

VACANT POSITIONS

NOTICE NO: 07 EPWP 2023/2024

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: SPECIAL PROGRAMS AND COMMUNICATIONS

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

MINIMUM REQUIREMENTS: Grade 12, N6 in Public Relations/ Public Management/ Public Administration or equivalent qualification, Advanced computer literacy, Good Communication skills, written and verbal (English and Xhosa), Ability to liaise with community/ stakeholders, Proof of residence from Ward Councillor.

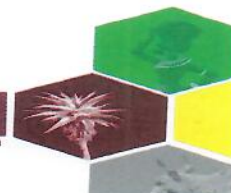
KEY PERFORMANCE AREAS: Assist in the implementation of the public Participation policies, Liaise with District and Provincial offices, Gather information required to respond to queries requests, concerns for stakeholder and communities, Compile monthly reports and submit to the Public Participation and Liaison Officer, Do administration work for Public Participation Unit.

DIRECTORATE: CITIZENS AND COMMUNITY SERVICES

EPWP: ENVIRONMENTAL EDUCATOR
BENEFICIARIES (01)
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: TRACTOR DRIVER
BENEFICIARIES (01)
24 MONTHS FIXED CONTRACT
STIPEND: R3 164 PER MONTH**

MINIMUM REQUIREMENTS: Grade 10, Code 10 driver's license, possession of driving permit (PDP), one year experience as tractor driver, proof of residence from the Ward Councillor.

KEY PERFORMANCE AREAS: Driving of municipal tractor, Collection of refuse around the town, Ensure that the municipality tractor is properly maintained.

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: 18 January 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**

09-Jan-2024

DATE

