



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 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



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**
 - ***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.