



VACANCY

CWP Site Administrator

Salary from R48 000.00 to R72 000.00 per annum as a cost to company

An exciting and challenging positions exists as a Community Works Programme Site Manager for CWP sites at **Ndlambe Local Municipality** Level within **Sarah Baartman**.

The Site Administrator will be responsible for ensuring that participants' monthly wages are processed on time, and that all submission deadlines are met. The Local Site Administrator will also ensure that all tasks allocated to him/her by the Provincial Administrator and Data Manager are executed accordingly. The Site Administrator will also be responsible for the Site Office administration. Ensure that all forms and contracts are properly filled, completed and filed.

The requirements for a Local Site Administrator are as follows:

- Minimum of Grade 12 certificate with 3 - 5years' experience Administration.
- Computer literacy - MS Excel, MS Word, PowerPoint and MS Outlook
- A Person who resides in the same community where the project will be implemented.
- Sound experience in working within the administrative environment, understanding or ability to understand the Management Information System
- A person who has a passion for ensuring participants payment.
- Serve as main point of contact with the Data Administrator assigned to programme and disburse information as instructed;
- Gather all information relevant to reporting, ensure it is in the correct formats before each weekly meeting and prepare agenda together with the Site Manager; attend all project meetings and take minutes;
- Ability to manage documents (registers, incident forms, codes of conduct, leave forms, etc.)
- Ability to keep proper records of all Asset and Tools Lists, Lost Items Register and monthly Stock Take forms received from Store Keeper;
- Be readily available to attend Local Reference Committee (LRC) Meetings for reporting and recording.

CV's with a covering letter should be forwarded to: infoec@saym.co.za

Or hardcopies can be submitted at any of our CWP site offices within your Local Municipality or Ndlambe Local Economic Development Office.

NB: PLEASE DEMAND TO SIGN A REGISTER WHEN SUBMITTING AT THE SITE OFFICE

The closing date for submission of CV's is Thursday 19 July 2018 at 12h00. The Date, Time and Venue for Interviews will be confirmed with shortlisted candidates.

Enquiry: 043 721 1360 or 072 960 6147 or 073 159 7536



VACANCY

CWP Site Manager

Salary from R72 000.00 to R120 000.00 per annum as a cost to company

An exciting and challenging positions exists as a Community Works Programme Site Manager for CWP sites at **Ndlambe Local Municipality** Level within **Sarah Baartman**.

The Site Manager will be responsible for the day to day running of the program around the Municipality which includes: management of a maximum of 1,000 participants and site office, community liaison and engagement, project planning, implementation and management, asset register management and reporting. This includes all other SAYM projects within the Local Municipality.

The requirements for a Local Site Manager are as follows:

- Minimum of Grade 12 certificate with 3 - 5years' experience in project Coordination, Administration, Stakeholder and Staff management.
- Computer literacy - MS Excel, MS Word, PowerPoint and MS Outlook
- A Person who resides in the same community where the project will be implemented.
- Sound experience in working with community based projects and dealing with community dynamics including but not limited to political issues.
- Knowledge of community development practices and methodologies
- A person who has a passion for development and development of youth in particular.
- A person who has access to or knows community stakeholders well and can bridge the gap between the CWP, the Municipality and the community.
- A minimum of code 8 driver's license is a requirement.

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