



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 SOCIAL SERVICES
(NOTICE NUMBER: P2025/26/55)
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 NQF7 Bachelor's degree in Social Sciences/ Development Studies or relevant
- 3 – 5 years relevant experience of which 2 years must be at a supervisory level
- Computer Literacy
- Minimum of a valid Code B Driver's License

RESPONSIBILITIES:

- Plans and directs the key performance areas and objectives associated with community development initiatives; sports and recreation and youth initiatives, library functions and also to ensure long term development to accomplish the service delivery objectives as defined in the Integrated Development Plan/ Framework of the Municipality. Manages the implementation, monitoring, evaluation and reporting sequences of outcomes associated with plans and programmes designed to accomplish key service delivery objectives and statutory requirements related to the provision of a comprehensive HIV/ AIDS Awareness Service and strategy for the Municipality, by
 - Identifying and defining the immediate, short and long term objectives/ plans and controls associated with community development initiatives, sports and recreation and youth development projects.
 - Identifying with the community services and social equity strategy with respect to the provision of a comprehensive HIV/ Aids awareness programmes and, defining, implementing and monitoring the short term plans/ objectives for the primary health care functionality.
 - Managing and directing strategic objectives of the library functionality.
 - Responsible for the technical operations of the libraries.
 - Planning and directing the formulation of specific policies and procedures associated with community development, sports and recreation and youth development.
 - Controlling the Key Performance Indicators and outcomes of personnel within the section.
 - Disseminating functional and operations information on the immediate, short and long term objectives and current programmes and associated constraints and successes.
 - Directing specific administrative and reporting requirements associated with the key performance and result indicators of the functionality.
 - Performing any other duties related to the position as instructed by the immediate supervisor.

Applicants are required to submit an originally 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 Social Services**

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: 17 July 2026 at 16h00.



RM Khanyile
Municipal Manager



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 PROTECTION SERVICES (RE-ADVERTISEMENT: all those who had previously applied are encouraged are re-apply)

(NOTICE NUMBER: P2025/26/052)

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

REQUIREMENTS:

- Matric
- A minimum of 3 year National Diploma in Traffic Management (NQF6) or Traffic Diploma recognized by the Department of Transport
- 3 – 5 years experience as a Traffic Officer or in Public Safety of which 2 years must be at a supervisory level
- Code EC Driver's License
- Firearm Proficiency
- Clear criminal record
- Valid peace officer status
- Experience in disaster management will be an added advantage
- 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.

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Applications in sealed envelopes clearly marked:

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

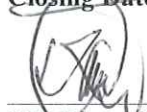
Properly addressed applications can also be hand delivered at Main Road, New Hanover (opposite the New Hanover SAPS).

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

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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: 17 July 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:

EXAMINER

(NOTICE NUMBER: P2025/26/051)

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

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Applications in sealed envelopes clearly marked:

Application for a vacant post of **Examiner**

Municipal Manager
uMshwathi Municipality
Private Bag x29
Wartburg, 3233

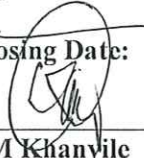
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Closing Date: 17 July 2026 at 16h00


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 PROJECT MANAGEMENT (RE-ADVERTISEMENT: all those who had previously applied are encouraged to re-apply)

(NOTICE NUMBER: P2025/26/53)

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
- Minimum of NQF Level 7 qualification in B.Sc Civil Engineering or B.Tech Civil Engineering
- Registration with ECSA will be an added advantage
- A minimum of a valid code B driver's license
- 3 – 5 years experience in the Civil Engineering and Project Management field of which 2 years must be at a supervisory level

RESPONSIBILITIES:

- Plan, lead and direct 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 realised. Manage the key performance areas and result indicators associated with 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 labour related legislation by,
 - Directing and controlling key deliverables and outcomes associated with the Project Management Unit.
 - Directing the financial, administrative and information system requirements necessary for the coordination and control Municipal Infrastructure Grant and Integrated National Electrification Programme (INEP) Funded projects and programmes.
 - Monitoring and controlling outcomes associated with utilization, productivity and performance of personnel within the Project Management Unit within the Infrastructure Department.
 - Preparing capital and operating estimates and controlling expenditure against the approved budget allocations.
 - Managing the formulation of specific contracts and tender documents and controlling contractual obligations.
 - Directing developmental and project management processes associated with the scoping, re-sourcing, implementation, monitoring and communication phases of infrastructure projects.
 - Disseminating functional and operational information on the immediate, short and long term objectives and current developments, problems and constraints.
 - Directing 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**

