



UMKHANDLU
UMSHWATHI
MUNICIPALITY

uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

SCM PRACTITIONER: DEMAND MANAGEMENT
(NOTICE NUMBER: P2025/261025)

Salary Level T10: R 23 978.05 – R 31 125.21 per month

In addition to the Basic Salary, successful applicants will receive, inter alia, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Matric
- Minimum of NQF 6 National Diploma in Supply Chain Management, Logistics or Procurement or relevant qualification
- Certificate in Municipal Finance Management Program will be an added advantage
- 2 – 5 years relevant experience in the public sector
- Computer Literacy
- Minimum of a valid Code B Driver's License

RESPONSIBILITIES:

- Co-ordinates and controls the Supply Chain Management process, aligning procedures, systems and controls, executing applications to address the identification, acquisition, or disposal of items, monitoring of stock controls applications and maintaining records of outcomes, supporting and contributing to fair, equitable, transparent and cost effective procurement practices that is consistent with the policies and laid down requirements encapsulated on the legislative framework by
 - Co-ordinating the implementing functional procedures, systems and controls associated with the key performance areas and result indicators of the functionality.
 - Executing application with respect to establishing the requirements against available resources.
 - Maintaining relationships with service providers/ vendors and contractors
 - Attending to specific administrative activities.
 - Developing an effective and efficient organizational bidding process in accordance with SCM policies and treasury guidelines.
 - Administers the implementation of policies and procedures with regards to procurement and stock control
 - Conducting information sharing workshops.
 - Executing applications associated with acquisitioning and appointment process.
 - Preparing evaluation reports for bid evaluation committee.

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

Applications in sealed envelopes clearly marked:

Application for a vacant post of **SCM Practitioner: Demand Management**
Municipal Manager
uMshwathi Municipality
Private Bag x29
Wartburg, 3233

Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

Further information can be obtained from the Manager Human Resources Ms A Mkhize on: (033) 816 6800.

Faxes, emails or late applications will not be accepted. Z83 forms will not be accepted, only application form required. If you are not contacted within a month after the closing date you should consider your application unsuccessful. Failure to comply with the above instructions will lead to your application being disqualified. Canvassing of Councilors or officials will disqualify candidates. The Council subscribes to an Employment Equity Act, which is non-discriminatory and based on merit. **Women and persons living with disabilities are encouraged to put forward their applications for this position.**

Closing Date: 30 January 2026 at 16h00.



RM Khanyile
Municipal Manager



uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:



**ACCOUNTANT ASSET MANAGEMENT
(NOTICE NUMBER: P2025/26/030)**
Salary Level T12: R 33 420.77 – R 43 382.01 per month

In addition to the Basic Salary, successful applicants will receive, *inter alia*, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Matric
- Minimum of NQF 6 National Diploma in Property Asset Management, Finance, Property Valuation or relevant qualification
- Certificate in Municipal Finance Management Program will be an added advantage
- 5 - 8 years relevant experience, 2 years of same must be at a supervisory level
- Computer Literacy
- Minimum of a valid Code B Driver's License

RESPONSIBILITIES:

- Coordinates and controls the tasks and activities associated with Asset Management functionality through implemented policies and procedures, through the development of sound relationship and even distribution of work with internal and external service providers, and verifying the asset management database is utilized for extracting suppliers and service providers, by
 - Co-ordinating and controlling sequences associated with the verification and provision of information related to asset management transactions
 - Performing specific sequences associated with maintaining electronically based financial information/ data and files/ records
 - Interacting and cultivating strategic alliances with suppliers and service providers on assets performance
 - Perform any other duties related to the position as instructed by immediate superior

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

Applications in sealed envelopes clearly marked:

