



**EPWP Support: EPWP Sector Coordination, Compliance and Data Management | one (1) year fixed term contract | 70 posts countrywide**

**THIS PROGRAMME IS AIMED AT AFFORDING YOUTH AN EMPLOYMENT OPPORTUNITY TO GAIN WORK EXPERIENCE**

**NOTE:** Applicants must clearly indicate the province, reference number and the local municipality they are applying for on the **signed application letter**. Applicants who are applying for multiple municipalities must submit separate applications.

**PLEASE** read carefully the instructions concerning application procedures to be followed (last page).

**ALLOWANCE / STIPEND:** R6 600 and Team Leaders: R7 700

**PLEASE NOTE:** No other benefits apply; successful candidates will be required to cover the cost for their own accommodation and transportation to and from work if necessary

**THE POSTS AVAILABLE ARE SEPARATED ACCORDING TO SEVEN (07) DIFFERENT TITLES + REF / GROUPS PER DOCUMENT REFER TO THE WEBSITE FOR MORE OF THESE POSTS OUTLINED BELOW (<https://www.dffe.gov.za/careers/vacancies>)**

GROUP 01   18 POSTS   ES1 – ES9/2023	GROUP 02   09 POSTS   ES10/2023	GROUP 03   09 POSTS   ES11b/2023	GROUP 04   20 POSTS   ES11/2023	GROUP 05   01 POSTS   ES12b/2023	GROUP 06   02 POSTS   ES12/2023	GROUP 07   11 POSTS   ES13/2023
EPWP DATA CAPTURER	DATA CAPTURER: OHS SUPPORT	DATA CAPTURER: TEAM LEADER EPIP	DATA CAPTURER: EPIP SUPPORT	TEAM LEADER: EPWP COORDINATION	DATA CAPTURER: EPWP COORDINATION	DATA CAPTURER: EPWP REPORTING



**POST / GROUP 03 | DATA CAPTURER: TEAM LEADER EPIP | REF ES11b/2023**

**CENTRES AND NUMBER OF POSTS PER PROVINCE**

**GAUTENG (HEAD OFFICE)**

PRETORIA (09 POSTS)

**Requirements:**

- A recognised three-year Bachelor Degree/National Diploma, or equivalent qualification in a related field.
- Preference will be given to candidates with 02-03 years of experience in relevant field.
- Knowledge and application of environmental legislations.

**Duties:**

- Coordinate and verify programmes documentation for correctness and completeness.
- Collect, reconcile and submit Data Capturers' timesheets.
- Allocate duties and supervise allocated Data Capturers.
- Completion of monthly payment progress Reports (PPR).
- Capture document tracking sheets and submit documents to finance.
- Uploading of evidence on the system (ID, Contracts, Timesheets).
- Sending and receiving parcels via designated couriers.
- General administrative responsibilities and duties.

**Enquiries:** Ms. P Masipa, Tel: 012 399 9739  
**For attention:** EPWP Coordination and Reporting  
**Closing date:** 06 March 2023.

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- All applications must be submitted on a signed application letter accompanied by a recent detailed curriculum vitae to be considered.
  - **Applications may be forwarded to:** The Director-General, Department of Forestry, Fisheries and the Environment, Private Bag X447, Pretoria, 0001 **or** hand-delivered to: Environment House, Erf 1563 Arcadia Extension 6, Cnr Soutpansberg and Steve Biko Road, Arcadia, Pretoria **Marked for the attention:** EPWP Coordination and Reporting (to be placed in a box marked EPWP SUPPORT: EPWP SECTOR COORDINATION, COMPLIANCE AND DATA MANAGEMENT) **or** by email [EPWPSupport.advertisement@dffe.gov.za](mailto:EPWPSupport.advertisement@dffe.gov.za) - Applicants should also indicate the reference number on the subject line when applying via email.
  - It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to successful candidates only.
  - The National Department Forestry, Fisheries and the Environment, is an equal opportunity, affirmative action employer. Preference may be given to appointable applicants from the underrepresented designated groups in terms of the department's equity plan. Persons with disabilities are encouraged to apply.
  - Correspondence will be limited to successful candidates only.
  - Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: criminal records; citizenship status; credit worthiness; previous employment (reference checks); social media checks, and qualification verification.
  - Short-listed candidates will be expected to avail themselves at the department's convenience.
  - The person appointed to this position will be subjected to the signing of a work plan and an employment contract.
  - The department reserves the right not to make an appointment.
  - **Please note that this a fixed contract and the employer is under no obligation to extend it beyond this period.**
  - If you have not been contacted within three (03) months after the closing date of the advertisement, please accept that your application was unsuccessful.