**UMTSHEZI MUNICIPALITY**

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**UMKHANDLU WASEMTSHEZI**

The Umtshezi Municipality is an equal opportunity employment organization; hence preference will be given to previously disadvantaged groups.Women and people living with disabilities are also encouraged to tender their applications. Applications are awaited for the above position in Office of the Municipal Manager. A comprehensive Curriculum Vitae may be hand delivered to Registry Office (Room 71) or posted to The Municipal Manager. Umtshezi Municipality, P .O .Box 15 Estcourt, 3310 Civic Buildings, Victoria Street. Tel. 036-3427800

**MANAGER: HIV/ AIDS**

**(DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER)**

**(CONTRACTUAL FOR NOT MORE THAN ONE YEAR)**

**Salary:**

**As applicable to Post Level T14 of a grade 3 Municipality R23 085.84 per month (R277 030.08 per annum)**

**Requirements:**

* **Grade 12**
* **Accredited Certificate Of Modules In HIV/ AIDS**
* **Computer Literacy.**
* **Valid Driver’s licence**
* **3 years relevant experience**
* **Own vehicle**

**Responsibilities:**

* **Ensure strategic direction of all project operations.**
* **Financial resources management.**
* **Ensures provision of top quality advisory services and facilitation of knowledge.**
* **Efficient procurement and logistical services.**
* **Efficient support to tasks related to advocacy, programming, monitoring and valuation.**

**ENQUIRIES:** To be directed to the Director: Corporate Services H.B. Chotoo at 036 342 7800

**Fringe Benefits**

**Normal fringe benefits-13th cheque, Annual leave, Housing Subsidy, Medical Aid, Pension Fund.**

**Closing Date: 27 May 2015 at 12h00 Noon**

**Note To Applicants**

**1. Due to a number of applications envisaged to be received, applicants who don’t receive response from us within 3 months please consider your application as unsuccessful.**

**2. A comprehensive CV must be accompanied by certified copies of qualification, driver’s license and ID.**

**3. Canvassing to councilors or officials is not permitted and proof thereof will result in disqualification.**

**4. No subsistence and traveling allowance will be paid to applicants called for interviews.**

**5. The municipality reserves the right to conduct the reference check.**

**6. It must be emphasized that this is contractual from date of appointment up to one month after the local government elections in 2016. This is in terms of the resolution by Umtshezi and Imbabazane Change Management Committee**

**NOTICE NO:21/15**