



UMDONI MUNICIPALITY

THE J.E.W.E.L OF THE SOUTH COAST

EPWP COORDINATOR

MN140/2022

Applications are invited from suitably qualified, and or experienced person for the above mentioned position.

Requirements

The applicant must have a Senior Certificate, and undergraduate qualification (NQF level 6) • National Diploma in Public Administration, Public Management, Public Relations or NQF level 6 equivalent • Code 08 driver's license • Skills: Minimum of 3 years' local government ,Computer Literacy in all Microsoft office applications, Extensive knowledge in Microsoft Excel will be an added advantage • Project management skills • Report writing skills • Ability to work under pressure • Knowledge: MFMA, Guidelines for labor-intensive projects

Duties:

Undertakes project co-ordination, administration and financial requirements associated with EPWP projects • Compile and prepare monthly, quarterly and annual reports for council and other relevant stakeholders. • Compile and management of Incentive grant budget allocated to the municipality and overall EPWP business plan • Review Incentive Grant on monthly basis • Compile monthly, quarterly expenditure reports on Incentive Grant • Capture all EPWP participants within Umdoni Municipality on EPWPRS. • Update the EPWPRS and ensure quality of data • Capture monthly progress report including financial report on EPWPRS • Data control and monitoring of all information captured on EPWPRS • Ensure proper record keeping Prepare and respond to AG Audit queries • Implementation of management information system for EPWP projects • Coordinate, validate and clearing of EPWP data • Conduct project site visit to monitor EPWP compliance • Manage facilitation of the formation of structures that support and advance EPWP • Monitor implementation of EPWP policies • Represent the Municipality in District, Provincial forums and other related forum.

Salary: The bottom notch of a post Level 03 of a Grade 2 Local Authority – i.e. **R260 034.61 p.a.** subject to Job Evaluation plus standard municipal benefits.

Applicants must forward a comprehensive Curriculum Vitae and certified copies of qualifications together with a covering letter in an envelope marked "Private and Confidential" to: The Human Resources Manager, PO Box 19, Scottburgh, 4180 by no later than **22 November 2022**. Alternatively, applications may be hand delivered to the Scottburgh Municipal Offices. Applicants who have not been contacted within 30 days from the closing date should consider their application to have been unsuccessful.

UMDONI MUNICIPALITY IS COMMITTED TO EMPLOYMENT EQUITY.

Council reserves the right not to make an appointment.

We thank all applicants for their interest. Communication will be with short listed candidates only.

Municipal Offices

Cnr Bram Fischer & Williamson Street

PO Box 19

Scottburgh

4180

Ph: (039) 976 1202

MRS. TC NDLELA
MUNICIPAL MANAGER