



Umzumbe
MUNICIPALITY

UMZUMBE MUNICIPALITY UMASIPALA WASEMZUMBE

C/o P.O. Box 561
HIBBERDENE
4220

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Human Resources Department

Data Capturer EPWP

Salary R64 000.00 p.a (12 Months renewable Contract)

The successful incumbent will report directly to the Technical Officer

Key Requirements

- Matric certificate or grade 12.
- Computer Certificate or Secretariat Diploma or equivalent
- Computer Literacy is essential.
- 1 year experience as EPWP Data Capturer
- Applicants must reside within jurisdiction of Umzumbe Municipality and proof of residence must be attached from the Ward Councilor.

Key Responsibilities

- Collecting EPWP projects data from stakeholders.
- Capturing of all EPWP projects.
- Liaising with beneficiaries, Departments and stakeholders that have EPWP projects.
- Liaising with Ward Councillors.
- Extracts validation reports from EPWP reporting system.
- Work out Incentive Grant Project Lists for the forthcoming financial year.
- Assist with policy development and Incentive Grant Business Plan.
- As and when required, attend to external EPWP workshops, meetings and conferences on behalf of the municipality.
- Reporting projects on National Public Works System.
- Prepare EPWP Expenditure Reports, quarterly Evaluation Reports and Annual Evaluation Reports.
- Prepare Agenda items for Portfolio Committee, Council, Top Manco and Exco meetings in the absence of EPWP Co-ordinator.

Closing date: 4 August 2017

Application letter with a comprehensive CV (preferable in English) and certified copies ID Book and Qualifications and Proof of residence should be forwarded to: The Attention Human Resources Manager Umzumbe Municipality PO Box 561 Hibberdene 4220 or can be hand delivered to Mathulini MPCC, Sipofu Road Umthwalume 4186.

Successful candidate is subject to reference checks and vetting. Correspondence will only be sent to successful Candidate. Telephonic enquiries to be channelled to the HR Manager on (039) 9709444. No faxed or emailed applications will be accepted.

Umzumbe Municipality is an equal opportunity employer and appointment will be made in terms of the Council's Employment Equity Plan. The appointment is made according to the Council's condition of service. Canvassing for this positions will lead to disqualification of applicants. The Municipality reserves the rights not make an appointment.

NC Mgijima
Municipal Manager