



UMZIMVUBU
LOCAL MUNICIPALITY

VACANT POSITIONS
NOTICE NO: 08 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: POOL ATTENDANT
BENEFICIARIES (01)
12 MONTHS FIXED CONTRACT
STIPEND: R3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • Computer literacy • Certified ID copy • Basic First Aid and Lifesaving skills will be and added advantage • 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.

**EPWP: RANGER
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R2 923 PER MONTH**

MINIMUM REQUIREMENTS: Grade 10, Certified ID Copy • Must be physically fit • Proof of residence from ward councillor.

KEY PERFORMANCE AREAS: Travel around town in search of livestock • Receive information on stray animals • Collect livestock and escort livestock to the foreman for recording.

**EPWP: CASHIER
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R 3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • have no criminal record related to theft of money • Proof of residence • Computer Literacy certificate • One-year experience as a Cashier/ relevant field.

KEY PERFORMANCE AREAS: Money collection and receipting • Attending customer queries in person and telephonically • Balancing daily takings and preparation for banking • Banking of daily takings • and filling the day's work for record keeping.

**EPWP: ARTISAN PLUMBER- MUNICIPAL AMMENITIES
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R5 219 PER MONTH**

MINIMUM REQUIREMENTS: Matric/ Grade 12 • N6 Plumbing qualification/ trade certificate or equivalent • Valid driver's license • Knowledge of water systems, drainage, and sanitation • Certified ID Copy • Ability to read drawings/ plans • Physically fit • Proof of residence from ward councillor • Basic knowledge of safety procedures • Application letter and be a citizen of Umzimvubu.

KEY PERFORMANCE AREAS: Perform plumbing maintenance & repairs • Response time to requests • Health & safety compliance • Tools & equipment control • Reporting & documentation • Perform any duties assigned by the Foreman.

**EPWP: HANDYMAN- MUNICIPAL AMMENITIES
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R5 219 PER MONTH**

MINIMUM REQUIREMENTS: Matric / Grade 12 • N6 Building & Civil Construction/ trade certificate or equivalent • Computer literate • Valid driver's license • Proven handyman or maintenance experience • General repair skills Ability to use hand & power tools safely • Physical fitness (lifting, climbing, ladders and standing long hours • Basic knowledge of safety procedures • Certified ID Copy • Proof of residence from ward councillor

KEY PERFORMANCE AREAS: Maintaining buildings, Installing and fixing doors, windows and flooring • Fix faults quickly and correctly • Painting and decorating, performing interior and exterior painting, patching and cleaning of surfaces • Conduct regular, routine inspections to identify and address maintenance needs before the become major issues • Assembly furniture, equipment and machinery • Keep maintenance records, manage inventory of supplies and update service logs • Measure and mark out fence lines, ensure correct boundaries, levels and post spacing • Install, repair and maintain various fence types including wire, palisade and diamond mesh fencing • Perform any duties assigned by the Foreman.

**EPWP: GENERAL HORTICULTURAL MAINTENANCE
BENEFICIARIES (16)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R2 923 PER MONTH**

MINIMUM REQUIREMENTS: Certified ID copy • Proof of residence from ward councillor • Application letter and be a citizen of Umzimvubu • One-year experience in refuse collection and removal will be an additional advantage.

KEY PERFORMANCE AREAS: Waste collection • Waste sorting, waste transportation, grass cutting • Tree planting and other duties as instructed by Foreman.

NOTICE NO: 08 EPWP 2025/2026

**EPWP: ENVIRONMENTAL EDUCATOR
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R 3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • Environmental Education and Training course • Certified ID copy • One year working experience as an Environmental Educator • Physically 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: GYM ATTENDANT (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R5 219 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • Computer literate • Previous experience in a gym or health club setting • Proven background of aerobics/cardio, body building and training • Physically fit • Flexible to work early mornings, evenings and on weekends • Be a resident of Umzimvubu Local Municipality.

KEY PERFORMANCE AREAS: Lead group classes or provide one-on-one training and demonstrate proper form and technique to prevent injuries • Create customized fitness programs based on client needs, goals and fitness levels • Enforce gym safety rules, monitor equipment usage and maintain a clean, organized workout area • Explaining programs and activities • Teaching guests how to use the equipment • Excellent communication skills, a positive attitude and a passion for helping people • Maintenance of attendance records • Provide basic fitness information • Ability to demonstrate exercises and stand for long periods.

**EPWP: UMZIMVUBU COMMUNITY HANDS PROGRAMME
BENEFICIARIES (98)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R2 923 PER MONTH**

MINIMUM REQUIREMENTS: Certified ID Copy • Proof of residence from ward councillor • Application letter and be a citizen of Umzimvubu.

KEY PERFORMANCE AREAS: Waste collection • Waste sorting • Waste transportation and perform other duties as instructed by Foreman.

**EPWP: STREET CLEANING & TOWN BEAUTIFICATION
BENEFICIARIES (31)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R2 923 PER MONTH**

MINIMUM REQUIREMENTS: Certified ID copy • Proof of residence from ward councillor • application letter and be a citizen of Umzimvubu • One-year experience in refuse collection and removal will be an additional advantage.

KEY PERFORMANCE AREAS: Sweeping and cleaning streets, sidewalks, and public areas • Removing litter and waste • Cleaning drains and gutters • Maintaining cleanliness of public facilities.

DIRECTORATE: CORPORATE SERVICES

**EPWP: HR ASSISTANT
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R 3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • National Diploma Human Resource Management, Personnel Management, or equivalent qualification • Certified ID Copy and Proof of residence from ward councillor • Computer Literacy • Communication skills • Knowledge and understanding of HR policies and applicable legislations.

KEY PERFORMANCE AREAS: Document processing and record keeping • Maintenance and update of personnel information • Process Human Resource information • Filling and capturing • Ensuring compliance in terms of leave management.

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

**EPWP: LED TRAINEE
BENEFICIARIES (01)
14 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.

NOTICE NO: 08 EPWP 2025/2026

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: 04th May 2026

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

22/04/2026

