



## VACANT POSITIONS

### NOTICE NO: 05 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: ENATIS CLERK  
BENEFICIARIES (01)  
24 MONTHS FIXED TERM CONTRACT  
STIPEND: R3 388 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.

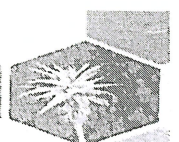
**KEY PERFORMANCE AREAS:** Collect and receive payments, reconcile cash deposits referring to system reports and statements, forward verified statements to external authorities (Department of transport) for processing, communicating with the client and establishing the nature of enquiry, providing detail 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.

#### **DIRECTORATE: SPECIAL PROGRAMS AND COMMUNICATIONS**

**EPWP: SPECIAL PROGRAMMES ASSISTANT  
BENEFICIARIES (01)  
24 MONTHS FIXED TERM CONTRACT  
STIPEND: R3 388 PER MONTH**

**MINIMUM REQUIREMENTS:** Grade 12, N6 in Social Sciences, Public Management, Office Management/Administration, Developmental Studies or equivalent qualification, Advanced computer literacy, Good Communication skills, Proof of residence from Ward Councillor.

**KEY PERFORMANCE AREAS:** Assist in facilitating of Municipal Programmes with those of Provincial and National Capacity building of local forums, Coordinate events to celebrate special days, Effective participation on SPU Programmes, Monitoring of Special Programmes projects.



**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: Abongile Mbuqe (039) 255 8500/ 8611.**

**Closing date: 08 November 2024**

**Time: 15h15**

*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.*

  
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MUNICIPAL MANAGER  
MR. G.P.T. NOTA

30/10/24  
DATE

