



KWAZULU-NATAL PROVINCE

SPORT, ARTS AND CULTURE
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

HR Management and Development

Private Bag X 9140, PIETERMARITZBURG,

3200 Boshoff Street, Pietermaritzburg, 3200



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

DEPARTMENTAL HRM VACANCY CIRCULAR NUMBER 24 OF 2022

1. The Department of Sport, Arts and Culture issues this circular as per the provisions of the Part 4, Regulations 65 of Public Service Regulations of 2019, as amended.
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.



**DR NI NDLOVU
ACTING HEAD: SPORT, ARTS AND CULTURE**

DATE 14/11/2022



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VACANT EPWP POSTS ADVERT

The Department of Sport, 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 2022. 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 nearest DSAC Offices, for ***Eastern Cluster Office*** [333 Anton Lembede Street, 15 floor DURBAN, Ilembe District- R102 Corner and Link Road, KwaDukuza]. ***Western Cluster Office***: (Ladysmith- Shuttle Building- Corner of Murchison Street and Albert Street, uMzinyathi District- Dundee Library Depot- No. 08 King Edward Street], Amajuba District: 37A Voortrekker Road, Newcastle, oSizweni Art Center. ***Northern Cluster Office***: [Zululand District- LA Building, Ulundi, uMkhanyakude District- Mbazwana Arts Center, LOT No. 45 Koedoe Street,



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Hluhluwe 3960, Umtubatuba Library. King Cetshwayo – Veld and Vlei Verbane Road] and **Southern Cluster Office** [171 Boshoff Street, PMB]- Ugu District- 31 Daas Road, Uvongo, Margate. Harry Gwala- 02 Margarete Street, iXopo).

CLOSING DATE : **09 December 2022**

NB : Please note that all recommended candidates will be subjected to suitability checks prior to being appointed. Applicant who previously benefited on the programme will not be considered.

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	CLUSTER	REF, NO	WARD NUMBER	PROJECT DURATION	STIPEND	JOB REQUIREMENTS	ENQUIRIES		NO. OF POSTS
								PERSON	CONTACT NUMBERS	
Ward intervention programme. for Cultural and Creative Initiatives Volunteers	To assist the Department with the localised community work	Eastern Cluster	Ref No. EPWP06/22	All Wards	6 months	R3 000.00 per month	Grade 12/ relevant certificate. Profile and Arts certificate will be an added advantage.	Mr M Mtshali	031 334 2300	X80
	To assist the Department with the localised community work	Western Cluster	Ref No. EPWP07/22	All Wards	6 months	R3 000.00 Per month	Grade 12/relevant certificate. Profile and Arts certificate will be an added advantage	Dr NF Biyela	034 212 2459/60	X60
	To assist the Department with the localised community work	Northern Cluster	Ref No. EPWP08/22	All Wards	6 months	R3 000.00 Per month	Grade 12/relevant certificate. Profile and Arts certificate will be an added advantage	Ms JPR Nxumalo	035 870 8444	X40
	To assist the Department with the localised community work	Southern Cluster	Ref No. EPWP09/22	All Wards	6 months	R3 000.00 per month	Grade 12/relevant certificate. Profile and Arts certificate	Mr DA Radebe	033 341 3615	X40



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								PERSON	CONTACT NUMBERS	
	Providing administration assistance and Data capturing	Eastern Cluster	Ref No. EPWP10/22	All Wards	6 months	R6000.00 per month	Grade 12 relevant certificate plus three years tertiary qualification	Mr M Mtshali	031 334 2300	X1
	Providing administration assistance and Data capturing	Western Cluster	Ref No. EPWP11/22	All Wards	6 months	R6000.00 Per month	Grade 12 relevant certificate plus three years tertiary qualification	Dr NF Biyela	034 212 2459/60	X1
Ward intervention programme. for Cultural and Creative Initiatives Volunteers	Providing administration assistance and Data capturing	Northern Cluster	Ref No. EPWP12/22	All Wards	6 months	R6 000.00 per month	Grade 12 relevant certificate plus three years tertiary qualification	Ms JPR Nxumalo	035 870 8444	X1
	Providing administration assistance and Data capturing	Southern Cluster	Ref No. EPWP13/22	All Wards	6 months	R6 000.00 per month	Grade 12 relevant certificate plus three years tertiary qualification	Mr DA Radebe	033 341 3615	X1
	Providing administration assistance and Data capturing	DOM (Head Office- PMB)	Ref No. EPWP14/22	All Wards	6 months	R6 000.00 per month	Grade 12 relevant certificate plus three years tertiary qualification	Mr L Mtshali	033 264 3407	X1

Supporting Documents required.

- Fully completed EPWP application form
- 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)