



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** : Programme Administrator EPWP  
**JOB LEVEL** : BU  
**REGION** : NATIONAL OFFICE  
**LOCATION** : PRETORIA  
**DURATION** : Contract Ending 31 May 2024  
**PORTFOLIO** : PMSU (EPWP Programme)

**PURPOSE** : To provide administration support, co-ordinate the activities of the National Office based EPWP Overall Programme employees and to monitor the programme budget

**REPORTING** : EPWP Programme Coordinator

**REQUIREMENTS** : Matric plus a Diploma in Accounting and/or Admin. At least 2 years' experience in a development, preferably in the financial environment. Computer literate with in-depth knowledge and understanding of spreadsheets i.e. Excel, MS Word and Database programme and Financial information analysis. **Competencies:** Great Plains, Administration Management, File Management System, Cost Control Methodology, Policies and Procedures, Payment Processing Methods, Inventory Management, Office Administration, Minute taking, Report writing and Project Admin. **Skills:** Computer Literacy, Communication Skills, Interpersonal Skills, Problem Solving Skills, Administration Skills, Organising Skills, Secretarial Skills, Filing Skills, Analytical Ability, Data Capturing Skills, Typing Skills, Co-ordination Skills and Queries Handling Skills

**DUTIES** :Provide programme administration support, Administer SCM processes, Administer Programme Budget information, Contribute to close-out of the programme.

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

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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 [jobs4@idt.org.za](mailto:jobs4@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 23 August 2019.**