



UMZIMVUBU

VACANT POSITIONS
NOTICE NO: 04 EPWP 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 exceptional intelligent in order for it to maintain its vision of moving to limitless possibilities.

DIRECTORATE: CITIZENS & COMMUNITY SERVICES

EPWP: LAW ENFORCEMENT WARDEN
BENEFICIARIES (04)
24 MONTHS FIXED CONTRACT
STIPEND: R 3 388 PER MONTH

MINIMUM REQUIREMENTS: Grade 12 certificate • Certified ID copy • Traffic Diploma • Driving Licence • Certificate of no criminal record (SAPS clearance certificate) • Recent medical report certificate that proves that the applicant exercises • Proof from Ward Councillor.

KEY PERFORMANCE AREAS: Making sure that traffic • Monitoring and parking by-laws and regulations are followed • Reporting of parking offences, issuing fixed penalty notices to offenders • Monitoring the use of parking meters Controlled parking zones and one-way systems • Checking the infringements on waiting restrictions and on the loading and unloading of goods • Checking the vehicles are displaying up to date motor vehicle license disc • Arranging breakdown for towing away of vehicles wrongly parked • Patrolling on food given areas as directed and enforcing road traffic regulations • Acting as visible representative of the ULM Law Enforcement Division • attending court as required.

EPWP: TRUCK DRIVER
BENEFICIARIES (02)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R5 219 PER MONTH

MINIMUM REQUIREMENTS: Grade 10 • Driver's licence code EC/C & PDP • Clearance certificate • Proof of residence Ward Councillor • Two years experience as a Truck Driver • Be fit to work under pressure.

KEY PERFORMANCE AREAS: Collect refuse around town for good hygiene purposes • Load and transport refuse from town to the landfill site • Follow route scheduled by the Supervisor • Ensure that the truck is properly maintained • Ensure that the truck is always in good condition.

**EPWP: SUPERVISOR
BENEFICIARIES (03)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • Computer literacy • 2-3 years experience relevant experience • Good verbal and written communication skills • Interpersonal skills • Certified ID copy • Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Supervising beneficiaries on site (General Horticulture) • Perform administrative functions and monitor attendance-daily site register • Allocation of tasks to participants • **Manage discipline on site** • Perform other duties as instructed by Foreman.

**EPWP: RANGER
BENEFICIARIES (02)
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: ASSISTANT LIBRARIAN
BENEFICIARIES (02)
24 MONTHS CONTRACT
STIPEND: R 3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • Computer certificate • Proof of residence • Good communication skills.

KEY PERFORMANCE AREAS: Assist in the cleaning of Library • Assist in receiving and checking new material from Provincial Library • Assist in Shelving of Books and

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Participate in Library activities • Assist students completing their schoolwork • reading and storytelling.

**EPWP: EPWP DATA CAPTURER
BENEFICIARIES (01)
24 MONTHS CONTRACT
STIPEND: R 3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • Diploma Public Administration and or equivalent • Certified ID copy • Computer literate • **Excellent Communication Skills** • 1-2 years' experience • Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Capture and manage data for the EPWP Programme • Capturing data on EPWP reporting system • Ensure accurate and efficient record-keeping • Verify and validate data for accuracy and completeness • Meet data capture targets and deadlines.

**EPWP: PUBLIC TRANSPORT POUND MASTER (01)
24 MONTHS FIXED CONTRACT
STIPEND: R3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 certificate • Computer Literacy • Excellent Communication skills • Driving licence code EB • Proof of residence from ward councillors.

KEY PERFORMANCE AREAS: receive and record impounded minibus taxis, buses, trailers • Safekeeping of vehicles- ensure no theft of parts while in pound • Keep Pound Register Book

**EPWP: CCTV CAMERA OPERATORS
BENEFICIARIES (01)
24 MONTHS FIXED CONTRACT
Stipend: R 3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 certificate • Certified ID copy • Computer literate • Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Monitoring of camera daily • Liaising and communicating with Law Enforcement Officers • Writing of incident reports, analysing of visual photos in a camera • Attending Court proceedings to give evidence in a trial • Collecting information for investigation.

**EPWP: ROAD MARKING & TRAFFIC SIGN INSTALLATION TECHNICIANS
BENEFICIARIES (02)
24 MONTHS FIXED CONTRACT
Stipend: 2 923 PER MONTH**

MINIMUM REQUIREMENTS: Grade 10 • Certified ID copy • Physically fit • Proof of residence from Ward Councillor.

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KEY PERFORMANCE AREAS: Painting and renewal of road markings in both towns of ULM • Erecting Road traffic signs • Safe storage of paint and relevant tools • Responsible for the reasonable usage of paint • Responsible for the safety of other road users during painting • Responsible for the safe delivery of painting equipment including paint from the storage to the place of work.