Application for a vacant post of Accountant: Asset Management

Municipal Manager

uMshwathi Municipality

Private Bag x29

Wartburg, 3233

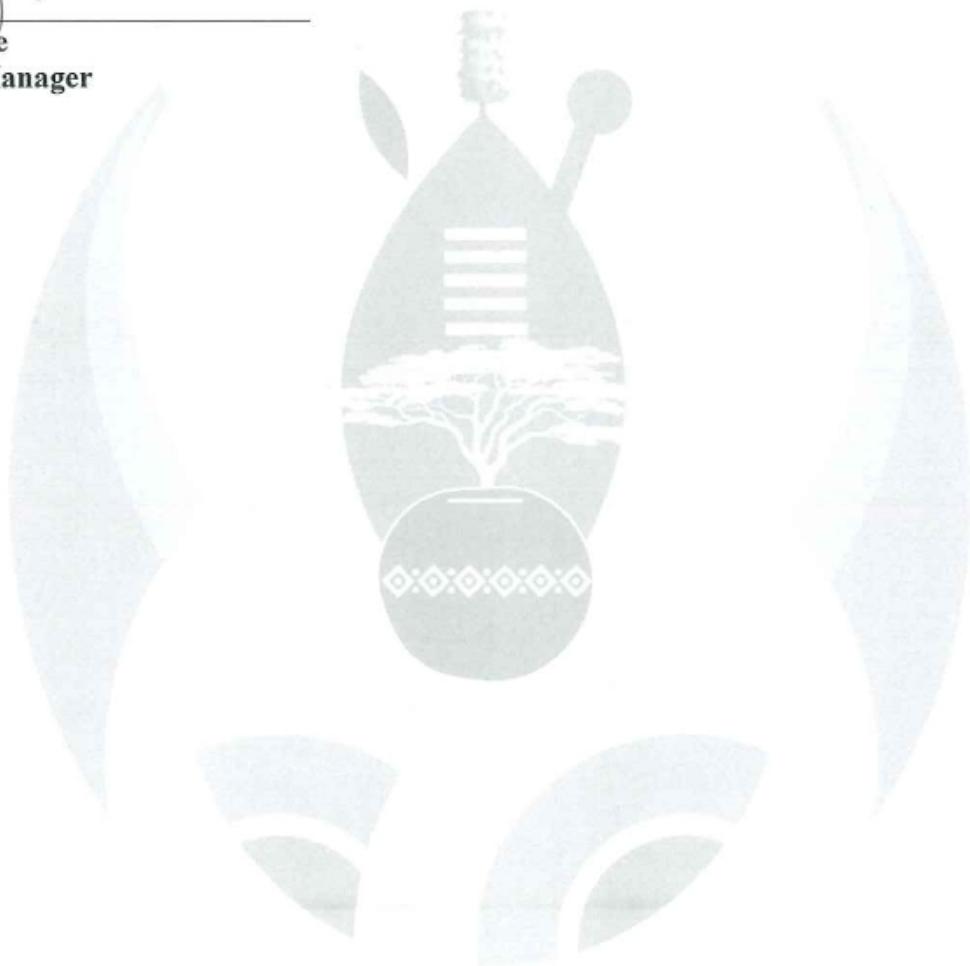
Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

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Closing Date: 30 January 2026 at 16h00.


RM Khanyile
Municipal Manager





uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

ACCOUNTANT REVENUE
(NOTICE NUMBER: P2025/26/031)
Salary Level T12: R 33 420.77 – R 43 382.01 per month

In addition to the Basic Salary, successful applicants will receive, *inter alia*, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Matric
- Minimum of NQF 6 National Diploma or Bachelor of Commerce degree in Financial Accounting or relevant qualification
- Certificate in Municipal Finance Management Program will be an added advantage
- 2 – 5 years relevant experience
- Computer Literacy
- Minimum of a valid Code B Driver's License

RESPONSIBILITIES:

- Co-ordinates accounting applications and procedures associated with the financial reporting and recording; updating, reconciling and maintaining system information relating to income transactions, seeking approval and adjusting entries to rectify deviations and, guiding personnel on specific applications and/ or clarifying instructions and requirements in order to ensure the Financial Services functionality is provided with accurate transactional information to facilitate analysis and financial planning processes, by
 - Analysing, communicating and/ or preparing reports on financial activities with respect to revenue growth, operational sustainability, and procedural compliance issues
 - Co-ordinating and controlling tasks/ activities associated with controlling personnel performance, productivity and discipline
 - Controlling applications and sequences associated with recording, adjustment and updating of the general ledger
 - Performing administrative and financial sequences associated with the generation of rates levy
 - Executing applications relating to the monitoring of transactional activities and more funds in the bank Account
 - Preparing change of property rates ownership and change of customer addressing or any changes of property status and capture it into the financial system

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

Applications in sealed envelopes clearly marked:

Application for a vacant post of **Accountant: Revenue**

Municipal Manager

uMshwathi Municipality

Private Bag x29
Wartburg, 3233

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Closing Date: 30 January 2026 at 16h00.



