



ALL POSTS | EP-Region 03:EPWP Support [two (2) year fixed term contract] 20 posts

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 local municipality they are applying for on the **signed application letter**. Applicants who are applying for multiple municipalities must submit separate applications.

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

ALLOWANCE / STIPEND: R6 600

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

POST | EPWP DATA CAPTURER | 20 POSTS (PLS. quote reference by / per centre below)

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

Free State	Gauteng	Northern Cape
Bloemfontein (03) Bethlehem (02) (ES1/2023)	Pretoria (05) (ES3/2023)	Upington (02) Pixely Ka Seme (02) Francis Baard (02) John Taolo Gaetsewe (02) Kimberly (02) (ES5/2023)

Requirements:

- Grade 12 or equivalent qualification in a related field.
- A recognised three-year bachelor's degree/National Diploma will serve as an advantage.
- 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 will be added advantages.

Duties:

- 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 and Projects in the province.
- Uploading of evidence on the system (ID, Contracts, Timesheets).
- General administrative responsibilities and duties.

Enquiries:

Ms. L Mabuza, Tel: 066 489 3410. Gauteng
 Mr. R Mathivha, Tel: 066 250 9460. Free State
 Mr. N Manngo, Tel: 067 417 3717. Northern Cape
 Environmental Programmes: Region-03

For attention:

Closing date:

16 October 2023

- All applications must be submitted on a signed application letter accompanied by a recent detailed curriculum vitae to be considered. **No Z83 Required**
- **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, at email: EPRegion03@environment.gov.za
- **Marked for the attention: EP_Region 03** - 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.