



## ALL POSTS| EPWP Project Support: [one (1) year fixed term contract, renewable based on performance and budget availability] 139 posts countrywide

**THIS PROGRAMME IS AIMED AT AFFORDING YOUTH AN EMPLOYMENT OPPORTUNITY TO GAIN WORK EXPERIENCE**

**NOTE:** Applicants must clearly indicate the province, reference number and the City/Town they are applying for in the **signed application letter**. Applicants who are applying for multiple opportunities must submit separate applications.

**PLEASE** read carefully the instructions concerning application procedures to be followed (last page).

**PLEASE NOTE:** No other benefits apply; successful candidates will be required to cover the cost for their own accommodation and transportation to and from work if necessary.

## GROUP 01| EPWP Project Support: [one (1) year fixed term contract, renewable based on performance and budget availability] 18 posts: GROUP 01 | EPWP DATA CAPTURER

**POST / GROUP 01 | PROJECT SUPPORT: EPWP DATA CAPTURER | 18 POSTS (PLS. quote reference number / per centre below)**

### CENTRES, NUMBER OF POSTS AND REFERENCE NUMBER PER / BY PROVINCE

GAUTENG:	EASTERN CAPE	FREE STATE	KWAZULU-NATAL	LIMPOPO	MPUMALAN GA	NORTH WEST	NORTHERN CAPE	WESTERN CAPE
JOHANNESBURG (02)	BISHO (02)	BLOEMFONTEIN (02)	PIETERMARITZBURG (02)	POLOKWANE (02)	NELSPRUIT (02)	MAFIKENG (02)	KIMBERLEY (02)	CAPE TOWN (02)
REFERENCE: EPS01GP/2025	REFERENCE: EPS02EC/2025	REFERENCE: EPS03FS/2025	REFERENCE: EPS04KZN/2025	REFERENCE: EPS05LP/2025	REFERENCE: EPS06MP/2025	REFERENCE: EPS07NW/2025	REFERENCE: EPS08NC/2025	REFERENCE: EPS09WC/2025

**MONTHLY STIPEND: R7 260**

### Requirements:

- A recognized three-year Bachelor's Degree/National Diploma, or equivalent qualification in a related field.
- Preference will be given to candidates with Zero to two (0-2) years of experience in relevant field.
- Basic knowledge and understanding of Expanded Public Works Programme (EPWP) and reporting protocols.
- Basic Understanding of EPWP and its relationship with national, provincial and municipal government.
- Basic organisational and coordination skills.
- Basic stakeholder management, facilitation, and a good understanding of government planning processes.
- Sound organising and planning skills.
- Basic communication skills (good verbal and written communication skills) and Interpersonal relation skills.
- Computer literacy and operation of all Microsoft packages.
- Ability to work long hours and under pressure and willingness to travel (as maybe required) will be added advantages

**Duties:**

- Develop and maintain database of EPWP reports from public bodies.
- Capture monthly progress reports on the EPWP reporting systems.
- Provide exception reports on data received and captured.
- Reconcile reports received/ expected and advice manager on outstanding reports.
- Capture all allocated EPWP reports from public bodies in the province.

**Enquiries:** Ms. P Masipa, Tel: 012 399 9739

**Closing date:** 24 March 2025

## **GROUP 02| EPWP Project Support: [one (1) year fixed term contract, renewable based on performance and budget availability] 05 posts: GROUP 02 | Project Support**

**POST / GROUP 02| PROJECT SUPPORT (05 POSTS) | REFERENCE: EPS10/2025**

**CENTRES AND NUMBER OF POSTS PER PROVINCE**

**GAUTENG**

**PRETORIA (05)**

**MONTHLY STIPEND: R7 260**

**Requirements:**

- A recognised three-year Bachelor's Degree/National Diploma, or an equivalent qualification in related field.
- Preference will be given to candidates with Zero to two (0-2) years of experience in relevant field.
- Basic knowledge and understanding of Expanded Public Works Programme (EPWP)
- Basic organizational, coordination and planning skills.
- Basic communication skills (good verbal and written communication skills) and Interpersonal relation skills.
- Computer literacy and operation of all Microsoft packages.
- Good administration, diary management, mail and telephone screening skills; an understanding of the Public Service systems and procedures will also serve as an advantage
- Ability to work long hours and under pressure and willingness to travel (as maybe required) will be added advantages

