



GREAT KEI LOCAL MUNICIPALITY

COMPRISED OF KOMGA, CHINTSA EAST, HAGA-HAGA, MORGANS BAY, AND KEI MOUTH TOWNS, WITH ITS HEADQUARTERS IN KOMGA

INTERNAL ADVERTISEMENT - VACANT POSITION

THE MUNICIPALITY IS LOOKING FOR A HIGHLY MOTIVATED; RESULTS ORIENTED, SUITABLY QUALIFIED, AND EXPERIENCED INDIVIDUAL TO FILL THE FOLLOWING VACANT POSITION:

DIRECTORATE: TECHNICAL & COMMUNITY SERVICES

DIVISION : PROJECT MANAGEMENT UNIT (PMU)
POSITION : TEMPORAL EPWP DATA CAPTURER
SALARY : TASK GRADE – 5 - (R 8 215. 00) PER MONTH
DURATION : 12 MONTHS FIXED TERM CONTRACT

MINIMUM REQUIREMENTS OF THE POST:

- Grade 12 or relevant qualification;
- Minimum of one (1) year work experience in administration and data capturing;
- Knowledge and experience in EPWP reporting system;
- Computer Skills;
- Interpersonal and Good Communication Skills;
- Ability to work under pressure.

KEY PERFORMANCE AREAS: INCLUDE BUT NOT LIMITED TO THE FOLLOWING:

- Data collection from Project Managers;
- Data verification with relevant requirements and policy;
- Data validation of documents for capturing;
- Registering of projects on the EPWP reporting system;
- Create, update & edit Business Plans for the projects
- Data capturing / register of the project participants including other grant funded projects e.g. MIG into EPWP integrated Reporting System
- Capturing of Payments on a monthly basis on the EPWP reporting system
- Updating of projects on the EPWP reporting system

PREFERENCE WILL BE GIVEN TO SUCCESSFUL APPLICANTS WHO RESIDE WITHIN THE GREAT KEI JURISDICTION AREA.

FURTHER INSTRUCTIONS TO THE CANDIDATES

The Municipality subscribes to the principles of employment equity. People with disabilities are encouraged to apply.

Interested Suitably qualified Candidates are to submit Covering Letter, complete Curriculum Vitae, and certified copies of certificates of qualifications & SA ID copy.

Applicants not contacted within 30 days of the closing date must consider their applications as unsuccessful.

The Great Kei Municipality reserves the right not to make an appointment.

Applications must be submitted to:

**The Human Resources Office
Great Kei Municipality, Private Bag X2, KOMGA, 4950
OR 17 Main Road,
KOMGA, 4950**

For enquiries you can contact the Human Resources Practitioner: Mr. Vuyo Ntshawuzana at 043 831 5732 during office hours.

E- Mailed or Faxed applications will not be considered.

Closing date for the applications: 11 September 2017

ISSUED BY:



**MR. M.L. MOSALA
ACTING MUNICIPAL MANAGER**