

## VACANT POSITIONS

### NOTICE NO: 08 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: SPECIAL PROGRAMMES ASSISTANT  
BENEFICIARIES (01)  
24 MONTHS FIXED TERM CONTRACT  
STIPEND: R3 168 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.

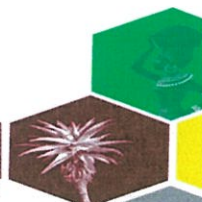
**KEY PERFORMANCE AREAS:** Assist in facilitating of Municipal Programmes with those of Provincial and National Capacity building of local forums, Coordinate events to celebrate special days, Effective participation on SPU Programmes, Monitoring of Special Programmes projects.

#### **DIRECTORATE: CITIZENS AND COMMUNITY SERVICES**

**EPWP: GYM ATTENDANTS  
BENEFICIARIES (02)  
24 MONTHS FIXED TERM CONTRACT  
R5 000 PER MONTH**

**MINIMUM REQUIREMENTS:** Grade 12, Certified ID copy, minimum of one year working experience as a Gym Attendant, Must be physically fit, Personal training certificate will be an added advantage, 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.



**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: RANGER  
BENEFICIARIES (01)  
24 MONTHS FIXED TERM CONTRACT  
STIPEND: R2 541 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

*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:** 06 February 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. TUNOTA

  
DATE

