



Umuziwabantu Municipality

Private Bag X1023

Harding

4680

Tel: 039 433 3500 Fax: 039 433 1208

EXTERNAL ADVERTISEMENT

MUNICIPAL VACANCIES

Applications are hereby invited from suitable qualified candidates for the following positions:

Municipality is an equal opportunity, affirmative action employer. The Municipality reserves the right not to make an appointment in respect of the advertised posts. Umuziwabantu is guided by the principles of Employment Equity. People with disabilities are encouraged to apply.

MANAGER FIRE AND DISASTER

TYPE OF EMPLOYMENT	Permanent/Full time employment
TASK GRADE	15
SALARY	R599 564.52 pa
BENEFITS	• 13th cheque • Subsidised pension and Medical Aid Scheme • Subsidised Housing Scheme (subject to certain conditions)
KEY REQUIREMENTS	A Valid grade 12 • National Diploma or B Degree in Disaster Management and or Fire Services qualification or equivalent • 4 years or more relevant experience of which 2 years must be at Supervisory level. • Computer Literacy • Valid code EC driving license.
KEY DUTIES	• Planning of Fire Brigade Services to ensure proper short- and medium-term planning for efficient rendering of services. • Conduct research to identifying appropriate and relevant strategies to guide risk reduction, avoidance and control. • Developing plans to address response recovery and relief sequences to mitigate effects of unplanned disasters.
COMPETENCIES	Ethics and Professionalism • Communication • Negotiation and Influencing •, Problem Solving • Community and Customer Focus, Training and Public Awareness • Emergency Operations Management.

CAMERA OPERATOR

TYPE OF EMPLOYMENT	Permanent/Full time employment
TASK GRADE	07
SALARY	R206 239.92 pa
BENEFITS	• 13th cheque • Subsidised pension and Medical Aid Scheme

	•Subsidised Housing Scheme (subject to certain conditions)
KEY REQUIREMENTS	Valid grade 12• Certificate in Communication or equivalent NQF 4 qualifications • At least 1 year experience in a similar environment.
KEY DUTIES	• Activate procedures relevant to fire and rescue, disaster management and essential services activities. • Interacting with callers and operational personnel by telephone/ two-way radios with respect to specific incidents needing attention. • Recording and updating registers with details of messages, occurrences and responses. • Maintain a daily manual standby system. • Performing switchboard duties by relaying administrative telephone calls to responsible person. • Monitoring of cameras. • Report suspicious activities to the relevant authorities. • Ensure cooperation with crime prevention agencies.
CLERK (REGISTRY)	
TYPE OF EMPLOYMENT	Permanent/Full time employment
TASK GRADE	05
SALARY	R145 212.84 pa
BENEFITS	• 13th cheque • Subsidised pension and Medical Aid Scheme • Subsidised Housing Scheme (subject to certain conditions)
KEY REQUIREMENTS	• Valid Grade 12• National Diploma in Records Management/ Public Management/ Public Administration or equivalent qualification• Computer Literacy• 1-2 years' experience in relevant field •Knowledge of registry functions and experience in the Registry/ Records environment will serve as an added advantage.
KEY DUTIES	• Maintain the filing system according to the Archives & Records prescripts (daily). • Handle all incoming correspondences and maintain records thereof (daily). • Render general administrative duties in the section including Procurement of stationery and equipment for the section (daily). • Provide registry counter services, handle incoming and outgoing correspondence, Render an effective filing and record management service.
COMPETENCIES	•High level of written and verbal communication skills• Planning and Organizing skills• Knowledge of National Archives guidelines and Records Management prescripts.
The closing date for applications will be Thursday, 06 August 2026 at 16h00.	

Applications should be made on the application form for employment which may be obtained from the municipal website (www.umuziwabantu.gov.za), together with a comprehensive Curriculum Vitae, certified copies of qualifications, valid Driving Licence and be hand delivered to:

Human Resources Office at Lot 3635 Turner Street, **HARDING** between 07:30 to 16:00.

or email to: recruitment@umuziwabantu.gov.za (Scanned PDF documents only)

ENQUIRIES: The Human Resources Officer, Ms N. Mbambalala on (039) 433 3500.

NB: Failure to submit documents listed above will result in disqualification. Background screening and competency assessment will be done to shortlisted candidates.

The canvassing of councillors and/or management in respect of these positions will lead to disqualification of applicant.

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.

PLEASE NOTE: THAT NO FAXED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

Approved by:



MR. TP CELE
MUNICIPAL MANAGER