

KUMKANI MHLONTLO LOCAL MUNICIPALITY

96 LG Mabindla street
Qumbu
5180
Eastern Cape
PO Box 31
Qumbu
5180



(047) 553 7000

(047) 553 0189

www.mhlontloim.gov.za

info@mhlontloim.gov.za

EXTERNAL VACANCIES ADVERTISEMENT DATE: 11 MAY 2026

The Kumkani Mhlontlo Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

Suitably qualified persons are hereby invited to apply for the following vacancies which will be filled in terms of the Employment Equity Plan of the municipality.

DEPARTMENT	MUNICIPAL MANAGER OFFICE
NAME OF THE POSITION	MANAGER: LEGAL SERVICES
TASK GRADE	18
ANNUAL SALARY	R919 732.92 (Excluding benefits)
ADVERTISED	DAILY DISPATCH, LOCAL NEWS PAPER AND WEBSITE
MINIMUM REQUIREMENTS	Matric/ Grade 12 Certificate. LLB Degree Registered with a relevant professional body. Code B Driver's licence. An admitted professional. Proven experience of four years or more within the Municipal Environment.
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> Aligning functions and Key Performance Areas with the organisational strategy and objectives and forward to the immediate superior for further processing. Analysing the adequacy of current legal approaches in supporting specific provisions associated with Legal Services interventions. Keeping abreast with legislative changes and National Government requirements in respect to access to information. Formulating policies dictating procedural legal applications and submit to immediate superior for further processing. Analysing the effectiveness of legal services functionality, structures, and systems maintaining positive perceptions with relevant stakeholders. Providing legal advice to all relevant stakeholders on the exercise of powers, functions and decision making, through the analysis of needs of the municipality. Researching, interpreting the situational and contextual issues on relevant topics and preparation for legal documentations.
DEPARTMENT	BUDGET AND TREASURY OFFICE
NAME OF THE POSITION	FINANCE INTERN
CONTRACT	3 FIXED YEAR TERM CONTRACT
ANNUAL SALARY	90000-R100000

ADVERTISED	DAILY DISPATCH, LOCAL NEWS PAPER AND WEBSITE
MINIMUM REQUIREMENTS	Grade 12, ND in Accounting/ bachelor's degree, Economics, Business Management, Supply Chain.
KEY RESPONSIBILITIES	Supply Chain Management. Revenue Management. Expenditure Management. Internal Audit. Asset Management.

CLOSING DATE :28 MAY 2026 @12 :H00

ENQUIRIES : THE HR MANAGER CORPORATE SERVICES: MR. X. MPATANE (047-533 7000 DURING OFFICE HOURS.

NB: Kumkani Mhlontlo Local Municipality is an Affirmative Action employer. Should candidates not hear from the municipality after three (3) months from the closing date, they may regard themselves as having been unsuccessful.

All applicants must apply by writing the Application letter and send their Curriculum Vitae together with certified copies of their qualifications, Identity Document (ID) and Valid Driving Licence (where applicable) to:

***The Municipal Manager
Kumkani Mhlontlo Local Municipality
P.O. Box 31
Qumbu, 5180***

**FOR ATTENTION: THE HR MANAGER, CORPORATE SERVICES DEPARTMENT
OR**

Submit their application letter, CV and certified copies of their qualifications and ID document and a valid driver's licence where applicable by hand to.

**The HR Manager
Corporate Services Department
96 L. G. Mabindla Street
Qumbu, 5180**

All applicants should note that, the selected candidates will be subjected to compulsory pre-employment screening in the form of qualifications, reference, criminal records, and competency assessment.



People with disability are encouraged to apply.


CORRESPONDENCE WILL BE LIMITED TO ONLY SHORT- LISTED APPLICANTS.

The Municipality reserves the right to approve or decline the appointment.

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

The appointment is made according to the Council conditions of service.

Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect.


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Mr.L. Nclabeni
Municipal Manager

2026/08/07
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Date