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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: 02 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: OFFICE OF THE MUNICIPAL MANAGER
EPWP: PUBLIC PARTICIPATION ASSISTANT
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R3 388 PER MONTH

MINIMUM REQUIREMENTS: Grade 12 • ND in Public Relations/ Public Management/ Public Administration or equivalent qualification • Computer literacy • Good Communication skills written and verbal (English and Xhosa) • Ability to liaise with community/ stakeholders.

KEY PERFORMANCE AREAS: Assist in the implementation of the Public Participation policies • Liaise with District and Provincial offices • Gather information required to respond to queries requests, concerns for stakeholder and communities • Compile monthly reports and submit to the Public Participation and Liaison Officer • Do administration work for Public Participation Unit.

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

MINIMUM REQUIREMENTS: Grade 12 • N6 legal secretary course or national diploma in law. Being in possession of a LLB degree will be an added advantage • Excellent communication skills (verbal and written) • Computer literacy • Willingness to do legal research • Good interpersonal skills • Knowledge of relevant legislation applicable to local government and the ability to interpret statutes • An understanding of applying legal proceedings.

KEY PERFORMANCE AREAS: Responsible for providing effective and efficient compliance support to the Legal Officer • Assist the legal official in the preparation and reviewing of all kinds of contracts and legal opinions • Provision of assistance to the Legal officer in ensuring that the municipality is aware of new legal directives and

providing verbal and written legal opinions on a variety of matters • Provision of assistance to the Legal Officer in conducting research on relevant laws, regulations, and legal articles as well as Investigation of cases • Organize and maintain documents in a paper or electronic filing systems • Provision of assistance to the Legal Officer in assessing tax invoices as well as the bill of costs.

DIRECTORATE: CITIZEN & COMMUNITY SERVICES DEPARTMENT

EPWP: ENVIRONMENTAL EDUCATOR

BENEFICIARIES (01)

24 MONTHS FIXED TERM CONTRACT

STIPEND: R3 388 PER MONTH

MINIMUM REQUIREMENTS: Grade 12 • Environmental Education and Training course • one year working experience as an Environmental Educator • physical able and fit, have good interpersonal skills

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: RANGER

BENEFICIARIES (01)

24 MONTHS FIXED TERM CONTRACT

STIPEND: R2 786 PER MONTH

MINIMUM REQUIREMENTS: Grade 10 • Must be physically fit • Communication skills

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.

All applications with Curriculum Vitae, certified copies of educational certificates, Certified ID copy, proof of residence obtained from a ward councillor 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.

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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: 05 September 2025

Time: 15h00

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

27/08/2025
DATE

