

VACANCIES DATE 13 MARCH 2020 – 20 MARCH 2020

MATATIELE LOCAL MUNICIPALITY

The Matatiele Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of race, gender and disability.

Suitably qualified persons are hereby invited to apply for the following vacancies which will be filled in terms of the Employment Equity Plan of the municipality. **People with physical disabilities, Male Coloureds and White Males are encouraged to apply.**



COMMUNITY SERVICES X2 ADMINISTRATOR : EPWP PROGRAMME IMPLEMENTATION

(RE-ADVERT) APPLICANTS WHO PREVIOUSLY APPLIED MAY RE-APPLY

CONTRACT	THREE (3) YEAR FIXED TERM CONTRACT
TASK GRADE	09
ALL INCLUSIVE PACKAGE	R264 208.00 – R277 060.00 per annum
ADVERTISEMENT PLATFORMS	Local Newspaper, Municipal Website, Municipal Notice Boards
MINIMUM REQUIREMENTS	<ul style="list-style-type: none"> •Matric (Grade 12). •National Higher Certificate in Public Administration/ Public Management or relevant qualification (NQF Level 5). •Diploma in Public Management/ Administration or relevant qualification. •Computer literacy-MS Office Applications. •Minimum of 2 years work experience. •Code B valid driving licence.
KEY RESPONSIBILITIES	<p>The successful incumbent will be required to:</p> <ul style="list-style-type: none"> •Perform regular field level support and monitoring to the projects through participatory and in-depth monitoring methods. •Perform regular field monitoring visit insuring effective and timeously project delivery. •Prepare and execute and review project plans and annual activity plans. • Assist the coordinator by feeding ground level information and collection of data timeously. •Prepare a detailed procurement plan for the lifespan of the programme. •Prepare and execute the yearly EPWP recruitment. • Perform other responsibilities assigned from time to time by competent authority.

CLOSING DATE : 20 MARCH @ 16H00

ENQUIRIES : MANAGER: HUMAN RESOURCES MANAGEMENT MR. C.K. MAGADLA (039 737 8135)

Please apply by filling in the Application for Employment Form obtainable from our website:

www.matatiele.gov.za (not Z83 form) or from any of our Municipal Offices (Matatiele, Maluti, Cedarville and from a Ward Support Assistants in any of our 26 Wards). You must also send your Curriculum Vitae together with certified copies of your qualifications, Identity Document (ID) and Valid Code B Driving Licence (where applicable) to:

FOR ATTENTION: THE GENERAL MANAGER, CORPORATE SERVICES DEPARTMENT

***The Municipal Manager
Matatiele Local Municipality
P.O. Box 35
Matatiele, 4730***

OR

***The Municipality Manager
Matatiele Local Municipality
102 Main Street
Matatiele, 4730***

NB: Failure to submit documents listed above will result in disqualification.

Without prejudice and with due respect, correspondence will only be limited to short-listed applicants due to circumstances beyond our control.

The Municipality reserves the right not to make any appointment in respect of the advertised posts.

PLEASE NOTE: THAT NO FAXED OR E-MAILED APPLICATIONS WILL BE CONSIDERED AND THAT APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

The appointment is made according to the Council conditions of service. Canvassing for this position will lead to disqualification of applications. Canvassing support from Municipal Officials and Councillors is prohibited and any person found guilty thereof, will be disqualified with immediate effect. The Matatiele Local Municipality is committed to achievement and maintenance of employment equity and diversity especially in respect of race, gender and disability. The Municipality reserves the right to approve or decline the appointment.

**MR. V. MLOKOTHI
ACTING MUNICIPAL MANAGER
Notice No : 2019/2020-126**

We urge all employees, members of council, clients, members of the public and our suppliers to report any kind of fraud or corruption at Matatiele Local Municipality's Human Resources Management Unit.