee, hereby invites suitably qualified persons to apply for the following position:*

## **FIXED TERM PERFORMANCE CONTRACT FOR A PERIOD OF FIVE YEARS**

### **SENIOR MANAGER COMMUNITY SERVICES**

**(X1 POST)**

**EXTERNAL POST**

REFERENCE : **4/1/2/3**  
DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER  
SALARY : **Post Level: (R 768 305.00 – R 987 820.00) per annum**  
FRINGE BENEFIT : Include inter alia, pension fund, medical aid scheme,  
Housing Allowance

**REQUIREMENTS:** The incumbent must have Grade 12, Bachelor's Degree in Social Science/ Public Administration / Law or equivalent, minimum of 5 years' experience at middle management level in the Public Sector preferably in Local Government environment backed by a sound knowledge of Disaster Management, Sports and Recreation, Fire Services, Protection Services, Traffic Services and Special Projects. Must have good knowledge and understanding municipal governance systems, Must demonstrate the ability to provide strategic leadership in the directorate, Municipal Finance Management Programme, Computer literacy, cutting edge verbal and written skills in both English and IsiZulu and valid drivers licence.

### **COMPETENCIES:**

- Good knowledge and understanding of relevant policy and legislation.
- Good knowledge and understanding of institutional governance systems and performance management.
- Understanding of council operations and delegation of powers.

### **KEY RESPONSIBILITIES/ DUTIES**

- Responsible for the development, implementation and management of strategies, policies systems and performance plan for the directorate (and organization where applicable), in alignment with strategies objectives of the Municipality.
- Plan, Co-ordinate and implement Community Services Department capital and expenditure budget.
- Managing all sections under Community Services effectively.
- Developing and implementing of disaster management plan.
- Development of controlling plan of community facilities in the area.
- Managing and co-ordinating sports and recreation facilities.
- Preparing reports and items for submission to relevant council members.
- Attending internal and external meetings as and when necessary.



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**Please Note:** Candidates are required to download and complete the uMzinyathi application form as per Government Gazette No. 37245 of 17 January 2014, which is obtainable from uMzinyathi Municipality website at [www.umzinyathi.gov.za](http://www.umzinyathi.gov.za) (failure to do so will result in the candidate being disqualified).

*Written applications together with a comprehensive Curriculum Vitae and certified copies of qualifications, driver's licence and identity document must be forwarded to:*

**THE MUNICIPAL MANAGER  
MR LH MTHEMBU  
UMZINYATHI DISTRICT MUNICIPALITY  
P O BOX 1965  
DUNDEE 3000**

The Closing date for applications will be on **24 FEBRUARY 2022 AT 16H00**

*If not contacted within 30 days from the closing date, kindly regard your application as being unsuccessful.*

**NB**

*No faxed or emailed applications will be accepted.*

*Canvassing for placements by prospective candidates will result in disqualifications.*

**MR LH MTHEMBU  
MUNICIPAL MANAGER**

**DATE:** 31/01/2022



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## **FIXED TERM PERFORMANCE CONTRACT FOR A PERIOD OF FIVE YEARS**

### **SENIOR MANAGER TECHNICAL SERVICES**

**(X1 POST)**

**EXTERNAL POST**

REFERENCE : **4/1/2/3**  
DEPARTMENT : TECHNICAL SERVICES  
SALARY : **Post Level: (R768 305.000- R987 820.00) per annum**  
FRINGE BENEFIT : Include inter alia, pension fund, medical aid scheme, Housing Allowance

**REQUIREMENTS:** The incumbent must have Grade 12, BSc in Engineering/ B-tech Engineering NQF level 7 or equivalent qualification. Minimum of 7 years' experience at senior management and middle management levels of which at least two years must be at senior management level. Compliance with the minimum competency requirements as legislated in Government Gazette No 29967 issued on 15 June 2007. The required core competency as stipulated in Annexure A and B of the Regulations on Appointment and conditions of Employment of Senior Managers Government Notice 21 in Government Gazette 37245 dated 17 January 2014. Valid driver's licence, cutting edge verbal and written skills in both English and IsiZulu. **Added Advantage:** Certificate of competency in terms of General Machinery Regulations 1988 or Registration with a recognised engineering professional body, advance understanding of institutional governance systems and performance management. Must have extensive knowledge of the public office environment and implementation. Good knowledge of Supply Chain Management Regulations and Preferential Procurement Policy Framework Act, 2000. Advance understanding of council operations and delegation of powers.

