

67 Church Street, EmaXesibeni, 4735
Tel: +27 (0)39 254 6000
Fax: +27 (0) 39 255 0167
Web : www.umzimvubu.gov.za



Dabula Street, Sophia, KwaBhaca
P/ Bag 9020, KwaBhaca, 5090
Tel: +27 (0)39 255 8500
Fax: +27 (0) 39 255 0167

UMZIMVUBU

LOCAL MUNICIPALITY

VACANT POSITIONS

NOTICE NO: 02/2026/2027

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: SPECIAL PROGRAMMES AND COMMUNICATION

PART-TIME WARD CLERK: WARD 27

R 51 032,38 PER ANNUM

CONTRACT ATTACHED TO THE POLITICAL OFFICE BEARER

MINIMUM REQUIREMENTS: - Grade 12 or equivalent qualification • Computer literacy • Communication skills • Minimum of 6-12 months working experience in an Administrative Environment • Report writing skills.

KEY PERFORMANCE AREAS: - Prepare notices and agendas for Ward Committee Meetings • Take minutes during Ward Committee Meetings for necessary record keeping purposes • Responsible for filling • Serve an administrative link between the municipality and the ward and ensure that necessary communication exists • Manage the dissemination of information.

Closing date: 20 August 2026

Time: 15H00

All Applications must be submitted with an application form accompanied by a comprehensive CV, with specific starting and ending dates in all positions and Proof of Residence. 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 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

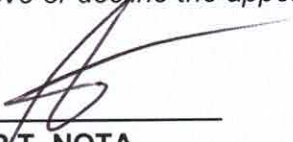


People with disability are encouraged to apply

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

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.



MR. G.P.T. NOTA
MUNICIPAL MANAGER

17/07/2026

DATE