



cooperative  
governance

Department:  
Cooperative Governance  
REPUBLIC OF SOUTH AFRICA



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**ADVERT DATE : 06 MAY 2025**

**SUBJECT : POST ADVERTISEMENT FOR COMMUNITY WORK PROGRAMME**

**PERIOD : TWELVE (12) MONTHS CONTRACT**

**CLOSING DATE : 16 MAY 2025 (16:00)**

The vision of the Department of Cooperative Governance is service excellence for improving lives through cooperative governance. The Department intends to invest in human capital, increase integrated technical capacity directed at service delivery innovation and promote representativity in the Department through the filling of the following twelve (12) months non-renewable contract posts (01 June 2025 to 31 May 2026).

Community Work Programme

1. Provincial Coordinator (LP) x 1 **(Non-Renewable)**
2. District Coordinators x 5 (1 per District) **(Non-Renewable)**
3. MIS Administrator x 1 **(Non-Renewable)**
4. Site Coordinators x 27 **(Non-Renewable)**
5. Site Administrators x 30 **(Non-Renewable)**
6. Technical Support x 1 **(Non-Renewable)**

All Curriculum Vitae (CVs) must be emailed to the specified email addresses and quote the relevant reference numbers and the following documents must be submitted:

- Cover letter indicating the post (and post reference) applying for
- Curriculum Vitae (CV)
- Certified copies of certificates (qualifications) (matric and highest qualification ONLY) Other documents will be requested when invited for interviews
- Certified copy of identity document
- Certified copy of driver's license

**CWP Provincial Coordinator x 1**

**REF: CWPLP01/2025**

**Email Address: [cwppmlp@cogta.gov.za](mailto:cwppmlp@cogta.gov.za)**

#### Requirements

- Grade 12 (Matric), Bachelor's Degree/ Diploma in Social Sciences or Equivalent (proof to be attached on the application)
- Drivers Licence
- 3 years relevant experience in project Coordination, Administration, Stakeholder and Staff management in Community Work Programme
- Microsoft Office
- Skills: Communication, Listening, Computer Literacy Time Management, Interpersonal, Planning and organising.

#### Duties

- Ensure effective and efficient management of CWP implementation of useful work and administrative functions of the programme for the province; Oversee the development and consultation of site business plans and timely submission; Consolidate and submit monthly and quarterly narrative and output reports; Validate the quality and authenticity of provincial report before submission to DCoG; Monitor participation targets and support accurate payment of participants and staff; Management of all site staff including



Department of Cooperative Government / UMnyango Kahulumeni Wokubambisana / Lefapha la puso ya kopanelo / Departement van Samewerkende Regering / Litiko Lekubusa Ngekubambisana / Umnyango Wezokubusa Ngokuhlanganyela / Ndzawulo ya Mfumo wa Miganga / Lefapha la puso ea tšebeliso / ISebe lolawulo lwentsebenziswano / Muhasho wa Tshumisano na Mavhusele / Kgoro ya Pušo Tirišano

supervisors and participants; Ensure effective and efficient information and document management system; Conduct site compliance visits and analyse site performance; Support DCoG site visits, Internal and External Audit. Track implementation of audit action plans and submit progress reports with verified PoEs to DCoG; Work closely with provincial Asset Officer to ensure that all provincial assets and inventory are managed and safe guarded in line with Asset Management policy; Oversee, accurate registration, validation of eligible participants, and end-dating of deceased individuals or those employed elsewhere; monitor participation targets and validate payrolls to support timely and correct payments; Support effective management and coordination of CWP Smart Partnerships in the province; Ensure functionality of CWP Local Reference Committee (LRC) in the province and represent CWP in other development forums; Oversee training planning and delivery within the province and measure the impact thereof; Perform any other function assigned to him/her.

#### Other

- Extensive Travel

#### Centre

- Polokwane: COGHSTA Provincial Office

#### Enquiries:

- **Ms B Mculu – 079 892 4726**

<b>District/Metro Coordinator x 5</b>	<b>REF: CWPLP02/2025</b>	<b>Email Address: <a href="mailto:cwpdmlP@cogta.gov.za">cwpdmlP@cogta.gov.za</a></b>
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1. District Coordinator: Capricorn District x 1
2. District Coordinator: Mopani District x 1
3. District Coordinator: Sekhukhune District x 1
4. District Coordinator: Vhembe District x 1
5. District Coordinator: Waterberg District x 1

#### Requirements

- Grade 12 (Matric), Bachelor's Degree/ Diploma in Social Sciences or Equivalent (proof to be attached on the application)
- Drivers Licence
- 3 years relevant experience in project Coordination, Administration, Stakeholder and Staff management in Community Work Programme
- Microsoft Office
- Skills: Communication, Listening, Computer Literacy Time Management, Interpersonal, Planning and organising.