### **KEY RESPONSIBILITIES/ DUTIES**

#### **Focus Areas:**

- Infrastructure and development planning, rural roads, Waste Water Treatment Plant maintenance, provision of water supply.
- Managing complex civil structures projects from conceptualisation, design contract management, quality assurance and compliance and ensure their proper integration to the municipality's overall plan (IDP).
- Performing financial monitoring through commissioning, operations and advisory to the municipality on project conceptualisation, design project management and implementation.
- Managing all departments' contracts and tenders according to the approval, SLA's in terms of reference, letter of appointment and contracted project time lines and as per project brief.
- Responsible to ensure proper infrastructure development and planning, project management and administration.
- Coordinate and supervise the implementation of programmes and projects.
- Ensuring diligent execution of municipal functions and management of the department in accordance with applicable legislation.



- Preparing reports and items for submission to relevant council committees.
- Attending internal and external meetings as and when necessary.

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MUNICIPAL MANAGER**

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### **MANAGER LEGAL SERVICES**

**(X1 POST)**

**EXTERNAL POST**

REFERENCE : **4/1/2/3**  
DEPARTMENT : CORPORATE SERVICES  
SALARY : **Post Level E1: (R679 571.40)per annum**  
FRINGE BENEFIT : Include inter alia, 13<sup>th</sup> cheque, pension fund, medical aid scheme, Housing Allowance

**REQUIREMENTS:** The incumbent must have a minimum of LLB Degree. Knowledge of Local Government or Public Sector Legislation Policy Regulations, Standard and Procedures 3-4 years' Experience in the Legal field. Be able to work long hours & under Pressure. Have a court appearance. Computer literacy, fluency in IsiZulu and English, a valid driver's license.

### **KEY RESPONSIBILITIES/ DUTIES**

- ❖ Mapping out current and future Legal requirements taking into consideration operational needs and retention capability as influence.
- ❖ Interpreting and consolidating the expenditure estimates for the section preparing the draft and, monitoring financial performance with a view to correcting or reviewing applications and processes.
- ❖ Preparing presentation to the immediate superior and standing committees of the council forward plans, strategic intent and interventions necessary to sustain and or improve current performance and services level agreements.
- ❖ Initiating, formulating and evaluating policies procedure.
  
- ❖ Managing the development and rationalization of the Legal Services section and seeking/assessing relevant information to support the compilation of reports and or items.
- ❖ Interpreting requirements and referring to existing documentation and agreements and or seeking advice on legal implications from the immediate superior on terminology and terms and conditions during the drafting of contracts, sales and lease agreements.
- ❖ Preparing investigational and productivity reports referring to statistical data and qualitative information related to service delivery execution.
- ❖ Checking the budget allocations for specific acquisitions, intervention and or activities required to sustain service delivery levels at the Legal Section and Preparing and submitting requisition/ motivations for approval to the immediate superior.
- ❖ Preparing and forwarding responses to queries or reports, support content, recommendations and or opinion and forwarding to the immediate superior for approval prior to circulation or presentation.
- ❖ Attending internal and external meetings as and when necessary

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T H U T H U K A M Z I N Y A T H I



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**THE HUMAN RESOURCES MANAGER  
MRS ME MBUYISA  
UMZINYATHI DISTRICT MUNICIPALITY  
P O BOX 1965  
DUNDEE  
3000**

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**MR LH MTHEMBU  
MUNICIPAL MANAGER**

**DATE:** *11/01/22*



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UMzinyathi District Municipality, an equal opportunity employer, with its head office based in Dundee, hereby invites suitably qualified persons to apply for the following position:

**INFORMATION TECHNOLOGY TECHNICIAN**  
**(X1 POST)**  
**EXTERNAL POST**

REFERENCE : 4/1/2/3  
DEPARTMENT : CORPORATE SERVICES  
SALARY : **Post Level D3 1<sup>st</sup> NOTCH (R 439 623.60) per annum**  
FRINGE BENEFIT : Include inter alia, 13<sup>th</sup> cheque, pension fund, medical aid scheme

**REQUIREMENTS:** The Incumbent must have Grade 12; National Diploma in Information Technology, or equivalent qualification. 3 years' experience in IT Technical support. A+ N+, fluency in IsiZulu and English, a valid driver's licence.

