



The IDT is a Schedule 2 Public Entity, established as a development management agency. Its primary role is to influence, support and add value to the national agenda. The IDT is mandated to measurably impact on the eradication of poverty and to improve the quality of life of poor, rural and marginalised communities. To assist us in achieving this, we wish to appoint dynamic individuals in the following positions:

POST : **EPWP Programme Co-ordinator**
JOB LEVEL : **CU**
REGION : **NATIONAL OFFICE**
LOCATION : **PRETORIA**
DURATION : **Contract Ending 31 May 2024**
PORTFOLIO : **PMSU (EPWP Programme)**

PURPOSE : Assist in the planning and management of Expanded Public Work programmes.

REPORTING : Community Engagement Specialist

REQUIREMENTS : Minimum of a Degree in Social sciences / Management sciences
An unendorsed Code EB (Code 08) drivers licence or equivalent. A Minimum of at least 3 years project / programme management experience in a development environment. **Competencies:** Programme Management, Project Management, Quality Management, People Management, Budget Management and Cost Control, Monitoring and Evaluation Methods, Programme Management Systems, Financial Management, Social and Economic Development. **Skills:** Conceptual Ability, Planning Skills, Mentoring & Coaching Skills, Project Technical Expertise, Relationship Management Skills, Decision-making Skills, Interpersonal Skills, Facilitation Skills, Computer Skills, Co-ordination Skills and Stakeholder Management Skills.

DUTIES :Manage the Monitoring and Evaluation support to the EPWP, Oversee Social Facilitation Support to the EPWP, Establish and manage budget for different activities required to support implementation of the EPWP, Oversee system support to the EPWP, Ensure the successful implementation and management of the EPWP support programme, Manage relations with clients.

Enquiries : HR Consultants, Tel: (012) 845 2000

The Independent Development Trust is an equal opportunity and affirmative action employer. Preference will be given to candidates whose appointment will enhance the gender and racial representivity of the organisation, in accordance with its equity plan.

Applications must be accompanied by an up-to-date curriculum vitae (including two contactable referees) as well as recently certified copies of all qualifications and the applicant's identity document.

To apply for this position, forward all CVs to jobs1@idt.org.za.

Any questions about the application process may be directed to (012) 845 2000.

Note: Confirmation of appointment will be subject to the applicant undergoing verifications checks and confirmation of the applicant's qualifications. It is the responsibility of applicants to have any foreign qualifications verified by the South African Qualifications Authority. The IDT will respond only to shortlisted candidates, who will be interviewed on a date and at a time specified by the IDT. The IDT reserves the right not to appoint anyone to the above post, and to withdraw them, readvertise them or fill them by way of transfer or deployment if this is considered in the interests of service delivery.

The closing date is 23rd August 2019.