



THEMBELIHLE

LOCAL MUNICIPALITY
PLAASLIKE MUNISIPALITEIT
U-MASIPALA WASEKUHALENI

*Incorporating the towns of Strydenburg and Hopetown
Northern Cape Province, Republic of South Africa*

✉ Private bag X3 HOPETOWN 8750
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www.thembelihlemunicipality.gov.za

Thembelihle Local Municipality (NC 076) is an equal opportunity, affirmative action employer, is awaiting the applications for the following position. We encourage disabled persons to apply.

VACANCY: DATA CAPTURER – PROJECT MANAGEMENT UNIT

(3 YEAR FIXED TERM PERFORMANCE-BASED CONTRACT TO BE REVIEWED ANNUALLY)

REQUIREMENTS

- Grade 12
- A minimum of three years' experience in the related field.
- At least 2 experience in capturing Municipal Infrastructure Grant (MIG) and EPWP.
- Proficiency in MS Office (Word, Excel, and Power point)

PREFERRED COMPETENCIES

- Analytical accuracy working with data
- Ability to work under pressure and to meet deadlines
- Willingness to work long Hours
- Ability to interact with people at various levels
- Ability to interact with people at various and diverse levels.

DUTIES: KEY PERFORMANCE AREAS

- Management and maintenance of the National Monitoring database
- Liaise with provincial and national IT specialists on related issues
- Manipulation of data preparation of all necessary reports to municipal and the relevant provincial and national departments.
- Supporting and assisting with all administrative duties required by the PMU unit.
- Processing related correspondence and assisting with report generation
- Performing register maintenance: site reports, OH & S Register *etc.*
- Maintaining accurate and up to date data records
- Generating reports as required
- Any other reasonable task that may be assigned by the Technical Manager or any other manager directly accountable to the Municipal Manager

Remuneration: Annual Salary as stipulated in the business plan for the Project Management Unit as per MIG allocation.

Closing Date: 14th September 2018

Please note that no applications by E-mail or Faxed will be accepted. Applicants should note that if they are not notified of the outcome of their applications within 90 days of the closing date of submission of applications, they may conclude that their applications were not successful. The municipality reserves the right not to make any appointment following the placement of this advertisement. Applications containing a letter of application, curriculum vitae and certified qualifications as well as identification document shall be sent to:

Municipal Manager: Mr. Michael R. Jack
Thembelihle Municipality
Private Bag X3
HOPETOWN
8750

Enquiries: Manager: Technical Services, Mr. Stephen Marufu at 053 2030 951