



**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 02| EPWP Project Support: [one (1) year fixed term contract, renewable based on performance and budget availability] 05 posts: GROUP 02 | Project Support**

POST / GROUP 02  PROJECT SUPPORT (05 POSTS)   REFERENCE: EPS10/2025
CENTRES AND NUMBER OF POSTS PER PROVINCE
GAUTENG
PRETORIA (05)
MONTHLY STIPEND: R7 260

**Requirements:**

- A recognised three-year Bachelor's Degree/National Diploma, or an equivalent qualification in 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)
- Basic organizational, coordination and planning skills.
- Basic communication skills (good verbal and written communication skills) and Interpersonal relation skills.
- Computer literacy and operation of all Microsoft packages.
- Good administration, diary management, mail and telephone screening skills; an understanding of the Public Service systems and procedures will also serve as an advantage
- Ability to work long hours and under pressure and willingness to travel (as maybe required) will be added advantages

**Duties:**

- Responsible for rendering an effective project-related administrative service and logistical support
- Provide project-related financial administrative support.
- Oversee the procurement of goods and services in line with Department policies, in line with project requirements.
- Receive and register all incoming and outgoing project correspondences, ensuring proper documentation and tracking.
- Assist with the consolidation of the reports; Facilitate travel arrangements, taking

- minutes during meetings,
- Make photocopies, faxing documents and ensure the accurate duplication of documents as needed.
- Maintain an organised and efficient filing system.
- Distribute documents in a prompt, confidential, and secure manner to ensure timely delivery to relevant parties.
- Prepare travel claims, ensuring accuracy and adherence to departmental policies.
- Type letters, memoranda and/or other correspondence as required.

**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](mailto: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](mailto: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.

