

Reference number: HS 2019-66
Department: Department of Human Settlements
Component: Administrative Support
Salary: R19 831.09 per month - inclusive of 37% in lieu of benefits (Salary Level 5)
Enquiries person: Mr JJ Willemse at (021) 483 4392
Closing Date: **Friday, 8 November 2019**

Job purpose:

The Department of Human Settlements, Western Cape Government has an exciting opportunity for a dynamic individual to provide data support, admin support and records management support to the EPWP (Expanded Public Works Programme) projects. This contract position is based in Cape Town – CBD.

Requirements:

Grade 12 (Senior Certificate or equivalent qualification); A valid driving licence.

Recommendation:

A post school qualification/National Diploma; Experience in administering data auditing.

Key performance areas:

Data handling: Collect, capture and manage physical and electronic data; Check and verify information received against programme requirements; Conduct site visits for on-site compliance; Liaise with contractors to ensure correctness and completion of information submitted; Compile and maintain databases and spread sheets; Records management: Establish and maintain an official record for each project registered as an EPWP project; Collect, collate, store and maintain data for all beneficiaries within the projects; Keep an accurate index of files and project documents; General admin support: Receive, compile, amend, distribute and track documents and correspondence; Typing, emailing, photocopying, handling queries, answering telephones and scanning.

Competencies:

A good understanding of the Records Management procedures; Proven computer literacy (MS Office); Analytical and logical thinking; Written and verbal communication skills; Presentation and meeting skills; Organising and planning skills.

Note: The candidature of applicants will be considered on the information as supplied in the submitted application documentation. Applicants who are considered for the interview and further selection processes may be required to submit documentation supporting such information with due regard to conditions that may be set. Shortlisted candidates will be required to attend an interview and/or competency assessments/proficiency tests on a date and time as determined by the department.

To apply, you must submit a manual application.

Please complete an application form (Z 83) and current CV (5 pages maximum). The position being applied for and the reference number must be clearly indicated on the Z83 application form. Late applications as well as faxed or e-mailed applications will not be considered.

Hand-deliver your application to, Office of the Director: Recruitment and Selection, Attention: Ms L Blanckenberg, 5th Floor, 4th Dorp Street, Cape Town

Applications not submitted on or before the closing date as well as faxed or e-mailed applications will not be considered. If you have not received a response within 3 months of the closing date, please consider your application as unsuccessful.

**The Western Cape Government is guided by the principles of Employment Equity.
Disabled candidates are encouraged to apply and an indication in this regard would be appreciated.**

