



MANTSOPA LOCAL MUNICIPALITY

ADVERT: TEMPORARY VACANCY (EPWP)

Closing date: 11 July 2019

Department: Technical Services
Division: Project Management Unit

Position: EPWP Office Admin Internship and Data Capturers (4) (EPWP Contract)

Temporary Position
Duration: 12 months
Salary: R3000.00 p/m

Minimum Requirements

Grade 12 (Matric Certificate) and/or National Diploma or equivalent post matric qualification in any of the following fields: Human Resource Management, Financial Management, Office Administration or Public Administration/Management
Computer literacy
Good communication skills
Flexible and ability to work under pressure

Duties

Human Resource management general office work
EPWP Data Capturing which will include the following:

- Collection of EPWP participant's data from all municipal projects (all sectors)
- Data capturing of EPWP participant's data
- Updating and ensuring data is captured correctly
- General office administration (filing, faxing, photocopying, telephone, typing etc.)
- Reporting of data to the Provincial Department of Public Works (Incentive grant projects and other municipal projects)

Position: Security (8) (EPWP contract)

Temporary Position
Duration: 12 months
Salary: R100 p/d

Minimum Requirements

Grade 10
No criminal records
Security Grade E.C.D.
Punctual and physically fit

Duties

Safeguard the municipal property
Reporting of any theft or damage to the municipal property
Register names of visitors at the venue
Access Control for visitors and vehicles at the particular property
Performs duties under shift schedule

Applicants are requested to forward their CV's together with covering letters to: The Human Resource Manager, Mantsopa Local Municipality, P.O. Box 64, Ladybrand, 9745. For further enquiries contact Human Resource Department: 051 924 0654. CLOSING DATE: 1 August 2019

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15/07/2019