



EPWP WORK OPPORTUNITY (CONTRACT POSITION)

Heritage Resource Management Services – Head Office, Cape Town

As part of the Expanded Public Works Programme (EPWP), the Oude Kerk Volksmuseum (implementing agent) invites suitably qualified candidates to apply for contract-based work opportunities.

Successful candidates will be based at the Head Office of Heritage Western Cape within the Department of Cultural Affairs and Sport (DCAS), located at the Protea Assurance Building, where they will provide administrative and operational support services.

Position Details

- **Reference:** EPWP MHG
- **Number of Positions:** 2
- **Contract Period:** 1 June 2026 – 31 March 2027
- **Stipend:** R243 per day
- **Location:** Head Office, DCAS, Greenmarket Square, Cape Town

Minimum Requirements & Competencies

- Knowledge of heritage resource management policies and guidelines
- Good writing and presentation skills
- Proficiency in Microsoft Office and working knowledge of systems such as SAHRIS
- A relevant 4-year National Diploma or Bachelor's Degree (or higher qualification)

Key Responsibilities

- Respond to telephonic and email enquiries
- Provide administrative support within Heritage Resource Management Services and HWC
- Perform general day-to-day administrative duties
- Provide secretariat support for committee meetings
- Attend staff meetings and relevant HWC events

Application Process

- **Closing Date:** 22 May 2026
- **Enquiries:** Aneeqah Brown | 021 483 9695

Submit the following:

- CV (including at least two contactable references)
- Certified copy of ID
- Certified copy of Matric certificate

Email applications to: Aneeqah.Brown@westerncape.gov.za

Subject line: EPWP: Heritage Graduate Application