

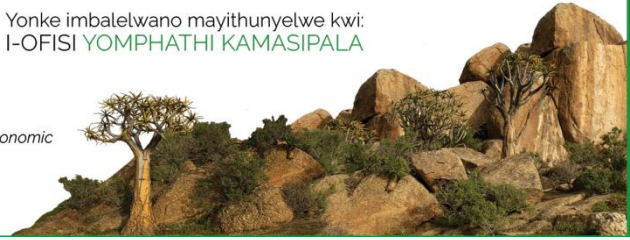


Nama Khoi Local Municipality

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VISION: Building tomorrow, today.
 MISSION: To deliver outstanding services to the community and to stimulate economic development in the region with the focus on the previously disadvantaged.

- Alle korrespondensie moet gerig word aan die: KANTOOR VAN DIE MUNISIPALE BESTUURDER
- All correspondence to be addresses to the: OFFICE OF THE MUNICIPAL MANAGER
- Yonke imbalelwano mayithunyelwe kwii: I-OFISI YOMPHATHI KAMASIPALA



EXTERNAL

| | |
|----------------|-------------------------|
| VACANCY | EPWP COORDINATOR |
| Ref. Nr | HR 23/2025 |

The following vacancy on the Municipality's staff establishment is available for dynamic and suitably qualified persons

| Post Title | Salary | Organogram | Location | Term |
|---------------------|-----------------------------|--------------------|------------------------------------|-----------|
| EPWP Coordinator x1 | T10(R23 383.48- R30 351.82) | Technical Services | Nama Khoi Jurisdiction (Springbok) | Permanent |

Vacancy Details :

| MINIMUM REQUIREMENTS | DUTIES |
|---|---|
| <ul style="list-style-type: none"> • Qualification :Diploma in Project Administration/ Relevant NQF Level 6 Qualification Computer literacy: MS OFFICE Code B driving license • Experience: 3 Years relevant experience. • SKILLS : Inherent requirement to perform the functions associated with the post • Knowledge and Scope of work: Execution of laid down procedures during the planning, compilation and execution of EPWP Projects and programmes. Provide efficient and effective project administration and logistical support services across the project life cycle. | <ul style="list-style-type: none"> • EPWP Projects and Programmes Coordination • Reports and Recordkeeping • Communication and Reporting |

The competency level for this position is a level 2 as stipulated in Annexure A of the Municipal Staff Regulations Government Notice No.890 as promulgated in Government Gazette 45181 dated 20 September 2021 and comprises of the following competencies.

| Core Professional Competencies | Functional Competencies | Public Service Orientation Competencies | Personal Competencies | Management/Leadership Competencies |
|--|--|---|--|---|
| Influencing Oral /written Communication Organisational awareness Problem-solving Planning and Organising Use of Technology Attention to detail | <ul style="list-style-type: none"> • Project management • Data Processing & Analysis | <ul style="list-style-type: none"> • Interpersonal relationships • Communication • Service Delivery Orientation • Customer orientation and customer focus | <ul style="list-style-type: none"> • Action orientation • Perseverance/Resilience • Readiness for change • Cognitive ability • Learning Orientation | <ul style="list-style-type: none"> • Impact and Influence • Team orientation • Direction setting • Coaching and Mentoring |

A full job description is available upon request from [granwell.cockrell@namakhoi.gov.za].