

**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