#### Duties

- Management of all CWP useful work and administrative functions of the programme for the district; Management of all site staff including supervisors and participants; Manage and support DCOG site visits including Internal Audit and External Audit; Monitor the participation target and ensure that target is not exceeded; Submit all the information requested by DCOG including monthly and quarterly reporting; Document Management for the district; Work closely with Stock Controllers to ensure that all site assets are recorded in the Site Asset Register; Ensure that all participants and site staff are paid; Must ensure that all deceased participants and participants employed by other departments or companies are end-dated and reported to DCOG. If eligible for payment, participant must first be reported and end-dated upon payment; Support effective management and coordination of CWP Smart Partnerships in the district; Ensure functionality of CWP Local Reference Committee (LRC) in the district and represent CWP in other development forums. Perform any other function assigned to him/her.

#### Other

- Extensive Travel

#### Centre

- CWP District Office in LP (must reside within the district applying for)

#### Enquiries:

- **Ms B Mculu – 079 892 4726**

<b>MIS Administrator x 1</b>	<b>REF: CWPLP03/2025</b>	<b>Email Address: <a href="mailto:cwpsaLP@cogta.gov.za">cwpsaLP@cogta.gov.za</a></b>
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## Requirements

Grade 12 (Matric) or Bachelor's Degree /Diploma in Finance or Equivalent (proof to be attached on the application, Tertiary qualification will be an added advantage)

No experience needed however experience in Management Information System (MIS) and Community Work Programme will be an added advantage

Microsoft Office

Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Planning and organising.

## Duties

Management of the MIS for the province; Manage the capturing of participants payments at site level and ensure all participants are paid; Process Level 1 of MIS and escalate to Level 2; Ensure that all deceased participants are end-dated (deactivated) and not paid; Ensure that all participants employed by other government departments are end-dated and not paid; Ensure that all contracts of the participants are filed at site level and uploaded on the MIS share folder; Data cleansing. Supervision of all site administrators with respect to MIS issues; Monitor the participation target and ensure that target is not exceeded; Submit all the information requested by DCOG including monthly and quarterly reporting; Document Management; Manage and support DCOG, Internal Audit and External Audit site visits; Ensure that all participants and site staff are paid; Ensuring Unemployment Insurance Fund (UIF) forms are correctly filled in and submitted for participants; Perform any other function assigned to him/her by DCOG.

## Centre

- Polokwane, COGHSTA Provincial Office

## Enquiries:

- Ms B Mculu – 079 892 4726

<b>Site Coordinator x 27</b>	<b>REF: CWPLP04/2025</b>	<b>Email Address: cwpsmlp@cogta.gov.za</b>
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## Requirements

- Grade 12 (Matric) or Bachelor's Degree/ Diploma in Social Sciences or Equivalent (**Tertiary qualification will be an added advantage**), proof to be attached on the application
- Drivers Licence
- 3 Years relevant experience in Project Coordination, Administration, Stakeholder and Staff Management in Community Work Programme will be added advantage
- Microsoft Office
- Skills: Communication, Listening, Computer Literacy Time Management, Interpersonal, Planning and organising.

## Duties

- Manage effective implementation of CWP within the CWP site; Manage implementation of useful work and administrative functions of the site; Liaise with internal and external stakeholders within the CWP site; Oversee and report on training logistics and delivery in the CWP site; Compile and submit monthly and quarterly narrative and output reports for the CWP site; Validate the quality and authenticity of sub site reports before consolidation for status submission; Monitor participation targets and support accurate payment of site participants and site staff; Compile site business plan, participate in BP reviews, conduct site needs assessments and develop procurement plans; Conduct site monitoring and analyse site performance; Implement audit action plans and provide periodic progress reports with verifiable PoE to the DM; Ensure functionality of CWP Local Reference Committee (LRC) and represent CWP in other development forums in the Local Municipality; Support DCOG Internal, and External audit visits within the site; Work closely with main storekeeper and Asset Office to ensure that all provincial assets and inventory are managed and safe guarded in line with Asset Management policy; Oversee accurate registration and validation of eligible participants, and end-date of deceased individuals or those employed elsewhere; monitor and validate payrolls to support timely and correct payments; Ensure effective implementation and coordination of CWP Smart Partnerships initiatives in the CWP site; Oversee training planning and delivery within the site and report on output achieved; Ensure proper document management system within the site; Perform any other function assigned to him/her.

