

## ADVERTISEMENT: CAPEWINELANDS DISTRICT POST DATED:

**Public Service staff post: EPWP – Expanded Support Program Assistant (Contract post)**

### 1. GENERAL INSTRUCTIONS:

- Applicants **must** complete an application form (Z 83) that **must** be duly completed with all the required information as requested on the form.
- The original application form **Z83 must** be signed and dated by the applicant to ensure that the application is a legitimate application. The application form **Z83** is obtainable from the website of the WCED at <http://www.wced.gov.za> or from any Public Service Department. **Applications without a completed application form (Z83) and/or the requested documents/information will not be considered.**
- The post name of the post **must** be indicated on your application form.
- Applicants **must** submit a detailed up to date CV with an exposition of their training, experience, competencies and previous employment record **as well as** the names and telephone numbers of three persons willing to act as referees.
- Applicants **must** submit certified copies of their original qualifications (matric, degrees, diplomas, certificates etc.), valid driver's license (if applicable) and their ID document with their application forms.
- Applicants **must** also submit certified copies of their service certificates which indicate the exact dates of previous employment if these exact dates are not mentioned in their CV's.
- Applicants in possession of a foreign qualification **must** attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their application forms.
- Non-RSA citizens/Permanent resident permit holders **must** submit a copy of his/her Permanent Resident Permit to his/her application.
- Kindly note that the aforementioned supporting documents will not be returned.

### 2. GENERAL INFORMATION:

- The appointments will be subject to a security clearance, personnel suitability checks that include qualifications/study verification, citizenship verification, financial/asset record verification, previous employment verification (reference checking) and criminal record checks.
- Short-listed candidates may be subjected to a competency assessment before final decisions are made in respect of the filling of posts.

### 3. COMMUNICATION

- Communication will be limited to those applicants who have been short-listed. Applicants are respectfully informed that, if no notification of appointment is received within 1 month after the closing date, they must accept that their application was unsuccessful.

#### 4. SELECTION PROCESS

- It is expected of short-listed candidates to be available for selection interviews on a date, time and place as determined by Cape winelands District Office.
- Candidates will be required to complete a work assignment.
- The WCED reserves the right not to make an appointment to the advertised posts.

#### 5. FORWARDING ADDRESS FOR APPLICATIONS

- Please submit your application to: [Samkelo.Donisi@westerncape.gov.za](mailto:Samkelo.Donisi@westerncape.gov.za)
- Only applications submitted via the email address provided above will be considered.
- Applications that are late, incomplete, unidentified, or submitted by unauthorized methods will not be considered.

#### 6. ENQUIRIES

- Specific enquiries regarding post information must be directed to the person as indicated in the advertisement.

#### 7. CLOSING DATE

- **The closing date for applications is MONDAY 10 NOVEMBER 2025 at 16:00.**
- Applications will not be accepted after the closing time and date. It is the sole responsibility of the applicant to ensure that their application reaches the person indicated at Metro East Education District Office, WCED, by the closing date and time.
- Please ensure that the envelope is correctly addressed.
- The Cape winelands District office cannot be held responsible for postal delays.

**Post Title:** EPWP – Expanded Support Programme Assistant (NSNP)

**Centre:** Cape Winelands District

**Period:** 01 DECEMBER 2025 to 31 March 2026

**Salary:** R 7 503.00

**Requirements:** Senior Certificate  
A valid code 8 driver's license  
Relevant Administrative Experience

**Recommendation:** Community developments experience

**Job purpose:**

To capture data for the National School Nutrition Programme (NSNP) and Extended Public Works Programme at provincial/district level and facilitate the implementation of the National and Provincial EPWP prescripts.

**Duties:**

- Keep proper records of all EPWP-reporting as well as beneficiary details
- Prepare monthly statistics on Food Gardeners, Volunteer Food Handlers and learners/beneficiaries
- Capture Food Gardeners and Volunteer Food Handlers' details including Registration forms, Agreement forms, Volunteer/Gardener Verification Booklet
- Updating schools' database (principal's details, schools telephone, fax numbers & e-mail addresses)
- Check daily feeding register and number of learners benefiting from the NSNP
- Accurate Reporting on the EPWP Reporting System e.g. Trainings, Persons with disabilities.
- Perform administrative duties related to the EPWP- Incentive Grant Programme
- Follow-up on schools with reduced numbers and the reasons thereof
- Fax, emails, posting, delivering/distributing and collection
- Assist the District Coordinator with dispatching of information to schools
- Capture data and assist with NSNP monthly reports
- Keep record of complaints and trainings
- Capturing EPWP-related data (work opportunities created, participant details, training records, etc.) on the EPWP-RS system.
- Verifying and ensuring accuracy of EPWP participant information (ID numbers, contracts, attendance registers, etc.).

- Assisting with the recruitment documentation and compliance requirements of EPWP participants placed in NSNP Schools.
- Maintaining an updated database of all EPWP participants within NSNP at district/school level.
- Compiling and submitting monthly and quarterly reports on EPWP job creation statistics linked to NSNP.
- Monitoring attendance and capturing stipend payment records of EPWP participants in NSNP Schools.
- Assisting schools/districts with capturing and resolving EPWP-RS system queries.
- Ensuring compliance with EPWP reporting guidelines, audit requirements, and deadlines.
- Providing administrative support to the NSNP/EPWP coordinators (filing, data verification, documentation).
- Assisting with site visits, monitoring, and evaluation processes related to EPWP participants in NSNP.
- Have an up to date NSNP Gardner File at the district
- NSNP Schools that have a gardener encourage them to have an up to date gardener file.
- Partake in gardener's induction gardener trainings

**Skills:** Computer literacy; MS Excel experience; written and verbal communication skills; an understanding of the education system; financial management

**Attributes:** Good interpersonal relations; Ability to work independently; Be able to work as part of a team.

**General Instructions:**

- All applications must include a completed Z83, CV, short motivation letter and certified copies of supporting documents. Please e-mail your application to [Samkelo.Donisi@westerncape.gov.za](mailto:Samkelo.Donisi@westerncape.gov.za). **Only e-mailed applications will be accepted.**
- Your CV must include the names and telephone numbers of three persons willing to act as referees.

**Important Note:**

- Failure to submit the requested documents/information will result in the application not being considered.
- The WCED reserves the right not to make an appointment. Communication will be limited to shortlisted candidates only. Note: Shortlisted candidates will also be expected to be available for interviews at the Cape Winelands Education District.
- Applicants are respectfully informed that, if no notification of appointment is received by 30 November 2025, they must accept that their application was unsuccessful.