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Web : [www.umzimvubu.gov.za](http://www.umzimvubu.gov.za)



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## **UMZIMVUBU** LOCAL MUNICIPALITY

### **INTERNAL VACANT POSITION** **NOTICE NO: 02/2025/2026**

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 careers in the fields mentioned herein through rendering services of high quality and exceptional intelligent in order for it to maintain its vision of moving to limitless possibilities.

#### **DIRECTORATE: CORPORATE SERVICES**

**PERMANENT**

**TASK GRADE 03**

**GENERAL ASSISTANT: TEA & CLEANING SERVICES**

**TOTAL PACKAGE: R 132 227.94- R 148 873. 87 PER ANNUM**

**MINIMUM REQUIREMENTS:** - Standard 7/Grade 09 • Basic reading and writing skills • Communication Skills • Physically fit • minimum of 12 months relevant working experience.

**KEY PERFORMANCE AREAS:** - Keep kitchen spaces spotless and hygienically maintained at all times • Serve beverages to staff, guests, and meeting attendees with care and professionalism • Preparing venues for meetings/ workshop, and verifying the number of utensils/ crockery required • Preparing list of perishing grocery items for purchasing purposes and submit to immediate supervisor for processing • Perusing tea issuing register and writing report detailing quantities of items used monthly basis to determine statical quantities within such period.

**Closing date: 26 March 2026**

**Time: 14H30**


***All Applications must be submitted with an application form accompanied by a comprehensive CV, with specific starting and ending dates in all positions. Only shortlisted candidates will be required to submit certified documents on or before the interviews. 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)***



**People with disability are encouraged to apply**

*Enquiries: Amanda Masentse (039) 255 8500/8562.*

*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**

09/03/2026  
**DATE**