



EMADLANGENI MUNICIPALITY

Emadlangeni Municipality, as an equal opportunity, affirmative action employer, with its legislative and executive seat in Utrecht, invites suitably qualified candidates to apply so as to fill the following vacant position:

DEPARTMENT: INFRASTRUCTURE AND PLANNING DEVELOPMENT

PERMANENT POSITION: PMU ADMIN CLERK

Basic Salary: R96 117, 60

Requirements:

- Grade 12 with Accounting/Mathematics and
- Computer Certificate.

Recommendation

- Project Management Certificate;
- 6 months to 1 year experience in Project Management;
- Good understanding and knowledge of engineering field;
- Ability to meet deadlines and working under pressure;
- Accuracy in working with data and
- Drivers Licence.

Reporting directly to the PMU Technician, the successful candidate will perform, among other things, the following duties:

- Provide secretarial, data capturing and administrative services to the Project Management Unit.
- Maintain the National monitoring database.
- Process related correspondences and assist with report generation.
- Perform data audits.
- Assist with monthly, quarterly, half yearly and annual reports and
- Assist to all enquiries related to Project.
- Assist in ensuring the implementation of the EPWP and skills development programme;
- Assist in the overall co-ordination of EPWP related issues in Emadlangeni Municipality;
- Update Attendance registers on a daily basis;
- Capture and report on the EPWPRS, both web-based and Management Information System (MIS);
- Assist in the development of linkages and good working relations/partnerships with the Department of Public Works (National and Provincial) and other

departments actively involved in the EPWP, private sectors, NGO's, IA, and so on.

Detailed Curriculum Vitae, accompanied by covering letter and certified copies of qualifications and documents may be forwarded to the Municipal Manager: Emadlangeni , 34 Voor Street, Utrecht: 2980 or P.O. Box 11, Utrecht: 2980. For further information you may contact the Human Resources Office at 034–331 3041.

- Canvassing for appointment will automatically disqualify an applicant.
- If no reply to your application has been received within 30 days from the closing date, you should consider your application as having been unsuccessful.
- The Municipality will not take responsibility for information not mentioned in the submitted application and for lost applications unless proof of submission can be supplied.
- **NO** late application will be accepted.
- **NO** e-mailed or faxed documents will be accepted.
- All applicants may be required to undergo proficiency test.
- **NO** application shall be considered without certified copies of the original documents.
- Emadlangeni Municipality adheres to the provisions of the Employment Equity Act to ensure the representivity through the process of affirmative action.
- Qualifications will be verified and reference checks will be made.
- Only Foreign qualifications accredited by the South African Qualification Authority will be considered.

CLOSING TIME AND DATE: 12 NOON ON THE 30 OCTOBER 2019



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MS. S MHLOPHE
ACTING MUNICIPAL MANAGER