



**EXPANDED PUBLIC WORKS  
PROGRAMME**

**POSITION: EPWP PARTICIPANT  
(HERITAGE)**

**CLOSING DATE: 4 October 2024**

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 at the Protea Assurance Building, Greenmarket Square, Cape Town for the period **October 2024 to March 2025**.

**Minimum requirements:**

- Knowledge of heritage resources management policies and guidelines (specifically those of Heritage Western Cape).
- Good 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 the application of these packages as well as database management.
- Must have an accredited Grade 12 Matric qualification

**Candidates who are selected** -Must reside within the Western Cape

**Stipend:** R154 -R162 per day

**Number of positions available:** 1

**Job profile:**

- Process and administer the various applications received in terms of the NHRA.
- Manage public enquiries, telephonic and via email
- Assist with the administrative functions in HRMS and HWC as well as for the office of the CEO.
- Assist the supervisor with day-to-day administrative functions Provide relevant guidance to the public on HWC's applications process.

- 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 by the closing date 4 October 2024 to:  
[Aneeqah.Brown@westerncape.gov.za](mailto:Aneeqah.Brown@westerncape.gov.za)

For further enquiries contact: **Ms Aneeqah Brown on 021 483 9695/**  
[Aneeqah.Brown@westerncape.gov.za](mailto:Aneeqah.Brown@westerncape.gov.za)