

!!!JOB VACANCY!!!

SITE ADMINISTRATOR

Dhlahla Foundation-NPO, an Implementing agent for the Community Works Programme (CWP) invites interested candidates to apply as Site Administrator residing within

LANGEBERG Local Municipality

REF: CAPE: SA L/BERG

The Dhlahla Foundation seeks to appoint a Site Administrator for the Community Work Programme in the Langeberg Municipality

The Job Description

1. Experience in community development is preferred although not essential. Candidates must have good communication, administrative skills with good inter-personal relations.
2. Keeping and maintaining the records of CWP participants, i.e. ID copies, banking details, work contracts, wages records etc.
3. Capturing information from the attendance registers onto the Management Information System (MIS) *Training to be provided*
4. Submitting registers in a timely manner to Provincial Office for verification and processing.
5. Receiving payment rejections from Provincial / Head Office and submitting the corrections to Provincial office.
6. Dealing with non-payment issues and referring critical matters back to Provincial Office.
7. Minute taking of meetings taking place on site.
8. Providing relevant information as requested.
9. Assisting with Administration tasks as deemed necessary by Management.

The job is dependent on suitable references.

REQUIREMENTS

- Min. Grade 12 Qualification
- Valid Driver's Licence
- Own Transport, *not essential but to your advantage.*
- Must be able to communicate to various role players
- Computer literate
- Must reside within the site applying for
- Salary R 36 000 per annum.

FORWARD CV TO: w.cape@dhlahla.com or fax 0865136363

CLOSING DATE: 22 August 2016 @ 16:00PM

For Enquiries, Contact Adri Havenga @ 084 4767861

Should you not have heard from us within 2weeks from the closing date of this advert, kindly accept your application as **NOT** successful.