RM Khanyile
Municipal Manager



UMKHANDLU
UMSHWATHI
MUNICIPALITY

uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

SENIOR ACCOUNTANT: COMPLIANCE & CONTRACT MANAGEMENT
(NOTICE NUMBER: P 2025/26/033)
Salary Level T12: R 33 420.77 – R 43 382.01 per month

In addition to the Basic Salary, successful applicants will receive, inter alia, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Matric
- Minimum of NQF 6 National Diploma in Supply Chain Management, Logistics or Procurement or relevant qualification
- Certificate in Municipal Finance Management Program will be an added advantage
- 5 – 8 years across SCM processes, including 2 years supervisory experience.
- Computer Literacy
- Minimum of a valid Code B Driver's License

RESPONSIBILITIES:

- Coordinates the key performance areas and result indicators associated with logistics, compliance and contract management functionality by implementing policies and procedures, investigating trend and current techniques and reporting on the appropriateness and benefits prior to introduction, monitoring purchase and procurement with Supply Chain Policy and Financial Regulations, conducting spot checks and verifying the suppliers database is utilized for extracting suppliers and service providers, interpretation of developmental requirements against the capacity and capability of the department to accomplish immediate, short and longer term service delivery objectives, by
 - Planning in conjunction with user department's reliable sources of goods and service required, negotiating short and long term supply/service contracts with suppliers, obtaining "Best Value for Money" in the procurement of goods and services, identifying and managing risk of supplier default with contingency planning, and liaising with user departments on supplier performance
 - Assisting in the formulation of specific contracts and tender documents and controls contractual obligations
 - Verifying that the municipality is provided with uninterrupted flow of materials, goods and services and checking products and confirming / acknowledging details recorded on transactional documentation correspond with receipts.
 - Facilitating the implementation of new procurement procedures in compliance with the Municipal Supply Chain Management Regulations, Preferential Procurement Policy Act, B-BBEE Act, Municipal Finance Management Act and Council SCM Policy, treasury circulars and practice notes.
 - Coordinating tasks/ activities associated with controlling personnel performance, productivity and discipline
 - Disseminating functional and operational information on the immediate, short and long-term objectives and current developments, problems and constraints

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and

certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

Applications in sealed envelopes clearly marked:

Application for a vacant post of Senior Accountant: Compliance & Contract Management

Municipal Manager

uMshwathi Municipality

Private Bag x29

Wartburg, 3233

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Closing Date: 30 January 2026 at 16h00.


RM Khanyile
Municipal Manager



uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

FREE BASIC & INDIGENT OFFICER
(NOTICE NUMBER: P2025/26/034)
Salary Level T9: R 21 297.86 – 27 646.57 per month

In addition to the Basic Salary, successful applicants will receive, *inter alia*, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Matric
- Minimum of NQF 6 National Diploma in Public Management or Accounting or relevant qualification
- Certificate in Municipal Finance Management Program will be an added advantage
- 1 - 2 years relevant experience
- Computer Literacy
- Minimum of a valid Code B Driver's License

RESPONSIBILITIES:

- Implements the accessibility of Free Basic Services to communities in a sustainable manner through the implementation of procedures and guidelines for the subsidizing of basic charges to indigent households; assist communities with applications / indigent registrations by collecting data from each and every ward of the Municipality of each and every household and every village and capturing it to the system to get a credible indigent register; processing socio-economic survey; analyzing, interpreting data and loading into the indigent management system; verifying and assessing registration applications, checking where there are allegations of maladministration and fraud and reporting these to the immediate supervisor; implementing adopted Indigent Policy and ensuring proper record keeping and uphold confidentiality of records and information, by
 - Implementing sequences associated with the verification and provision of Free Basic Services to indigent communities
 - Maintaining documentation, records and specific administration procedures

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

Applications in sealed envelopes clearly marked:

Application for a vacant post of **Free Basic & Indigent Officer**

Municipal Manager

uMshwathi Municipality

Private Bag x29

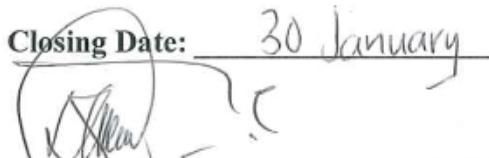
Wartburg, 3233

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Closing Date: 30 January 2026 at 16h00.


