

VACANT POSITIONS
NOTICE NO: 05 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: CITIZENS AND COMMUNITY SERVICES

**EPWP: EPWP DATA CAPTURER
BENEFICIARIES (01)
12 MONTHS CONTRACT
STIPEND: R 3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • N6 Public Administration and or equivalent • Certified ID copy • Computer literate • Excellent Communication Skills • 1-2 years' experience • Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Capture and manage data for the EPWP Programme • Capturing data on EPWP reporting system • Ensure accurate and efficient record-keeping • Verify and validate data for accuracy and completeness • Meet data capture targets and deadlines.

**EPWP: DISASTER MANAGEMENT OFFICE ASSISTANT
BENEFICIARIES (01)
18 MONTHS FIXED TERM CONTRACT
STIPEND: R5 219 PER MONTH.**

MINIMUM REQUIREMENTS: Grade 12 • Certificate with computer literacy • Code EB driver's license is required • Basic as well as advanced knowledge of Disaster Management emergency plans and assessment • Understanding of procedures and actions during a disaster • Certified ID copy • Good interpersonal skills • Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Compile all relevant reports • Perform various disaster management activities • Assist the Disaster Management Officer with the contracts for disaster management activities • Perform client and public service functions to ensure efficient communication • To coordinate in the position of the Disaster Management Officer, when he/she is not available.

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**EPWP: TOWN HALL CARETAKER
BENEFICIARIES (01)
06 MONTHS FIXED TERM CONTRACT
STIPEND: R 3 388 PER MONTH**

MINIMUM REQUIREMENTS: • Grade 12 • Computer literate • Must be physically fit • Certified I.D. copy • Proof of residence from Ward Councillor • 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 • Attending maintaining registers and records • Movable or immovable assets and specific equipment.

**DIRECTORATE: LOCAL ECONOMIC DEVELOPMENT & ENVIRONMENTAL
MANAGEMENT**

**EPWP: LED TRAINEE
BENEFICIARIES (01)
18 MONTHS FIXED TERM CONTRACT
STIPEND: R3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • Certified ID copy • N6 in tourism Management, Business Management, Agriculture, Environmental Management and or equivalent • Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Assist management in energising innovation and excellence in Local Economic Development • Coordinate the identification of Economic Development programmes • Manage, monitor, and coordinate activities within the department • Assist the department to ensure capacity building of communities for sustainability of projects.

DIRECTORATE: INFRASTRUCTURE

**EPWP: JUNIOR GEOGRAPHIC INFORMATION SYSTEM SPECIALIST BENEFICIARIES
BENEFICIARIES (01)
09 MONTHS FIXED CONTRACT
STIPEND: R6 219 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) • Excellent 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

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queries and presenting information to managers and users • Optimising field work time through mobile GIS • Creating metadata for all the captured datasets.

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: 17th February 2026

Time: 16

h00

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**

06/02/2026
DATE