**EPWP: ENVIRONMENTAL EDUCATOR
BENEFICIARIES (11)
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 • Physical 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: ENATIS CLERK
BENEFICIARIES (02)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • N6 in Finance/ Accounting or equivalent qualification • Computer Literacy • Certified ID copy • Good interpersonal skills • Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Collect and receive payments • Reconcile cash deposits referring to system reports and statements • Forward verified statements to external authorities (Department of transport) for processing • Communicating with the client and establishing the nature of enquiry • Providing detail explanation of the procedural requirements • Issuing the forms to be completed and returned • Referring complex enquiries to the immediate superior or relevant departmental personnel for attention • Perform any other duties assigned from time to time by Superiors.

**DIRECTORATE: INFRASTRUCTURE & PLANNING
EPWP: JUNIOR GEOGRAPHIC INFORMATION SYSTEM SPECIALIST
BENEFICIARIES
BENEFICIARIES (01)
24 MONTHS FIXED CONTRACT
STIPEND: R5 219 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 Certificate • Certificate in Town and Regional Planning, Social Sciences in Geography and Environmental Management or Geographic Information System • Computer Literate (MS Office) • Excellent Communication Skills • Driver's License • Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Assist in overseeing the integration of the collected data with existing data sets • Performing analysis, data conversions and model visualization to support decision making • Retrieving information through spatial queries and presenting information to managers and users • Optimising field work time through mobile GIS • Creating metadata for all the captured datasets.

**EPWP: ARTISAN PLUMBER- MUNICIPAL AMMENITIES
BENEFICIARIES (02)
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.

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**EPWP: TOWN HALL CARETAKER
BENEFICIARIES (03)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • Computer literacy • Be physically fit • Certified I.D copy • Proof of residence from ward councillor • One year experience as a caretaker.

KEY PERFORMANCE AREAS: To monitor the access control of the town • Perform and control the administrative requirements of the town hall • Coordinate and implement procedures, systems and controls related to the receiving • Updating and recording of operational information and activities associated with the town hall • Attending maintaining registers and records • Movable or immovable assets and specific equipment.

**EPWP: TRACTOR DRIVER
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 10 • Code 08 driver's licence • Certified ID copy • Possession of professional driving permit (PDP) • One-year experience • Proof of residents from ward councillor.

KEY PERFORMANCE AREAS: Driving of municipal truck • collection of refuse around town • Deliveries and collection of municipal documents • Ensure that the municipal vehicles are properly maintained.

**EPWP: BACK OFFICE DATA CAPTURER
BENEFICIARIES (02)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • ND in Office management • Certified ID copy • One year experience in administration • Proof of residence.

KEY PERFORMANCE AREAS: Attend to specific queries and enquiries relating to traffic offences • Coordinate administrative data processing and reporting relating traffic control • Apply specific procedures associated with Trafman and AATRO system • Perform general office administration duties in traffic section • Gather statistics for monthly report.

DIRECTORATE: BUDGET & TREASURY

**EPWP: INDIGENT DATA CAPTURER
BENEFICIARIES (02)
24 MONTHS CONTRACT
Stipend: R 3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • Certified ID copy • Computer literate, 1-2 years' experience • Proof of residence from ward Councillor.

KEY PERFORMANCE AREAS: Coordinate and manage the indigent register • Liaise with Councillors, and stakeholders to increase awareness on visiting communities • Data capturing, filling, interact with community in respect of specific requirements • Prepare schedule of visit to communities to promote awareness of indigent benefits.

**EPWP: BUDGET AND TREASURY TRAINEE
BENEFICIARIES (02)
24 MONTHS FIXED CONTRACT
STIPEND: R 3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 • Certified ID copy • N6 in Finance or Supply Chain management and or equivalent • Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Revenue Management • Supply Chain Management • Expenditure Management • Budget & Reporting • Asset Management • Internal Auditing

DIRECTORATE: CORPORATE SERVICES

**EPWP: CLEANER OF MUNICIPAL OFFICES
BENEFICIARIES (08)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R2 923 PER MONTH**

MINIMUM REQUIREMENTS: Certified ID copy • Proof of residence from Ward Councillor • Be a citizen of Umzimvubu.

KEY PERFORMANCE AREAS: Cleaning of offices and toilets • Waste collection and cleaning of municipal grounds • Cleaning of the municipal town hall and perform other duties as instructed by the supervisor.

All applications with Curriculum Vitae, certified copies of educational certificates, and proof of residence together with a covering application letter should be forwarded to: The Citizen and Community Services Department, Umzimvubu Local Municipality, KwaBhaca, 5090 or hand delivered at Dabula Street Sophia (New Municipal Offices), KwaBhaca, 5090 or 67 Church Street, EmaXesibeni, 4735.

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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.

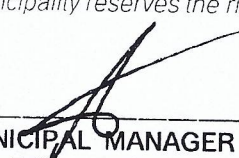
Applicants residing within Umzimvubu Municipal jurisdiction are highly encouraged to apply.

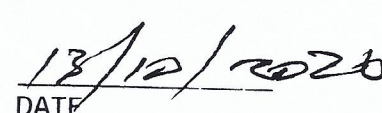
Enquiries: Abongile Mbuqe (039) 255 8500/ 8611.

Closing date: 21st October 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

