



KWAZULU-NATAL PROVINCE

COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS

REPUBLIC OF SOUTH AFRICA

CHIEF DIRECTORATE: MUNICIPAL LOCAL ECONOMIC DEVELOPMENT SUPPORT

DIRECTORATE: EPWP

POST TITLE: DEPUTY DIRECTOR: EPWP COORDINATION

SALARY: R 733 257 PER ANNUM (All inclusive remuneration package to be structured in accordance with the rules of the Middle Management Service)

CENTRE: PIETERMARITZBURG

REFERENCE: 1/2021(MLEDS)

REQUIREMENTS:

The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Administration/ Developmental Studies/Social Science or a related qualification coupled with 3-5 years junior management experience in the EPWP environment

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: ■ Knowledge of PSR and PSA, PFMA and relevant legislation ■ Knowledge of policy analysis and technical consulting ■ Knowledge of Project management, research and analysis of data ■ Practical demonstration of knowledge and skills in community works programmes ■ Knowledge of poverty alleviation strategies, community awareness and municipal legislation and workings ■ Awareness and understanding of the cultural climate within the Public Service ■ Knowledge of monitoring and evaluation processes and systems ■ Strategic capability and leadership skills ■ Problem solving and analysis, decision making and team leadership skills ■ Creativity, financial management and customer focus and responsiveness skills ■ People management, planning and organising skills ■ Conflict management and negotiation skills ■ Analytical, problem solving and presentation skills ■ Good communication skills (verbal & written) ■ Computer literacy in MS office ■ A valid code 8 drivers licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to coordinate and support interventions and flagship programmes including CWP with the following key responsibilities: ■ Develop and implement EPWP policies and strategies ■ Ensure the implementation of new job creation initiatives to maximise employment of targeted groups ■ Coordinate and report on community works and food for waste programmes through the establishment of committees ■ Support municipalities with compliance of EPWP initiatives ■ Manage the resources of the Directorate.

DIRECTORATE: EPWP

POST TITLE: ASSISTANT DIRECTOR: EPWP COORDINATION

SALARY: R 376 596 PER ANNUM

CENTRE: PIETERMARITZBURG

REFERENCE: 2/2021(MLEDS)

REQUIREMENTS:

The ideal candidate must be in possession of a National Diploma or NQF level 6 qualification as recognised by SAQA in Public Administration/ Developmental Studies/Social Science or a related qualification coupled with 3-5 years experience in the EPWP environment or community work programme.

ESSENTIAL KNOWLEDGE, SKILLS AND COMPETENCIES REQUIRED:

The successful candidate must have: - ■ Knowledge of PSR and PSA, PFMA and relevant legislation ■ Knowledge of policy analysis and technical consulting ■ Knowledge of Project management, research and analysis of data ■ Practical demonstration of knowledge and skills in community works programmes ■ Knowledge of poverty alleviation strategies, community awareness and municipal legislation and workings ■ Awareness and understanding of the cultural climate within the Public Service ■ Knowledge of monitoring and evaluation processes and systems ■ Strategic capability and leadership skills ■ Problem solving, analysis, decision making and team leadership skills ■ Creativity, financial management, customer focus and responsiveness skills ■ People management, planning and organising skills ■ Conflict management and negotiation skills ■ Analytical, problem solving and presentation skills ■ Good communication skills (verbal & written) ■ Computer literacy in MS office ■ A valid code 8 drivers licence.

KEY RESPONSIBILITIES:

The successful candidate will be required to coordinate the implementation of expanded public works programme initiatives with the following key responsibilities:- ■ Provide advice and guidance and input to EPWP and CWP policies and strategies ■ Provide administrative support in the implementation of CWP ■ Provide support in the implementation of internal employment expansion programmes (flagship programmes) ■ Facilitate framework compliance of municipal community development initiatives ■ Provide operational support for ongoing LED projects post grant support ■ Supervise staff.

ENQUIRIES: Mr N Moloi

TELEPHONE: 033 8975604

NOTE TO APPLICANTS:

Applications must be submitted on the new Application for Employment Form (Z83) available from any Public Service Department and should be accompanied by a comprehensive CV together with originally certified copies of qualifications, driver's licence and ID. Applicants who possess a qualification which was obtained from a non-South African University must produce SAQA evaluations when submitting their applications. Failure to comply with any instruction will disqualify applicants. Appointment is subject to a positive outcome obtained from the State Security on the following checks (Security Clearance, Qualification verification, criminal records, credit records and previous employment). Faxed or late applications will not be accepted. Should applicants not receive any response from the Department within three months of the closing date, please accept that your application was unsuccessful.

APPLICATIONS TO BE POSTED TO: The Chief Director, Human Resource Management & Development, Department of Cooperative Governance and Traditional Affairs, Private Bag X9078, Pietermaritzburg, 3200 or HAND DELIVERED TO: The Chief Registry Clerk, 14th Floor North Tower, Natalia 330 Langalibalele Street, Pietermaritzburg for the attention of Mr LA Nnyilenda, Closing date: 18 June 2021 (Applications received after this date will not be accepted).

The Department is an equal opportunity, affirmative action employer and is committed to empowering people with disability.

