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UMZIMVUBU
LOCAL MUNICIPALITY

Debule Street, Sophia, KwaBhaca
P/ Bag 9020, KwaBhaca, 5090
Tel: +27 (0)39 255 8500
Fax: +27 (0) 39 255 0167

VACANT POSITIONS

NOTICE NO: 09 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: CORPORATE SERVICES

**EPWP: TEA AND CLEANING SERVICES ASSISTANT
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND R2 786 PER MONTH**

MINIMUM REQUIREMENTS: Grade 09 or basic adult literacy level 2, basic reading and writing skills, communication skills, certified ID copy and proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Distributing beverages to offices and municipal meeting areas, cleaning and maintaining hygiene standards in the kitchen, collecting crockery/utensils from departments or meeting areas.

DIRECTORATE: CITIZENS AND COMMUNITY SERVICES

**EPWP: ENVIRONMENTAL EDUCATOR
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R3 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: 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.

**EPWP: POOL ATTENDANT
BENEFICIARIES (01)
24 MONTHS FIXED CONTRACT
STIPEND: R3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12, Computer literacy, Certified ID copy, must be physically fit, proof of residence from Ward Councillor, One-year experience as a swimming Pool Attendant.

KEY PERFORMANCE AREAS: Clean and maintain the pool deck throughout the shift, always maintain pool cleanliness and safety, ensure that all equipment is functioning properly, check and maintain the clarity of the pool water, monitor swimmers in the pool.

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: 14 March 2025

Time: 15h00

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.E.T. NOTA

05/03/25
DATE

