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Web : www.umzimvubu.gov.za



Dabula Street, Sophia, KwaBhaca  
P/ Bag 9020, KwaBhaca, 5090  
Tel: +27 (0)39 255 8500  
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## **VACANT POSITIONS**

### **NOTICE NO: 09 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: BUDGET & TREASURY**

**EPWP: INDIGENT DATA CAPTURER  
BENEFICIARIES (01)  
24 MONTHS CONTRACT  
Stipend: R 3 168 PER MONTH**

**MINIMUM REQUIREMENTS:** Grade 12, Certified ID copy, Computer literate, 1-2 years' experience, Proof of residence from ward Councillor.

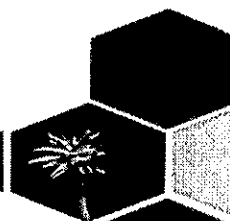
**KEY PERFORMANCE AREAS:** Coordinate and manage the indigent register, Liaise with Councillors and stakeholders to increase awareness on visiting communities, Data capturing, Filling, Interact with community in respect of specific requirements, Prepare schedule of visit to communities to promote awareness of indigent benefits.

#### **DIRECTORATE: CITIZENS AND COMMUNITY SERVICES**

**EPWP: CASHIER  
BENEFICIARIES (01)  
24 MONTHS FIXED CONTRACT  
STIPEND: R 3 168 PER MONTH**

**MINIMUM REQUIREMENTS:** Grade 12, Computer Literacy certificate, Have no criminal record related to theft of money, One year experience as a Cashier or relevant field, Proof of residence from Ward Councillor.

**KEY PERFORMANCE AREAS:** Money collection and receipting, Attending to customer queries in person and telephonically, Balancing daily takings and preparing for banking, Banking of daily takings and filling the day's work for record keeping.



**DIRECTORATE: CORPORATE SERVICES**

**EPWP: HR ASSISTANT  
BENEFICIARIES (01)  
24 MONTHS FIXED TERM CONTRACT  
STIPEND: R 3 168 PER MONTH**

**MINIMUM REQUIREMENTS:** Grade 12, N6 Human Resource Management, Personnel Management or equivalent qualification, Certified ID Copy and Proof of residence from Ward Councillor, Computer Literacy, Communication skills, Knowledge and understanding of HR policies and applicable legislations.

**KEY PERFORMANCE AREARS:** Document processing and record keeping, Maintenance and update of personnel information, Process Human Resource information, Filing and capturing, Ensuring compliance in terms of leave management.

*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.**

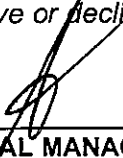
**Applicants residing within Umzimvubu Municipal jurisdiction are highly encouraged to apply.**

**Enquiries: Asisipho Nofuya (039) 255 8500/ 8611.**

**Closing date: 25 March 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

  
DATE

