



arts & culture

Department
Arts & Culture
PROVINCE OF KWAZULU-NATAL

TO ALL: CHIEF DIRECTORS AND DIRECTORS

DEPARTMENTAL EPWP VACANCY CIRCULAR NUMBER 30 OF 2018

1. The Department of Arts and Culture issues this Circular as per the provisions of the EPWP Guidelines read with the Departmental EPWP Policy.
2. This Circular must be brought to the attention of all the Operation Sukuma Sakhe [OSS] structures, i.e District Task Teams [DTT's], Local Task Teams [LTT's] and War Rooms [WR's] in the targeted areas and wards.
3. Applicants are also advised to carefully read the instructions at the beginning of the adverts before applying for any of the posts advertised.

.....
MR NP CHONCO
HEAD: ARTS AND CULTURE

2018/10/01
.....
DATE

VACANT EPWP POSTS ADVERT

The Department of Arts and Culture hereby invites applications for EPWP employment opportunities that exist in some of its areas of operation. Applications are invited from unemployed members of the community from the ages of 18 years and above that meet the stipulated EPWP employment criteria. Successful candidates will be expected to enter into employment contracts and will receive determined wages based on the magnitude and the duration of the project. Candidates will be employed and deployed as per project specifications relevant to the area in the schedule below.

NOTE

Applications must be submitted on the prescribed EPWP Application Form and Z83 form (obtainable from any Department of Arts and Culture Office), which must be signed and dated by the applicant and which must be accompanied by a detailed comprehensive CV and certified copies of original educational qualification certificates (not copies of certified copies), driver's license (where it is required) and certified copy of ID document. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate EPWP Application form and Z83 form (as well as the documentation mentioned above) in respect of each post being applied for. Under no circumstances will photostat copies or faxed copies of application documents be accepted. Due to the large volume of applications to be processed, receipt of applications will not be acknowledged. Applicants must also quote the relevant reference number. Applicants who do not comply with the instructions indicated above will be disqualified. Preference will be given to women, youth and people with disabilities. Lastly, applications received after the closing date will be disqualified.

The following criteria will guide the department in selecting the beneficiaries of the Programme:

- Beneficiaries should be locally-based, that is, as close to the project site as possible. However, workers from other communities should not exceed 20% of all workers working on a project;
- In order to spread the benefits as broadly as possible in the community, a maximum of one person per household will be considered for employment;
- Target groups: 55% women, 40% youth aged between 18 and 35; 2% people with disabilities;
- People who are unemployed and are South African citizens who hold a valid bar-coded identity document;
- People who come from households that have less than one full time person earning an income;

EXCLUSIONS



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 PROVINCE OF KWAZULU-NATAL

- Persons that receive other forms of

income from government will not be employed to EPWP;

- Persons employed by government institutions and/or have financial interests in other organizations will not be employed to EPWP.

APPLICATIONS

All applicants are instructed to submit their applications to the nearest War-Rooms or DAC Regional Offices: - Western Regional Office [305 Murchison Street, Ladysmith]; Southern Regional Office [171 Boshoff Street, PMB]; Northern Regional Office [LA Building, Ulundi] and Eastern Regional Office [80 AB Xuma Street, 8 Floor Commercial City Building, Durban].

CLOSING DATE

12 OCTOBER 2018

NB

Please note that all recommended candidates will be subjected to suitability checks prior to being appointed.

Enquiries below.

Any enquiries pertaining to these projects posts must be made to the persons whose names appear under enquiries in the document

PROJECT NAME	BRIEF JOB DESCRIPTION	DISTRICT MUNICIPALITY	LOCAL MUNICIPALITY	WARD NUMBERS	FACILITY(work station)	PROJECT DURATION	STIPEND	JOB REQUIREMENTS	ENQUIRIES		NUMBER OF POSTS
									PERSON	CONTACT	
EPWP Data Capturers and Administration	To manage the EPWP online system by liaising with directors, filling and capturing of EPWP project	UMgungundlovu District: EPWP01/18	UMsunduzi	33	Head Office Pietermaritzburg Boshoff (Corporate Strategy)	June 2018 to March April 2019	R7000	Matric and computer skills	Dr. Thobile Sifunda	060 587 5411	3
									Dr T Sifunda	060 587 5411	
		UMgungundlovu District: EPWP02/18	UMsunduzi	33	Head Office Pietermaritzburg Boshoff (Infrastructure)	June 2018 to March 2019	R7000	Matric and computer skills	Ms B Mjiwara	033 341 3086	1
									Ms B Mjiwara	033 341 3086	



