



## **UMZIMVUBU** LOCAL MUNICIPALITY

### **VACANT POSITIONS** **NOTICE NO: 01:25/26**

*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 students who are in need of the integrated learning/ in-service training before obtaining their full qualifications and who want to accelerate their careers in different fields mentioned herein through rendering services of high quality and exceptional intelligent in order for it to maintain its vision of being the best run municipality in South Africa*

#### **DIRECTORATE: SPECIAL PROGRAMMES & COMMUNICATION**

##### **INTERN: COMMUNICATION & MARKETING X1**

##### **ONE (1) YEAR FIXED TERM CONTRACT**

##### **STIPEND: R 48 027, 24 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Grade 12 • Three (03) Degree/ National Diploma in Journalism, Public Relations, Marketing, Communication or equivalent qualification • No experience required • Good writing skills and knowledge of development Communication • Ability to work in a diverse environment and willing to work extended hours • Ability to write articles in Xhosa will be added an advantage

**KEY LEARNING AREAS:** - Assist in developing, writing and distributing approved press release • Assist with the organizing of executive photos, photo opportunities and events • Assist with building and maintaining relationships with both local and national media • Assist with the development, writing, editing and distributing of the municipal publications • Assist with the distribution of content on all municipal social media platforms

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

##### **INTERN: LOCAL ECONOMIC DEVELOPMENT X1**

##### **ONE (1) YEAR FIXED TERM CONTRACT**

##### **STIPEND: R 48 027, 24 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Grade 12 • Three (03) Degree/ National Diploma in Agriculture, Crop Production, Animal Production, Agribusiness, Agricultural Economics, Agriculture Management or equivalent qualification • Basic knowledge of Local Government • Advanced Computer literacy • Good Communication skills, written & verbal (English & Xhosa) • Ability to liaise with community/stakeholders • Community involvement will be an added advantage.

**KEY LEARNING AREAS:** - Attend to consumer enquires • Establishment of project steering committee • Project management/implementation support and monitoring • Drawing of intervention plans where necessary • Ensure capacity building of communities to ensure sustainability of projects

**DIRECTORATE: BUDGET & TREASURY**

**MUNICIPAL FINANCE INTERN (X 02)  
TWO (02) YEAR FIXED TERM CONTRACT  
TOTAL PACKAGE: R 100,000 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Grade 12 • Three (03) year Degree/National Diploma in Accounting or Equivalent (accounting 3 compulsory) • Advanced Computer Literacy • Basic Knowledge of Local Government and other Spheres of Government • Understanding of Internship Programme and its purpose • Good Academic Record.

**KEY PERFORMANCE AREAS:** - Revenue Management • Supply Chain Management • Expenditure Management • Budget & Reporting Management • Asset Management

**WORK INTEGRATED LEARNING/IN-SERVICE TRAINING  
ADVERTISEMENTS**

The space for learning (In service training) exist in the following fields of study:

Financial Management ( Budget & Treasury)
Communications / Public Relations / Social Science/ Marketing (Special Programmes & Communications)

**To qualify for the Work Integrated Learning/In service Training, you must attach the following:**

- Be a student from one of the registered institutions under the Department of Higher Education & Training and in need of the work integrated learning/in-service training;
- Must have completed all the theoretical learning;
- Must have a signed letter from the institution confirming that the student needs such learning;
- Be from Umzimvubu Local Municipality area of jurisdiction (Mount Frere -Kwa Bhaca and Mount Ayliff - EmaXesibeni) and
- A proof of residence from Ward Councillor must be attached in the application.

***All Applications must be submitted with an application form accompanied by a comprehensive CV, Original certified ID copy & qualifications. An application form (MARKED 'APPLICATION FOR EMPLOYMENT') is obtainable from our website: [www.umzimvubu.gov.za](http://www.umzimvubu.gov.za) or from any of our municipal offices. All applications should be hand delivered to Dabula Street Sophia (New Municipal Offices), KwaBhaca, 5090/ 67 Church Street, Mount Ayliff (EmaXesibeni), 4735 or emailed to [Recruitment@umzimvubu.gov.za](mailto:Recruitment@umzimvubu.gov.za). Internship & Inservice training applications must be accompanied by proof of residence obtained from ward councillor.***

***NB. Failure to submit documents listed above will result in disqualification. Background screening will be done to shortlisted candidates.***



**People with disability are encouraged to apply**

Enquiries: Amanda Masentse/Mrs V. Cita-Cengimbo (039) 255 8500/8562/8619.

**Closing Date: 12 March 2026**

**Time: 14H00**

*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.*

  
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**MR. G.P.T. NOTA**  
**MUNICIPAL MANAGER**

19/02/2026  
DATE