**Duties:**

- Responsible for rendering an effective project-related administrative service and logistical support
- Provide project-related financial administrative support.
- Oversee the procurement of goods and services in line with Department policies, in line with project requirements.
- Receive and register all incoming and outgoing project correspondences, ensuring proper documentation and tracking.
- Assist with the consolidation of the reports; Facilitate travel arrangements, taking

- minutes during meetings,
- Make photocopies, faxing documents and ensure the accurate duplication of documents as needed.
- Maintain an organised and efficient filing system.
- Distribute documents in a prompt, confidential, and secure manner to ensure timely delivery to relevant parties.
- Prepare travel claims, ensuring accuracy and adherence to departmental policies.
- Type letters, memoranda and/or other correspondence as required.

**Enquiries:** Ms. P Masipa, Tel: 012 399 9739

**Closing date:** 24 March 2025

## **GROUP 03 | EPWP Project Support: [one (1) year fixed term contract, renewable based on performance and budget availability] 02 posts: GROUP 03 | Project Support: MONITORING & EVALUATION**

<b>POST / GROUP 03   PROJECT SUPPORT: MONITORING &amp; EVALUATION   REFERENCE: EPS11/2025</b>
<b>CENTRES AND NUMBER OF POSTS PER PROVINCE</b>
<b>GAUTENG (HEAD OFFICE)</b>
<b>PRETORIA (02)</b>
<b>MONTHLY STIPEND: R7 260</b>

### **Requirements:**

- A recognised three-year Bachelor’s Degree/National Diploma, or equivalent qualification in a related field.
- Preference will be given to candidates with Zero to two (0-2) years of experience in relevant field.
- Basic knowledge and understanding of Monitoring and Evaluation
- Basic knowledge and understanding of Expanded Public Works Programme (EPWP)
- Basic knowledge and understanding of report writing and presentation skills.
- Basic knowledge and understanding of data capturing and analysis
- Basic stakeholder management, facilitation, and a good understanding of government planning processes.
- Sound organising and planning skills.
- Basic communication skills (good verbal and written communication skills) and Interpersonal relation skills.
- Computer literacy and operation of all Microsoft packages.
- Ability to work long hours and under pressure and willingness to travel (as maybe required) will be added advantages

### **Duties:**

- Upload monthly and quarterly reports and evidence from the MS Teams
- Collect, capture and analyze data
- Conduct desktop research
- Develop performance and risk reports
- Give/Present feedback to stakeholders

**Enquiries:** Ms. P Masipa, Tel: 012 399 9739

**Closing date:** 24 March 2025

**GROUP 04 | EPWP Project Support: [one (1) year fixed term contract, renewable based on performance and budget availability] 03 posts: GROUP 04 | Project Support: COMPLIANCE**

<b>POST / GROUP 04   PROJECT SUPPORT: COMPLIANCE   03 POSTS (PLS. quote reference by / per centre below)</b>	
<b>NUMBER OF POSTS, CENTRE, AND REFERENCE NUMBER PER / BY PROVINCE</b>	
<b>WESTERN CAPE</b>	<b>GAUTENG</b>
<b>CAPE TOWN (02)</b>	<b>PRETORIA (01)</b>
<b>REFERENCE: EPS12/2025</b>	<b>REFERENCE: EPS13/2025</b>
<b>MONTHLY STIPEND: R7 260</b>	<b>MONTHLY STIPEND: R7 260</b>

**Requirements:**

- A recognized three-year Bachelor’s Degree/National Diploma, or equivalent qualification in a related field.
- Preference will be given to candidates with Zero to two (0-2) years of experience in relevant field.
- Basic knowledge and understanding of Expanded Public Works Programme (EPWP) and reporting protocols.
- Basic Understanding of EPWP and its relationship with national, provincial and municipal government.
- Basic organizational, planning and coordination skills.
- Basic stakeholder management, facilitation, and a good understanding of government planning processes.
- Basic communication skills (good verbal and written communication skills) and Interpersonal relation skills.
- Computer literacy and operation of all Microsoft packages.
- Ability to work long hours and under pressure and willingness to travel (as maybe required) will be added advantages

**Duties:**

- Provide support for the compliance of EPWP Reports and Uploaded Documents on Data Management Platforms
- Provide reporting and Document upload support in the Data Management Platforms
- Provide support for the development of monthly compliance reports.
- Support Data Quality Assessment

