



cooperative  
governance

Department:  
Cooperative Governance  
REPUBLIC OF SOUTH AFRICA



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**ADVERT DATE : 30 APRIL 2025**

**SUBJECT : POST ADVERTISEMENT FOR CWP FREE STATE PROVINCE**

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

**CLOSING DATE : 12 MAY 2025 (16:00)**

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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 x 1 (Free State Province) (Twelve Months (12) months period **(Non-Renewable)**)
2. District Coordinator x 5 (1 per District of FS) (Twelve Months (12) months period **(Non-Renewable)**)
3. MIS Administrator x 5 (1 per District of FS) (Twelve Months (12) months period **(Non-Renewable)**)
4. Technical Support Coordinator x 1 (Free State) (Twelve Months (12) months period **(Non-Renewable)**)
5. Site Coordinator x 26 (All CWP sites of FS) (Twelve Months (12) months period **(Non-Renewable)**)
6. Site Administrator x 31 (All CWP sites FS) (Twelve Months (12) months period **(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



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

<b>Provincial Coordinator x 1</b>	<b>REF: CWP101/FS/2025</b>	<b>Email Address: cwppm@cogta.gov.za</b>
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### Requirements

- Grade 12 (Matric), Bachelor's Degree /Diploma in Social Science or Equivalent (proof to be attached on the application)
- 3 years relevant experience in Project Coordination, Administration, Stakeholder and Staff Management required, training will be provided though Community Work Programme will be added advantage.
- Own vehicle will be an added advantage.
- Valid Driver's Licence.
- Experience in Community Work Programme will be an added advantage.
- Microsoft Office.
- Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Planning and organising.

### Duties

Management of CWP useful work and administrative functions of the programme for the province. Management of all site staff including supervisors and participants. Monitor the participation target and ensure that target is not exceeded. Submit all the information requested by DCOG including monthly and quarterly reports. Document Management. Manage 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 Provincial 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. Perform any other function assigned to him/her.

**Other:** Extensive Travel

**Centre:** Free State

<b>District Coordinator x 5</b>	<b>REF: CWP102/FS/2025</b>	<b>Email Address: cwpdmFS@cogta.gov.za</b>
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### Requirements

- Grade 12 (Matric), Bachelor's Degree /Diploma in Social Science or Equivalent (proof to be attached on the application).
- 3 years relevant experience in Project Coordination, Administration, Stakeholder and Staff Management required, training will be provided though Community Work Programme will be added advantage.
- Own vehicle will be an added advantage.
- Valid Driver's Licence.
- Experience in Community Work Programme will be an added advantage.
- Microsoft Office.
- Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Planning and organising.

### Duties

Management of CWP implementation inclusive of administrative functions for the province. Management of all site staff including supervisors and participants. Monitor the participation target and ensure that target is not exceeded. Submit all the information requested by DCOG including monthly and quarterly reports. Document Management. Manage 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 Provincial 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. Perform any other function assigned to him/her.

**Other:** Extensive Travel

**Centre:**

- Fezile Dabi District X 1 post;
- Lejweleputswa District X 1 post
- Mangaung Metro X 1 post
- Thabo Mofutsanyana District X 1 post
- Xhariep District X 1 post

<b>MIS Administrator x 5    REF: CWP103/FS/2025    Email Address: cwpsaFS@cogta.gov.za</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**

- Fezile Dabi X 1 post;
- Lejweleputswa X 1 post
- Mangaung X 1 post
- Thabo Mofutsanyana District X1
- Xhariep District X 1 post

<b>Technical Support Coordinator x 1    REF: CWP104/FS/2025    Email Address: cwpts@cogta.gov.za</b>
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**Requirements**

- Grade 12 (Matric) or Bachelor's Degree /Diploma in Project Management or Equivalent (proof to be attached on the application, Tertiary qualification will be an added advantage).
- 1-2 years relevant experience in Project Coordination, Administration, Stakeholder and Staff Management required, training will be provided though Community Work Programme will be added advantage.
- Valid Driver's Licence.
- Own vehicle will be an added advantage.
- Experience in Community Work Programme will be an added advantage.
- Microsoft Office
- Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Planning and organising.

