



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

TEMPORARY POSITION: EPWP COORDINATOR 12 Months contract

Salary: R8620.79 per month

Requirements:

- a) Matric (Grade 12)
- b) Diploma in Public Administration or any related qualification
- c) Computer Skills
- d) Drivers licence.
- e) Good communication skills (oral and written).
- f) Report writing skills.

Added advantage

- a) Experience in Expanded Public Works Program Reporting System (EPWPRS).
- b) Atleast one-year experience working in Local Government

Reporting directly to the Manager LED, the successful candidate will perform among others, the following duties:

- Manage the implementation of the EPWP and skills development programme.
- Overall coordination of EPWP related issues in Emadlangeni Municipality.
- Creating an enabling environment for the successful implementation of the EPWP programme.
- Compile an EPWP management plan.
- Compile an EPWP implementation plan.
- Monitor the implementation of EPWP projects on daily basis.
- Manage human and other resources allocated to the programme.
- Complete, capture and report on the EPWPRS, both web-based and Management Information System (MIS).
- Coordinate all stakeholders in the EPWP in Emadlangeni Municipality.
- Develop 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, NGOs, IA's etc.

Instructions to Applicants

Comprehensive CV, certified copies of (qualifications, ID and drivers licence) may be forwarded to the Municipal Manager: Emadlangeni Municipality, 34 Voor Street: Utrecht: 2980 or P.O. Box 11, Utrecht: 2980.

For further information, you may contact Human Resources Unit 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 application and will not be held responsible for lost application unless proof of submission can be supplied.
- **NO** late applications will be accepted.
- **NO** e-mailed or faxed documents will be accepted.
- **NO** application will 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.
- Reference checks will be done.
- Only Foreign qualifications accredited by the South African Qualification Authority will be considered.

CLOSING DATE: 03 June 2022.



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MRS. GN MAVUNDLA
ACTING MUNICIPAL MANAGER