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**TO: ALL COMMUNITY MEMBERS RESIDING UNDER BITOU MUNICIPALITY**  
**NO: CWP WC 2025/04/22/ ADV7**  
**SUBJECT: JOB VACANCY: SITE ADMINISTRATOR**  
**POST REPORTS TO: SITE COORDINATOR**  
**CONTRACT DURATION: 12 MONTHS (DCOG CWP CONTRACT)**

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The Community Work Programme (CWP) seeks to appoint a **Local Site Administrator** to support the effective coordination and implementation of the programme at **Bitou**. This role is open to **residents of Bitou Local Municipality** who meet the requirements. The successful candidate will provide administrative and operational support to ensure smooth site operations, proper participant management, accurate reporting, and compliance with CWP policies, audit requirements, and useful work targets.

#### **Main Responsibilities**

- 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.

#### **Requirements**

- Reside in the relevant local municipal area.
- 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)
- MIS experience will be added advantage

#### **Application Requirements:**

Interested candidates should send their **CV, cover letter, and certified copies qualifications and ID** to: [cwpsaWC@cogta.gov.za](mailto:cwpsaWC@cogta.gov.za)

**Closing Date:** 09 May 2025

**Enquiries:** Maseleka Kgatla– Email address: [maselekak@cogta.gov.za](mailto:maselekak@cogta.gov.za)

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