

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:

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- **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