



## GREATER LETABA MUNICIPALITY

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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: 06 MONTHS**

**NUMBER OF DAYS PER MONTH: 16 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 10)**

**SKILLED (BUILDER X 05)**

**SKILLED (MECHANIC X 03)**

**SKILLED (ROADS X 02)**

**CONTRACT PERIOD: 06 MONTHS**

**NUMBER OF DAYS PER MONTH: 16 DAYS**

**RATE PER DAY: R200.00**

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