**Enquiries:** Ms. P Masipa, Tel: 012 399 9739

**Closing date:** 24 March 2025

**GROUP 05 | EPWP Project Support: [one (1) year fixed term contract, renewable based on performance and budget availability] 02 posts: GROUP 05 | Project Support: EPWP COORDINATION**

**POST / GROUP 05 | PROJECT SUPPORT: EPWP COORDINATION | 02 POSTS (PLS. quote reference by / per centre below)**

**NUMBER OF POSTS, CENTRE, AND REFERENCE NUMBER PER / BY PROVINCE**

**GAUTENG**

**PRETORIA (02)**

**REFERENCE: EPS14/2025**

**MONTHLY STIPEND: R7 260**

**Requirements:**

- A recognised three-year Bachelor’s Degree/National Diploma, or equivalent qualification in a related field.
- Preference will be given to candidates with Zero to two (0-2) years of experience in relevant field.
- Basic knowledge and understanding of Expanded Public Works Programme (EPWP) and reporting protocols.
- Basic Understanding of EPWP and its relationship with national, provincial and municipal government.
- Basic organizational, planning and coordination skills.
- Basic stakeholder management, facilitation, and a good understanding of government planning processes.
- Basic communication skills (good verbal and written communication skills) and Interpersonal relation skills.
- Computer literacy and operation of all Microsoft packages.
- Ability to work long hours and under pressure and willingness to travel (a s maybe required) will be added advantages

**Duties:**

- Support mechanisms for Environment and Culture sector provincial coordination: prepare and make follow-up on key resolutions from provincial sector meetings for DFFE intervention.
- Support with coordination of all the national sector coordination mechanisms: support with secretariat functions and facilitation of communication.
- Support in the development and implementation of annual/multiyear provincial sector plans: quality assurance, monitoring
- Ensure monitoring of compliance of sector projects with EPWP guidelines: Conduct data Quality assessment and assist in consolidating the Data Quality Assessment reports.
- Support in preparation of ad hoc reports

**Enquiries:** Ms. P Masipa, Tel: 012 399 9739

**Closing date:** 24 March 2025

**GROUP 06 | EPWP Project Support: [one (1) year fixed term contract, renewable based on performance and budget availability] 01 posts: GROUP 06 | Project Support: TEAM LEADER: EPWP COORDINATION**

<b>POST / GROUP 06   PROJECT SUPPORT TEAM LEADER: EPWP COORDINATION   01 POST (PLS. quote reference by / per centre below)</b>
<b>NUMBER OF POSTS, CENTRE, AND REFERENCE NUMBER PER / BY PROVINCE</b>
<b>GAUTENG</b>
<b>PRETORIA (01)</b>
<b>REFERENCE: EPS14b/2025</b>
<b>MONTHLY STIPEND: R7 920</b>

**Requirements:**

- A recognised three-year Bachelor’s Degree/National Diploma, or equivalent qualification in a related field.
- Preference will be given to candidates with years of experience in relevant field.
- Basic knowledge and understanding of Expanded Public Works Programme (EPWP) and reporting protocols.
- Basic Understanding of EPWP and its relationship with national, provincial and municipal government.
- Basic organizational, planning and coordination skills.
- Basic stakeholder management, facilitation, and a good understanding of government planning processes.
- Sound communication skills (good verbal and written communication skills) and Interpersonal relation skills.
- Computer literacy and operation of all Microsoft packages.
- Ability to work long hours and under pressure and willingness to travel (as maybe required) will be added advantages

**Duties:**

- Support mechanisms for Environment and Culture sector provincial coordination: prepare and make follow-up on key resolutions from provincial sector meetings for DFFE intervention.
- Support with coordination of all the national sector coordination mechanisms: support with secretariat functions and facilitation of communication.
- Support in the development and implementation of annual/multiyear provincial sector plans: quality assurance, monitoring
- Ensure monitoring of compliance of sector projects with EPWP guidelines: Conduct data Quality assessment and assist in consolidating the Data Quality Assessment report.
- Prepare ad hoc reports
- Prepare schedules of provincial sector meetings.
- Capture resolutions of the national forums and ensure follow up.
- Attend and participate in provincial sector meetings as per schedules.
- Prepare reports of meetings attended.

