

Okhahlamba municipality is an equal opportunity, affirmative action employer. It is our intention to promote representatively (in terms of race, gender and disability).

### **EPWP Co-ordinator**

**Salary: R 136 004-40 Per Annum (Pension fund & Medical aid and 13<sup>th</sup> Cheque)**

### **Requirements**

- Grade 12 / Matric Certificate
- Any equivalent tertiary qualification with Admin and Business Management will be an added advantage
- 1-2 years experience in the field of EPWP under local government
- Computer Literate, Good Communication Skills(Verbal and writing)
- Co-ordinating and management skill

### **Responsibilities**

- Design and management of programmes and projects related to job creation and poverty alleviation
- Manage, direct and co-ordinate the implementation of the EPWP across all sectors towards the delivery of EPWP goals intergrated
- Consolidate and balance journals on a monthly basis
- Provide percentages of quarterly EPWP actual reports
- Problem solving,motivating,negotiation,good interpersonal and ability to communicate at all levels including political bearers

**Enquiries in respect of the above position should be directed to Human Resources Office, (036) 448- 8047 / 8043 during office hours**

**Comprehensive Curriculum Vitae, together with certified copies of qualifications, ID copy and the application letter should be sent to:**

**THE MUNICIPAL MANAGER  
OKHAHLAMBA MUNICIPALITY  
P.O. BOX 71  
BERGVILLE  
3350**

The closing date for applications is **30 January 2015, 12H00**. If you have not heard from us within 30 days of the closing date, you should regard your application as unsuccessful.

**S.D Sibande  
Municipal Manager**