

VACANT POSITIONS

NOTICE NO: 02 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: SPECIAL PROGRAMS AND COMMUNICATIONS

**EPWP: EPWP COORDINATOR
BENEFICIARIES (01)
24 MONTHS FIXED TERM CONTRACT
STIPEND: R 6 219 PER MONTH**

MINIMUM REQUIREMENTS: Grade 12, ND: Office Management and Technology, Public Administration, Public Relations Management or any other equivalent qualifications, Certified ID copy, One year working experience, Proof of residence from Ward Councillor.

KEY PERFORMANCE AREAS: Coordinate administrative data processing and reporting related to EPWP, Perform office administration duties related to EPWP, Gather EPWP monthly reports, Liaise with stakeholders and foreman, Coordination of EPWP Projects, Monthly reporting of all EPWP projects on the EPWP reporting system.

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: Zimasa Mbono (039) 255 8500/ 8524.

Closing date: 13 September 2024

Time: 15H15

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**


DATE