**Enquiries:** Ms. P Masipa, Tel: 012 399 9739

**Closing date:** 24 March 2025

**GROUP 07 | EPWP Project Support: [one (1) year fixed term contract, renewable based on performance and budget availability] 18 posts: GROUP 07 | Project Support: YOUTH & CONTRACTOR DEVELOPMENT**

POST / GROUP 07   PROJECT SUPPORT: YOUTH & CONTRACTOR DEVELOPMENT   18 POSTS (PLS. quote reference by / per centre below)								
NUMBER OF POSTS, CENTRE, AND REFERENCE NUMBER PER / BY PROVINCE								
EASTERN CAPE	KWAZULU-NATAL	WESTERN CAPE	LIMPOPO	NORTH WEST	MPUMALANGA	NORTHERN CAPE	FREE STATE	GAUTENG
EAST LONDON (01)	DURBAN (01)	CAPE TOWN (01)	POLOKWANE (01) WATERBERG (01)	MAFIKENG (01) BRITS (01)	NELSPRUIT (01)	KIMBERLY (01)	BLOEMFONTEIN (01)	GAUTENG (08)
REFERENCE: EPS15EC/2025	REFERENCE: EPS16KZN/2025	REFERENCE: EPS17WC/2025	REFERENCE: EPS18Polokwane/2025 EPS18Waterberg/2025	REFERENCE: EPS19Mafikeng/2025 EPS19Brits/2025	REFERENCE: EPS20MP/2025	REFERENCE: EPS21NC/2025	REFERENCE: EPS22FS/2025	REFERENCE: EPS23GP/2025
<b>MONTHLY STIPEND: R7 920</b>								

**Requirements:**

- A recognised three-year Bachelor’s Degree/National Diploma, or equivalent qualification in a related field (Training).
- Preference will be given to candidates with Zero to two (0-2) years of experience in relevant field.
- Basic knowledge and understanding of Expanded Public Works Programme (EPWP) and reporting protocols.
- Basic Understanding of EPWP and its relationship with national, provincial and municipal government.
- Basic organizational, planning and coordination skills.
- Basic stakeholder management, facilitation, and a good understanding of government planning processes.
- Basic communication skills (good verbal and written communication skills) and Interpersonal relation skills.
- Computer literacy and operation of all Microsoft packages.
- Ability to work long hours and under pressure and willingness to travel (as maybe required) will be added advantages

**Duties:**

- To support the initiation and planning of Youth Empowerment and Development Projects
- Support evaluation of projects monthly reports and evidence (PPR).
- Evaluation and submission of invoices with necessary supporting documents for approval and ensure payment of invoices by finance.
- To support the implementation of training and youth empowerment and development projects
- Evaluation of training completion reports for approval.

- Uploading of training projects information and evidence on the system (ID, Contracts, Timesheets).
- Ensure compliance of training projects during planning, implementation and close out.
- Conduct site visits during project implementation and submit report.
- General administrative responsibilities and duties.
- Support all administration processes of the Directorate
- Ensure filing of projects documents
- Compile the spreadsheets and capture projects data
- Support evaluation of projects completion reports

**Enquiries:** Ms. P Masipa, Tel: 012 399 9739

**Closing date:** 24 March 2025

## **GROUP 08 | EPWP Project Support: [one (1) year fixed term contract, renewable based on performance and budget availability] 45 posts: GROUP 08 | Project Support: PROJECT DATA COORDINATORS**

<b>POST / GROUP 08   PROJECT SUPPORT: PROJECT DATA COORDINATORS   45 POSTS (PLS. quote reference by / per centre below)</b>							
<b>NUMBER OF POSTS, CENTRE, AND REFERENCE NUMBER PER / BY PROVINCE</b>							
<b>EASTERN CAPE</b>	<b>WESTERN CAPE</b>	<b>LIMPOPO</b>	<b>NORTH WEST</b>	<b>MPUMALANGA</b>	<b>NORTHERN CAPE</b>	<b>FREE STATE</b>	<b>GAUTENG</b>
EAST LONDON (03) MTHATHA (01)	CAPE TOWN/BELLVILLE (04)	POLOKWANE (03) MODIMOLLE(01)	MAFIKENG (01) BRITS (02) VRYBURG (01)	NELSPRUIT (03)	KIMBERLY (06)	BLOEMFONTEIN (02) BETHLEHEM (01)	GAUTENG (17)
REFERENCE: EPS24East London/2025	REFERENCE: EPS25WC/2025	REFERENCE: EPS26Polokwane /2025	REFERENCE: EPS27Mafikeng/ 2025 EPS27Brits/2025	REFERENCE: EPS28MP/2025	REFERENCE: EPS29NC/2025	REFERENCE: EPS30Bloemfont ein/2025 EPS30Bethlehem /2025	REFERENCE: EPS31GP/2025
EPS24Mthatha/2 025		EPS26Modimolle /2025	EPS27Vryburg/2 025				

