



UMZIMVUBU
LOCAL MUNICIPALITY

VACANT POSITIONS

NOTICE NO: 04 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 (03)
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: TOWN HALL CARETAKER
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R 3 388 PER MONTH**

MINIMUM REQUIREMENTS: • Grade 12, Computer literacy, Must be physically fit, Certified I.D. copy and Proof of residence from ward councillors, One year experience as a Caretaker.

KEY PERFORMANCE AREAS: To monitor the access control of the town, Perform and control the administrative requirements of the town hall, Coordinate and implement procedures, systems and controls related to the receiving, updating and recording of operational information and activities associated with the town hall, Monitoring registers and records, movable or immovable assets and specific equipment.

**EPWP: BY LAW ENFORCEMENT WARDEN
BENEFICIARIES (07)
24 MONTHS FIXED CONTRACT
STIPEND: R3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 certificate, Certified ID copy, Traffic Diploma, Driving license, Certificate of no criminal record (SAPS clearance certificate), Recent medical report certificate that proves that the applicant exercises, Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Making sure that traffic, monitoring and 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.

**EPWP: SUPERVISOR
BENEFICIARIES (02)
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 Councillors.

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

**EPWP: ENVIRONMENTAL EDUCATOR
BENEFICIARIES (09)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R 3 388 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: ASSISTANT LIBRARIAN
BENEFICIARIES (01)
24 MONTHS CONTRACT
STIPEND: R 3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12, Computer certificate, Proof of residence from Ward Councillor, Good communicator.

KEY PERFORMANCE AREAS: Assist in the cleaning of Library, Assist in receiving and checking new material from Provincial Library, Assist in Shelving of Books and Participate in Library activities, Assist students completing their school work, reading and storytelling.

DIRECTORATE: INFRASTRUCTURE

**EPWP: JUNIOR GEOGRAPHIC INFORMATION SYSTEM SPECIALIST
BENEFICIARIES (01)
24 MONTHS FIXED CONTRACT
STIPEND: R6 719 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 certificate, Certificate in Town and Regional Planning, Social Sciences in Geography and Environmental Management or Geographic information System, Computer literate (MS Office), must have communication skills, Driver's license, Proof of residence from ward councillor.

KEY PERFORMANCE AREAS: Assist in overseeing the integration of the collected data with existing data sets, Performing analysis, data conversations and model visualization to support decision making, Retrieving information through spatial queries and presenting information to managers and users, Optimising field work time through mobile GIS, Creating metadata for all the captured datasets.

DIRECTORATE: CORPORATE SERVICES

**EPWP: CLEANER FOR MUNICIPAL OFFICES
BENEFICIARIES (04)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R2 761 PER MONTH**

MINIMUM REQUIREMENTS: Certified ID copy, proof of residence from Ward Councillor and be a Citizen of Umzimvubu.

KEY PERFORMANCE AREAS: Cleaning of offices and toilets, waste collection and cleaning of municipal grounds, cleaning of the municipal town hall and perform other as instructed by supervisor duties.

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: Ms. Zimasa Mbono (039) 255 8500/ 8524.

Closing date: 03 October 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.


MUNICIPAL MANAGER
MR. G.P.T. NOTA

25/09/2024
DATE

