



MANTSOPA LOCAL MUNICIPALITY

RE-ADVERT: TEMPORARY VACANCY (EPWP)

Closing date: 26 SEPTEMBER 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 and or equivalent qualifications.

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 (EPWP contract : 2-LADYBRAND & 6-HOBHOUSE)

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: **Please note that those who applied previously do not need to re-apply.** 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: 26 September 2019**

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