**MONTHLY STIPEND: R7 260**

### **Requirements:**

- A recognised three-year Bachelor’s Degree/National Diploma, or equivalent qualification in a related field.
- Preference will be given to candidates with Zero to two (0-2) years of experience in relevant field.
- Basic knowledge and understanding of Expanded Public Works Programme (EPWP) and reporting protocols.
- Basic Understanding of EPWP and its relationship with national, provincial and municipal government.
- Basic organisational and coordination skills.
- Basic stakeholder management, facilitation, and a good understanding of government planning processes.
- Sound organising and planning skills.
- Basic communication skills (good verbal and written communication skills)



and Interpersonal relation skills.

- Computer literacy and operation of all Microsoft packages.
- Ability to work long hours and under pressure and willingness to travel (as maybe required) will be added advantages

**Duties:**

- Uploading of evidence on the system (ID, Contracts, Timesheets; etc.)
- Coordinate and verify programmes documentation for correctness and completeness.
- Collect, reconcile and submit timesheets.
- Completion of monthly payment progress Reports (PPR).
- Provide exception reports on data received and captured.
- Reconcile reports received/ expected and advice manager on outstanding evidence.
- Capture document tracking sheets and submit documents to finance.
- Sending and receiving parcels via designated couriers.
- Other general administrative responsibilities and duties.

**Enquiries:** Ms. P Masipa, Tel: 012 399 9739

**Closing date:** 24 March 2025

## **GROUP 09 | EPWP Project Support: [one (1) year fixed term contract, renewable based on performance and budget availability] 04 posts: GROUP 09 | Project DATA Support**

**POST / GROUP 09 | PROJECT DATA SUPPORT | REFERENCE: EPS32/2025**

**CENTRES AND NUMBER OF POSTS PER PROVINCE**

**GAUTENG**

**PRETORIA (04)**

**MONTHLY STIPEND: R7 260**

**Requirements:**

- A recognized three-year Bachelor’s Degree/National Diploma, or equivalent qualification in a related field.
- Preference will be given to candidates with Zero to two (0-2) years of experience in relevant field.
- Basic knowledge and understanding of Expanded Public Works Programme (EPWP) and reporting protocols.
- Basic Understanding of EPWP and its relationship with national, provincial and municipal government.
- Basic organizational, planning and coordination skills.
- Basic stakeholder management, facilitation, and a good understanding of government planning processes.
- Sound organising and planning skills.
- Basic communication skills (good verbal and written communication skills) and Interpersonal relation skills.
- Computer literacy and operation of all Microsoft packages.
- Ability to work long hours and under pressure and willingness to travel (as maybe required) will be added advantages

**Duties:**

- Coordinate and verify projects/programmes documentation for correctness and

completeness.

- Capture participants' information on Ufiling system and EDEC for monthly UIF contributions
- Collect, reconcile and submit Data Capturers' timesheets.
- Completion of monthly payment progress Reports (PPR).
- Capture document tracking sheets and submit documents to finance.
- Uploading of evidence on the system (ID, Contracts, Timesheets and DCTs) on Microsoft Teams and EDMS.
- Share Disbursement reports with regional offices monthly
- Investigate unpaid participants and prepare reports for recommendations
- Quality assure completion report for In-House Implementation Model for recommendation of approval and closure of the project on the reporting system
- Sending and receiving parcels via designated couriers.
- General administrative responsibilities and duties, e.g Travel claims, filing, logistical arrangements

**Enquiries:** Ms. P Masipa, Tel: 012 399 9739

**Closing date:** 24 March 2025

## **GROUP 10 | EPWP Project Support: [one (1) year fixed term contract, renewable based on performance and budget availability] 29 posts: GROUP 10 | DATA CAPTURER: EPWP REPORTING**