PROJECT NAME	BRIEF JOB DESCRIPTION	DISTRICT MUNICIPALITY	LOCAL MUNICIPALITY	WARD NUMBERS	FACILITY/work station)	PROJECT DURATION	STIPEND	JOB REQUIREMENTS	ENQUIRIES		NUMBER OF POSTS										
									PERSON	CONTACT											
Library Processors	1. Process all library materials according to procedure (books and audio visuals) 2. Prepare all processing materials i.e. (Date sheets, plastic jackets, book pockets	UMgungundlovu District: EPWP/P08/18	UMsunduzi	32	Head Office Prince Alfred Street	June 2018 to March 2019	R7000	Matric	Mr PT Zikode	033 341 3086	17										
												EPWP/P07/18	UMsunduzi	33	Pietermaritzburg Boshoff (ROM)	June 2018 to March 2019	R7000	Matric and computer skills	Dr. R Governder	033 341 3615	1
												Amajuba: EPWP/P06/18	Ladysmith	12	Ladysmith Office (ROM)	June 2018 to March 2019	R7000	Matric and computer skills	Dr. N Biyela	036 637 7978	1
												Zululand District: EPWP/P05/18	Ulundi	12	Ulundi Office (ROM)	June 2018 to March 2019	R7000	Matric and computer skills	Mrs. JPR Nxumalo	035 870 8448	1
												Ethekwini Metro: EPWP/P04/18	Ethekwini Metro	28	Durban Office (ROM)	June 2018 to March 2019	R7000	Matric and computer skills	Mr. M Mshali	031 334 2300	1



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	sustained involvement by both the school and the artist, they can be of greater benefit to schools than once-off concerts, exhibitions, theatre productions or workshops.	<ul style="list-style-type: none"> Amajuba Umqungu Uthukela: EPWP11/18 	<ul style="list-style-type: none"> Newcastle Danahou Msinga Madlangeni Nquthu eNdameni Msinga uMvoti Alfred Duma Okhahlamba Enkosi langalibalele 		Identified schools as per regional lists	18 June to 31 October 2018	R400 per session, 6 sessions per month	<ul style="list-style-type: none"> Artist Profile 	Dr N Biyela 036 637 7978	40	
		<ul style="list-style-type: none"> uMkhanyakude King Cetshwayo Zululand:EPWP12/18 	<ul style="list-style-type: none"> uMkhanyakude (Mitubatuba W2, Big5 Hlabisa, 		Identified/Pilot schools	18 June to 31 October 2018	R400 per session, 6 sessions per month	<ul style="list-style-type: none"> Artist Profile 	Mrs. JPR Nxumalo 035 870 8448	40	



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			<ul style="list-style-type: none"> • uMhlabuyalingana W2 and W7 King Cetshwayo • (umfolozi, uMhlatuze, Nkandla, Mtunzini and umlalazi) • Zululand (ulundi, nongoma, Abaqulusi Phongola, Dumbé 								
Mdakane Library	Construction of library	Amajuba District: EPWP13/18	Dannhauser		Mtubatuba	June 2018- 31 September 2019	R90.00		Mr M Ntombela	033 341 3722	15
Dukuduku Library	Construction of library	Mkhanyakude District: EPWP14/18	Mtubatuba		St Lucia	1 June 2018- 30 June 2019	R90.00		Mr M Ntombela	033 341 3722	15

Supporting Documents required.



- Fully completed forms
- CV/ Profile, applicable
- Certified copy of ID
- Proof of qualifications (Please attach certified copies of qualifications where applicable)
- Proof of residence (Water Bill and Letter from Traditional leader or Ward councillor)

application
where