**KEY RESPONSIBILITIES/ DUTIES**

- ❖ Setting up workstations with computers and necessary peripheral devices (routers, printers etc.)
- ❖ Checking computer hardware (HDD, mouses, keyboards etc.) to ensure functionality
- ❖ Installing and configure appropriate software and functions according to specifications
- ❖ Developing and maintain local networks in ways that optimize performance
- ❖ Ensuring security and privacy of networks and computer systems
- ❖ Providing orientation and guidance to users on how to operate new software and computer equipment
- ❖ Organizing and schedule upgrades and maintenance without deterring others from completing their work
- ❖ Performing troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.)
- ❖ Maintaining records/logs of repairs and fixes and maintenance schedule
- ❖ Identifying computer or network equipment shortages and place orders

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*Boya*  
*bb*

MR LH MTHEMBU  
MUNICIPAL MANAGER

DATE: 11/01/22





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*Umzinyathi District Municipality, an equal opportunity employer, with its head office based in Dundee, hereby invites suitably qualified persons to apply for the following position:*

**SYSTEMS ADMINISTRATOR**  
**(X1 POST)**  
**EXTERNAL POST**

REFERENCE : **4/1/2/3**  
DEPARTMENT : CORPORATE SERVICES  
SALARY : **Post Level D4 1<sup>st</sup> NOTCH (R 501 770.32) per annum**  
FRINGE BENEFIT: Include inter alia, 13<sup>th</sup> cheque, pension fund, medical aid scheme

**REQUIREMENTS:** The Incumbent must have Grade 12; B Degree/National Diploma Financial Information System. 3 years' experience in a systems administration environment. Sound Knowledge in MS SQL Networking, professional qualification on SAGE 300 certification, professional qualification on SAGE 200 certification, professional qualification in IT and minimum 2 years MSCOA related experience, fluency in IsiZulu and English, and a valid driver's licence.

**KEY RESPONSIBILITIES/ DUTIES**

- ❖ Installing and configuring software, hardware and networks
- ❖ Monitoring system performance and troubleshooting issues
- ❖ Ensuring security and efficiency of IT infrastructure
- ❖ Installing and configuring software and hardware
- ❖ Managing network servers and technology tools
- ❖ Setting up accounts and workstations
- ❖ Monitoring performance and maintain systems according to requirements
- ❖ Troubleshooting issues and outages
- ❖ Ensuring security through access controls, backups and firewalls
- ❖ Upgrading systems with new releases and models
- ❖ Developing expertise to train staff on new technologies
- ❖ Building an internal wiki with technical documentation, manuals and IT policies
- ❖ Maintenance, configuration, and reliable operation of computer systems and servers.
- ❖ Participating in research and development to continuously improve and keep up with the IT business needs of uMzinyathi District Municipality.

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**MR LH MTHEMBU  
MUNICIPAL MANAGER**

DATE: 17/01/22



*UMzinyathi District Municipality, an equal opportunity employer, with its head office based in Dundee, hereby invites suitably qualified persons to apply for the following position:*

**DEVELOPMENT FACILITATOR**  
**(X1 POST)**  
**EXTERNAL POST**

REFERENCE : **4/1/2/3**  
DEPARTMENT : TECHNICAL SERVICES  
SALARY : **Post Level D2 1<sup>ST</sup> NOTCH (R 398 847.59) per annum**  
FRINGE BENEFIT : Include inter alia, 13<sup>th</sup> cheque, pension fund, medical aid scheme

**REQUIREMENTS:** Incumbent must have Grade 12 (additional qualification in community development will be an added advantage) relevant knowledge of projects development, computer literacy, fluency in IsiZulu and English and valid driver's licence.

