



**cooperative
governance**

Department:
Cooperative Governance
REPUBLIC OF SOUTH AFRICA

CWP

**Community
Work
Programme**

TO: ALL COMMUNITY MEMBERS RESIDING UNDER BITOU LOCAL MUNICIPALITY

NO: CWP WC 2025/04/22/ ADV6

SUBJECT: JOB VACANCY: SITE MANAGER

POST REPORTS TO: DISTRICT MANAGER

CONTRACT DURATION: 12 MONTHS (DCOG CWP CONTRACT)

The Community Work Programme (CWP) invites applications from suitably qualified candidates for the position of **Site Manager**. The successful candidate will coordinate and monitor effective implementation of CWP activities in the CWP site, 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:

- Manage effective implementation of CWP within the CWP site
- Liaise with internal and external stakeholders within the CWP site
- Oversee and report on training logistics and delivery in the CWP site
- Compile and submit monthly and quarterly narrative and output reports for the CWP site
- Validate the quality and authenticity of sub site reports before consolidation for status submission
- Monitor participation targets and support accurate payment of site participants and site staff
- Compile site business plan, participate in BP reviews, conduct site needs assessments and develop procurement plans
- Conduct site monitoring and analyse site performance
- Implement audit action plans and provide periodic progress reports with verifiable PoE to the DM
- Ensure functionality of CWP Local Reference Committee (LRC) and represent CWP in other development forums in the Local Municipality.
- Support DCOG Internal, and External audit visits within the site
- Work closely with main storekeeper and Asset Office to ensure that all provincial assets and inventory are managed and safe guarded in line with Asset Management policy.
- Oversee accurate registration and validation of eligible participants, and end-date of deceased individuals or those employed elsewhere; monitor and validate payrolls to support timely and correct payments.
- Ensure effective implementation and coordination of CWP Smart Partnerships initiatives in the CWP site.
- Ensure functionality of CWP Local Reference Committee (LRC) in the CWP Site and represent CWP in other development forums with the Local Municipality
- Oversee training planning and delivery within the site and report on output achieved
- Ensure proper document management system within the site
- 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 Management is an added advantage
- At least 3 years' experience in project coordination, administration and stakeholder and staff management
- Reside within the Local 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: 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.