



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 : 02 MAY 2025

SUBJECT : POST ADVERTISEMENT FOR COMMUNITY WORK PROGRAMME

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 **(Non-Renewable)**
2. District Coordinators x 3 **(Non-Renewable)**
3. Technical Support Coordinators x 3 **(Non-Renewable)**
4. MIS Administrators x 3 **(Non-Renewable)**
5. Site Coordinators x 19 **(Non-Renewable)**
6. Site Administrators x 49 **(Non-Renewable)**

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

- Cover letter indicating the Post Name, District, Site Name (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: CWPMP01/05/2025 Email Address: cwppm@cogta.gov.za

Requirements

- Grade 12 (Matric), Bachelor's Degree/ Diploma in Social Sciences or Equivalent (proof to be attached on the application)
- A valid Driver's license
- 3 years relevant experience in project Coordination, Administration, Stakeholder and Staff management in Community Work Programme
- Computer Literacy (Ms Word, Ms Excel, PowerPoint, Ms Outlook).
- Skills: Communication, Listening, 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 supervisors and participants;



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

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

- CWP Provincial Office

Enquiries:

- **Mr MM Kwebulana – 064 750 6099**
- **Mr M Kekana – 071 727 0395**

| | |
|---------------------------------|---|
| District Coordinator x 3 | REF: CWPMP02/05/2025 Email Address: cwpdmMP@cogta.gov.za |
|---------------------------------|---|

1. District Coordinator: Gert Sibande District x 1
2. District Coordinator: Ehlanzeni District x 1
3. District Coordinator: Nkangala District x 1

Requirements

- Grade 12 (Matric), Bachelor's Degree/ Diploma in Social Sciences or Equivalent (proof to be attached on the application)
- A valid Driver's license
- 3 years relevant experience in project Coordination, Administration, Stakeholder and Staff management in Community Work Programme
- Computer Literacy (Ms Word, Ms Excel, PowerPoint, Ms Outlook).
- Skills: Communication, Listening, 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; Perform any other function assigned to him/her.

Other

- Extensive Travel

Centre

- CWP District/Site Office in Mpumalanga

Enquiries:

- **Mr MM Kwebulana – 064 750 6099**
- **Mr M Kekana – 071 727 0395**

Technical Support Coordinator x 3
REF: CWPMP03/05/2025 Email Address: cwpsaMP@cogta.gov.za

1. Technical Support Coordinator: Gert Sibande District x 1
2. Technical Support Coordinator: Ehlanzeni District x 1
3. Technical Support Coordinator: Nkangala District x 1

Requirements

- Grade 12 (Matric); **Bachelor's degree/ Diploma in Project Management will be an added advantage.**
- At least 1-2 years' experience in project coordination, administration, stakeholder and staff management preferably within CWP or a similar programme.
- Strong organisational and communication skills.
- Computer Literacy (Ms Word, Ms Excel, PowerPoint, Ms Outlook).
- A valid Driver's license

Duties:

Consolidate and manage data and reports from CWP districts staff and CWP site staff. Review and quality-check reports for accuracy and consistency before submission to DCoG and ensure timeous submission. Liaise with both internal and external stakeholders for effective coordination. Assist with training logistics and maintain training records for the province. Provide secretariat support for provincial meetings (schedule meetings, manage invitations, agenda preparation, capture minutes, and ensure follow-up of agreed actions). Consolidate the audit action plan implementation progress for the province. Assist in business plans review and consolidate needs assessment report to inform procurement process. Reconcile delivery notes and invoices for all assets and consumables. Create and maintain both electronic and physical filing systems for the province. Collate and consolidate LRC PoE for the provincial report. Coordinate Travel Requests from sites

Other

- Extensive Travel

Centre

- CWP District/Site Office in MP Mpumalanga

Enquiries:

- **Mr MM Kwebulana – 064 750 6099**
- **Mr M Kekana – 071 727 0395**

MIS Administrator x 3
REF: CWPMP04/05/2025 Email Address: cwpsaMP@cogta.gov.za

1. CWP Management Information System (MIS) Administrator: Gert Sibande District x 1
2. CWP Management Information System (MIS) Administrator: Ehlanzeni District x 1
3. CWP Management Information System (MIS) Administrator: Nkangala District x 1

Requirements

- Grade 12 (Matric) or (**Bachelor's degree /Diploma in Finance or Equivalent will be an added advantage**) proof to be attached to the application
- No experience required.
- Computer Literacy (Ms Word, Ms Excel, PowerPoint, Ms Outlook).
- Skills: Communication, Listening, Time Management, Interpersonal, Planning and organizing.
- MIS experience will be added advantage.

