



INTERNAL HRM CIRCULAR NO 18 OF 2024

INTERNAL ADVERT W1/001- POSTS

The procedures for applications please refer to the Departmental website at www.mpumalanga.gov.za/education/ (select the Vacancies icon) Office of the Premier, Mpumalanga Province website www.mpumalanga.gov.za and Mpumalanga Department of Education's Face Book Page.

POST-NUMBER	POST & COMPONENT	OFFICE	STATION	SALARY
W1/001	12 Months' Contract EPWP Data Capturing x 2 (Posts): Allocated Under Infrastructure Unit	Head Office	Mbombela	Salary: Stipend of R 4 439.58 Contract for 12 Months

REQUIREMENTS AND DUTIES FOR THE ABOVE POSTS

REQUIREMENTS	DUTIES
<ul style="list-style-type: none">• Grade 12• Any Tertiary qualification will serve as an advantage / National Diploma / Degree etc.• Experience 0-2 years• Basic Knowledge and Understanding of EPWP and its reporting protocols• Basic Communication skills (good verbal and written communication and interpersonal skills)• Computer Literacy• Basic Understanding of EPWP and its relationships with national, provincial and municipal government• Basic organizational and coordination skills• Ability to work long hours and under pressure	<ul style="list-style-type: none">• Capture Monthly reports on the project management reporting system• Provide exceptional reports on data received and captured• Scanning, renaming and uploading of project documents (ID Copies, Employment contracts, Daily wage Register, EEA1 Forms etc.) on the EPWP reporting system• Reconcile reports and advice manager/supervisor on outstanding reports.• Perform General Admin duties in the office of the project manager.

Applications and enquiries should be directed as follows:

The Head of Department, Mpumalanga Department of Education, Private Bag x 11341, Nelspruit, 1200,
For attention: Mr. JA Ngomane or Ms. SL Mkhathswa: HR Practitioners or Email:
Posts.ho@mpuedu.gov.za

Closing Date Thursday 30 May 2024 at 16h00.

The Department reserves the right to withdraw any of the posts advertised due to internal processes.

APPROVED / NOT APPROVED


MRS. T. NTULI
CHIEF FINANCIAL OFFICER


DATE

