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UMZIMVUBU
LOCAL MUNICIPALITY

Dabula Street, Sophia, KwaB.
P/ Bag 9020, KwaBheca, 56
Tel: +27 (0)39 255 8500
Fax: +27 (0) 39 255 0167

VACANT POSITIONS
NOTICE NO: 01 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: CITIZENS AND COMMUNITY SERVICES

EPWP: ENVIRONMENTAL EDUCATOR

BENEFICIARIES (01)

24 MONTHS FIXED TERM CONTRACT

STIPEND: R3 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: 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, Be Computer Literate, Certified ID copy, have 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.

ADVERT NOTICE NO 01/2025/2026

**EPWP: LANDFILL SITE TLB/ DOZER OPERATOR
BENEFICIARIES (01)
24 MONTHS FIXED CONTRACT
STIPEND: R5 219 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12, Driving license (Code C1), certified ID copy, Machinery Operator Certificate (Dozer, TLB, Excavator), 2 years work experience as a landfill site operator, be fit to work and be able to work under pressure Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: using heavy machinery, TLB and Frond End loader bulldozers, ensuring waste is disposed of safely, daily spreading and compaction of waste in landfill site, managing access to the site, maintaining equipment.

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

MINIMUM REQUIREMENTS: Grade 12, Driving license (Code 10 or 14), certified ID copy, Communication skills, must be physically fit, Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Undertakes general labouring tasks associated with vehicle examination and testing by receiving instructions/guidance from the immediate superior on requirements and tools necessary for specific works, Cleans pit and attends to the storage and safekeeping of tools by cleaning the testing ground and ensuring that it is ready for use, Placing and stacking tools in allocated positions according to size and type references, Locating/retrieving items from workshop store and preparing work bays/testing pit.

**EPWP: HIV/AIDS COORDINATOR
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12, HIV/AIDS background, certified ID copy, Communication skills, Computer literate, Coordinating skills, proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Coordinating HIV/AIDS events, attending meetings with stakeholders, Presentations of HIV/AIDS educational programmes, Conduct HIV/AIDS awareness campaigns, Proof of residence from Ward Councillor.

**EPWP: BREAKDOWN DRIVER
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R5 219 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12, Driving license (Code C1) with PrDP, certified ID copy, communication skills, computer literate, customer service skills, proof of residence from Ward Councillor

ADVERT NOTICE NO 01/2025/2026

KEY EPRFOMANCE AREAS: Responsible for removing illegally parked and abandoned vehicles on public road, for safe loading and off loading of impounded vehicles to vehicle pound, transporting municipal breakdown vehicles to identified location.

**EPWP: ADMIN ASSISTANT IN THE OFFICE OF THE HEAD LAW
ENFORCEMENT
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12 or equivalent, certified ID copy, computer skills, communication skills, organizational skills, attention to detail and accuracy, proof of residence from Ward Councillor.

KEY EPRFOMANCE AREAS: Provide administrative support to the office of the head Law Enforcement, manage and maintain accurate records and files, handle correspondence, emails and phone calls, perform data entry and other administrative tasks.

DIRECTORATE: BUDGET & TREASURY

**EPWP: BUDGET AND TREASURY TRAINEE
BENEFICIARIES (01)
24 MONTHS FIXED CONTRACT
STIPEND: R3 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 (03)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R2 786 PER MONTH**

MINIMUM REQUIREMENTS: Certified ID copy, proof of residence from Ward Councillor and be a citizen of Umzimvubu.

KEY PERFORMANCE AREAS: Cleaning of offices and toilets, waste collection and cleaning of municipal grounds, leaning of the municipal town hall and perform other duties as instructed.

ADVERT NOTICE NO 01/2025/2026

DIRECTORATE: INFRASTRUCTURE

EPWP: ARTISAN ELECTRICIAN

BENEFICIARIES (01)

24 MONTHS FIXED CONTRACT

STIPEND: R5 219 PER MONTH

MINIMUM REQUIREMENTS: N6/Certificate in Electrical engineering, Certified I.D. copy, Proof of residence from Ward Councillor, Physical 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.

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, 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.

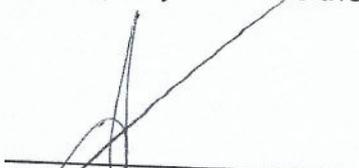
Applicants residing within Umzimvubu Municipal jurisdiction are highly encouraged to apply.

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

Closing date: 23 July 2025

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

15/07/2025
DATE