



UMZIMVUBU
LOCAL MUNICIPALITY

VACANT POSITIONS
NOTICE NO: 09 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: SPECIAL PROGRAMMES AND COMMUNICATION

**EPWP: EXCO SUPPORT ASSISTANTS
BENEFICIARIES (08)
06 MONTHS FIXED TERM CONTRACT
STIPEND: R3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • Certified ID copy • Minimum of 6 - 12 months relevant working experience in administrative environment • Proof of residence from Ward Councillor and be a citizen of Umzimvubu.

KEY PERFORMANCE AREAS: Organising, confirming, and scheduling meetings/ appointments with internal departments/ external officials, arranging venue, and attending to catering/ refreshment requirements • Writing presentation documents for the immediate manager for functions and special events • Attending to telephonic calls and visitors to the office, establishing nature of visit and directs requests to appropriate personnel • Filling documents • Perform other duties as instructed by the manager.

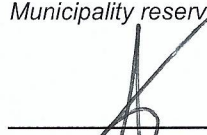
All applications with Curriculum Vitae, certified copies of educational certificates, Certified ID copy, proof of residence obtained from a ward councillor together with a covering application letter should be forwarded to: Citizens & Community Services Department, Umzimvubu Local Municipality, Private 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: 12 June 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.


MUNICIPAL MANAGER
MR. G.P.T. NOTA


DATE