



### **Advert Summary**

Graduate EPWP Participant Cape Town X2,

**Recruiter:** Department of Cultural Affairs and Sport, Western Cape Government

**REF: EPWP 018/2017**

**Contract Period:** Date of assumption of duty - 31 March 2018

### **Advert Details**

**Directorate:** Heritage Resource Management Services

**Offer:** Stipend of R181 per day

**Closing date: 28 September 2017**

**Enquiries:** Mr. Z Shiceka tel. (021) 483 9692

### **Minimum requirements:**

- 3-year National Diploma/Degree or equivalent in a Law; Social Sciences and Built Environment
- Applicants must be between the ages of 18-35 years.

### **Key Performance Areas:**

The successful candidate will be responsible for:

- Assisting Heritage Officers in the assessments and processing of applications
- Assisting applicants with queries – at the public counter, email and telephonically
- Conducting of site inspections
- Drafting of reports
- Attending committee meetings
- General administrative duties

### **Competencies/skills:**

- Basic computer skills
- Efficient in MS Enterprise suite – Word, PowerPoint, Excel etc.
- Good communication skills (verbal and written)
- Administrative skill
- Time management skills

**Note:** Only shortlisted applicants will receive further correspondence, if you have not yet received a response from the department within two weeks of the closing date, please regard your application as unsuccessful.

**Applications are to be submitted on fully completed Z83** forms obtainable from any government department or [www.westerncape.gov.za/jobs/](http://www.westerncape.gov.za/jobs/) clearly indicating the position being applied for and reference number, CV and certified copies of qualifications. Shortlisted candidates will be required to submit originally certified copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the department and may also be required to undergo competency assessments/proficiency tests. **Deliver/post your application to: Mr Z Shiceka/ C Scheermeyer: Department of Cultural Affairs and Sport, Protea Assurance Building, Green Market Square, Cape Town, 8001/ Private Bag X9067, Cape Town, 8000. Applications not received on or before the closing date as well as faxed or emailed applications will not be considered.**