



NOTICE NO: 01 - EPWP 2024/2025

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: RANGER
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R2 761 PER MONTH**

MINIMUM REQUIREMENTS: Grade 10, Certified ID Copy, Must be physically fit, Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Travel around town in search of livestock, Receive information on stray animals, Collect livestock and escort livestock to the Foreman for recording.

**EPWP: SUPERVISOR
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R 3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12, N6 Office Administration, Computer literacy, Communication skills interpersonal skills, Certified ID copy, Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Supervising beneficiaries on site, (General Horticulture Maintenance), Perform administrative functions, and monitor attendance-daily site register and perform other duties as instructed by Foreman.

**EPWP: GYM ATTENDANT
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R5 219 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12, Computer literate, Certified ID copy, Minimum of one year working experience as a Gym Attendant, Physical able and fit, Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Welcoming guests, setting up, maintaining and cleaning of equipment, Explaining programs and activities, Teaching guests how to use the equipment, Reporting and resolving complaints, Maintenance of attendance records, Provide basic fitness information, Ensure rules and regulations are enforced.

DIRECTORATE: BUDGET & TREASURY

**EPWP: INDIGENT DATA CAPTURER
BENEFICIARIES (01)
24 MONTHS CONTRACT
STIPEND: R 3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12, N6 Office Management, Certified ID copy, Computer literate, 1 year experience in Administration, Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Coordinate and manage the indigent register, Liaise with Councillors and stakeholders to increase awareness on visiting communities, Data capturing, Filling, Interact with community in respect of specific requirements, Prepare schedule of visit to communities to promote awareness of indigent benefits.

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: 03 September 2024

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.


MR. G.P.T. NOTA


DATE

