



EXPANDED PUBLIC WORKS PROGRAMME



External Advertisement: EPWP

Matzikama Municipality is situated in the West Coast of the Western Cape Province and serves the following towns: Vredendal, Vanrhynsdorp, Klawer, Lutzville, Koekenaap, Doringbaai, Strandfontein, Ebenhaeser, Papendorp, Bitterfontein, Nuwerus, Kliprand, Stofkraal, Molsvlei, Putsekloof and Rietpoort.

DIRECTORATE: INFRASTRUCTURE & TECHNICAL DEPARTMENT – VREDENDAL **EPWP WORK OPPORTUNITIES – PROJECTS AND NUMBER OF VACANCIES**

1. Administrative Assistant (1)

Remuneration: EPWP compensation will apply

Job Purpose: Matzikama Municipality has an opportunity for a self-motivated and competent individual to provide administrative support to the Infrastructure and Technical Directorate

Location: Vredendal Infrastructure and Technical Department

Minimum requirements: Management Assistant N6 (Certificate /Diploma)

Key Performance Areas: Provide administrative support to Infrastructure Service Personnel. Adhoc requests to provide reception service. Provision of effective record keeping. Provide office administration. Arrange travelling, accommodation, special functions, invitations, venue bookings and refreshments. Provide logistical support. Specific water and sanitation programme administration, including taking of minutes, drafting correspondence, capturing and updating Water and Sanitation Programmes (IRIS). Establish and maintain documentation library, this includes providing document management support, the identification, change control and administration on all infrastructure -related documents.

NOTES TO APPLICANTS:

- Enquiries may be directed to Mr. Dudley Mattheus and Miss Kylene Booise at 027-20133509 /424.
- All applications should be accompanied by a fully completed application form (obtainable from our Municipal offices), a comprehensive CV and originally certified copies of your ID, qualification certificates, and other relevant documentation (not older than three months).
- Applications not accompanied by the correct completed application form, certified copies of ID, qualification certificates, and other relevant documentation will not be considered.
- Applications should be forwarded to EPWP office, PO Box 98, Vredendal, 8160, for the attention of Miss Kylene Booise.
- Appointment is subject to the successful signing of employment contracts.
- The Council is an equal opportunity employer in terms of the stipulations of the Employment Equity Act and its Employment Equity Plan and candidates are encouraged to indicate their race, gender, and disability.
- If you have not received any feedback within two (2) weeks after the closing date, please consider your application unsuccessful.
- No late applications will be considered.

CLOSING DATE: 18 JULY at 13H00

LIONEL PHILLIPS
MUNICIPAL MANAGER