



TO: ALL CANDIDATES RESIDING WITHIN THE GARDEN ROUTE DISTRICT

NO: CWP WC 2025/04/22/ADV2

SUBJECT: JOB VACANCY: DISTRICT COORDINATOR

POST REPORTS TO: PROVINCIAL COORDINATOR

CONTRACT DURATION: 12 MONTHS

The Community Work Programme (CWP) invites applications from suitably qualified candidates for the position of **District Coordinator**. The successful candidate will coordinate and monitor effective implementation of CWP activities in the district, ensuring alignment with service delivery priorities, compliance with audit and programme standards, and timely reporting. The role also includes coordinating CWP Public and Private Partnerships, training delivery, compiling reports, and supporting stakeholder engagement.

Main Duties:

- Coordinate effective implementation of CWP within the district. Liaise with internal and external stakeholders within the district, Oversee and report on training logistics and delivery across sites. Compile and submit monthly and quarterly narrative and output reports. Validate the quality and authenticity of site reports before provincial submission. Monitor participation targets and support accurate payment of participants and staff
- Coordinate business plan reviews, needs assessments and procurement plans. Conduct site compliance visits and analyse site performance. Track implementation of audit action plans and submit progress reports with verified PoEs.
- Ensure functionality of CWP Local Reference Committee (LRC) and represent CWP in other development forums. Support DCOG, Internal, and External audit visits Work closely with Asset Administrator to ensure that all assets and inventory within the district are managed and safe guarded in line with Asset Management policy. Ensure proper and efficient document management system within the district
- Perform any other function assigned to him/her.

Minimum Requirements:

- Grade 12 (Matric); post matric qualification in the administration, Community development, Project/ Programme Management
- Bachelor's Degree or Diploma in Social Science Public Administration, Community Development, or Project/Programme
- At least 3 years' experience in project coordination, administration and stakeholder and staff management
- Reside within the District Municipal area
- Computer literacy (Ms Word, Ms Excel, PowerPoint, Ms Outlook)
- Valid driver's licence

Application Requirements:

Interested candidates should send their CV, cover letter, and certified copies qualifications and ID to: cwpdmWC@cogta.gov.za

Closing Date: 09 May 2025

Enquiries: Maseleka Kgatla – Email address: maselekak@cogta.gov.za

If you do not hear from us within a week of the closing date, consider your application unsuccessful.