



Western Cape Provincial Sports Confederation

Zeeland House, 10th Floor
7 Heerengracht Street
Cape Town
8001

Tel: 021 418 2333
Fax: 021 418 2332
email: office@wcpssc.co.za
web: www.wcpssc.co.za



Post: ASSISTANT MOD PROGRAMME OFFICER – Metro South District (Contract Post)

Ref.no. ASST MPO: MSED 01/2019

Salary: Stipend of R12 338.90 per month (includes 37%)

Enquiries: Sibulele Tuswa – 021 483 9674

Closing Date: 05 July 2019

Job Purpose: The Western Cape Provincial Sport Confederation is seeking to employ a suitable individual as an Assistant MOD Programme Officer in order to promote after-school recreational activities in sport, arts and culture through the Mass participation, Opportunity and access, Development and growth (MOD) Programme, within the Western Cape Province.

This position is stationed in the **Metro South Education District**.

Minimum Requirements:

- Grade 12 and a minimum of 5 years' appropriate operational experience that is relevant to the KPAs
- A valid code B driver's licence.

Key Performance Areas The successful candidate will:

- Provide access to recreation, sport, arts and cultural activities
- Coordinate district activities
- Lead, manage and mentor the district staff.
- Collate district data / statistics
- Perform district administrative duties (HR related duties; report writing etc.)
- Coordinate Holiday Programme activities for the district
- Facilitate, manage and implement a staff recruitment process.
- Draft and collate activity reports
- Compile incident reports.
- Assist with research and policy development

Competencies Knowledge and experience of the following:

- Mass participation, Opportunity and access, Development and growth (MOD) Programme;
- Recreation-based activities, and relevant next-level activities, e.g. play sport, arts, culture and education support activities;
- Good communication skills (written and verbal) in at least two of the three official languages of the Western Cape;
- Proven computer literacy (MS Word, Excel, PowerPoint, Outlook and Internet);
- Excellent report writing skills;
- Sound organizing and planning skills.

To apply

A separate application must be completed for each post.

Note

Kindly indicate race, gender and disability status to facilitate this process 

Only short-listed applicants will receive further correspondence, if you have not yet received a response from the department within two weeks of the closing date, please regard your application as unsuccessful.

Applications are to be submitted on fully completed Z83 forms obtainable from any government department or www.westerncape.gov.za/jobs/ clearly indicating the position being applied for and reference number, CV and certified copies of qualifications. Shortlisted candidates will be required to submit originally certified copies of their documentation for verification purposes. These candidates will be required to attend interviews on a date and time as determined by the Western Cape Provincial Sport Confederation, in collaboration with the implementation partner, the Department of Cultural Affairs and Sport and may also be required to undergo competency assessments/proficiency test.

**Deliver/post your application to Sibulele Tuswa
Protea Assurance Building, Greenmarket Square, Cape Town,8000**

Applications not received on and before closing date as well as faxed or emailed applications will not be considered.

Email: Sibulele.Tuswa@westerncape.gov.za