



# GREATER LETABA MUNICIPALITY

P.O Box 36, Modjadjiskloof, 0835, Tel (015) 309 9246/7/8,  
Fax (015) 309 9419, Email:greaterletaba@glm.gov.za

Greater Letaba Municipality invites suitably qualified candidates to apply for the following positions:

## TECHNICAL SERVICES DEPARTMENT

**POSITION: EPWP DATA CAPTURER**

**NUMBER OF POSITION: 01**

**CONTRACT PERIOD: 12 MONTHS**

**NUMBER OF DAYS PER MONTH: 23 DAYS**

**RATE PER DAY: R200.00**

**Requirements:** Higher Certificate in Office Administration/Management/Public Management or equivalent. A minimum of twelve months (12) relevant experience in the field of Administration. Computer literacy in the Microsoft package (MS Word, Excel, PowerPoint and Outlook) will be an added advantage.

**Duties and Requirements:** Responsible for the day to day administration of Expanded Public Works Programme project in the PM Unit. Recording of the data at the project level using templates provided by Department of Public Works, Roads and Infrastructure. Capture the EPWP workers attendance register on the system. Compile the EPWP working schedule as per the municipality needs. Compile monthly reports and statistics on the EPWP performance. Compile the attendance register for payroll payment process. Submit the attendance register and reports to the PMU Unit Manager. Filing all EPWP related documents. Support and assist with all administration duties as required by PMU team. Perform any other task assigned and delegated by the manager or superiors.

**POSITION: SKILLED (PLUMBER X 04)**

**SKILLED (BUILDER X 02)**

**SKILLED (MECHANIC X 02)**

**SKILLED (ROADS X 02)**

**CONTRACT PERIOD: 06 MONTHS**

**NUMBER OF DAYS PER MONTH: 23 DAYS**

**RATE PER DAY: R200. 00**

*"To be the leading municipality in the delivery of quality services for promotion of socio-economic development".*

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**Requirements:** Higher Certificate or equivalent qualification in the specific field applied for.  
Relevant qualifications will be an added advantage.

**Requirements:** Duties and responsibilities of each skilled field will be guided by the operation of the field that is being applied for, i.e., Plumbers will be guided and supervised by the municipal plumbers in charge and same shall apply to all other fields that are being advertised. Perform day to day maintenance in each specific field. Perform any other task assigned and delegated by the supervisors.

Greater Letaba Municipality is an equal opportunity affirmative action employer. It is our intention to promote representation (race, gender and disability) through filling of these positions as such candidates whose appointment /promotion encourages representation will receive preference. Errors and Omissions excluded.

Interested individuals may send an application letter stating clearly the position applied for. Applications must be accompanied covering letter, Curriculum Vitae and certified copies of qualifications. Short listed candidates may be required to produce original copies of qualifications on or before the appointment.

Correspondences will only be entered into with short listed candidates. Applicants will be penalized for canvassing.

Please forward all applications to: **The Municipal Manager, Greater Letaba Municipality, P. O Box 36, Modjadjiskloof. 0835**, or hand delivered at the **Municipality, 44 Botha Street, Civic Centre, Modjadjiskloof.**

Enquiries: Mr. Selowa P.M. @ (015) 309 9246 & Ms. Molefe M.L. @ 015 309 9246/7/8  
Closing date: 11<sup>th</sup> July 2024 @ 16h00 (Tuesday)



**MUNICIPAL MANAGER  
SEWAPE M.O.**

*01/07/2024*  
DATE

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