



## **INKOSI LANGALIBALELE LOCAL MUNICIPALITY**

The Inkosi Langalibalele Local Municipality is an equal opportunity employment organization; hence preference will be given to previously disadvantaged groups. Women and people living with disabilities are also encouraged to tender their applications. Applications are awaited for the above position.

### **INTERNAL ADVERTISEMENT OF POSTS**

#### **EPWP DATA CAPTURE (DEPARTMENT: COMMUNITY SERVICES) ONE [1] YEAR FIXED TERM CONTRACT**

**Salary: R20 916,35 per month. Allowances: The benefits included are Car Allowance and cellphone Allowance as per approved applicable policies.**

#### **Educational Requirements.**

- Computer Literacy Certificate
- A valid driver's license.
- Matric Certificate
- Certificate in Office Administration
- Exposure to public participation
- A minimum of three years' experience in Local Government of which two years must be in a data capturing environment.

#### **Responsibilities.**

- Provide technical support to the Municipality in implementing EPWP program.
- Facilitates planning of EPWP programs and monitor adherence to EPWP prescripts.
- Engage EPWP stakeholders on particular policies and procedures that must be adhered to and implemented.
- Oversee the daily work attendance of EPWP employees and compile monthly reports that are submitted to the Department of Public Works.
- Monitor and report on the utilization of EPWP grant.

#### **PARALEGAL (DEPARTMENT: OFFICE OF THE MUNICIPAL MANAGER) ONE [1] YEAR FIXED TERM CONTRACT**

**Salary: R20 916,35 per month.**

#### **Educational Requirements.**

- Certificate in Paralegal Studies
- A valid driver's license.
- Matric Certificate

#### **Responsibilities.**

- Attend to contractual matters by drafting, vetting and preparing related legal memorandums.
- Receive, acknowledge, peruse and interpret new legal instruction.

- Contact various stakeholders to clarify an instruction received, requests documents, facts checking, arranging of consultations with panel of attorneys, etc.
- Keep and maintain a proper diary system of all current matters and alert the Legal Manager of matters to be attended to.
- Receive, analyse, summarize and file pleadings received by the Municipality.
- Organize and manage legal files and documents and conduct legal research.
- Keep track of changes in the framework and provide timely updates on the changes.
- Attend to other ad hoc activities that may be required.

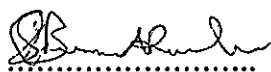
**ENQUIRIES:** To be directed to the Human Resources Officer, Mr NE Sikhakhane at 036 342 7800.

**Closing Date: 20<sup>th</sup> June 2023 at 10h00**

**Note to Applicants:**

1. Due to the number of applications envisaged to be received, applicants who don't receive response from us within 3 months please consider your application as unsuccessful.
2. A comprehensive CV must be accompanied by a covering letter quoting the notice number and the post applied for. The certified copies of the Identity Document (ID), Driver's License and copies of qualification must be attached to the advert.
3. Canvassing to councilors or officials is not permitted and proof thereof will result in disqualification.
4. No subsistence and traveling allowance will be paid to applicants called for interviews.
5. The Municipality reserves the right to conduct the reference check as well as not to make any appointments.
7. A comprehensive Curriculum Vitae may be hand delivered to Registry Office (Room 31) or posted to The Municipal Manager. Inkosi Langalibalele Local Municipality, P.O. Box 15, Estcourt, 3310 Civic Buildings, Victoria Street. Tel. 036-342 7800

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**SB MTHEMBU  
MUNICIPAL MANAGER**