



EPWP WORK OPPORTUNITIES

The **OVERBERG DISTRICT MUNICIPALITY** has the following EPWP Work opportunity in the Directorate Community Services; Department: Municipal Health Services to be filled temporary as soon as possible.

OFFICE ASSISTANT/ADMIN CLERK (1 X GRABOUW)

Expanded Public Works Programme (EPWP) is a poverty alleviation partnership programme between the National Government and Overberg District Municipality that offers temporary work opportunities to the unemployed.

Requirements:

- Grade 12.
- Computer Literacy: MS Office
- Applicants must be literate in at least two of the three official languages of the Western Cape.

Responsibilities/ Duties:

- The incumbent will be responsible for cleaning and tidiness of the offices.
- Prepare venues for meetings.
- Serve beverages as per time schedules for personnel and guests visiting the offices.
- Ability to perform administration functions.
- Provide reception and telephonic duties.
- General office and public communication.

Contract Duration: 01 August 2025 – 30 June 2026

Job related enquiries: Ms Y Jacobs at (028 425 1157)

Salary: R 250 per day

Closing date: Friday, 18 July 2025 @ 12:00 pm.

All applications must be submitted on the prescribed ODM Employment Application Form, (found on www.odm.org.za) together with a detailed CV, certified copies of original qualifications and ID Document. The names of at least three references from current and previous employers. All documents are to be returned by hand to the Department: Human Resources, 26 Long Street, Bredasdorp 7280, for attention Ms Ynoma Jacobs or emailed to yjacobs@odm.org.za. Incomplete and late applications and applications with no proof of requirements will not be processed or considered.

Please note: Due to no Post Office in Bredasdorp, it is preferred that applications be delivered by hand to the ODM Head Office Bredasdorp or email to yjacobs@odm.org.za

Please note:

1. Overberg District Municipality is committed to Equal Opportunity. Candidates from designated groups, including those with disabilities, are encouraged to apply.
2. It would be expected of candidates to be subjected to evaluations and that previous and current employers, as well as references, will be contacted. Verification will be done on qualifications, criminal and credit records.
3. Overberg District Municipality complies with the Protection of Personal Information Act (POPIA), Act 4 of 2013. Applicants agree that their personal information may be recorded and processed by the Municipality.
4. If no notification is received within 90 days, please regard your application as unsuccessful. The right not to make an appointment or to re-advertise is reserved by council.