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WE HAVE EXCITING OPPORTUNITIES FOR:

EXPANDED PUBLIC WORKS PROGRAMME (EPWP)

- **Admin Data Capture**
- **Opportunity Centre Cleaner**

APPLY: https://www.joburg.org.za/work_/Pages/Work%20in%20Joburg/Vacancies/Vacancies.aspx

- Interested applicants are invited to apply for the positions listed in the circular.
- Complete online job application form and attach all relevant documents (Certified Qualification/s, ID, and CV).
- You will be requested to provide a brief description of your work experience relating to the vacancy.
- Applicants with membership to professional bodies need to provide membership number and expiry date
- If you are an internal applicant, your employee number will be required.
- The City of Johannesburg reserves the right not to make an appointment.
- Appointments will be made in accordance with the COJ Employment Equity policy and People with disabilities are encouraged to apply.
- The City of Johannesburg is an equal opportunity employer.

Applicants are respectfully informed that, if no notification of appointment/response is received within six (6) weeks of the closing date, they must accept that their application was unsuccessful. By submitting your application for a position at the City of Johannesburg, you are consenting that the personal information submitted as part of your application may be used for the purposes of the Recruitment and Selection and related process. Only shortlisted applicants will be contacted.



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EXPANDED PUBLIC WORKS PROGRAMME (EPWP)

The City of Johannesburg (CoJ), Economic Development Department has the following opportunities for a period **NOT** exceeding twelve (12) months.

<u>DEPARTMENT:</u>	Economic Development
<u>BRANCH:</u>	Sustainable Employment Facilitation
<u>DESIGNATION:</u>	EPWP Admin Data Capturing
<u>REMUNERATION:</u>	R5500.00 pm (Stipend)
<u>LOCATION:</u>	66 Jorissen Street, Jorissen Place, Braamfontein

Minimum Requirements:

- Grade 12/NQF Level 4;
- Must have 6 months administration and data capturing experience;
- Knowledge of EPWPRS will be an added advantage;
- Knowledge of EPWP, EPWPRS, Local Government; Public Administration Legislation.
- Writing and verbal communication skills.

Primary Function:

To provide data capturing and administrative support to the Expanded Public Works Program (EPWP) unit.

Key Performance Areas:

- Ensure compliance with audit information;
- Report and record all activities on the reporting stationary provided and timeous submissions of reports.
- Capture work opportunities on EPWPRS.

Leading Competencies:

- Collaborative/Teamwork;
- Honesty and accountability;
- Time management and Organizational skills;
- Work independently and under pressure.

Core Competencies:

- Computer Literacy (Microsoft Word, Excel and PowerPoint);
- Good Communication skills;
- Coordinating Skills
- Minute taking; and
- Basic report writing skills



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All suitably qualified candidates are encouraged to apply and will be considered. The City of Johannesburg applies the principles of employment equity as per National legislation and policy guidelines and will consider designated groups in line with these requirements.

Please take note that only online applications will be considered. Please apply by using the following link below:

<https://share.hsforms.com/1UM8N1UbGR0yS8nvuh-a3ew469tl>

APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Dumisani Tinghisi

Tel No: 011 012 0191

CLOSING DATE: MONDAY, 08 AUGUST 2022

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EXPANDED PUBLIC WORKS PROGRAMME (EPWP)

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<u>DEPARTMENT:</u>	Economic Development
<u>BRANCH:</u>	Sustainable Employment Facilitation
<u>DESIGNATION:</u>	EPWP: Opportunity Centre Cleaner
<u>REMUNERATION:</u>	R5500.00 pm (Stipend)
<u>LOCATION:</u>	66 Jorissen Street, Jorissen Place, Braamfontein

Minimum Requirements:

- Grade 12/NQF Level 4;
- No experience required;

Primary Function:

To perform a variety of cleaning, dusting, mopping, vacuuming, and washing duties in and around the Opportunity Centre. Ensure that the floors do not remain dirty for long and the trash bins are emptied regularly; Prepare and serve beverages during meeting, training, and workshops.

Key Performance Areas:

- Perform a variety of Opportunity Centre cleaning task;
- General office support.
- Report all the cleaning need to the Centre Manager.

Leading Competencies:

- Teamwork;
- Work independently

Core Competencies:

- Able to manage time effectively;
- Punctual, reliable and trustworthy;
- Reading skills for following instructions
- Awareness of health and safe procedures;
- Ability to handle cleaning chemicals safety
- Good Interpersonal skills.


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APPLY ONLINE VIA: www.joburg.org.za

ENQUIRIES ONLY:

Contact Person: Dumisani Tinghisi

Tel No: 011 012 0191

CLOSING DATE: THURSDAY, 04 AUGUST 2022