

NOTICE NO: 13 - 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: CITIZENS AND COMMUNITY SERVICES

**EPWP: RANGER
BENEFICIARIES (04)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R2 761 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: TOWN HALL CARETAKER
BENEFICIARIES (02)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R 3 388 PER MONTH**

MINIMUM REQUIREMENTS: • Grade 12, Computer literacy, Must be physically fit, Certified I.D. copy and Proof of residence from ward councillors, 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, Monitoring registers and records, movable or immovable assets and specific equipment.

**EPWP: SUPERVISOR
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R 3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12, N6 Office Administration, Computer literacy, Communication skills interpersonal skills, certified ID copy, proof of residence from ward councillors.

KEY PERFORMANCE AREARS: Supervising beneficiaries on site, (Street Cleaning, town beautification), Perform administrative functions, and monitor attendance-daily site register and perform other duties as instructed by Foreman.

**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: FILING CLERK
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12, N6 in Office Management will be added as an advantage, Certified ID copy, Good communication skill, Proof of residence.

KEY PERFORMANCE AREAS: Record keeping of cashier's documents and reports, Filing, Retrieving files when required by Senior Licensing Officer, Maintaining filing records and housekeeping as per NRTA prescripts.

**EPWP: POOL ATTENDANT
BENEFICIARIES (01)
24 MONTHS FIXED CONTRACT
STIPEND: R3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12, Computer literacy, Certified ID copy, Must be physically fit, Proof of residence from Ward Councillor, One-year experience as a swimming Pool Attendant.

KEY PERFORMANCE AREAS: Clean and maintain the pool deck throughout the shift, Always maintain pool cleanliness and safety, Ensure that all equipment is functioning properly, check and maintain the clarity of the pool water, monitor swimmers in the pool.

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

MINIMUM REQUIREMENTS: Grade 12, Certificate 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 detailed 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 Supervisor.

**EPWP: DATA CAPTURER (VTS)
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R3 388 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12, N6 in Office management, Certified ID copy, One year experience in Administration and Proof of Residence from Ward Councillor.

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

**EPWP: ENVIRONMENTAL EDUCATOR
BENEFICIARIES (05)
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, Physically 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: TRAFFIC TRAINEE
BENEFICIARIES (03)
24 MONTHS FIXED CONTRACT
STIPEND: R3 388 PER MONTH**

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

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

**EPWP: STREET CLEANING & TOWN BEAUTIFICATION
BENEFICIARIES (02)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R2 761.00 PER MONTH**

MINIMUM REQUIREMENTS: Certified ID copy, Proof of residence from Ward Councillor, Be a citizen of Umzimvubu, one-year experience in refuse collection and removal will be an additional advantage.

KEY PERFORMANCE AREAS: Waste collection, waste sorting, waste transportation and perform other duties as instructed by Foreman.

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

MINIMUM REQUIREMENTS: Grade 10, Code 14 driver's license, Possession of driving permit (PDP), One year experience as truck driver, Proof of residence from the Ward Councillor.

KEY PERFORMANCE AREAS: Driving of municipal truck, Collection of refuse around town, Ensure that the municipal truck is properly maintained, Logging official trips on logbook, Conducting and recording details of the truck safety inspections and inform the immediate Supervisor to confirm service or repairs appointment.

DIRECTORATE: CORPORATE SERVICES

**EPWP: CLEANER FOR MUNICIPAL OFFICES
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R2 761 PER MONTH**

MINIMUM REQUIREMENTS: Certified ID copy, proof of residence from Ward Councillors and 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 supervisor.

DIRECTORATE: INFRASTRUCTURE

**EPWP: ARTISAN PLUMBER
BENEFICIARIES (02)
24 MONTHS FIXED CONTRACT
STIPEND: R5 219 PER MONTH**

MINIMUM REQUIREMENTS: N6/Certificate in Plumbing, Certified I.D. copy and proof of residence from Ward Councillor, Communication skills and physically fit.

KEY PERFORMANCE AREAS: Install pipes and plumbing fixtures, Clear obstruction from sink drains and toilets, Repair pipes and plumbing fixtures, Troubleshoot problems and decide how to fix them.

**EPWP: ARTISAN ELECTRICIAN
BENEFICIARIES (02)
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.

DIRECTORATE: SPECIAL PROGRAMS & COMMUNICATIONS

**EPWP: DRIVER
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R6 219 PER MONTH**

MINIMUM REQUIREMENTS: Grade 10, C1 drivers' licence & PDP, clearance certificate, Be fit to work under pressure, must be able to work after hours, proof of residence from Ward Councillors.

KEY PERFORMANCE AREARS: Delivery and collection of documents and equipment, Provide driving services for personnel or councillors, Provide general administration support as and when required, Logging official trips on log book, Conducting and recording details of vehicles safety inspections and inform the immediate Supervisor to confirm service or repairs appointment.

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: Asisipho Nofuya (039) 255 8500/ 8611.

Closing date: 03 July 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.



**MR. G.P.T. NOTA
MUNICIPAL MANAGER**



DATE

