



TO: ALL COMMUNITY MEMBERS IN WC
NO: CWP WC 2025/04/22/ADV3
SUBJECT: JOB VACANCY: TECHNICAL SUPPORT COORDINATOR
POST REPORTS TO: CWP PROVINCIAL COORDINATOR
CONTRACT DURATION: 12 MONTHS (DCOG CWP CONTRACT)

The Community Work Programme (CWP) invites applications from suitably qualified candidates for the position of Provincial Administrator, the incumbent will provide administrative and coordination support to the CWP provincial office. The role involves consolidating information, ensuring quality control of reports, supporting training roll out, providing secretariat services for meetings, tracking the implementation of audit action plans, and ensuring timely report submissions.

Main Duties:

- Consolidate and manage data and reports from CWP districts staff and CWP site staff.
- Review and quality-check reports for accuracy and consistency before submission to DCOG and ensure timeous submission
- Liaise with both internal and external stakeholders for effective coordination.
- Assist with training logistics and maintain training records for the province
- Provide secretariat support for provincial meetings (schedule meetings, manage invitations, agenda preparation, capture minutes, and ensure follow-up of agreed actions).
- Consolidate the audit action plan implementation progress for the province
- Assist in business plans review and consolidate needs assessment report to inform procurement process.
- Reconcile delivery notes and invoices for all assets and consumables
- Create and maintain both electronic and physical filing systems for the province
- Collate and consolidate LRC PoE for the provincial report
- Travel requests

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:
cwpao@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.