

# THEEWATERSKLOOF

Munisipaliteit \* Municipality \* uMasipala

*Theewaterskloof Municipality currently awaits suitable qualified persons to be appointed in the under – mentioned temporary vacancy.*

## TEMPORARY EPWP ADMINISTRATOR: CALEDON

Remuneration: R400.00 per day

Period of Temporary appointment: From 01 July 2026 to 15 June 2027

**Minimum requirements:** At least a Grade 12 (Matric)\* Computer literate ( MS Office (E-mail, Word, Excel, PowerPoint) \* Sound administrative, financial and communication skills\* Ability to speak two of the three official languages in the Western Cape, namely English, Afrikaans and Xhosa. A valid Code B or EB driver's license will serve as a recommendation.

**Responsibilities would involve the following:** • Ensure all EPWP Project information are captured on the National EPWP Reporting System within the reporting period• Administer all EPWP MIS reports, timesheets received from Projects• Critically examine all information submitted on Project MIS reports and timesheets• Capture all MIS report information, work opportunities, person days' worked etc. on the National EPWP RS• Create reports – from information received on monthly basis – vulnerability stats, expenditure, etc. • General administration & correspondence duties with regard to job creation projects• Assist projects in resolving data related queries• Coordinate, attend and support all project visits• Draft and submit reports to EPWP Compliance and Reporting Unit• Assist with related research• Assist with other related administrative duties when required from time to time. Conduct site project visits.

The prescribed application form **must** be accompanied with originally certified copies of the following documents before the closing date and time of this advertisement – Failure to attach the required documents will automatically disqualify an applicant.

- Originally certified copy of Senior Certificate – certification must not be older than 6 months
- Originally certified copy of ID – certification must not be older than 6 months
- Originally certified copy of driver's license (if in possession) – certification must not be older than 6 month

**Enquiries:** Contact Ms. E Lotriet: Manager LED and Tourism

Tel: 028 - 2143300

*If you do not receive any feedback, within two (2) months after the closing date, kindly assume that your application was unsuccessful. The Council reserves the right not to make any appointment.*



Theewaterskloof Municipality is committed to equal opportunity and affirmative action. Preference will be given to suitably qualified candidates who are members of the designated groups as defined in Section 1 of the Employment Equity Act namely black people, women and people with disabilities.

Mr. GW Hermanus, Acting Municipal Manager P O Box 24, 10 Church Street Caledon 7230

**Applicants must complete the prescribed application form along with a detailed CV with originally certified copies of qualifications, ID document, as well as a testimonial in order to be considered for the position. Application forms must be forwarded to the Manager: Human Resources, Theewaterskloof Municipality, P O Box 24 Caledon 7230.**

**Please note: No e-mailed, scanned or faxed applications will be accepted, and shortlisted candidates will be required to produce original copies of academic qualifications on the day of the interview. Only original applications forms will be accepted.**

Canvassing will disqualify any candidate from being considered for appointment.

**APPLICANTS WHO DO NOT COMPLETE THE PRESCRIBED APPLICATION FORM WILL AUTOMATICALLY BE DISQUALIFIED.**

**Closing date: 12 June 2026 at 12:00 pm. (no applications will be accepted or considered after the closing date)**