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PO Box 539
Peddie
5640

VACANCIES

Ngqushwa Municipality incorporating Hamburg, Peddie Town, rural and portion of King Williams Town rural invites suitably qualified and experienced candidates to apply for the following positions:-

Department : Office of the Municipal Manager
Position : Extended Public Works Programme (EPWP) Coordinator
Salary : 3 (Three) Year Fixed Term Contract
R 261 038.80 – R 338 856.00 p.a CTC (Task Grade 10)

Requirements:-

- National Diploma in Social Science or equivalent
- At least 2-3 years' experience in working with local government, with a good understanding of EPWP program, council systems, procedures and budgeting processes
- Required to travel
- Be computer literate
- Valid driver's license

Duties:-

- Manage the implementation of the EPWP and skills development programme
- Coordinate EPWP related issues in all Municipal directorates
- Compile EPWP Business Plan and monitor the implementation of EPWP projects
- Monitor and track payments of EPWP workers and assess according to agreed payment schedules
- Report to relevant directorates and any other bodies on the status of EPWP implementation, stating potential challenges, action plans and key successes

Interested person should submit an application letter together with comprehensive curriculum vitae, certified copies of qualifications and the names of at least three contactable references, to the **Municipal Manager, P. O. Box 539, Peddie, 5640** or can be hand delivered to **Ngqushwa Municipal Offices, Cnr. N2 and R345 Road, Peddie**. Enquiries can be directed to **Human Resources Manager, Mr. L. Nqawa at 040 6733 095**.

NB:-

- No faxed or e-mailed applications will be accepted
- Only certified copies of certificates, ID and driver's license accepted.
- Canvassing of Councillors and/or officials will result to disqualification of your application
- Only the shortlisted and successful applicants would be contacted, therefore if you have not heard from us within 30 days after the closing date regard yourself as unsuccessful, however the Municipality appreciates your interest and wishes you the best in your career.
- Ngqushwa Municipality is under no obligations to fill the post after advertisement thereof.
- Applicants with disabilities are encouraged to disclose their disability status on their application.
- Preference will be given to applicants from designated groups in line with Employment Equity Act & Plan.

Closing date: 2 August 2018

MRS. M.P. MPAHLWA
MUNICIPAL MANAGER