



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 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



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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.