<b>POST / GROUP 10   DATA CAPTURER: EPWP REPORTING   29 POSTS (PLS. quote reference by / per centre below)</b>								
<b>NUMBER OF POSTS, CENTRE, AND REFERENCE NUMBER PER / BY PROVINCE</b>								
<b>EASTERN CAPE</b>	<b>KWAZULU-NATAL</b>	<b>WESTERN CAPE</b>	<b>LIMPOPO</b>	<b>NORTH WEST</b>	<b>MPUMALANG A</b>	<b>NORTHERN CAPE</b>	<b>FREE STATE</b>	<b>GAUTENG</b>
EAST LONDON (01)	DURBAN (01)	CAPE TOWN (04)	POLOKWANE (01)	BRITS (01)	NELSPRUIT (01)	KIMBERLY (01)	BLOEMFONTEIN (01)	GAUTENG (18)
REFERENCE: EPS33EC/2025	REFERENCE: EPS34KZN/2025	REFERENCE: EPS35WC/2025	REFERENCE: EPS36LP/2025	REFERENCE: EPS37NW/2025	REFERENCE: EPS38MP/2025	REFERENCE: EPS39NC/2025	REFERENCE: EPS40FS/2025	REFERENCE: EPS41GP/2025
<b>MONTHLY STIPEND: R7 260</b>								

### **Requirements:**

- A recognised three-year Bachelor's Degree/National Diploma, or equivalent qualification in a related field.
- Preference will be given to candidates with Zero to two (0-2) years of experience in relevant field.
- Basic knowledge and understanding of Expanded Public Works Programme (EPWP) and reporting protocols.
- Basic Understanding of EPWP and its relationship with national, provincial and municipal government.
- Basic organizational, planning and coordination skills.
- Basic stakeholder management, facilitation, and a good understanding of government planning processes.
- Basic communication skills (good verbal and written communication skills) and Interpersonal relation skills.
- Computer literacy and operation of all Microsoft packages.

- Ability to work long hours and under pressure and willingness to travel (as maybe required) will be added advantages

**Duties:**

- Develop and maintain database of EPWP reports from programs or public bodies.
- Capture monthly progress reports on the EPWP reporting systems
- Provide exception reports on data received and captured.
- Reconcile reports received/ expected and advice manager on outstanding reports.
- Develop and update the data management tool per project on a monthly basis.
- Advice your supervisor on projects reports not compliant
- Advice your supervisor on projects reports not captured.
- Participate in conducting data Quality assessment and assist in preparing the Data Quality Assessment report
- Support in preparation of ad hoc reports
- General administrative responsibilities and duties

**Enquiries:** Ms. P Masipa, Tel: 012 399 9739

**Closing date:** 24 March 2025

**GROUP 11 | EPWP Project Support: [one (1) year fixed term contract, renewable based on performance and budget availability] 03 posts: GROUP 11 | DATA CAPTURER: TEAM LEADER: EPWP REPORTING**

**POST / GROUP 11 | TEAM LEADER: EPWP REPORTING | REF EPS42/2025**

**CENTRES AND NUMBER OF POSTS PER PROVINCE**

**GAUTENG**

**PRETORIA (03)**

**MONTHLY STIPEND: R7 920**

**Requirements:**

- A recognised three-year Bachelor’s Degree/National Diploma, or equivalent qualification in a related field.
- Preference will be given to candidates with appropriate or relevant experience in relevant field.
- Basic knowledge and understanding of Expanded Public Works Programme (EPWP) and reporting protocols.
- Basic Understanding of EPWP and its relationship with national, provincial and municipal government.
- Basic organizational, planning and coordination skills.
- Basic stakeholder management, facilitation, and a good understanding of government planning processes.
- Basic communication skills (good verbal and written communication skills) and Interpersonal relation skills.
- Computer literacy and operation of all Microsoft packages.
- Ability to work long hours and under pressure and willingness to travel (as maybe required) will be added advantages