Municipal Manager

uMshwathi Municipality

Private Bag x29

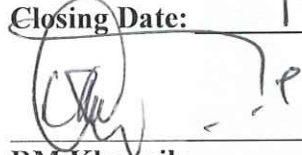
Wartburg, 3233

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Closing Date: 17 July 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 (RE-ADVERTISEMENT: all those who had previously applied are encouraged to re-apply)

(NOTICE NUMBER: P2025/26/050)

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 a three-year (NQF6) National Diploma in Project Management or a relevant qualification
- Minimum of a valid code B driver's license
- 2 – 3 years experience in an engineering environment

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 procedure/ 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 by,
 - Performing specific tasks/ activities associated with the processing and updating of computerized transactional information with respect to specific projects
 - Performing specific accounting functions associated with project payments
 - Final compilation of monthly, quarterly, bi-annual and annual reports for submission to the MIG Manager
 - Monitoring of consolidated cash flow performance reports for individual projects and the overall regional programme
 - Verification and reconciliation of quarterly transfers from National Government to the Local Municipality
 - Compilation of all financial reports in line with the Division of Revenue Act (DORA) requirements
 - Ensuring compliance with all applicable legal and regulatory conditions across the different spheres of government
 - Auditing and administration of monthly claims and expenditure
 - Providing administrative and operational support to the Project Management Unit (PMU) team
 - Processing of correspondence and providing assistance with report generation
 - Conducting data audits to ensure accuracy and integrity of information
 - Maintenance of registers, including site visit reports and Occupational Health and Safety (OH&S) records
 - Management and maintenance of the National Monitoring System/database
 - Liaison with Provincial and National IT Specialists on system-related matters
 - Ensuring the provision, quality control, and integrity of data and information systems
 - Data manipulation and analysis for the preparation of reports for municipal, provincial, and national stakeholders
 - Providing administrative and coordination support to the Project Manager
 - 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 Projects Officer**
Municipal Manager

uMshwathi Municipality

Private Bag x29

Wartburg, 3233

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discriminatory and based on merit. **Women and persons living with disabilities are encouraged to put forward their applications for this position.**

Closing Date: 17 July 2026 at 16h00.



RM Khahyile
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:

ASSET CONTROLLER

(NOTICE NUMBER: P2025/26/049)

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
- Minimum of NQF 6 National Diploma in Accounting or relevant qualification
- Certificate in Municipal Finance Management Program will be an added advantage
- 3 – 5 year's years relevant experience
- Minimum of a valid Code B Driver's License

RESPONSIBILITIES:

- Co-ordinates 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
 - Performing any other duties related to the position as instructed by the immediate superior.

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Applications in sealed envelopes clearly marked:

Application for a vacant post of **Asset Controller**

Municipal Manager

uMshwathi Municipality

Private Bag x29

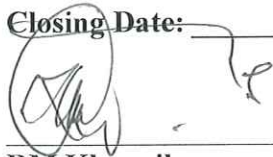
Wartburg, 3233

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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:

EXECUTIVE SECRETARY

(NOTICE NUMBER: 02025/26/54)

Salary Level T7: R 16 801,67 – R 21 809.07 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 secretarial certificate
- 3 - 5 years relevant experience.

RESPONSIBILITIES:

- Provides secretarial support to the Municipal Manager and attends to specific office support/ clerical activities associated with the preparation, copy typing, circulation, safekeeping and retrieval of documents/ correspondence and, communicating with visitors, officials sourcing and making available routine information pertaining to scheduled activities of the Department and/ or Municipality, by
 - Performing specific tasks/ activities associated with the provision of secretarial support
 - Maintaining and accessing records of discussions, instructions and correspondence
 - Processing requests received from all components of the Office of the Municipal Manager after verifying budget availability
 - Performing tasks associated with the provision of general office support and a Reception/ Telephonist service
 - Perform other duties as instructed by the supervisor.

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Applications in sealed envelopes clearly marked:

Application for a vacant post of **Executive Secretary**

Municipal Manager

uMshwathi Municipality

Private Bag x29

Wartburg, 3233

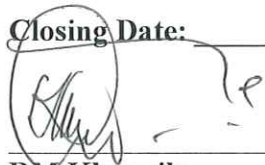
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RM Khanyile
Municipal Manager

