

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**

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