



**'n Unieke en sorgsame Vallei van uitmuntende dienslewering, geleenthede en groei.  
Intlambo ekhethekileyo enenkathalo, egqwesayo kuniko-zinkonzo, ivulela amathuba kwaye  
iphuhlise.  
A unique and caring Valley of service excellence, opportunities and growth.**

## **DIRECTORATE OF STRATEGIC SUPPORT SERVICES**

### **SECTION: LOCAL ECONOMIC DEVELOPMENT**

#### **EPWP COORDINATOR**

**SALARY: R195 588.00 –R253 848.00 p.a. T10**

**Job Purpose:** Supervise and co-ordinates key applications and procedures associated with the identification, implementation, monitoring and reporting of Expanded Public Works Programs in support of various provincial and national departments responsible for funding and monitoring of EPWP. This will contribute in creating an enabling environment for entry level job seekers, small contractors and unemployed people in general.

**Duties:** Facilitate the key deliverables and immediate goals detailed in the SDBIP related to job creation targets as contained LED strategy and Integrated Development Plans; Facilitate meetings and presenting information and opinions on EPWP; Implement EPWP projects in commensurate with our local LED strategy on job creation; Do presentations to the senior managers and departmental heads and provide leadership in developing annual plans for EPWP implementation; Coordinate the monthly reporting to provincial and national department that fund EPWP; Facilitate broader based stakeholder workshops with internal as well external role players workshops to develop action plans; Conduct monitoring and evaluation sessions to assess whether deliverables is against agreed outcomes, milestones and indicators, provide reasons for non-achievement of critical requirements; Draft and project proposals to Provincial, National departments to access EPWP grants; Supervise the work of data capturing and all staff which will be employed in the EPWP function; Compile business plans of projects and programs as contained in LED strategy and IDP; Assist with Auditor General enquiries; Attend IGR meetings; Liaise with CWP Coordinator.

**Requirements:** Relevant NQF Level 6 tertiary qualification in Development Studies, Human Resources and Training or any general Public administration will be required; Fluency in two of the three regional languages (Afr/Eng/Xhosa); Good interpersonal and communication skills; Reading and writing skills; Computer literacy (Ms Office); Code B driver's licence

**Experience:** 3 years relevant experience

**Special Condition:** Must be prepared to work overtime to adhere to due dates and attend meetings after hours.

To apply in assured confidence, please send your Application form, CV, certified copies of qualifications and covering letter (including details of at least 3 contactable referees and the relevant reference number) to The Human Resources Manager, Breede Valley Municipality, Private Bag x3046, Worcester, 6850, or email to [jobs@bvm.gov.za](mailto:jobs@bvm.gov.za).

The Municipality is an Equal opportunity employer and as such will observe the requirements of the employment equity act and its EE plan. For enquiries contact the Human Resource Office - Liezel Alberts at 023 348 4961.

All applications should reach us by **09 February 2018 at 15:00**

Please note that \* No late applications will be considered \*No faxes will be accepted \*If you have not heard from us within 60 days of the closing date, please accept that your application has been unsuccessful \*Candidates wishing to have their CV's returned should provide a self-addressed envelope with the required postage stamps\* Canvassing with Councilors or any other decision-maker is not permitted and proof thereof will result in disqualification\* Fraudulent qualifications or documentation, will immediately disqualify any applicant.