



**ALL POSTS | EPWP Support: EPWP Sector Coordination, Compliance and Data Management  
[one (1) year fixed term contract] 70 posts countrywide (ES 01/2023 – ES 13/2023)**

**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 and Team Leaders: R7 700

**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

**IN THIS DOCUMENT: ALL POSTS | GROUP 01 - 07**

**THE POSTS AVAILABLE ARE SEPARATED ACCORDING TO SEVEN (07) DIFFERENT TITLES + REF / GROUPS PER DOCUMENT  
REFER TO THE WEBSITE TO DOWNLOAD INDIVIDUAL POSTS AS OUTLINED BELOW (<https://www.dffe.gov.za/careers/vacancies>)**

GROUP 01   18 POSTS   ES1 – ES9/2023	GROUP 02   09 POSTS   ES10/2023	GROUP 03   09 POSTS   ES11b/2023	GROUP 04   20 POSTS   ES11/2023	GROUP 05   01 POSTS   ES12b/2023	GROUP 06   02 POSTS   ES12/2023	GROUP 07   11 POSTS   ES13/2023
EPWP DATA CAPTURER	DATA CAPTURER: OHS SUPPORT	DATA CAPTURER: TEAM: LEADER EPIP	DATA CAPTURER: EPIP SUPPORT	TEAM LEADER: EPWP COORDINATION	DATA CAPTURER: EPWP COORDINATION	DATA CAPTURER: EPWP REPORTING

**POST / GROUP 01 | EPWP DATA CAPTURER | 18 POSTS (PLS. quote reference by / 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)
(ES1/2023)	(ES8/2023)	(ES3/2023)	(ES6/2023)	(ES2/2023)	(ES4/2023)	(ES7/2023)	(ES5/2023)	(ES9/2023)

**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 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.

**POST / GROUP 02 | DATA CAPTURER OHS SUPPORT (09 POSTS) | REF: ES10/2023 (applies to all centres below)**

**CENTRES AND NUMBER OF POSTS PER PROVINCE**

<b>GAUTENG</b>	<b>FREE STATE</b>	<b>KWAZULU-NATAL</b>	<b>LIMPOPO</b>	<b>MPUMALANGA</b>	<b>NORTH WEST</b>	<b>NORTHERN CAPE</b>	<b>WESTERN CAPE</b>
PRETORIA (01)	BLOEMFONTEIN (01)	DURBAN (01)	POLOKWANE (01)	NELSPRUIT (01)	BRITS (01)	KIMBERLEY (01)	GEORGE AND BELLVILLE (02)

**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 will be added advantages

**Duties:**

- Support the following OHS mechanisms:
- Safety of employees and absence of risks to their health in connection with the production, processing, use, storage or transportation of articles or substances.
- Determination of the risks to the health or safety of persons relating to any work that is performed; establishing what precautionary measures should be taken to protect the health and safety of persons; and providing the necessary means to apply such precautionary measures.
- Health and safety audits.
- Identify potential hazards, risks and dangers.
- Investigation of incidents.
- Conduct inspections
- Attend health and safety committee meetings

**POST / GROUP 03| DATA CAPTURER: TEAM LEADER EPIP | REF ES11b/2023****CENTRES AND NUMBER OF POSTS PER PROVINCE****GAUTENG (HEAD OFFICE)**

PRETORIA (09)

**Requirements:**

- A recognised three-year Bachelor Degree/National Diploma, or equivalent qualification in a related field.
- Preference will be given to candidates with 02-03 years of experience in relevant field.
- Knowledge and application of environmental legislations.

**Duties:**

- Coordinate and verify programmes documentation for correctness and completeness.
- Collect, reconcile and submit Data Capturers' timesheets.
- Allocate duties and supervise allocated Data Capturers.
- 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).
- Sending and receiving parcels via designated couriers.
- General administrative responsibilities and duties.

**POST / GROUP 04| DATA CAPTURER: EPIP SUPPORT | 20 POSTS (PLS. quote reference by / per centre below)****NUMBER OF POSTS, CENTRE, AND REFERENCE NUMBER PER / BY PROVINCE**

<b>EASTERN CAPE</b>	<b>GAUTENG</b>	<b>KWAZULU-NATAL</b>	<b>LIMPOPO</b>	<b>MPUMALANGA</b>	<b>NORTHERN CAPE</b>	
MTHATHA/UMTATA (01)	PRETORIA (11)	DURBAN (CBD) (01)	POLOKWANE (02)	NELSPRUIT (01)	SPRINGBOK (02)	UPINGTON (02)
ES11EC/2023	ES11GP/2023	ES11KZN/2023	ES11LP/2023	ES11MP/2023	ES11NCbLP/2023	ES11NCa/2023

**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 will be added advantages

**Duties:**

- Coordinate and verify programmes documentation for correctness and completeness.
- Collect, reconcile and submit Data Capturers' timesheets.
- Allocate duties and supervise allocated Data Capturers.

- 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).
- Sending and receiving parcels via designated couriers.
- General administrative responsibilities and duties.

**POST / GROUP 05 | DATA CAPTURER: TEAM LEADER EPWP COORDINATION | REF ES12b/2023**

**CENTRES AND NUMBER OF POSTS PER PROVINCE**

**GAUTENG (HEAD OFFICE)**

PRETORIA (01)

**Requirements:**

- A recognised three-year Bachelor Degree/National Diploma, or equivalent qualification in a related field.
- Preference will be given to candidates with 02-03 years of experience in relevant field.
- Knowledge and application of environmental legislations.

**Duties:**

- Coordinate and verify programmes documentation for correctness and completeness.
- Collect, reconcile and submit Data Capturers' timesheets.
- Allocate duties and supervise allocated Data Capturers.
- 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).
- Sending and receiving parcels via designated couriers.
- General administrative responsibilities and duties.

**POST / GROUP 06 | DATA CAPTURER: EPWP COORDINATION | REF ES12/2023**

**CENTRES AND NUMBER OF POSTS PER PROVINCE**

**GAUTENG (HEAD OFFICE)**

PRETORIA (02)

**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.
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- Basic Understanding of EPWP and its relationship with national, provincial and municipal government.
- Basic organisational and coordination skills.
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- 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:**

- 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: 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

**POST / GROUP 07 | DATA CAPTURER: EPWP REPORTING | REF ES13/2023**

**CENTRES AND NUMBER OF POSTS PER PROVINCE**

**GAUTENG (HEAD OFFICE)**

PRETORIA (11)

**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.
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**Duties:**

- Develop and maintain database of EPWP reports from public bodies.
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- Capture all allocated EPWP reports from public bodies in the province.

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

**For attention:** EPWP Coordination and Reporting

**Closing date:** 06 March 2023

**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 and Reporting (to be placed in a box marked EPWP SUPPORT: EPWP SECTOR COORDINATION, COMPLIANCE AND DATA MANAGEMENT) **or** by email [EPWPSupport.advertisement@dffe.gov.za](mailto:EPWPSupport.advertisement@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.