



**EXPANDED PUBLIC WORKS
PROGRAMME**

**POSITION: EPWP PARTICIPANT
(HERITAGE)**

CLOSING DATE: 05 APRIL 2023

SA Sendinggestig Museum hereby invites candidates (aged 18-35) with suitable qualifications, to apply for an EPWP work opportunity at Heritage Resource Management Services (HRMS) on a contract basis to be stationed at the Department Cultural Affairs and Sport for the period **April 2023 to 31 March 2024**.

Minimum requirements:

- Knowledge of heritage resources management policies and guidelines (specifically those of Heritage Western Cape).
- Excellent writing and presentation skills.
- Knowledge of related legislation in the heritage management process (National Heritage Resources Act)
- Skills in office package suite and a working knowledge of database such as SAHRIS.

Candidates who are selected - Must reside within the Western Cape

Stipend: R154 -R162 per day

Number of positions available: 2

Job profile:

- Process and administer the various applications received in terms of sections 27, 29, 30, 31, 34, 35, 36, 37, 37 & 38 (including the Notifications of Intent to Develop and Heritage Impact Assessments) of NHRA.
- Manage public enquiries, telephonic and via email
- Assist with the administrative functions of the HWC mailbox

- Assist with communication and updates during committee meetings to the Interested and Affected parties
- Provide relevant guidance to the public on applications.
- Attend all staff related meetings and events of Heritage Western Cape, the sub-directorate and other relevant as determined by HWC management.

Application submission:

Candidates must submit a Z83 application form via email below together with a CV and certified copy of ID and qualification to:

Aneeqah.Brown@westerncape.gov.za

For further enquiries contact: **Ms Aneeqah Brown on 021 483 9695**