



cooperative
governance

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

CWP

Community
Work
Programme

TO: ALL CANDIDATES RESIDING WITHIN THE WESTERN CAPE PROVINCE

NO: CWP WC 2025/04/22/ADV1

SUBJECT: JOB VACANCY: PROVINCIAL COORDINATOR

POST REPORTS TO: PROVINCIAL DIRECTOR: WESTERN CAPE

CONTRACT DURATION: 12 MONTHS

The Community Work Programme (CWP) invites applications from suitably qualified candidates for the position of **Provincial Coordinator**. The successful candidate will oversee and manage effective and efficient implementation of CWP activities in the province, ensuring alignment with municipal service delivery priorities, compliance with audit and programme standards, and timely reporting. The role also includes management and coordinating CWP Smart Partnerships, coordinating training delivery, compiling reports, and supporting stakeholder engagement.

MAIN 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. 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.

REQUIREMENTS:

- Resides within the Eastern Province.
- Grade 12, bachelor's degree/ Diploma in Social Sciences or Equivalent
- 3 Years (relevant experience in Project Coordination, Administration, Stakeholder Coordination and Staff Management
- Computer literacy - MS Excel, MS Word, PowerPoint, and MS Outlook
- Valid driver's license Extensive Travel

Application Requirements:

Interested candidates should send their CV, cover letter, and certified copies qualifications and ID to:

cwppm@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.