RM Khanyile
Municipal Manager





uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

PAYROLL ADMINISTRATOR
(NOTICE NUMBER: P2025/26/036)
Salary Level T9: R 21 297.86 – 27 646.57 per month

In addition to the Basic Salary, successful applicants will receive, *inter alia*, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Matric
- Minimum of NQF 6 National Diploma or Bachelor of Commerce degree in Financial Accounting or relevant qualification
- Certificate in Municipal Finance Management Program will be an added advantage
- 1 year payroll administrative experience
- Computer Literacy
- Minimum of a valid Code B Driver's License

RESPONSIBILITIES:

- Co-ordinates the application of procedures and sequences associated with the administration of the payroll information system and processes salary payable to members, allowances and deductions applying laid down procedures, by
 - Attending to the application of specific processes associated with updating the Payroll System parameters
 - Performing specific clerical procedures and applications associated with the processing payroll information
 - Providing information on the status of payments and specific procedural applications

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

Applications in sealed envelopes clearly marked:

Application for a vacant post of **Payroll Administrator**

Municipal Manager

uMshwathi Municipality

Private Bag x29

Wartburg, 3233

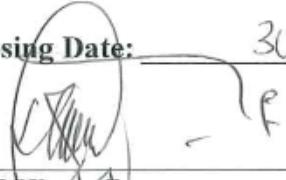
Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

Further information can be obtained from the Manager Human Resources Ms A Mkhize on: (033) 816 6800.

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application unsuccessful. Failure to comply with the above instructions will lead to your application being disqualified. Canvassing of Councilors or officials will disqualify candidates. The Council subscribes to an Employment Equity Act, which is non-discriminatory and based on merit. **Women and persons living with disabilities are encouraged to put forward their applications for this position.**

Closing Date: 30 January 2026 at 16h00.


RM Khanyile
Municipal Manager





uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

MANAGER LOCAL ECONOMIC DEVELOPMENT

(NOTICE NUMBER: P2025/26/028)

Salary Level T15: R 48 844.62 – R 63 401.85 per month

In addition to the Basic Salary, successful applicants will receive, *inter alia*, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Matric
- Minimum of a 3 year (NQF7) BTech of Bachelors Degree in Local Economic Development, Economics, Development Studies, Public Administration/ Public Management, Business Management, Tourism Management or related Social Sciences.
- Minimum of a valid code B driver's license
- Computer literacy
- 5 – 8 years relevant experience with 3 years at a supervisory level.

RESPONSIBILITIES:

- Plan, lead, organise, manage and control key performance areas associated with the formulation and execution of programmes and initiatives to drive Local Economic Development through the dissemination of advice and opinions on key projects, alignment, compilation and submission of proposals and plans and, cultivating positive relationships with key stakeholders and the community in accordance with Economic Development goals encapsulated in the Integrated Development Plan supporting employment opportunities, poverty alleviation and the redistribution of resources and opportunities to the benefit of the local area by,
 - Planning and managing activities of division to ensure the delivery of a Socio-Economic Development, Tourism and LED and Social Development services.
 - Directing and controlling the Key Performance Indicators and outcomes of personnel within the Local Economic Development Section.
 - Developing and monitoring systems, policies, procedures and processes to ensure correct working operations and practices.
 - Managing and coordinating Local Economic and Social Development activities to ensure the executing and performing of necessary activities.
 - Perform other duties related to the position as instructed by the supervisor.

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

Applications in sealed envelopes clearly marked:

Application for a vacant post of **Manager Local Economic Development**

Municipal Manager

uMshwathi Municipality

Private Bag x29

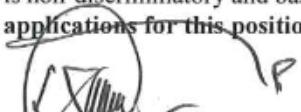
Wartburg, 3233

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RM Khrayile
Municipal Manager



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MUNICIPALITY

uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

MANAGER PROTECTION SERVICES
(NOTICE NUMBER: P2025/26/026)
Salary Level T15: R 48 844.62 – R 63 401.85 per month

