



## WORK INTERGRATED LEARNING/INSERVICE TRAINING ADVERTISEMENT

### NOTICE NO: 10 EPWP 2023/2024

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: BUDGET & TREASURY**

**EPWP: BUDGET AND TREASURY TRAINEE  
BENEFICIARIES (01)  
24 MONTHS FIXED CONTRACT  
STIPEND: R 6000 PER MONTH**

**MINIMUM REQUIREMENTS:** Grade 12, Three (03) year Degree/ National Diploma in Finance or Supply Chain management, Accounting, Auditing and or equivalent, Certified ID copy, Computer Literate, Proof of residence from Ward Councillor.

**KEY PERFORMANCE AREAS:** Revenue Management, Supply Chain Management, Expenditure Management, Budget & Reporting, Asset Management, Internal Auditing.

#### **DIRECTORATE: SPECIAL PROGRAMMES & COMMUNICATION**

**EPWP: COMMUNICATION & MARKETING TRAINEE  
BENEFICIARIES (01)  
24 MONTHS FIXED CONTRACT  
STIPEND: R 6000.00 PER MONTH**

**MINIMUM REQUIREMENTS:** Grade 12, Three (03) year Degree/ National Diploma in Journalism, Public Relations, Marketing, Communication or equivalent qualification, Good writing skills & knowledge of development communication, Ability to work in a diverse environment and willing to work extended hours, Ability to write Articles in IsiXhosa will be an added advantage, Computer Literate.

**KEY PERFORMANCE AREAS:** Assist with developing, writing and distributing approved press release statements, Assist with the organising of executive photos, photo opportunities and events, Assist with building and maintaining relationships with both local and national media, Assist with development, writing, editing and distribution of the municipal publications, Assist with the distribution of content of all municipal social media platforms.



**EPWP: DATA CAPTURERS  
BENEFICIARIES (03)  
18 MONTHS CONTRACT  
Stipend: R 5 500 PER MONTH**

**MINIMUM REQUIREMENTS:** Grade 12, N6 Public Administration and or equivalent, Certified ID copy, Computer literate, Proof of residence from ward Councillor.

**KEY PERFORMANCE AREAS:** Collecting and receiving data for capturing to the relevant Municipal systems, Filing, Administrative work assigned by the Supervisor.

**DIRECTORATE: CITIZEN AND COMMUNITY SERVICES**

**EPWP: ENVIRONMENTAL MANAGEMENT SERVICES  
BENEFICIARIES (04)  
24 MONTHS FIXED CONTRACT  
STIPEND: R 6000.00 PER MONTH**

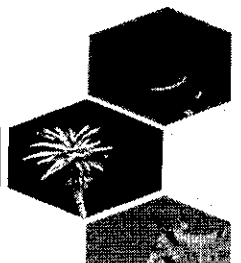
**MINIMUM REQUIREMENTS:** Grade 12, Three (03) year Degree/ National Diploma in Environmental Studies, Proof of residence from Ward Councillor.

**KEY PERFORMANCE AREAS:** Environmental Education / Awareness, Landfill site Management and perform other duties instructed by supervisor.

**EPWP: OFFICE ADMIN CLERK  
BENEFICIARIES (01)  
18 MONTHS FIXED CONTRACT  
STIPEND: R 5 500.00 PER MONTH**

**MINIMUM REQUIREMENTS:** Grade 12, N6 Public Administration, Proof of residence from Ward Councillor.

**KEY PERFORMANCE AREAS:** Organise and coordinate waste awareness campaigns, Facilitate and coordinate bookings and travelling arrangements to Municipal Amenities, general Horticulture Maintenance and Solid Waste Management, Facilitate and coordinate procurement for the whole section.



**DIRECTORATE: INFRASTRUCTURE AND PLANNING**

**EPWP: ARTISAN ELECTRICIAN  
BENEFICIARIES (01)  
18 MONTHS FIXED CONTRACT  
STIPEND: R5 500.00 PER MONTH**

**MINIMUM REQUIREMENTS:** N6/Certificate in Electrical engineering, Certified I.D. copy, Proof of residence from ward councillor, Physically able and fit, Communication skills.

