forestry, fisheries & the environment
Department:
Forestry, Fisheries and the Environment
REPUBLIC OF SOUTH AFRICA

DFFE VALUES

ALL POSTS| EPWP Project Support: [one (1) year fixed term contract]

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 detailed CV and signed application letter for each group, with the relevant reference number clearly stated in each application letter.**

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 07| EPWP Project Support: [one (1) year fixed term contract, Project Support: YOUTH & CONTRACTOR DEVELOPMENT

POST / GROUP 07| PROJECT SUPPORT: YOUTH & CONTRACTOR DEVELOPMENT (PLS. quote reference by / per centre below)								
NUMBER OF POSTS, CENTRE, AND REFERENCE NUMBER PER / BY PROVINCE								
EASTERN CAPE	**KWAZULU - NATAL**	**WESTERN CAPE**	**LIMPOPO**	**NORTH WEST**	**MPUMALANGA**	**NORTHERN CAPE**	**FREE STATE**	**GAUTENG**
EAST LONDON	DURBAN	CAPE TOWN	POLOKWANE WATERBERG	MAFIKENG BRITS	NELSPRUIT	KIMBERLY	BLOEMFONTEIN	PRETORIA
REFERENCE : EPS15EC/2026	REFERENCE : EPS16KZN/20 26	REFERENCE : EPS17WC/202 6	REFERENCE : EPS18Polokwa ne/2026 EPS18Waterbe rg/2026	REFERENCE : EPS19Mafiken g/2026 EPS19Brits/20 26	REFERENCE : EPS20MP/2026	REFERENCE : EPS21NC/2026	REFERENCE : EPS22FS/2026	REFERENCE : EPS23GP/2026
MONTHLY STIPEND: R8 800								

Requirements:

- A recognized three-year Bachelor's Degree/National Diploma, or equivalent qualification in a related field (Training)
- Preference will be given to candidates with Zero to two (0-2) years of experience in relevant field.
- Basic knowledge and understanding of data management and reporting protocols.
- Basic Understanding of or exposure to EPWP and its relationship with national, provincial and municipal government.
- Basic organisational and coordination skills.
- Basic stakeholder management, facilitation, and understanding of government planning processes.
- Sound organising and planning skills.
- Basic communication (good verbal and written communication skills) and Interpersonal relations skills.
- Computer literacy and operation of all Microsoft packages.
- Willingness to work long hours and under pressure and to travel (as maybe required)

will be added advantages

Duties:

- To support the initiation and planning of Youth Empowerment and Development Projects
- Support evaluation of projects monthly reports and evidence (PPR).
- Evaluation and submission of invoices with necessary supporting documents for approval and ensure payment of invoices by finance.
- To support the implementation of training and youth empowerment and development projects
- Evaluation of training completion reports for approval.
- Uploading training projects information and evidence on the system (ID, Contracts, and Timesheets).
- Ensure compliance of training projects during planning, implementation and close out.
- Conduct site visits during project implementation and submit report.
- General administrative responsibilities and duties.
- Support all administration processes of the Directorate
- Ensure filing of projects documents
- Compile the spreadsheets and capture projects data
- Support evaluation of projects completion reports

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

Closing date: 29 May 2026

For email applications / delivery: Group 05 applications may be emailed to EPS07-EPWP2026@dffe.gov.za

- 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 C,M,R & E**
- **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

Email applications: The email subject line must include the reference number of the position you are applying for (e.g. EPS34EC/2026)

- 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 of 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 based on available vacancies and intake is on a continuous basis.
- 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 is a fixed contract and the employer is under no obligation to extend it beyond this period.***
- ***Please note this an EPWP Project no work no pay principle apply – payment is based on actual days worked and is subject to statutory deductions (e.g. UIF, PAYE tax where application).***
- ***NB. Due to the nature of the programme, all applications received will be kept in the programme data base and opportunities will be filled as vacancies open until the end of the programme.***