In addition to the Basic Salary, successful applicants will receive, inter alia, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Matric
- A minimum of 3 year National Diploma in Traffic Management (NQF6)
- Traffic Diploma
- Examiner Grade A Certificate: Driving License
- Examiner Grade A Certificate: Vehicle Testing
- Code EC Driver's License
- Firearm Proficiency
- 8 years relevant experience inclusive of 2 years in management of municipal traffic department including motor registrations, DLTC and VTS and 4 years experience as a Traffic Officer in Local Government
- Experience in disaster management will be an added advantage
- Clear criminal record
- PSIRA certificate will be an added advantage

RESPONSIBILITIES:

- Direct and control the public safety, emergency services and disaster management functions through the formulation of immediate and shorter term functional plans, co-ordination of operations associated with the enforcement of Municipal Policing Laws and By-Laws, road safety regulations and licensing and, the implementation of the local area Disaster Management Plan in order to ensure critical objectives encompassed in the Integrated Development Plan relating to the promotion of peaceful and safe communities is accomplished by,
- Identifying with the broader Public Safety strategy with respect to service delivery and, define, implement and monitor the short and longer term plans/ objectives.
- Direct and control the Key Performance Indicators and outcomes of personnel within the Protection Services Section.
- Control the implementation and review of procedures, systems and controls to regulate specific work, associated sequences and statutory requirements associated with the functionality.
- Direct the key performance indicators associated with the implementation of statutory Laws and By-Laws related to Public Safety.
- Manage and control the operations of the Drivers License Testing Centre.
- Manage applications associated with identifying the critical Disaster Management variables and dimensions relevant to the local area.
- Disseminate information on outcomes, current developments, problems and constraints and/ or present educational material on public safety.
- Manage specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.
- Perform any other duties related to the position as instructed by the supervisor.

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

Applications in sealed envelopes clearly marked:

Application for a vacant post of **Manager Protection Services**
Municipal Manager
uMshwathi Municipality
Private Bag x29
Wartburg, 3233

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Closing Date: 30 January 2016 at 16h00


RM Khanyile

Municipal Manager



UMKHANDLU
UMSHWATHI
MUNICIPALITY

uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

MLB SUPERVISOR

(NOTICE NUMBER: P2025/26/027)

Salary Level T12: R 33 420.77 – R 43 382.01 per month

In addition to the Basic Salary, successful applicants will receive, *inter alia*, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Matric
- Minimum of NQF6 National Diploma in Public Administration or Administration or Traffic National Diploma
- Examiner Certificate
- Minimum of Code B Driver's License
- Computer Literacy
- 5 – 8 years relevant experience with 2 years supervisory experience.

RESPONSIBILITIES:

Overseeing the coordination and performances of the applications and processes related to motor vehicle and driver licensing, providing guidance to personnel with respect to the interpretation and application of procedures, monitoring the quality of customer service levels, and evaluating system functionality. Attending to administrative reporting and record keeping requirements and the implementation of specific financial control procedures associated with the collection, receipting and depositing of payments by,

- Overseeing the co-ordination and controlling the procedural applications and operational requirements associated with functioning of the section
- Co-ordinating and controlling the key performance areas related to the information and transactional processing and reporting requirements associated with the National Traffic Information Systems and associated with specialized software packages
- Co-ordinating the operational outcomes associated with the processing of learners and motor license applications, registrations of vehicles, issues of permits
- Co-ordinating and controlling tasks/ activities associated with controlling personal performances, productivity and discipline
- Monitoring the Key Performance Indicators and outcomes of personnel within the MLB Sub Section
- Perform other duties related to the post as instructed by supervisor.

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

Applications in sealed envelopes clearly marked:

Application for a vacant post of **MLB Supervisor**

Municipal Manager

uMshwathi Municipality

Private Bag x29

Wartburg, 3233

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Closing Date: 30 January 2026 at 16h00


RM Khanyile
Municipal Manager





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uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

EXAMINER X2

(NOTICE NUMBER: P2025/26/022)

Salary Level T9: R 21 297.86 – R 27 646.57 per month

In addition to the Basic Salary, successful applicants will receive, *inter alia*, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Matric
- Relevant Examiner's Certificate of Competency
- A minimum of 1 year's relevant experience
- Computer Literacy
- Minimum of a valid Code B Driver's License

RESPONSIBILITIES:

Performing specific administrative tasks associated with the processing of vehicle licensing and registration applications and payments, reconciling of cash transactional recordings and deposits and, provision of information and/ or guidance on procedural requirements to the public to ensure customer requirements are promptly and professionally attended to in accordance with laid down departmental guidelines and procedures by,

