

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

TRAINING ASSISTANT: EPWP TRAINING SUPPORT (5 Posts) EXPANDED PUBLIC WORKS PROGRAMME (36 Months contract)

Ref No: 2013/03

Salary: R129, 780.00 per annum+37% in lieu of benefits

Centre: Head Office (Pretoria)

Requirements: Tertiary qualification in Financial Administration or equivalent qualification. Appropriate experience in Financial Administration. Experience in the education, training and development field, driver's license, and willing to adapt work schedule in accordance with office requirements will be an added advantage

Duties: Provide administrative support towards the management of the grants awarded to National Department of Public Works (NDPW) to support Expanded Public Works Programme (EPWP) training initiatives, in line with the PFMA and the funder's prescripts, Conduct quality checks of all claims received before payments are approved, Administrative support towards procurement and contracting processes. Records management, Database management of all accredited training providers and courses. Compilation of Reports.

Enquiries: Ms. Nombuso Nqobco, Cell: 082 814 8630
Ms. Tsholofelo Poe, Cell: 078 457 6763

Note: The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If not suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered.

People with disabilities are encouraged to apply. Applications should be submitted on Form Z83, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Applications not complying with the above will be disqualified. Should you not hear from us within the next two months, please regard your application as unsuccessful. Please forward your application, quoting the relevant reference number, to the address mentioned at each post. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that your appointment is subjected to verification of qualifications and a security clearance. NB: no faxed or e-mailed applications will be accepted. **NB: External people are encourage to apply**

Applications, quoting the relevant reference number, should be forwarded as follows:

The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Vermuelen (**Madiba**) & Bosman Street, Central Government Office Building, Pretoria.

Attention: Ms. M. Masubelele

Closing Date : 22 March 2013



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

