



# Sundays River Valley Municipality

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www.srvm.gov.za  
23 Middle Street, Kirkwood, 6120  
P.O. Box 47, Kirkwood, 6120



Notice No: 21/2023

## **LOCAL ADVERT (KIRKWOOD, ADDO & PATERSON)**

### **INFRASTRUCTURE PLANNING AND DEVELOPMENT**

Applications are invited from suitably qualified persons for appointment to the under mentioned positions. **Sundays River Valley Municipality subscribes to the principles of employment equity as espoused in the relevant legislation.**

**EPWP COORDINATOR X 1 (Fixed Term Contract for 12 months)**  
**REMUNERATION: TG 10 (R258 334- R335 359)**

#### **REQUIREMENTS**

- Grade 12
- 2 years' experience in general administration
- C1 Driver's license
- Communication Skills
- Computer literacy

#### **RESPONSIBILITIES INCLUDE**

- Grant management by preparing monthly, annual reports and record keeping.
- Being in constant engagement with the Department of Public Works and other relevant Stakeholders attached with the running of the programme by Municipalities.
- Prepare adverts including but not limited to development of a customized Municipal Policy.
- Day to day management of EPWP employees in their various sites
- Procurement of uniforms, medical examinations and as well the general well-being of employees
- Preparation of time sheets and other relevant labour scheduled as required by both internal and external stakeholders.
- Projects and programs coordination

#### **PROOF OF ACADEMIC QUALIFICATIONS:**

- All applications must be accompanied by certified copies of academic qualifications and curriculum vitae.
- Short-listed candidates will be required to produce their original academic qualifications at the interview
- Should it be necessary to determine equivalence of qualification and/or the verification/confirmation of same, this should be established via relevant verification authority and the responsibility for such will rest with the applicants

- Council reserves the right to verify/confirm any qualifications should it wish to do so with relevant verification authority
- False and/or fraudulent information provided will automatically disqualify the applicant

Canvassing of Councillors and staff members is not permitted and proof thereof will result in disqualification.

Council reserves the right to do reference and security checks on all short-listed candidates  
Council also reserves the right not to make any appointment.

**APPLICATION FORMS FOR THE ABOVE POSITIONS CAN BE OBTAINED FROM SUNDAYS RIVER VALLEY MUNICIPALITY  
WEBSITE: [www.srvm.gov.za](http://www.srvm.gov.za)  
OR AT THE KIRKWOOD ADMINISTRATION OFFICES.**

Applications, accompanied by certified necessary supporting documents, should reach the Personnel Officer, Sundays River Valley Municipality, P O Box 47, Kirkwood, 6120 on or before Thursday 19 July 2023 at 12:00. No faxed / e-mailed applications will be considered. For enquiries, please contact Ms. N Gqozo on 042 230 7707.

Kindly note that, the Municipality does not notify applicants whose applications were unsuccessful. Applicants not contacted within 30 days of the closing date must accept that their applications were unsuccessful. They are nevertheless thanked for their interest shown in the position advertised.

  
MUNICIPAL MANAGER  
09 October 2023

Sundays River Valley Municipality  
PO BOX 47

KIRKWOOD  
6120