



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 : 25 APRIL 2025

SUBJECT : POST ADVERTISEMENT FOR COMMUNITY WORK PROGRAMME

PERIOD : TWELVE (12) MONTHS CONTRACT

CLOSING DATE : 09 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. Senior Financial Administrator x 1 (Pretoria) (Twelve Months (12) months period **(Non-Renewable)**)
2. Financial Administrator x 25 (Pretoria) (Twelve Months (12) months period **(Non-Renewable)**)
3. Registry Clerk x 5 (Pretoria) (Twelve Months (12) months period **(Non-Renewable)**)
4. Asset Administrators x 18 (All nine Provinces) (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

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| Senior Financial Administrator x 1 | REF: CWP01/2025 | Email Address: cwpdc@cogta.gov.za |
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Requirements

- Grade 12 (Matric), Bachelor's degree/ Diploma in Accounting/Supply Chain Management or equivalent qualification (proof to be attached on the application)
- Completed Articles with recognised audit firm with 1-2 years post article experience in auditing and financial management.
- Drivers 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

- Supervise the payment process of participants and ensure timeous payment. Management of ghost participants. Ensure elimination of payment errors. Investigate all possible erratic payments and facilitate the recovery process. Compile monthly, quarterly and annual reports. Provide Interim and Annual Financial Statement inputs relating to participants payments. Coordinate internal and external audit within the unit.



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

Management of staff and performance management. Perform other ad hoc responsibilities as and when necessary.

Other

- Extensive Travel

Centre

- Pretoria: National Office

Enquiries:

- **Ms Z Mahonono – 082 633 0756**
- **Ms G Tshabalala – 064 752 5624**
- **Ms T Motau – 073 791 4555**

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| Financial Administrator x 25 | REF: CWP02/2025 | Email Address: cwpdc@cogta.gov.za |
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Requirements

- Grade 12 (Matric) or (Bachelor's Degree /Diploma in Accounting/Supply Chain Management or Equivalent will be an added advantage) proof to be attached on the application
- Drivers Licence
- No experience required, training will be provided though Community Work Programme will be added advantage
- Microsoft Office will be an added advantage
- Skills: Communication, Listening, Computer Literacy Time Management, Interpersonal, Planning and organising.

Duties

Analysis of all exception reports including ghost participants. Categorisation of eligible and ineligible participants. Ensure all ineligible participants are deactivated. Elimination of ineligible participants from payment file. Prepare letters to all provinces for investigation and recovery. Monitor system errors and report to System Controller. Follow up on all Tasking letters. Follow up on prior year audit finding and ensure they are resolved. Prepare monthly, quarterly and annual reports. Presentation to management. Perform any other duties allocated. Facilitate payment process for participants to allocated province. Clearing of errors. Resolve site queries. Assist in Asset Management, Administration and any other duties allocated.

Other

- Extensive Travel

Centre

- Pretoria: National Office

Enquiries:

- **Ms Z Mahonono – 082 633 0756**
- **Ms G Tshabalala – 064 752 5624**
- **Ms T Motau – 073 791 4555**

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| Registry Clerk x 5 | REF: CWP03/2025 | Email Address: cwpdc@cogta.gov.za |
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Requirements

- Grade 12 (Matric)
- No experience required (Registry experience will be an added advantage)
- Drivers Licence
- Knowledge: National Archives Act, Batho Pele Principles added advantage
- Skills: Communication, Listening, Computer Literacy Time Management, Interpersonal, Planning and organising

Duties

Provide registry counter services, Handle incoming and outgoing correspondence, Render effective manual and electronic filing and records management services. Sort and package files for archiving, Keep records for archived documents, Process documents for archiving and disposal.