**Duties:**

- Coordinate and verify project documentation for correctness and completeness.
- Collect, reconcile and submit timesheets. Capturing and completion of monthly payment progress Reports (PPR).
- Ensure filing of project documents
- Develop and maintain database of EPWP reports.
- Provide support in capturing monthly progress reports on the EPWP reporting systems
- Consolidate and provide team exception reports on data received and captured.
- Reconcile reports received/ expected and advice manager on outstanding reports.
- Develop and update the data management tool per project on a monthly basis.
- Advice manager on projects reports not captured.
- Support with secretariat functions and facilitation of communication.
- Support with preparations and follow-up on key resolutions from meetings.
- Support in the development and implementation of Reporting tools and compliance: quality assurance, monitoring.
- Support monitoring of compliance of team allocated projects with EPWP reporting guidelines
- Support in preparation of ad hoc reports
- Participate in conducting data Quality assessment and assist in consolidating the Data Quality Assessment report.
- Consolidate schedules of meetings, attend and participate in meetings as per schedules as and when required.
- General administrative responsibilities and duties.
- Support all administration processes of the Sub Directorate

**Enquiries:** Ms. P Masipa, Tel: 012 399 9739

**Closing date:** 24 March 2025

## **GROUP 12 | Working on Fire Program: Project Office Support: [one (1) year fixed term contract, renewable based on performance and budget availability] 02 posts: GROUP 12 | Working on Fire Project Coordinators**

**POST / GROUP 12| Working on Fire Project Coordinators | REFERENCE: EPS43WoF/2025**

**CENTRES AND NUMBER OF POSTS PER PROVINCE**

**WESTERN CAPE**

**CAPE TOWN (02)**

**MONTHLY STIPEND: R7 920**

**Requirements:**

- National Diploma /bachelor's degree with a minimum of 5 years' experience in public administration, data management or a relevant field.
- Certificate in Project Management and/or Contract Management.
- Experience in verifying EPWP evidence
- Knowledge of GIS application.
- Knowledge of SHEQ procedure and standards.
- Knowledge and use of electronic filing systems.
- Writing skills.
- Knowledge: sound organisation and planning skills and be computer literate and good in compiling performance reports.
- Skills: Good communication (verbal and written), management of transformation programmes.
- Advanced competency in the use of MS word, Excel, PowerPoint and Teams

- Sound research, numerical, analytical and presentation.
- Coordination and stakeholder liaison.
- Ability to gather and analyse information.
- Ability to absorb pressure and work difficult environment and to resolve conflict.
- Ability to work long hours and under pressure and willingness to travel (as maybe required) will be added advantages

**Duties:**

- Ensure compliance with SCM and Finance prescripts.
- Ensure contract compliance.
- Conduct first party assessments.
- Conduct Occupational Health and Safety assessment.
- Conduct Subcontracting Assessment.
- Evaluate the implementation of personal protective clothing (PPC) and personal protective equipment (PPE) compliance
- Contribute to monthly progress reports and statistics.
- Provide data analysis in order to check, validate, and manipulate data
- Update and monitor the EPWP KPI data and reports.
- Monitor the detailed project plan vs actual deliverables.
- Conduct investigations on discrepancies between KPI Reported, EPWP reported and Project period performance.
- Conduct non-compliance investigations, compile reports and submit to the management.
- Assist in verification of ground operation evidence.
- Track invoices and reconcile with evidence.
- Reconcile invoices against Project Performance plan and update checklist.
- Update Environmental Branch standard operating procedures (SOP) evidence on Teams folder.
- Review and verify evidence submitted for SOP.
- Data management and maintenance.
- Compile BAS payment sheet for all projects.
- Compile log2 forms.
- Update the invoice tracking sheet and project charter daily.
- Make follow-up on unpaid invoices.

**Enquiries:** Mrs Desiree Moela, Tel: 021 441 2787

**Closing date:** 24 March 2025

**GROUP 13 | Working on Fire Program: Project Support: [one (1) year fixed term contract, renewable based on performance and budget availability] 07 posts:  
GROUP 13 | Working on Fire Ground Operations Support**

