



VACANT POSITIONS

NOTICE NO: 04 EPWP 2022/2023

Umzimvubu Local Municipality with its mission to properly plan and deliver quality and sustainable services to improve the socio-economic status within the broader Umzimvubu community hereby invites applications from committed self-driven individuals who want to accelerate their exceptional intelligent in order for it to maintain its vision of moving to limitless possibilities.

DIRECTORATE: CITIZENS AND COMMUNITY SERVICES

EPWP: ENVIRONMENTAL EDUCATORS BENEFICIARIES (03) 24 MONTHS FIXED TERM CONTRACT STIPEND: R 3 168 PER MONTH

MINIMUM REQUIREMENTS: Grade 12, Environmental Education and Training course, Certified ID copy, One year working experience as an Environmental Educator, Physical able and fit, have good interpersonal skills, Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Improve waste outlook in the Umzimvubu area, Create a baseline information with regards to waste in Umzimvubu Municipality, Enhance waste management visibility for communities, Promote a healthy living for all citizens, Identify illegal dumping sites, Encourage citizens to dispose waste into bins- "No littering campaigns", Support the sorting at source initiative for waste.

EPWP: ENATIS CLERK BENEFICIARIES (01) 24 MONTHS FIXED TERM CONTRACT STIPEND: R3 168 PER MONTH

MINIMUM REQUIREMENTS: Grade 12, N6 in Finance/ Accounting or equivalent qualification, Be Computer Literate, Certified ID copy, have good interpersonal skills, Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Collect and receive payments, Reconcile cash deposits referring to system reports and statements, Forward verified statements to external authorities (Department of transport) for processing, communicating with the client and establishing the nature of enquiry, providing detail explanation of the procedural requirements, issuing the forms to be completed and returned. Referring complex enquiries to the immediate Superior or relevant departmental personnel for attention, Perform any other duties assigned from time to time by Superiors.



**EPWP: PIT ASSISTANT
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R3 168 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12, Driving license (Code 10 or 14), Certified ID copy, Communication skills, Must be physically fit, Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Undertakes general labouring tasks associated with vehicle examination and testing by receiving instructions/guidance from the immediate Superior on requirements and tools necessary for specific works, Cleans pit and attends to the storage and safekeeping of tools by cleaning the testing ground and ensuring that it is ready for use, Placing and stacking tools in allocated positions according to size and type references, Locating/retrieving items from workshop store and preparing work bays/testing pit.

**EPWP: HIV/AIDS COORDINATOR
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R3 168 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12, HIV/AIDS background, Certified ID copy, Proof of residence from Ward Councillor, Communication skills, Computer literate, Coordinating skills.

KEY PERFORMANCE AREAS: Coordinating HIV/AIDS events, Attending meetings with stakeholders, Presentations of HIV/AIDS educational programmes, Conduct HIV/AIDS awareness campaigns, Proof of residence from Ward Councillor.

**EPWP: ENFORCEMENT WARDEN
BENEFICIARIES (01)
24 MONTHS FIXED CONTRACT
STIPEND: R3 168 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 certificate, Traffic Warden Course, Driving license, Certificate of no criminal record (SAPS clearance certificate), Physically fit, must be between 18 and 35 years, Certified ID copy, Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Making sure that traffic monitoring, parking by-laws and regulations are followed, Reporting of parking offences, Issuing fixed penalty notices to offenders, Monitoring the use of parking meters, controlled parking zones and one-way systems, Checking for infringements on waiting restrictions and on the loading and unloading of goods, Checking that vehicles are displaying up to date motor vehicle license disc, Arranging breakdown for towing away of vehicles wrongly parked, Patrolling on foot given areas as directed and enforcing road traffic regulations, Acting as visible representative of the ULM Law Enforcement Division, Attending court as required.



DIRECTORATE: BUDGET & TREASURY

**EPWP: BUDGET AND TREASURY TRAINEE
BENEFICIARIES (01)
24 MONTHS FIXED CONTRACT
STIPEND: R 3 168 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12, Certified ID copy, N6 in Finance or Supply Chain management and or equivalent, Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Revenue Management, Supply Chain Management, Expenditure Management, Budget & Reporting, Asset Management, Internal Auditing.

All applications with Curriculum Vitae, certified copies of educational certificates, and proof of residence together with a covering application letter should be forwarded to: The Corporate Services Department, Umzimvubu Local Municipality, Private Bag x 9020, KwaBhaca, 5090 or hand delivered at Dabula Street Sophia (New Municipal Offices), KwaBhaca, 5090 or 67 Church Street, EmaXesibeni, 4735.



Women and people with disability are encouraged to apply.

NB: No faxed CV's or emailed applications will be accepted.

Applicants residing within Umzimvubu Municipal jurisdiction are highly encouraged to apply.

Enquiries: Asisipho Nofuya (039) 255 8500/ 8611.

Closing date: 12 July 2023

Time: 16H30

Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Umzimvubu Local Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment.


MUNICIPAL MANAGER
MR. G.P.T. NOTA


DATE

