



EXTERNAL ADVERT

The Mkhambathini Municipality hereby invites suitable qualified applicants to apply for the following position:

DEPARTMENT: COMMUNITY SERVICES

PUBLIC EMPLOYMENT OFFICER -PERMANENT POSITION

REMUNERATION: R351 623.16 Per annum (Task Grade 12 of Grade 1 Local Municipality plus benefits as prescribed by collective agreements of local Authorities)

MINIMUM REQUIREMENTS

- Grade 12 or National senior certificate
- A recognised three-year National Diploma, or equivalent qualification in a related field.
- Preference will be given to candidates with 2-3 years of experience in relevant field.
- Code B, driver's license.

KNOWLEDGE SKILLS AND COMPETENCY

- A recognised three-year bachelor's degree/National Diploma, or equivalent qualification in a related field.
- Basic knowledge and understanding of Expanded Public Works Programme (EPWP) and reporting protocols.
- Basic Understanding of EPWP and its relationship with national, provincial and municipal government.
- Basic organisational and coordination skills.
- Basic stakeholder management, facilitation, and a good understanding of government planning processes.
- Good interpersonal and communication skills (written & verbal).
- Ability to work under pressure.

KEY PERFORMANCE AREAS


- Provide technical input on projects selection and planning to ensure that projects are labour-intensive compliant and that EPWP principles are adhered to.
- Provide technical input of the designing of contracts and monitoring of projects/programmes implemented under the EPWP.
- Managing the implementation of the EPWP by ensuring the attainment of set targets by the National Department of Public Works on the creation of work opportunities in terms of the Protocol Agreement.
- Ensuring that projects capacity building and training requirements are in line with National Governments guidelines and the Code of Good Practice for Special Public Works Programme.
- Development and implementation of the municipal EPWP policy strategy document, monitoring and review
- Overall EPWP contract administration, coordination of the administration of Service Level Agreements (SLAs) and Protocol Agreements PA).
- Oversee to the EPWP project Audit function as required by the National Department of Works.

Application letter (clearly stating the position you are applying for), together with a comprehensive CV and certified copies of qualifications must be sent to the: **The Municipal Manager, Mkhambathini Municipality, Private Bag X04 Camperdown 3720 or hand deliver at: No 18 Old Main Road, Camperdown, 3720.**

Closing date 21 August 2023 Kindly note that should you not be contacted within a period of 30 days after closing date, consider your application unsuccessful.

Enquiries regarding the post can be directed to Ms. P.N. Ndlovu. Manager: Human Resources at 0317859345.

Mkhambathini Municipality subscribes to an Employment Equity, Affirmative Action Programme which is non-racist, non-sexist and based on merit.



MR. S. MNGWENGWE
MUNICIPAL MANAGER