Main Duties

Manage and oversee the full functionality of the CWP Management Information System (MIS) in the province, including data quality and user support. Supervise and support all site-level administrators on MIS-related tasks, ensuring compliance and accuracy in data capturing. Oversee participant payment capturing and processing; escalate issues from Level 1 to Level 2 where applicable. Ensure that all participants and site staff are accurately captured and paid timeously. Monitor that participants who are deceased or employed elsewhere in government are timeously end-dated and deactivated to prevent incorrect payments. Ensure that UIF forms are properly completed and submitted for all participants. Monitor participation targets at site level and ensure that they are not exceeded. Ensure proper document management, including filing of participant contracts at site level and uploading them to the MIS shared folder. Conduct data cleansing exercises regularly to maintain

data integrity. Submit all monthly and quarterly reports as required by DCOG in the prescribed format. Support and coordinate activities related to DCOG site visits, Internal Audit, and External Audit processes. Perform any other duties as assigned.

Other

- Extensive Travel

Centre

- CWP District/Site Office in Mpumalanga

Enquiries:

- **Mr MM Kwebulana – 064 750 6099**
- **Mr M Kekana – 071 727 0395**

Site Coordinator x 19 REF: CWPMP05/05/2025 Email Address: cwpsmMP@cogta.gov.za

Ehlanzeni District

1. Bushbuckridge CWP Site Office x 1
2. Mbombela City CWP Site Office x 1
3. Mbombela Umjindi CWP Site Office x 1
4. Nkomazi CWP Site Office x1
5. Thaba Chweu CWP Site Office x 1

Gert Sibande District

1. Chief Albert Luthuli CWP Site Office: x 2
2. Dipaleseng CWP Site Office x 1
3. Dr Pixley Ka Seme CWP Site Office x 1
4. Govan Mbeki CWP Site Office x 1
5. Lekwa CWP Site Office x 1
6. Mkhondo CWP Site Office x 1
7. Msukaligwa CWP Site Office x 1

Nkangala District

1. Dr JS Moroka CWP Site Office x 1
2. Emakhazeni CWP Site Office x 1
3. Emalahleni CWP Site Office x1
4. Steve Tshwete CWP Site Office x 1
5. Thembisile Hani CWP Site Office x 1
6. Victor Khanye CWP Site Office x 1

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
- 3 Years relevant experience in Project Coordination, Administration, Stakeholder and Staff Management in Community Work Programme will be added advantage.
- Computer Literacy (Ms Word, Ms Excel, PowerPoint, Ms Outlook).
- Skills: Communication, Listening, Time Management, Interpersonal, Planning and organising.
- Reside in the relevant local municipal area.
- A valid Driver's license

Duties

Manage effective implementation of CWP within the CWP 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; Ensure functionality of CWP Local Reference Committee (LRC) in the CWP Site and represent CWP in other development forums with the Local Municipality; 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

Enquiries:

- **Mr MM Kwebulana – 064 750 6099**
- **Mr M Kekana – 071 727 0395**

Site Administrator x 49 REF: CWPMP06/05/2025 Email Address: cwpsaMP@cogta.gov.za

Ehlanzeni District

1. Bushbuckridge CWP Site Office x 5
2. Mbombela City CWP Site Office x 4
3. Mbombela Umjindi CWP Site Office x 2
4. Nkomazi CWP Site Office x 3
5. Thaba Chweu CWP Site Office x 2

Gert Sibande District

1. Chief Albert Luthuli CWP Site Office: x 4
2. Dipaleseng CWP Site Office x 2
3. Dr Pixley Ka Seme CWP Site Office x 2
4. Govan Mbeki CWP Site Office x 3
5. Lekwa CWP Site Office x 2
6. Mkhondo CWP Site Office x 3
7. Msukaligwa CWP Site Office x 2

Nkangala District

1. Dr JS Moroka CWP Site Office x 3
2. Emakhazeni CWP Site Office x 2
3. Emalahleni CWP Site Office x 3
4. Steve Tshwete CWP Site Office x 2
5. Thembisile Hani CWP Site Office x 3
6. Victor Khanye CWP Site Office x 2

Requirements

- Grade 12 (Matric) or Bachelor's degree/ Diploma in Social Sciences or Equivalent. **(Tertiary qualification will be an added advantage);**
- Computer Proficiency. (MS Excel, MS Word, PowerPoint and MS Outlook)
- Reside in the relevant local municipal area.
- CWP Management Information System (MIS) experience will be added advantage

Duties:

Administer participant registration, verification, and timesheet capturing on the MIS. Conduct periodic checks and end-date deceased, over-threshold, or government-employed participants. Facilitate timely UIF processing for exiting participants. Track participant numbers to ensure adherence to approved targets. Submit required reports and assist with audits action plan implementation and DCOG site visits. Maintain both manual and electronic document systems. Provide secretariat support for site meetings. Support supervisors in setting and tracking useful work KPIs. Work with the storekeeper to maintain a compliant asset register. Ensure accurate payment processing for participants and staff. Perform other administrative functions as needed.

Other

- Extensive Travel

Centre

- CWP Site Office in the Municipality

Enquiries:

- **Mr MM Kwebulana – 064 750 6099**
- **Mr M Kekana – 071 727 0395**

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: 02 May 2025