- Processing vehicle licensing and registration applications
- Reconciles payments and cash deposits against transactional information/ statements
- Provides routine information related to vehicle licensing and registration procedures
- Perform any other duties related to the position as instructed by immediate superior

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

Applications in sealed envelopes clearly marked:

Application for a vacant post of **Examiner X2**

Municipal Manager

uMshwathi Municipality

Private Bag x29

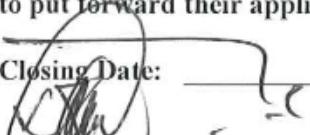
Wartburg, 3233

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Closing Date:

30 January 2026 at 16h00


RM Kharile

Municipal Manager



uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

MANAGER INTERGOVERNMENTAL RELATIONS

(NOTICE NUMBER: P2025/26/018)

Salary Level T14: R 42 364.46 – R 54 993.71 per month

In addition to the Basic Salary, successful applicants will receive, *inter alia*, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Matric
- A Bachelor's Degree in Administration/ Public Management (NQF7) or relevant
- Computer Literacy: MS Office
- A valid driving licence code B
- 5 years proven and relevant experience in an IGR environment and or public sector planning as well as strategic development of which 2 years must be at supervisory level.

RESPONSIBILITIES:

Management and facilitation of intergovernmental activities with all spheres of government and critical stakeholder relations management with a view to addressing service delivery, promotion, and facilitation of co-operative decision making in order to align priorities, budgets, policies and activities across interrelated functions and sectors. Ensures smooth flow of information within government, and between government and communities, with the view to enhancing the implementation of policy programs.

- Management and maintenance of effective intergovernmental relations with all spheres of government for the municipality,
- Attends to specific requirements associated with the management of intergovernmental projects for the Municipality and contributes to the Municipal revenue enhancement,
- Organise and coordinate the monitoring of activities associated with the implementation of sectional strategies and utilisation, productivity and performance of personnel within the section by
- Perform other related duties as instructed by supervisor

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

Applications in sealed envelopes clearly marked:

Application for a vacant post of **Manager Intergovernmental Relations**

Municipal Manager

uMshwathi Municipality

Private Bag x29

Wartburg, 3233

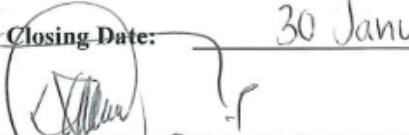
Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

Further information can be obtained from the Manager Human Resources, Ms A Mkhize on: (033) 816 6800.

Faxes, emails or late applications will not be accepted. Z83 forms will not be accepted, only application form required. If you are not contacted within a month after the closing date you should consider your application unsuccessful. Failure to comply with the above instructions will lead to your application being disqualified.

Canvassing of Councilors or officials will disqualify candidates. The Council subscribes to an Employment Equity Act, which is non-discriminatory and based on merit. **Women and persons living with disabilities are encouraged to put forward their applications for this position.**

Closing Date: 30 January 2026 at 16h00


RM Khanile
Municipal Manager



uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

SENIOR CO-ORDINATOR (ORGANISATIONAL PERFORMANCE MANAGEMENT)
(NOTICE NUMBER: P2025/26/019)
Salary Level T12: R 33 420.77 – R 43 382.01 per month

In addition to the Basic Salary, successful applicants will receive, inter alia, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Matric
- A minimum of NQF6 3 year tertiary qualification (Diploma/ Degree) in Public/ Local Government Management and Administration
- Minimum of a valid code B driver's license
- Minimum of 3 years experience in the implementation of performance management in a municipal environment

RESPONSIBILITIES:

- Manages and co-ordinates all activities related to the Implementation of Organisational Performance Management (OPMS), Individual Performance Management (IPMS, for S54A & S56 Managers) and knowledge management of the Municipality including research, monitoring and evaluation activities, applications, and outcomes, and, providing strategic advice on the mission critical initiatives with respect to Organisational Development aimed at supporting the accomplishment of the Municipalities key performance areas and service delivery objectives by,
 - Researching and managing strategic and short-term plans for the Organizational Development functionality.
 - Ensuring design and application of programmatic monitoring, evaluation and accountability frameworks that contribute to program excellence and achievement of developmental goals as set out in the Integrated Development Plan. Planning and managing activities of the unit by executing managing and monitoring functions.
 - Being directly responsible for the PMS planning process.
 - Developing and providing guidelines and information on the Performance Management System.
 - Applying methods and standards to determine specific requirements and dimensions of Performance Management.
 - Co-ordinating specific procedures associated with the implementation and execution of Performance Management.
 - Organizing and coordinating the monitoring activities associated with the implementation of sectional strategies and utilization, productivity and performance of personnel within the section.
 - Facilitating the composition of the annual PMS budget and report usage of resources.

