



MOHOKARE
LOCAL MUNICIPALITY



Mohokare Local Municipality subscribes to the principles of the employment equity act. It is the Municipality's intention to promote equity (race, gender and disability) through the filling of this position.

Applications are invited from suitably qualified persons to fill the following position.

INTERNAL ADVERT

PMU DATA CAPTURER

REMUNERATION: R225 732.00 (All Inclusive 3 year Fixed Term Contract)

QUALIFICATIONS AND REQUIREMENTS:

Have a 3-year National Diploma in Administration or an equivalent related qualification. Knowledge of Project Management will be an added advantage. Have a valid driver's license. Must have at least 2 year working experience in office administration and MS Office.

ROLES AND RESPONSIBILITIES:

- Ensure the availability of information for the registration of Business Plans and monthly progress reports of projects.
- Collection of project information on a monthly basis
- Verification of information collected for compliance
- Capturing of information on the system
- Ensure submission of EPWP information to the Regional Office
- Manage files by means of Performance information checklists and ensure files are readily available for audit



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P. O. Box 20, Zastron, 9950
Tel: 051 673 9600
Fax: 051 673 1350
E-mail: info@mohokare.gov.za
www.mohokare.gov.za

CLOSING DATE: 10th September 2021 @ 16H30

For enquiries contact the Human Resources division on 051- 6739600. **ONLY MUNICIPAL APPLICATION FORMS** (www.mohokare.gov.za) fully completed and CV as well as certified copies (not older than 3 months) of qualifications and identity document must be submitted for the attention of:

Human Resource Manager

Mohokare Local Municipality
P.O. Box 20
Zastron
9950

Or Hand deliver application in the nearest Mohokare Municipal Offices. Faxed, Emailed and late applications will not be accepted. The successful candidate will be subjected to the verification of qualifications and any relevant checks and competency assessments.

Applicants are respectfully informed that if no notification of appointment is received within 30 days of the closing date, they must accept that their application was unsuccessful. Correspondence will be limited to shortlisted candidates' only. Mohokare Local Municipality reserves the right to/not to make an appointment to the above advertised position.


Mr. Selby Selepe
Municipal Manager

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02 -09- 2021

Corporate Services