

**THINK SUSTAINABLE**



Green Development  
**Foundation**

## **CWP Site Administrator Vacancy Denysville Site (Fezile Dabi District)**

Green Development Foundation (GDF) is the Implementation Agent of the Community Work Program, appointed by The Department of Cooperative Governance and Traditional Affairs, to manage the Community Work Program. The CWP aims to create jobs in communities, which also assists in building the communities and improving the access to services and infrastructure. The Program is a safety net and provides employment 2 days per week, 8 days per month for unemployed people.

**The Organisation has vacancy available for Site Administrator to manage the Implementation of the program within Denysville CWP in Fezile Dabi District of Free State province.**

Closing date: **16 January 2023**

Job title: **Site Administrator**

Job reference number: **GDF FS 0017**

### **The Job Description**

- Capture participants on MIS monthly basis
- Capturing of new recruits
- Communicate with supervisors for receiving and submission of attendance registers on monthly basis.
- Correcting errors on participants payments.
- Taking detailed minutes during monthly supervisor's meetings, site staff and LRC meetings, etc.
- Maintain filing systems, hard copy and electronic (updating and forwarding files etc.)

- Operate computer-based equipment
- Responsible for the management of petty cash
- Process incoming and out coming mails
- Document and distribute weekly status meeting minutes to team
- Assist in solving any administrative problems
- Liaise with senior administration (Provincial/head office) to handle MIS and Portal issues.

## Requirements

- *Applicants residing outside of Municipal area will not be considered*
- Minimum Qualification - Grade 12 (tertiary qualification will be an advantage)
- Minimum of two to three years' experience in community development, previous experience working on CWP is advantageous
- Computer literacy
- Minimum of two years' experience in administration
- Understand protocol for working with government departments and support the initiative of uplifting societies and communities
- Be willing to travel as and when a need arise.
- Must be able to communicate
- Communicate to various role players

## APPLICATIONS:

**Interested applicants to submit their applications (CV, certified copy of ID and Qualifications) with a covering letter to [leila@gdfsa.org](mailto:leila@gdfsa.org) and cc [mukwevho@gdfsa.org](mailto:mukwevho@gdfsa.org)**

*Should you not have heard from us within 1 week from the closing date of this advert, kindly accept your application as **NOT** successful.*

**For Enquiries, Contact : 011 568 7953**