**KEY PERFORMANCE AREAS:** Diagnose and repair electrical problems, Conduct routine maintenance and testing on commercial and domestic electrical systems, Rewire faulty electrical systems such as lighting, heating system and alarms.

**EPWP: LAND SURVEY TRAINEE  
BENEFICIARIES (01)  
24 MONTHS FIXED CONTRACT  
STIPEND: R6000.00 PER MONTH**

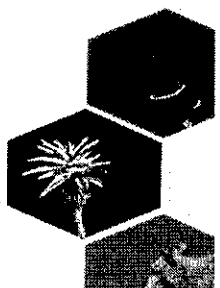
**MINIMUM REQUIREMENTS:** Three (03) year Degree/ National Diploma in Land Surveying/ Geomatics and or equivalent.

**KEY PERFORMANCE AREAS:** Perform field surveys using cutting-edge equipment such as GPS, Total stations and drones, Collect and analyze data to create detailed maps, charts and reports, Identify property boundaries, landmarks and other key features, Collaborate with engineers, architects and other professionals to ensure project success, Adhere to safety protocols and regulatory requirements at all times.

**EPWP: HOUSING ASSISTANT  
BENEFICIARIES (01)  
24 MONTHS FIXED CONTRACT  
STIPEND: R6000.00 PER MONTH**

**MINIMUM REQUIREMENTS:** Three (03) year Degree/ National Diploma in Social Science, Human Settlements, Certified I.D. copy, Proof of residence from Ward Councillor, Physical able and fit, Communication skills, Computer Literacy.

**KEY PERFORMANCE AREAS:** Attend community and tenant meetings, Data capturing, Assist in social facilitation of housing projects, Beneficiary management, Liaise with community leaders, community representative's structures and leverage trust and forge healthy relationships with key stakeholders, Record and coordinate correspondence received from stakeholders, Organise meetings and record proceedings.



**DIRECTORATE: CORPORATE SERVICES**

**EPWP: HR ASSISTANT  
BENEFICIARIES (01)  
24 MONTHS FIXED TERM CONTRACT  
STIPEND: R 6000.00 PER MONTH**

**MINIMUM REQUIREMENTS:** Grade 12, Three (03) year Degree/ National Diploma in 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.

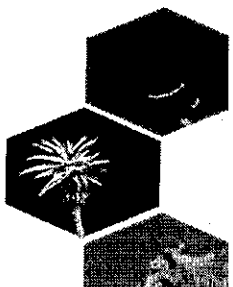
**KEY PERFORMANCE AREARS:** Document processing and record keeping, Maintenance and update of personnel information, Process Human Resource information, Filling and capturing, Ensuring compliance in terms of leave management.

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

**EPWP: INVESTMENT PROMOTION TRAINEE  
BENEFICIARIES (01)  
18 MONTHS FIXED TERM CONTRACT  
STIPEND: R 5 500.00 PER MONTH**

**MINIMUM REQUIREMENTS:** Grade 12, N6 in Investment Promotion, Marketing Management, Business Studies, Computer literate, Project Management certificate and experience in SMME/Contractor Development programmes and Community Development will be an added advantage, Proof of residence from Ward Councillor.

**KEY PERFORMANCE AREARS:** Ensure that there is good relationship between Business fraternity at large, Assist with trade and investment promotion initiatives, Marketing Umzimvubu Local Municipality as the best investment destination, Support informal trades, local farmers and SMME's, Assist with Cooperative registration (CSD and Data base development for all businesses, Assist in doing verifications and compliance locally, Attend trade investment workshops, events and seminars, Prepare meeting agendas and taking of minutes, Sending invitation to various stakeholders, Monitoring and Evaluation of LED projects, Perform administrative duties.



**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 Corporate 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.**

**Please note that this advert is only targeting students who are from one of the registered public institutions under the Department of Higher Education & Training and those who have not previously benefited from any internship programme. Those who seek work integrated learning or In-service training must have completed all theoretical modules and must have a letter from the institution confirming that the student needs work experience.**



**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: Asisipho Nofuya (039) 255 8500/ 8611.**

**Closing date: 25 March 2024**

**Time: 16H30**

*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**

19 / 03 / 2024  
DATE

