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UMZIMVUBU
LOCAL MUNICIPALITY

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

VACANT POSITIONS
NOTICE NO: 03 EPWP 2025/2026

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: OFFICE OF THE MUNICIPAL MANAGER

EPWP: SPECIAL PROGRAMMES ASSISTANT
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R3 3 88 PER MONTH

MINIMUM REQUIREMENTS: Grade 12 • Three (03) National Diploma/Degree in Social Science, Public Management, Office Management/Administration, Developmental Studies, or equivalent qualification • Certified I.D. copy • Proof of residence from Ward Councillor • Computer literacy • Good command of English language.

KEY PERFORMANCE AREAS: 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: CITIZEN & COMMUNITY SERVICES DEPARTMENT

EPWP: ENVIRONMENTAL EDUCATOR
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R3 388 PER MONTH

MINIMUM REQUIREMENTS: Grade 12 • Environmental Education and Training course • 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: LIBRARIAN ASSISTANT
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R3 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 schoolwork • reading and storytelling.

**EPWP: TRUCK DRIVER
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R5 219 PER MONTH**

MINIMUM REQUIREMENTS: Grade 10 • Driver's license C1 & PDP • Clearance certificate • Proof of residence Ward Councillor • two years as a Truck driver • Be fit to work under pressure.

KEY PERFORMANCE AREAS: Driving of municipal truck • Collection of refuse around town • Ensure that the municipal truck is properly maintained • Logging official trips on logbook • Conducting and recording details of the truck safety inspections and inform the immediate Supervisor to confirm service or repairs appointment.

**EPWP: LANDFILL SITE TLB/ DOZER OPERATOR
BENEFICIARIES (01)
24 MONTHS FIXED CONTRACT
STIPEND: R5 219 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • Driver's license (Code C1) • certified ID copy • Machinery Operator Certificate (Dozer, TLB, Excavator) • 2 years working experience as a landfill site operator • be fit to work and be able to work under pressure • Proof of residence from Ward Councilor.

KEY PERFORMANCE AREAS: using heavy machinery • TLB and Frond End loader bulldozers • ensuring waste is disposed of safely • daily spreading and compaction of waste in landfill site • managing access to the site • maintaining equipment.

EPWP DRIVER (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R5 219 PER MONTH

MINIMUM REQUIREMENTS: Grade 12 • Driver's license C1 & PDP • Clearance certificate • Be fit to work under pressure • Must be able to work after hours • Proof of residence from ward councillor.

KEY PERFORMANCE AREAS: Delivery and collection of documents and equipment • Provide driving service for personnel or councillors • Provide general administration support as and when required • Logging official trips on logbook • Conducting and recording details of vehicle safety inspections and inform the immediate Supervisor to activate maintenance requisition and confirms service or repairs appointment.

DIRECTORATE: CORPORATE SERVICES

EPWP: CLEANER OF MUNICIPAL OFFICES
BENEFICIARIES (01)
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 • Perform other duties as instructed by the supervisor.

DIRECTORATE: BUDGET & TREASURY

EPWP: BUDGET AND TREASURY TRAINEE
BENEFICIARIES (01)
24 MONTHS FIXED CONTRACT
STIPEND: R 3 388 PER MONTH

MINIMUM REQUIREMENTS: Grade 12 • Certified ID copy • N6 in Finance or Supply Chain management and or equivalent • Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Revenue Management • Supply Chain Management • Expenditure Management • Budget & Reporting • Asset Management • Internal Auditing.

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All applications with Curriculum Vitae, certified copies of educational certificates, Certified ID copy, proof of residence obtained from a ward councillor together with a covering application letter should be forwarded to: Citizens & Community 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.

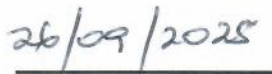
Enquiries: Abongile Mbuqe (039) 255 8500/ 8611.

Closing date: 08 October 2025

Time: 16h00

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


DATE

