



**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
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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
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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**