



**EXPANDED PUBLIC WORKS  
PROGRAMME**

**POSITION: GRADUATE 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).
- Excellent 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 database such as SAHRIS.
- An appropriate 3-year National Diploma/B-Degree (equivalent or higher qualification)

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

**Stipend:** R200 -R243 per day

**Number of positions available: 3**

**Job profile:**

- Process and administer the various applications received in terms of sections 27, 29, 30, 31, 34, 35, 36, 37, 37 & 38 (including the Notifications of Intent to Develop and Heritage Impact Assessments) of NHRA.
- Manage public enquiries, telephonic and via email
- Assist with the administrative functions of the HWC mailbox
- Conservation body, updating of databases, mapping and corresponding with conservation bodies.

- Assist with communication and updates during committee meetings to the Interested and Affected parties.
- Provide relevant guidance to the public on applications.
- Attend all staff related meetings and events of Heritage Western Cape, the sub-directorate and other relevant as determined by HWC management.
- Research logistical declaration of sites
- Assist the Assistant Director of Policy, Planning and Research
- Secretariat functions for Committee meetings.

**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)