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

Applications in sealed envelopes clearly marked:

Application for a vacant post of **Senior Co-ordinator (Organisational Performance Management)**

Municipal Manager

uMshwathi Municipality

Private Bag x29

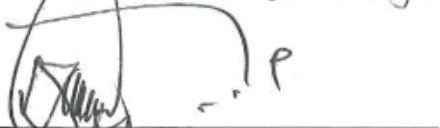
Wartburg, 3233

Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

Further information can be obtained from Ms A Mkhize on: (033) 816 6800.

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Closing Date: 30 January 2026 at 16h00


RM Khanyile
Municipal Manager





uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

**YOUTH OFFICER
(NOTICE NUMBER: P2025/26/020)**

Salary Level T10: R 23 978.05 – R 31 125.21 per month

In addition to the Basic Salary, successful applicants will receive, *inter alia*, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Matric
- Minimum of a National Diploma (NQF6) in Developmental studies or Public Management/ Administration
- Minimum of a valid Code B drivers license
- Relevant social development experience (1-2 years)

RESPONSIBILITIES:

- Co-ordinates procedural requirements pertaining to specific functional activities and development initiatives
- Promotes participation and awareness of youth development and social upliftment initiatives and programmes
- Executes actions and attends to requirements associated with youth development programme delivery
- Perform any other duties related to the position as instructed by the supervisor

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

Applications in sealed envelopes clearly marked:

Application for a vacant post of **Youth Officer**

Municipal Manager

uMshwathi Municipality

Private Bag x29

Wartburg, 3233

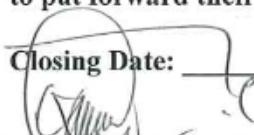
Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

Further information can be obtained from the Manager Human Resources Ms A Mkhize on: (033) 816 6800.

Faxes, emails or late applications will not be accepted. Z83 forms will not be accepted, only application form required. If you are not contacted within a month after the closing date you should consider your application unsuccessful. Failure to comply with the above instructions will lead to your application being disqualified.

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Closing Date: 30 January 2026 at 16h00


RM Khanyile
Municipal Manager



UMKHANDLU
UMSHWATHI
MUNICIPALITY

uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

INDIVIDUAL PERFORMANCE MANAGEMENT OFFICER (IPMS OFFICER)
(NOTICE NUMBER: P2025/26/024)
Salary Level T11: R 28 308.70 – R 36 746.05 per month

In addition to the Basic Salary, successful applicants will receive, inter alia, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Matric
- A minimum of NQF6 3 year National Diploma in Human Resources Management, Public Management/ Administration
- Minimum of a valid code B driver's license
- Minimum of 2 relevant experience

RESPONSIBILITIES:

- Co-ordinates and facilitates the implementation of the Individual Performance Management System in order to enable all sections/ units within each department of the municipality to execute agreed upon action plans as per the departmental Service Delivery and Budget Implementation Plans as aligned with the Integrated Development Plan that adequately addresses immediate, shorter and longer terms service delivery priorities and in compliance with the relevant legislation, by
 - Ensuring the effective implementation of individual performance management systems
 - Providing guidelines and information on Individual Performance Management Systems
 - Applying methods and standards to determine specific requirements and dimensions of Individual Performance Management
 - Co-ordinating specific procedures associated with the implementation and execution of Individual Performance Management
 - Providing information and/or reports on the status and outcomes internally/ externally
 - Perform other related duties as instructed by the supervisor

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

Applications in sealed envelopes clearly marked:

Application for a vacant post of **IPMS Officer**

Municipal Manager

uMshwathi Municipality

Private Bag x29

Wartburg, 3233

Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

Further information can be obtained from Ms A Mkhize on: (033) 816 6800.