**POST / GROUP 13 | Working on Fire Ground Operations Support | REF EPS44WoF/2025**

**CENTRES AND NUMBER OF POSTS PER PROVINCE**

**WESTERN CAPE**

**CAPE TOWN (07)**

**MONTHLY STIPEND: R7 920**

**Requirements:**

- National Diploma /bachelor's degree with a minimum of 5 years' experience in public administration, data management or a relevant field or Matric with 5 to 10 years' experience in public administration, data management or a relevant field.
- Understanding of the Working on Fire Programme
- Fully conversant with the EPWP reporting system and its requirements.
- Verify compliance of EPWP reports, data collection tools and participant evidence to confirm existence
- Verify EPWP reporting data against payment remunerations for payment compliance in line with approved Agreements and EPWP requirements
- Knowledge of GIS application.
- Ability to analyse data in line with contract requirements
- Knowledge of SHEQ procedure and standards.
- Knowledge and use of electronic filing systems.
- Fully conversant with the use of the Microsoft Teams file sharing platform.
- Understanding and experience of working with fire management systems
- Extensive experience and understanding of fire management systems
- Understand the operational requirements of deploying various resources for integrated fire management purposes
- Extensive understanding of business management systems in order to extract data for review, reporting and payment
- Advanced competency in the use of MS word, Excel, PowerPoint and Teams
- Coordination and stakeholder liaison.
- Extensive experience in analysing large sets of data from various systems for reporting and payment purposes
- Understand the operations of deploying of various resources for fire purposes
- Writing skills.
- Sound research, numerical, analytical and presentation.
- Coordination and stakeholder liaison.
- Ability to gather and analyse large sets of data in fire management systems and business management systems for reporting and payment purposes.
- Knowledge of the respective reporting formats of EP WoF Programme
- **Knowledge:** sound organisation and planning skills and be computer literate and good in compiling performance reports.
- **Skills:** Good communication (verbal and written), management of transformation programmes.
- Ability to work under pressure and extensive hours including weekends in order to meet deadlines
- Ability to work long hours and under pressure and willingness to travel (as maybe required) will be added advantages

### **Duties:**

- Verify reports and detailed evidence relations to reporting and payment requirements.
- Assist with conducting first party assessments.
- Conduct online EPWP verifications
- Assist with the evidence review and findings for actioning close outs.
- Review KPI evidence, communicate discrepancies and submit timeously
- Review EPWP monthly reports, update Data collection tools and ensure all EPWP requirements are met before submission
- Follow up on non-compliant evidence for reporting and payment purposes
- Monitor the detailed project plan vs actual deliverables for all Operational deliverables.
- Review detailed data submitted for payment and communicate and record any rejections.
- Prepare invoices progress reports and payment batches for processing.
- Track invoices and reconcile with evidence for payment and to maintain an audit trail

- Capture invoices on tracker and provide payment progress
- Support Forestry in relation to payment compliance
- Ensure that all invoices are concluded in line with the tracker and the Agreement.
- Provide Monthly progress on WOF Programme progress and payments.
- Take action items at operational meetings and follow up to ensure compliance.

**Enquiries:** Ms Sharon Lawrence, Tel: 084 9911 661

**Closing date:** 24 March 2025



more  
information

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- All applications must be submitted **on a signed application letter** accompanied by a recent detailed curriculum vitae to be considered.
  - **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria **Marked for the attention:** EPWP Coordination, Monitoring, Reporting and Evaluation
  - **For hand deliveries:**
    - Group 01 to Group 11 - Applications hand-delivered: to be placed in a box marked EPWP PROJECT SUPPORT Group 01 to Group 11
    - Group 12 and Group 13 - Applications hand-delivered: to be placed in a box marked EPWP Working on Fire PROJECT SUPPORT Group 12 to Group 13
  - **For email applications / delivery**
    - **Group 01 to Group 11 applications may be emailed to [EPS-EPWP2025@dffe.gov.za](mailto:EPS-EPWP2025@dffe.gov.za)**
      - **Applicants should also indicate the reference number on the subject line when applying via email**
    - **Group 12 and Group 13 applications may be emailed to [EPS-WOFEPWP2025@dffe.gov.za](mailto:EPS-WOFEPWP2025@dffe.gov.za)**
      - **Applicants should also indicate the reference number on the subject line when applying via email**
  - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority(SAQA). Correspondence will be limited to successful candidates only.
  - The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
  - Correspondence will be limited to successful candidates only.
  - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); social media checks, and qualification verification.
  - Short-listed candidates will be expected to avail themselves at the department's convenience.
  - The person appointed to this position will be subjected to the signing of a work plan and an employment contract.
  - The department reserves the right not to make an appointment.
  - **Please note that this a fixed contract and the employer is under no obligation to extend it beyond this period.**
  - If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.