



# HARRY GWALA DISTRICT MUNICIPALITY

Harry Gwala District Municipality, situated at 40 Main Street, Ixopo, within the Province of KwaZulu-Natal, invites applications from innovative and committed individuals for the under mentioned positions.

## CORPORATE SERVICES DEPARTMENT

### SKILLS DEVELOPMENT FACILITATOR

Salary Grade: (D2) R415 638.06– R451 903.03 p.a. plus applicable benefits

Ref No. COP O 5/5/4/2/1

**Requirements:** • Grade 12/Matric • NQF Level 6 in Human Resources or relevant qualification • National Certificate in ODETDP will be an added advantage • 2 – 3 years' experience working in a Human Resources field • A valid driver's licence.

**Key performance areas:** • Participate in discussions and forums related to the skills development of Employees, Councillors and Traditional Leaders involving the Sector Education and Training Authorities, Departments in the Municipality and National and Provincial Government • Present qualitative and quantitative information on the status of skills development initiatives, strengths and weaknesses of current interventions, opportunities available and recommendations to support improvement • Report to specific Sub-Committees on activities and key outcomes of the training interventions • Consolidate and analyse information to facilitate the preparation of a comprehensive skills plan, identifying and prioritising specific interventions • Prepare and submit the Workplace Skills Plan, Annual Training Report to the relevant Sector Education & Training Authority as required by law • Discuss proposed actions/interventions, internal and external training requirements with the Head of Department prior to commencing with implementation • Ensure alignment of all training interventions with the objectives of the Integrated Development Plan • Develop a Human Resource Development Strategy in line with the Provincial Human Resource Development Strategy • Perform any other duty/duties as instructed by person with authority.

## INFRASTRUCTURE SERVICES DEPARTMENT

### PROJECT FINANCE OFFICER

Salary Grade: (C4) R305 839.72 – R332 357.55 p.a. plus applicable benefits

Ref No. IF O 5/5/4/2/3

**Requirements:** • Grade 12/Matric • NQF Level 6 in Municipal Administration or relevant qualification • 2 – 3 years' experience in similar post • Computer literacy in MS Packages • A valid motor vehicle driver's licence.

**Key performance areas:** • Assist Chief Projects Administration Officer with processing of invoices and payment certificates • Monitor the consolidated cash flow performance reports on each project and the regional programme collectively • Compile of monthly, quarterly, bi-annual and annual reports for MIG and RBIG • Verify and reconcile quarterly transfers from national to the Municipality • Compile all the financial reports (DORA) • Audit compliance of all legal conditions, required from the different spheres of government • Audit and administer the monthly claims and expenditure • Ensure proper record keeping for all projects under implementation.

### EPWP CO-ORDINATOR

Salary Grade: (C2) R250 128.20 – R271 629.17 p.a. plus applicable benefits

Ref No. IF O 5/5/4/2/1

**Requirements:** • Grade 12/Matric • NQF Level 6 in Public Administration or relevant qualification • EPWP Training certificate will be an added advantage • 2 – 3 years' experience working in administration • Computer literacy • A valid motor vehicle driver's licence.

**Skills and knowledge:** • Good communication skills • Project management skills • Must be able to work under pressure.

**Key performance areas:** • Co-ordinates key applications and procedures associated with the identification, implementation, monitoring and reporting of Extended Public Works Programs in support of various provincial and national departments responsible for funding and monitoring of EPWP • Co-ordinate and implement EPWP effectively within the district • Participate in development of EPWP business plan which will be developed in partnership with Provincial and National departments • Participate in the recruitment of EPWP workers and safe keep appropriate engagement information • Co-ordinates EPWP Learnership programmes and report on the status of training • Ensures that all standards and procedures are adhered to and that significant deviations are reported and co-ordinated in respect of all EPWP • Assist with policy development and Incentive Grant Business Plan.

### DATA CAPTURER: EPWP

Salary Grade: (B5) R207 365.14 – R225 282.60 p.a. plus applicable benefits

Ref No. IF O 5/5/4/2/2

**Requirements:** • Grade 12/Matric • NQF Level 5 in Public Administration or relevant qualification • 1 year experience in data capturing • Computer literacy.

**Key performance areas:** • Check the accuracy of details recorded on transactional documentation and updating work in progress information/data on specific applications/systems of the Department • Capture all EPWP projects and extract validation reports from EPWP reporting system • Merge, copy and transfer data from applications, format/generate forms/transactional documentation for approval • Insert, track progress and move or merge fields on databases to maintain records/contracts • Work out the Incentive Grant Projects list for the forthcoming financial year • Attend to and establish the nature of enquiries from the general public/officials, etc. prior to forwarding to the respective units/personnel for attention • Perform duties over and above those in your job description as delegated by a person with authority.

**Enquires should be directed to:** Human Resources Unit, on tel: (039) 834 8756/5504/8752/. No faxed or e-mailed applications will be accepted.

Applications must be submitted with an Application Form which can be found on our website [www.harrygwalmunicipality.gov.za](http://www.harrygwalmunicipality.gov.za) accompanied by a comprehensive Curriculum Vitae, certified copies of educational qualifications and driver's licence must be addressed to the **Municipal Manager for attention: Miss N. Lungwengwe, Executive Director: Corporate Services, Harry Gwala District Municipality, Private Bag X 501, IXOPO, 3276**, or can be hand delivered to 40 Main Street, IXOPO 3276, to reach us no later than 15h00 on 13 November 2020.

Further correspondence will be confined to shortlisted candidates. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application has been unsuccessful.

**NB:** Canvassing with Councillors or Management will lead to immediate disqualification. Harry Gwala District Municipality subscribes to the National Equity Strategy.

The Council reserves the right not to continue with the interview and appointment if it feels that no suitable candidates identified.

**NB:** Applications that are submitted without Harry Gwala District Municipality application form will not be considered.

**MRS A.N. DLAMINI: MUNICIPAL MANAGER**