Other

- Extensive Travel

Centre

- Pretoria: National Office

Enquiries:

- **Ms Z Mahonono – 082 633 0756**
- **Ms G Tshabalala – 064 752 5624**
- **Ms T Motau – 073 791 4555**

Asset Administrator x 18 REF: CWP04/2025**Email Address: cwpao@cogta.gov.za****Requirements**

- Grade 12 (Matric) or (Bachelor 'Degree /Diploma in Accounting/Supply Chain Management or Equivalent will be an added advantage) proof to be attached on the application
- Drivers Licence
- Experience in Asset Management
- Microsoft Office will be an added advantage
- Skills: Communication, Listening, Computer Literacy Time Management, Interpersonal, Planning and organising.

Duties

Management of the provincial asset register and adherence to CWP Asset Management Policy and Standard Operating Procedures. Ensure that all asset additions are updated in the asset register. Perform monthly asset reconciliations. Maintenance of accurate and complete asset register. Aligning of provincial to national asset register and ensure that they always reconcile, safeguarding of all provincial assets. Conduct quarterly asset verification and supervise site monthly asset verification; report on discrepancies and resolve them. Ensure that all assets are barcoded and updated correctly in the asset register. Facilitate the registration of all the vehicles and other assets in the province. Conduct assessment of the conditions of assets in all sites and sub-sites and recommend for disposal; submit a disposal report monthly and quarterly to DCOG for disposal. This should include assets in good condition but not used. All donated assets should be supported by documentation and submit to DCOG a request to accept donation. Management of asset movements between sites and ensure asset movement forms are completed and duly signed. Submit all the information requested by DCOG including monthly and quarterly reporting as per prescribed template. Manage and support DCOG site visits, Internal Audit and External Audit. Work closely with Stock Controllers/Storekeepers and Site Managers to ensure that all site assets are recorded in the Site Asset Register. Report any lost or stolen assets with POE and ensure reporting of lost/stolen assets to SAPS within 48 hours and report to be submitted to DCOG immediately. Upon acceptance of the lost or stolen asset, update the asset register. Perform any other function assigned. General Document Management.

Other

- Extensive Travel

Centre

Kindly note that the appointed candidate will be required to reside in the centre as stated below. Furthermore, in your application letter, kindly list all other centres you would like to be placed if the first option is not successful.

| Province | No. of Posts | Centre | Districts Assigned |
|---------------|--------------|------------------|--|
| Eastern Cape | 3 | Mthatha | Alfred Nzo & OR Tambo |
| | | East London | Amathole & Sarah Baartman |
| | | Queenstown | Chris Hani & Joe Gqabi |
| Free State | 2 | Bloemfontein | Xhariep, Mangaung & Lejweleputswa |
| | | Bethlehem | Thabo Mofutsanyana & Fezile Dabi |
| Gauteng | 1 | Johannesburg | All Districts |
| KwaZulu Natal | 3 | Durban | Ugu, Ethekwinini & King Cetshwayo |
| | | Pietermaritzburg | Harry Gwala, Umgungundlovu, Uthukela & Umzinyathi |
| | | Ulundi | Amajuba, Zululand & Umkhanyakude |
| Limpopo | 2 | Polokwane | Capricon, Waterburg & Sekhukhune |
| | | Thohoyandou | Vhembe & Mopani |
| Mpumalanga | 1 | Nelspruit | All Districts |
| Northern Cape | 2 | Kimberly | Francis Baard, Pixley ka Seme & Joe Taolo Gaetsewe |
| | | Upington | ZF Mgcawu & Namaqua |
| North West | 2 | Rustenburg | Bojanala & Ngaka Modiri Molema |
| | | Klerksdorp | Dr Ruth Segomotsi Mompati & Dr Kenneth Kaunda |

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|--------------|---|-----------|--|
| Western Cape | 2 | Cape Town | City of Cape Town, Cape Winelands & West Coast |
| | | George | Overberg, Garden Route & Central Karoo |

Enquiries:

- **Ms Z Mahonono – 082 633 0756**
- **Mr P Monamme – 073 791 4555**

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.

APPROVAL


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Mr P Matomela
Acting Deputy Director-General: CWP
Date: 25 April 2025