



**MATATIELE**

LOCAL MUNICIPALITY

102 Main Street,

Matatiele

P.O. Box 35

Matatiele, 4730

Tel: 039 737 3135

Fax: 039 737 3611

## EXTERNAL VACANCIES

**DATE 09 DECEMBER TO 23 DECEMBER 2022**

Matatiele Local Municipality is committed to the achievement and maintenance of diversity and equity in employment, especially in respect of gender, race 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. Candidates whose appointment will enhance representativity of employees from the designated groups are encouraged to apply.



**PLEASE BEWARE OF THE SCAM WHERE INDIVIDUALS ARE REQUESTING MONEY IN EXCHANGE OF EMPLOYMENT WITHIN THE MUNICIPALITY AND PLEASE DO NOT MAKE ANY FORM OF PAYMENT IN RESPECT OF EMPLOYMENT OFFER.**

### COMMUNITY SERVICES DEPARTMENT

Unit: Public Amenities & EPWP

Position: EPWP COORDINATOR (Ref Number: MLM/COM/PA&E/014)

Employment Term	Three years fixed term contract
Task Grade	14
Total Remuneration Package	R606 257.40 P.A
Advertisement Platforms	Provincial Newspaper, Local Newspaper, Municipal Website and Municipal Notice Boards
Minimum Requirements	• Grade 12 • Computer literacy – Ms Office Applications • National Diploma in Public Administration / Public Management • 4 years' experience in EPWP programme of which 2 years must be on supervisory level of the programme • Fluent in 2 or more Matatiele Spoken African Languages • Code B Driving Licence will be advantageous • Willingness to work over and above call of work and under pressure
Knowledge	• Performs complex administrative functions which requires specialized knowledge; and Operates under limited supervision. • Knowledge of Local Government sector and applicable legislation. Implementation prescripts of the programme i.e. Ministerial Determination.
Key Responsibilities	• Assisting the Department of Public Works (DPW) as overall coordinator of the programme with information pertaining to the creation of an enabling environment for the programme, alignment of activities of different public bodies, learning on the implementation of the Public Works projects etc. • Facilitating the orientation and feedback meetings of all EPWP beneficiaries • Developing implementation plans and identifying specific opportunities for piloting and/ implementing the EPWP activities • Monitor and implement reviews of project plans and annual activity plans • Submit monthly, quarterly, yearly reports to both the municipality and public works • Prepare detailed project progress for the lifespan of the programme • Oversee and manage EPWP payments by verifying all the relevant documents • Monitor all project progress.

### CORPORATE SERVICES DEPARTMENT

Unit: Administration and Council Support

Position: Speaker's Aide (Ref Number: MLM/COR/PA/035)

Employment Term	Term of Office of Political Office Bearer
Task Grade	09

*Where Nature, Agriculture, Tourism are Investments of Choice.*

*L.M.*

Electrical Services: 079 522 9770 - Prepaid Sales: 079 523 322 - Finance Office: 039 737 3565 - Disaster and Fire: 039-2560610/079 523 2223 -  
Police(SAPS): 039-7379904/9905 - Water: 082 520 1476 - Ambulance: 10177 - Traffic: 079 522 9774

<b>Total Remuneration Package</b>	<b>R304 784.20</b>
<b>Advertisement Platforms</b>	<b>Local Newspaper, Municipal Website and Municipal Notice Boards</b>
<b>Minimum Requirements</b>	• Grade 11 pass • 2 Year working experience. • Code B driving licence with PDP. • Communication and Interpersonal skills.
<b>Knowledge</b>	• Knowledge of political office protocol, support and VIP Protection.
<b>Key Responsibilities</b>	• Interacting with Protection Services and South African Police Services and other security services in respect of high profile functions and possible volatile situation and comprehending safety instructions and contingency plans in cases of emergency. • Communicating with the PA to the Speaker in respect of the programme/ schedule of meetings. • Conducting and recording details of vehicle safety inspections and/ or informs the Executive Secretary to activate maintenance requisitions and confirm service/ repair appointments. • Communication with Protection personnel on specific safety requirements during travel and applying agreed procedures to counteract or avoid life threatening incidents. • Taking the allocated vehicles for service as per scheduled and ensuring that the service book is entered after every service. • Recording travelled kilometres in the logbook and submitting the logbook to the supervisor. • Perform any other duty as assigned by competent authority.

**CLOSING DATE : 23 DECEMBER 2022 @ 16H00**

*Enquiries should be addressed to the Manager: Human Resources Management and Development, Mrs. E. Moeti either by email @ [EMoeti@matatiele.gov.za](mailto:EMoeti@matatiele.gov.za) or telephone (039) 737 8247*

**IMPORTANT NOTE TO APPLICANTS:**

- Failure to submit documents listed above will result in disqualification of applicants;
- Background screening and vetting of qualifications and references will be conducted on shortlisted candidates;
- Proof of canvassing will lead to the disqualification of applicants;
- No faxed, emailed and late applications will be considered;
- Correspondence will be limited with selected applicants;
- The Municipality reserves the right not to appoint in respect of the advertised posts; and
- All appointments are made according to the Council conditions of service.

*Please apply by filling in the Application for Employment Form obtainable from our website: [www.matatiele.gov.za](http://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 27 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 General Manager: Corporate Services  
Matatiele Local Municipality  
P.O. Box 35  
Matatiele  
4730*

**OR**

*The General Manager: Corporate Services  
Matatiele Local Municipality  
102 Main Street  
Matatiele  
4730*

**MR. L. MATIWANE  
MUNICIPAL MANAGER  
Notice No : 2022/2023-155**

*The municipality urges 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 and Development Unit.*

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