



**EXPANDED PUBLIC WORKS
PROGRAMME**

**POSITION: EPWP PARTICIPANTS x 2
(HERITAGE)**

CLOSING DATE: 5 April 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 **8 April 2024 to 31 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
- At least one full year experience or in-work training as EPWP beneficiary

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 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 28 March 2024 to: Aneeqah.Brown@westerncape.gov.za

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