**Duties**

Liaise and support the Provincial Manager, District Managers, Asset Administrators and sites on a regular basis to establish the needs of the province. Submission of requests to DCOG related to provincial needs and distribution thereof. Arrange district, provincial and national meetings, write minutes and meeting report and share with all members. Management of stakeholders and attend LRC/ stakeholders' meetings. Facilitate and support DCOG site visits, Internal and External Audit. 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. Perform any other function assigned to him/her.

**Other:** Extensive Travel.

**Centre:** Free State Province.

<b>Site Coordinator x 26</b>	<b>REF: CWP105/FS/2025</b>	<b>Email Address: cwpsmFS@cogta.gov.za</b>
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#### **Requirements**

- Grade 12 (Matric) or Bachelor's Degree /Diploma in Social Science or Equivalent (proof to be attached on the application, Tertiary qualification will be an added advantage)
- 3 years relevant experience in Project Coordination, Administration, Stakeholder and Staff Management required, training will be provided though Community Work Programme will be added advantage.
- Own vehicle will be an added advantage.
- Valid Driver's Licence.
- Experience in Community Work Programme will be an added advantage.
- Microsoft Office.
- Skills: Communication, Listening, Computer Literacy, Time Management, Interpersonal, Planning and organising.

#### **Duties**

Manage all the activities of the site. Manage all site staff including supervisors and participants. Monitor the participation target and ensure that target is met. Submit all the information requested by DCOG. Document Management. Manage 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 upon payment. Perform any other function assigned to him/her.

**Other:** Extensive Travel

**Centre:** All Free State CWP sites

<b>Site Administrator x 31</b>	<b>REF: CWP106/FS/2025</b>	<b>Email Address: cwpsaFS@cogta.gov.za</b>
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#### **Requirements**

- Grade 12 (Matric) or Bachelor's Degree /Diploma in Social Science or Equivalent (proof to be attached on the application, Tertiary qualification will be an added advantage).
- No experience needed.
- 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**

Capture all new recruits on MIS, Capture all participants and other staff timesheets on MIS. Monitor the participation target and ensure that target is met. 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. Coordinate LRC meetings or any other site meeting and keep records of those meetings. Support site and subsites and ensure all requirements for useful work are met. Perform any other administrative function assigned.

**Centre:** All Free State CWP Sites.

### **All vacancies breakdown**

Province	District	Site Name	No of Site Coordinator	No of Site Administration	No of Districts	No of MIS Administrators available	No of Technical Support	No of Provincial Coordinator
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			Position Available	position available	Coordinators available		Coordinator Position Available	position available			
Free State	Fezile Dabi	Mafube	1	1	1	1	1	1			
		Moqhaka	1	2							
		Metsimaholo	1	2							
		Ngwathe	1	4							
	Lejweleputswa	Matjhabeng	3	4	1	1					
		Tokologo	1	1							
		Tswelopele	1	1							
		Masilonyana	1	1							
		Nala	1	1							
	Mangaung	Mangaung	5	4	1	1					
	Thabo Mofutsanyana	Phumelela	1	1	1	1					
		Nketoana	1	1							
		Dihlabeng	1	1							
		Maluti A Phofung	2	2							
		Setsotho	1	1							
		Mantsopa	1	1							
	Xhariep	Kopanong	1	1	1	1					
		Letsemeng	1	1							
		Mohokare	1	1							
	Total Number of advertised Positions			26	31	5			5	1	1

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

**Enquiries:**

- Ms Zodwa Losabe: 071 687 1658
- Mr Malesela James Lediga: 066 486 4826
- Junia Mntambo: 0731641851
- Zandiswa Cutshwa: 083 600 7744

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.