## Other

- Extensive Travel

**Centre**

- CWP Site Office in the Municipality (must reside within the municipality applying for)

**Enquiries:**

- **Ms B Mculu - 079 892 4726**

<b>Site Administrator x 30</b>	<b>REF: CWPLP05/2025</b>	<b>Email Address: cwpsaLP@cogta.gov.za</b>
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**Requirements**

- Grade 12 (Matric); Bachelor's Degree/ Diploma in Social Sciences or Equivalent. **(Tertiary qualification will be an added advantage)**
- No experience required (data capturing experience will be an added advantage)
- Microsoft Office will be an added advantage
- Skills: Communication, Listening, Computer Literacy Time Management, Interpersonal, Planning and organising

**Duties**

Support site and subsites and ensure all requirements for useful work are met; Capture all new recruits on MIS; Capture all participants and other staff timesheets on MIS; Monitor the participation target and ensure that target is not exceeded; Submit all the information requested by DCOG; Document Management; Facilitate and support DCOG site visits, Internal Audit and External Audit; Work closely with Stock Controller to ensure that all site assets are recorded in the Site Asset Register; Ensure that all participants and site staff are paid; Must ensure that all deceased participants and participants employed by other departments or companies are end dated and reported to DCOG. If eligible for payment, participant must first be reported and end dated after payment; Perform any other administrative function assigned.

**Other**

- Extensive Travel

**Centre**

- CWP Site Office in the Municipality (must reside within the municipality applying for)

**Enquiries:**

- **Ms B Mculu – 079 892 4726**

<b>Technical Support Coordinator x 1</b>	<b>REF: CWPLP06/2025</b>	<b>Email Address: cwpsmLP@cogta.gov.za</b>
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**Requirements**

- Grade 12 (Matric) or Bachelor's Degree/ Diploma in Project Management or Equivalent **(Tertiary qualification will be an added advantage)**, proof to be attached on the application
- Drivers Licence
- 1-2 years relevant experience in project Coordination, Administration, Stakeholder and Staff management
- Microsoft Office
- Skills: Communication, Listening, Computer Literacy Time Management, Interpersonal, Planning and organising.

**Duties**

Assist with correct specifications for required assets, tools and consumables. Ensure and verify delivered/procured items as per the specific RFQ per site. Filling of all CWP project related documents. Maintain database of all provincial CWP projects per site and general document management at all levels. Facilitate and submit supervisors, site, district and provincial managers travel claims and ensure accuracy and completeness and submission to DCOG for payment. Management of complaints within CWP and outside and ensure they are resolved and report any misuse of CWP resources. Conduct site compliance visits and analyse site performance; Track implementation of audit action plans and submit progress reports with verified PoEs; Coordinate and the implementation of Smart partnership initiatives within the district/s; Work closely with provincial Asset Officer to ensure that all provincial assets and inventory are managed and safe guarded in line with Asset Management policy; Oversee, accurate registration, validation of eligible participants in the districts, and end-dating of deceased individuals or those employed elsewhere; monitor participation targets and validate payrolls to support timely and correct payments. Perform any other function assigned to him/her.

**Other**

- Extensive Travel

#### Centre

- CWP Site Office in the District/Municipality

#### Enquiries:

- Ms B Mculu – 079 892 4726

Kindly note that the appointed candidate will be required to reside in the site as stated below.

Applicants are advised not to attach documents that are not requested. Kindly note that the server has limited space, therefore limit the documents to the list above.

Province	District	Site Name	No of Site Coordinator Position Available	No of Site Administration position available	No of Districts Coordinators available	No of MIS Administrators available	No of Technical Support Coordinator Position Available	No of Provincial Coordinator position available
Limpopo	Capricorn	Blouberg	1	1	1	1	1	1
		Lepelle-Nkumpi	1	1				
		Molemole	1	1				
		Polokwane	2	2				
	Mopani	Ba-Phalaborwa	1	1	1			
		Greater Giyani	2	2				
		Greater Letaba	1	1				
		Greater Tzaneen	2	2				
		Maruleng	1	1				
	Sekhukhune	Ellias Motsoaledi	1	1	1			
		Ephraim Mogale	1	1				
		Fetakgomo	2	2				
		Tubatse	1	1				
		Makhuduthamaga	1	1				
	Vhembe	Collins Chabane	1	2	1			
		Makhado	1	2				
		Musina	1	2				
		Thulamela	1	1				
	Waterberg	Bea-Bela	1	1	1			
		Lephalale	1	1				
		Modimolle-	2	2				
		Mookgophong	2	2				
		Mogalakwena	2	2				
		Thabazimbi	1	1				
		TOTAL	27	30				
Grand Total					65			

#### APPROVAL

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 Mr P Matomela Acting Deputy Director-General: CWP  
 Date: 05 May 2025