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UMZIMVUBU LOCAL MUNICIPALITY

VACANT POSITIONS **NOTICE NO: 03/2026/2027**

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 **GRADUATE WORK EXPOSURE PROGRAMME** **INTERN: PUBLIC PARTICIPATION & LIASON** **One (01) YEAR FIXED TERM CONTRACT** **STIPEND: R48 027, 24 PER ANNUM**

MINIMUM REQUIREMENTS: - Grade 12 • Three (03) year Degree/National Diploma in Public Management, Public Relations, Public Administration or equivalent qualification • Basic Knowledge of Local Government • Computer literacy • Good communication skills written and verbal (English & Xhosa) • Ability to liaise with community/Stakeholders • Community involvement will be an added advantage.

KEY PERFORMANCE AREAS: - Assist with the implementation of Public Participation policies and programs. • Liaise with District, Provincial and other stakeholder structures. • Gather information and respond to stakeholder and community enquiries. • Compile monthly reports for submission to the Public Participation and Liaison Unit. • Provide general administrative support functions within the unit

INTERN: SPECIAL PROGRAMMES **One (01) YEAR FIXED TERM CONTRACT** **STIPEND: R48 027, 24 PER ANNUM**

MINIMUM REQUIREMENTS: - Grade 12 • Three (03) year Degree/National Diploma in Public Management, Social Science, Administration, Developmental studies or equivalent qualification • computer literacy • communication skills • A good command of the English language.

KEY PERFORMANCE AREAS: - Assist with implementation of policies and programs for Special Programs section. • Participate in coordinating municipal programmes with Provincial and National Government initiatives. • Support local special programmes and capacity-building forums. • Provide support on coordination of municipal events commemorating national and international days. • Assist in the implementation and monitoring of Special Programmes Unit activities and projects. • Provide general administration support within the Unit.

DIRECTORATE: CORPORATE SERVICES DEPARTMENT **GRADUATE WORK EXPOSURE PROGRAMME** **INTERN: INFORMATION COMMUNICATION & TECHNOLOGY** **One (01) YEAR FIXED TERM CONTRACT** **STIPEND: R48 027, 24 PER ANNUM**

MINIMUM REQUIREMENTS: - Grade 12 • Three (03) year Degree/National Diploma in Information Technology or equivalent qualification • communication skills • A person with a sense of urgency • Must be a quick learner able to handle pressure and be a team builder.

KEY PERFORMANCE AREAS: - Assist with provision of first-line support to municipal end-users. • Assist with ICT-related queries and technical support services. • Support maintenance and

troubleshooting of ICT equipment and systems. • Assist with telephone and cellular phone administration and management. • Provide general administrative support within the ICT Unit

WORK INTEGRATED LEARNING/IN-SERVICE TRAINING ADVERTISEMENT

The space for learning (In service training) exists in the following field of study:

Public Management (Sound Governance)

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.

Closing date: 28 October 2026

Time: 16:00

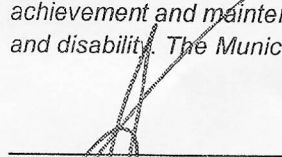
All Applications must be submitted with an application form accompanied by a comprehensive CV, with specific starting and ending dates in all positions. Only shortlisted candidates will be required to submit certified documents on or before the interviews. Application form (MARKED 'APPLICATION FOR EMPLOYMENT') obtainable from our website: www.umzimvubu.gov.za or from any of our municipal main 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

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

15/09/2026
DATE