



KWAZULU-NATAL PROVINCE

**ARTS AND CULTURE
REPUBLIC OF SOUTH AFRICA**

DIRECTORATE:

171 Boshoff Street, Pietermaritzburg 3201

HR Management and Development

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**TO ALL: CHIEF DIRECTORS
DIRECTORS
DEPARTMENTAL OFFICIALS**

DEPARTMENTAL HRM VACANCY CIRCULAR NUMBER 27 OF 2021

1. The Department of Arts and Culture issues this circular as per the provisions of the Part 4, Regulations 65 of Public Service Regulations of 2016.
2. This circular and its contents must be brought to the attention of all eligible unemployed people within the indicated Municipalities as per the spreadsheet below.
3. Applicants are also advised to carefully read the instructions at the beginning of the advert before applying for any of the posts advertised.



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

DATE

2021 | 11 | 18



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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: EPWP 2021. Applicants who do not comply with the instructions indicated above will be disqualified. Preference will be given to women, youth and people living 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

- 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 on EPWP.

APPLICATIONS

All applicants are instructed to submit their applications to the relevant Departmental District Offices and for Head Office to 171 Boshoff Street, PIETERMARITZBURG, 3201.

CLOSING DATE

03 December 2021

NB

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



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Enquiries : Any enquiries pertaining to these projects' posts must be made to the persons whose names appear under enquiries in the document below.

PROJECT NAME	BRIEF JOB DESCRIPTION	DISTRICT MUNICIPALITY	LOCAL MUNICIPALITY	WARD NUMBER	FACILITY (workstation)	PROJECT DURATION	STIPEND	JOB REQUIREMENTS	ENQUIRIES		NUMBER OF POSTS
									PERSON	CONTACT NUMBERS	
Executive and Administrative Support	Providing Administration Assistance and Data Capturing	uMgungundlovu District Municipality: Ref No EPWP20/2021	Umsunduzi Municipality 171 Boshoff Street	33	Internal Control and Risk Management	12 Months	R8 544.50	Matriculation Certificate National Diploma: Accounting/Auditing	Ms NIS Mbhele	033/341 3634	X1
		eThekweni District: Ref No EPWP21/2021	Ethekewini Metro 333 Anton Lembethe Street. Floor 15. Durban Bay House	33	Infrastructure	12 Months	R8 544.50	Matriculation Certificate National Diploma Built Environment	Ms NIS Mbhele	033/341 3634	X3
		uMgungundlovu District: Ref No EPWP22/2021	Umsunduzi Municipality 171 Boshoff Street	33	Legal Service	12 Months	R8 544.50	Matriculation Certificate National Diploma: Public Administration	Ms NIS Mbhele	033/341 3634	X1
		uMgungundlovu District: Ref No EPWP23/2021	Umsunduzi Municipality 171 Boshoff Street	33	Communication Services	12 Months	R8 544.50	Matriculation Certificate Relevant tertiary qualification	Ms NIS Mbhele	033/341 3634	X1
		uMgungundlovu District: Ref No EPWP24/2021	Umsunduzi Municipality 171 Boshoff Street	33	HRM&D	12 Months	R8 544.50	Matriculation Certificate Relevant tertiary qualification	Ms NIS Mbhele	033/341 3634	X3
		uMgungundlovu District: Ref No EPWP25/2021	Umsunduzi Municipality 171 Boshoff Street	33	Facilities Management	12 Months	R8 544.50	Matriculation Certificate National Dip/Degree Public Management/Logistics/Fleet/ Records and Information Management	Ms NIS Mbhele	033/341 3634	X3



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									PERSON	CONTACT NUMBERS	
		uMgungundlovu District: Ref No EPWP26/2021	Umsunduzi Municipality 171 Boshoff Street	33	Information Technology	12 Months	R8 544.50	Matriculation Certificate National Dip/ Degree in Information Technology	Ms NIS Mbhele	033/341 3634	X1
		uMgungundlovu District: Ref No EPWP27/2021 x1, Thukela District: Ref No EPWP28/2021 x1 and King Cetshwayo: Ref No EPWP29/2021 X1	Umsunduzi Municipality 171 Boshoff Street Alfred Duma Local Municipality Schutte/NGR Building Corner Albert and Murchison Street, Ladysmith. Nkandla Municipality Old LA Building, Floor 2, Zone 5, ULUNDI	33 12 8	Museum Services	12 Months	R8 544.50	Matriculation Certificate National Diploma: Public Admin/Public Management	Ms NIS Mbhele	033/341 3634	X3
		uMgungundlovu District: Ref No EPWP30/2021	Umsunduzi Municipality 171 Boshoff Street	33	District Operations Management	12 Months	R8 544.50	Matriculation Certificate National Diploma: Public Admin	Ms NIS Mbhele	033/341 3634	X3
		uMgungundlovu District Municipality: Ref No EPWP31/2021	Umsunduzi Municipality 171 Boshoff Street	33	Cultural Affairs	12 Months	R8 544.50	Matriculation Certificate National Diploma: Public Admin	Ms NIS Mbhele	033/341 3634	X3
		uMgungundlovu District: Ref No EPWP32/2021	Umsunduzi Municipality 171 Boshoff Street	33	Financial Management	12 Months	R8 544.50	Matriculation Certificate National Diploma: SCM/Asset/Finance	Ms NIS Mbhele	033/341 3634	X3



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PROJECT NAME	BRIEF JOB DESCRIPTION	DISTRICT MUNICIPALITY	LOCAL MUNICIPALITY	WARD NUMBER	FACILITY (workstation)	PROJECT DURATION	STIPEND	JOB REQUIREMENTS	ENQUIRIES		NUMBER OF POSTS
									PERSON	CONTACT NUMBERS	
		Zululand District: Ref No EPWP 33/2021	Ulundi Municipality: Unit A, Wombe Street, Ulundi Archives Services	18	Ulundi Archives	12 Months	R8 544.50	Matriculation Certificate National Diploma: Public Admin, Public Management or relevant qualification.	Ms NIS Mbhele	033/341 3634	X2

Supporting Documents required.

- Fully completed application forms
- CV/ Profile, where 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 councilor)

Applications could be returned to the following addresses on or before end of business on 3 December 2021:

UMGUNGUNDLOVU	ETHEKWINI	KING CETSHWAYO	ZULULAND	UTHUKELA
171 Boshoff Street PIETERMARITZBURG, 3201	Durban Bay House, Floor 15 333 Anton Lembethe Street, DURBAN, 4001	Old LA Building, Floor 2, Zone 5, ULUNDI, 3838	Unit A, Wombe Street, Ulundi Archives Services, ULUNDI, 3838	Schutte/NGR Building Corner Albert and Murchison Street, LADYSMITH, 3381