



TO: ALL COMMUNITY MEMBERS RESIDING WITHIN WESTERN CAPE

NO: CWP WC 2025/04/22/ADV5

SUBJECT: JOB VACANCY: MIS ADMINISTRATOR

POST REPORTS TO: CWP PROVINCIAL COORDINATOR

CONTRACT DURATION: 12 MONTHS (DCOG CWP CONTRACT)

As part of the Community Work Program that is implemented in your community, an **MIS ADMINISTRATOR** will be appointed to serve WESTERN CAPE PROVINCE. Qualified candidates are invited to apply for the position. The purpose of the job is to manage the provincial CWP Management Information System (MIS) effectively, ensuring accurate capturing, processing, reporting, and verification of participant data and payments. The MIS Administrator will oversee system-level compliance, provide support to site administrators, and ensure the integrity of data in line with programme requirements and audit standards.

Main duties include the following:

1. Manage and oversee the full functionality of the MIS in the province, including data quality and user support.
2. Supervise and support all site-level administrators on MIS-related tasks, ensuring compliance and accuracy in data capturing.
3. Oversee participant payment capturing and processing; escalate issues from Level 1 to Level 2 where applicable.
4. Ensure that all participants and site staff are accurately captured and paid timeously.
5. Monitor that participants who are deceased or employed elsewhere in government are timeously end-dated and deactivated to prevent incorrect payments.
6. Ensure that UIF forms are properly completed and submitted for all participants.
7. Monitor participation targets at site level and ensure that they are not exceeded.
8. Ensure proper document management, including filing of participant contracts at site level and uploading them to the MIS shared folder.
9. Conduct data cleansing exercises regularly to maintain data integrity.
10. Submit all monthly and quarterly reports as required by DCOG in the prescribed format.
11. Support and coordinate activities related to DCOG site visits, Internal Audit, and External Audit processes.
12. Perform any other duties as assigned.

Requirements

- Grade 12 (Matric), post matric qualification in project management / Office Administration or equivalent
- Bachelor's degree/ Diploma in Project Management will be an added advantage.
- At least 2 years' experience in administrative support or programme coordination, 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

Application Requirements:

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

cwpsaWC@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.