



cooperative
governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA



Private Bag X804, Pretoria, 0001 | Tel: 012 334 0600 | 87 Hamilton Street, Arcadia, Pretoria | www.cogta.gov.za

ADVERT DATE : 30 APRIL 2025

SUBJECT : POST ADVERTISEMENT FOR CWP GAUTENG PROVINCE

PERIOD : TWELVE (12) MONTHS CONTRACT

CLOSING DATE : 12 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 x 1 (Gauteng Province) (Twelve Months (12) months period **(Non-Renewable)**)
2. District Coordinator x 4 (1 per District of GP) (Twelve Months (12) months period **(Non-Renewable)**)
3. MIS Administrator x 5 (1 per District of GP) (Twelve Months (12) months period **(Non-Renewable)**)
4. Technical Support Coordinator x 1 (GP) (Twelve Months (12) months period **(Non-Renewable)**)
5. Site Coordinator x 19 (All CWP sites of GP) (Twelve Months (12) months period **(Non-Renewable)**)
6. Site Administrator x 37 (All CWP sites GP) (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

Provincial Coordinator x 1	REF: CWP101/GP/2025	Email Address: cwppm@cogta.gov.za
-----------------------------------	----------------------------	--

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.



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 tšebelisano / ISebe lolawulo lwentsebenziswano / Muhasho wa Tshumisano na Mavhusele / Kgoro ya Pušo Tirišano

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

- ☐ Pretoria

District Coordinator x 4 REF: CWP102/GP/2025 Email Address: cwpmgmp@cogta.gov.za

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

- ☐ City Of Johannesburg Metro - Johannesburg X 1 post;
- City of Ekurhuleni and City Tshwane Metro – Ekurhuleni or Tshwane X 1 post
- West Rand District – Randfontein X post
- Sedibeng District – Emfuleni LM X 1 post

MIS Administrator x 5	REF: CWP103/GP/2025	Email Address: cwpsaGP@cogta.gov.za
------------------------------	----------------------------	--

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

- ☐ City Of Johannesburg Metro - Johannesburg X 1 post;
- City of Ekurhuleni and City Tshwane Metro – Ekurhuleni or Tshwane X 1 post
- West Rand District – Randfontein X post
- Sedibeng District – Emfuleni LM X 1 post

Technical Support Coordinator x 1	REF: CWP104/GP/2025	Email Address: cwpsaGP@cogta.gov.za
--	----------------------------	--

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

☐ Gauteng Province

Site Coordinator x 19	REF: CWP105/GP/2025	Email Address: cwpsmGP@cogta.gov.za
------------------------------	----------------------------	--

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

Site Administrator x 37	REF: CWP106/GP/2025	Email Address: cwpsaGP@cogta.gov.za
--------------------------------	----------------------------	--

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.