**KEY RESPONSIBILITIES/ DUTIES**

- ❖ Ensuring that projects steering committees are established and capacitated;
- ❖ Monitoring and evaluation of training;
- ❖ Facilitation of development (soft & hard) programmes;
- ❖ Co-ordinating events related to projects; and
- ❖ Liaison with all stakeholders.

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\_\_\_\_\_  
**MR LH MPHEMBU**  
**MUNICIPAL MANAGER**

**DATE:** 11/01/22



*Umzinyathi District Municipality, an equal opportunity employer, with its head office based in Dundee, hereby invites suitably qualified persons to apply for the following position:*

**MANAGER COMMUNICATIONS**  
**(X1 POST)**  
**EXTERNAL POST**

REFERENCE : **4/1/2/3**  
DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER  
SALARY : **Post Level E1: (R679 571, 40) per annum**  
FRINGE BENEFIT : Include inter alia, 13<sup>th</sup> cheque, pension fund, medical aid scheme, Housing Allowance

**REQUIREMENTS:** The incumbent must have Grade 12, a relevant B Degree/ Diploma in Communication Science, Journalism/Public Relations, and Sound knowledge of Local Government Legislation. Sound leadership and management skills coupled with knowledge of principles of good governance. Extensive experience in communication, public relations at management level. Cutting edge verbal and written skills in both English and IsiZulu. Computer Literacy and a valid driver's licence.

**KEY RESPONSIBILITIES/ DUTIES**

- Dealing with broad Public Relations Strategies, defining, implementing and monitoring short term objectives
- Directing and controlling the Key Performance Indicators and outcomes of personnel within the selection
- Managing key processes, procedural and creative applications associated with creating broader community awareness and interests
- Managing the flow of communication from/ to the organization, media and broader communities
- Aligning and implementing key requirements with respect to upholding the image and or maintain positive perceptions
- Disseminating functional information and advice on the immediate, short and long term objectives and current developments, problems and constraints, and
- Co-ordinating specific administrative and reporting requirements associated with the key performance and results indicators of the functionality.
- Preparing reports and items for submission to relevant council committees
- Attending internal and external meetings as and when necessary

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**MR LH MTHEMBU**  
**MUNICIPAL MANAGER**

**DATE:** 20/07/2021



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*UMzinyathi District Municipality, an equal opportunity employer, with its head office based in Dundee, Hereby invites suitably qualified persons to apply for the following position:*

**MEDIA LIASION OFFICER**  
**(X1 POST)**  
**EXTERNAL POST**

REFERENCE : **4/1/2/3**  
DEPARTMENT : OFFICE OF THE MUNICIPAL MANAGER  
SALARY : **Post Level D2 1<sup>ST</sup> Notch (R398 847.59 TO R439 623.92) per annum**  
FRINGE BENEFIT : Include inter ilia, 13<sup>th</sup> cheque, pension fund, medical aid scheme

**REQUIREMENTS:** The incumbent must have Grade12, National Diploma/Bachelor Degree in Communication Science, journalism/Public Relations, one or more experience in Public Relations environment and knowledge of legislation governing the local government, writing and photographic skills (both still & video camera), ability to establish and promote good relations with the media, staff and other stakeholders, ability to co-ordinate special events and knowledge of desk publishing. 2-3 years' experience, fluency in IsiZulu & English, and a valid driver's licence.

**KEY RESPONSIBILITIES/ DUTIES**

- Promoting and maintaining a positive image of uMzinyathi District Municipality both internally and externally.
- Ensuring that Batho pele principles are incorporated into Council activities and implemented.
- Ensuring that the complaints and the suggestions of our clients are dealt with in a professional manner.
- Co-ordinating special events relating to the municipality.
- Ensuring that staff and the community are aware of the current events of Council by updating notice boards, developing and distributing print material, taking photographs at functions and identifying newsworthy items for in-house magazines.
- Developing pro-active contingency plans and measures to support the Council.
- Advising management on strategic communication matters.

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