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MANDENI LOCAL MUNICIPALITY

EXTERNAL VACANCY

The Mandeni Municipality, an affirmative action and equal opportunity employer herewith invites applications from suitably qualified and competent person for appointment to the following positions.

DEPARTMENT	:	COMMUNITY SERVICES AND PUBLIC SAFETY
POSITION	:	EPWP DATA CAPTURE (FOR PERIOD OF 12 MONTHS)
SALARY	:	R 8620.79 PER MONTH
CLOSING DATE	:	Friday, 07 JULY 2023
REF NO	:	PN 67/2023

MINIMUM REQUIREMENT:

- NQF Level 4 (Matric)
- Be computer literate
- The incumbent must have at least 2-3 experience in using EPWP Reporting system

DUTIES:

- Capturing EPWP Participants Using RS
- Preparing EPWP participants attendance register
- Preparing payment sheets using attendance registers
- Reporting EPWP participants and all Projects in progress using RS
- Compiling Monthly Expenditure

DIRECTIONS TO CANDIDATES:

Enquiries must be directed to Mr. MS Dlamini (Manager: Community Services), tel: (032) 456 8200. Please forward your application form and full CV with certified copies of certificates and quoting the relevant reference number to: P.O. Box 144, Mandeni, 4490 or hand-deliver to Mandeni Local Municipality, 2 Kingfisher road, Mandeni. NB Faxed and e-mailed application will not be considered. If you do not hear from us within 90 days of the closing date consider your application as unsuccessful. Application forms are available on the Mandeni Municipal website www.mandeni.gov.za or at any Municipal building. Mandeni residents will be given first preference.

NB: The Municipality is equal opportunity affirmative action employer.

Executive Committee

Cllr. TP Mdlalose (Mayor) | Cllr. BL Magwaza (Deputy Mayor) | Cllr. PM Sishi (Speaker) | Ex Officio Mr S Khuzwayo (Municipal Manager)
Cllr. SZ Mdletshe | Cllr. ST Magwaza | Cllr. M. Shelembe | Cllr. MS Mdunge | Cllr. M. Mthembu



The municipality reserves the right not to make appointment. No Canvassing of councilors or officials concerned is allowed as that may lead to the automatic disqualification of the candidate.


SG KHUZWAYO
MUNICIPAL MANAGER