



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 12⁶ 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 uMsunduzi Municipality.
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

2021/11/08



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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
CLOSING DATE
NB

: All applicants are instructed to submit their applications to 171 Boshoff Street, Pietermaritzburg
: **03 December 2021**
: Please note that all recommended candidates will be subjected to suitability checks prior to being appointed.

Enquiries

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



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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 | |
| Information Technology Officer | Provide: <ul style="list-style-type: none"> • first technical support to the department; • ICT equipment set for the department, • departmental site visit for technical support; • Supervision of access to network; • warranty checks and confirmation with suppliers; • assistance in allocating data and voice services for the department's officials; • keeping tracks of logged faults even when working out of the office. | uMgungundlovu District: Ref No EPWP19/2021 | uMsunduzi Municipality | 33 | 171 Boshoff Street | 12 Months | R8 544.50 | Matric, National Diploma in IT and A+ or N+ 2 years' experience in IT field [preferably LAN and Desktop support skills or exposure] Knowledge of Public Service sector transversal system technical support [BAS, Persal/Hard Cat. | Mrs N Makeleni | 033/341 3600 | 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)