



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 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



- 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**
 - ***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**
 - ***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.