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Closing Date: 30 January 2026 at 16h00


RM Khayile
Municipal Manager



UMKHANDLU
UMSHWATHI
MUNICIPALITY

uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

MANAGER PROJECT MANAGEMENT UNIT

(NOTICE NUMBER: P2025/26/032)

Salary Level T16: R 54 993.71 – R 71 383.98 per month

In addition to the Basic Salary, successful applicants will receive, *inter alia*, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Matric
- A minimum of NQF Level 7 qualification in B.Sc Civil Engineering or B.Tech Civil Engineering
- Registration with ECSA as a Candidate Engineer/ Technologist
- A valid driver's license
- Computer Literacy: MS Office
- 3 years management experience in the Civil Engineering and Project Management Field

RESPONSIBILITIES:

Plans, leads and directs the key performance areas and outcomes of the Project Management Unit through participation in the alignment of broader departmental , providing appropriate guidance in terms of project and programme management of the grant funded intervention and, monitoring, evaluating and communicating deliverables, constraints and actions necessary to ensure the vision of accelerating the social and economic status of poor communities through participation and involvement in their own development is realized. Manages the key performance areas and result indicators associated with the ensuring quality control standards for construction (cost, time, conformity with specification) Construction management, planning and programming, legal and contract administration. Cost and budget management, staff management and labor related legislations.

- Directs and controls key deliverables and outcomes associated with the Project Management Unit by: Identifies and defines the immediate, short and long term objectives/ plans associated with quality control standard for construction projects.
- Directs the financial, administrative and information system requirements necessary for the co-ordination and control Municipal Infrastructure Grant and Integrated National Electrification Programme(INEP) Funded projects and programmes
- Monitors and controls outcomes associated with utilization, productivity and performance of personnel within the Project Management Unit within the Infrastructure Department
- Prepares capital and operating estimates and controls expenditure against the approved budget allocations
- Manages the formulation of specific contracts and tender documents and controls contractual obligations
- Directs developmental and project management processes associated with the scoping, re-sourcing, implementation, monitoring and communication phases of infrastructure projects
- Disseminates functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints
- Directs specific administrative and reporting requirements associated with the key performance and result indicators of the functionality

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

Applications in sealed envelopes clearly marked:

Application for a vacant post of **Manager Project Management Unit**
Municipal Manager

uMshwathi Municipality

Private Bag x29

Wartburg, 3233

Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

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Closing Date: 30 January 2026 at 16h00


RM Khanyile
Municipal Manager





uMshwathi Municipality with its legislative and administrative seat in New Hanover seeks the services of a suitably qualified and/or experienced person for the following post:

SENIOR PROJECT OFFICER

(NOTICE NUMBER: P2025/26/035)

Salary Level T11: R 28 308.70 – R 36 746.05 per month

In addition to the Basic Salary, successful applicants will receive, *inter alia*, the following benefits: Pension, Medical Aid, Housing Subsidy, 13th Cheque and other allowances where applicable.

REQUIREMENTS:

- Grade 12
- A Minimum of a 3 year National Diploma (NQF Level 6) in Project Management
- Computer literacy: MS Office.
- Valid driving licence code B
- 5 - 8 years' relevant experience.

RESPONSIBILITIES:

Performs tasks/ activities associated with the provision of a project co-ordination, administration and financial service to the Project Management Unit and attends to the co-ordination and execution of specific administrative applications with respect to the preparation, update, maintenance, completion and submission of routine procedural/ instructional or operational forms, documentation, records and reports in order to ensure adequate and efficient administrative support is made available enabling the Section to accomplish objectives and reporting deadlines

- Administration, procedures, systems and controls
- Performs specific tasks\activities associated with the processing and updating of computerized transactional information with respect to specific Projects
- Accounting procedures
- Performs specific accounting functions associated with Project payments
- Perform any other duties related to the position as instructed by immediate superior

Applicants are required to submit a completed **MUNICIPAL APPLICATION FOR EMPLOYMENT FORM** (obtainable from the municipal website) and attach to it a comprehensive curriculum vitae and certified copies of relevant qualifications, registrations and Identity documents. Copies of certified copies will not be accepted.

Applications in sealed envelopes clearly marked:

Application for a vacant post of **Senior Project Officer**

Municipal Manager

uMshwathi Municipality

Private Bag x29

Wartburg, 3233

Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

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Closing Date: 30 January 2026 at 16h00


RM Khanyile
Municipal Manager