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**UMZIMVUBU**  
LOCAL MUNICIPALITY

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

## **VACANT POSITIONS**

### **NOTICE NO: 06 EPWP 2024/2025**

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: CORPORATE SERVICES**

**EPWP: CLEANER OF MUNICIPAL OFFICES  
BENEFICIARIES (04)  
24 MONTHS FIXED TERM CONTRACT  
STIPEND: R2 761 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 by the supervisor.

#### **DIRECTORATE: BUDGET & TREASURY**

**EPWP: INDIGENT DATA CAPTURER  
BENEFICIARIES (01)  
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 (01)  
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: CITIZENS AND COMMUNITY SERVICES**

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

**MINIMUM REQUIREMENTS:** Grade 12, Computer certificate, Proof of residence, good communicator.

**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 Participate in Library activities, assist students completing their schoolwork, reading and storytelling.

**EPWP: TRAFFIC TRAINEES (01)  
24 MONTHS FIXED CONTRACT  
STIPEND: R3 388 per month**

**MINIMUM REQUIREMENTS:** Grade 12 certificate, Traffic Certificate, driving license, Certificate of no criminal record (SAPS clearance certificate), Recent medical report certificate that proves that the applicant strenuous exercises, must between 18 and 35 years, Be unemployed, Proof of residence from ward councillors.

**KEY PERFORMANCE AREAS:** Give warning, write citations (issue), Impounded vehicles, Direct traffic during parades, Road works and accident, Control crowd during emergencies, Attend court duties.

**EPWP: CAMERA OFFICERS  
BENEFICIARIES (02)  
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: PAINTING ASSISTANTS  
BENEFICIARIES (03)  
24 MONTHS FIXED CONTRACT  
Stipend: R 2 761 PER MONTH**

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

**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.

*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.*



**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: 02 December 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

19/11/2024  
DATE

