POSITION : **TRAINING COORDINATOR - (3 YEAR FIXED TERM CONTRACT)**

Centre : **Lusikisiki Office**

Level : **C - Upper**

Purpose

Reporting to the Rehabilitation Manager, the Training Coordinator will coordinate and support the implementation of programme interventions with a primary focus on **compliance and financial management**, ensuring that Service Providers (SPs) are managed against both their financial performance and delivery outputs. The role enables training and social development by mobilizing resources, strengthening stakeholder partnerships, and upskilling rural communities in the Eastern Cape.

Requirements

- A minimum 3-year tertiary qualification in Environmental Management, Financial Management, Public Administration or Social Sciences.
- A minimum of 3 years relevant experience in training.
- Proven experience in compliance, PFMA/Treasury reporting, and resource mobilization.
- Knowledge of EPWP frameworks, SETA accreditation, and stakeholder engagement.
- Strong skills in financial governance, risk management, and training coordination.
- A Valid driver's license.

Competencies

- Financial management and compliance monitoring.
- Resource mobilization and donor engagement.
- Training design and implementation.
- Stakeholder relationship management.
- Social development strategy execution.
- Research and knowledge management.

Key Performance Areas

1. Compliance & Financial Management

- Manage financial performance of each Service Provider (SP) against contractual outputs.
- Ensure PFMA and Treasury Regulation compliance in all programme activities.
- Maintain risk registers for irregular, unauthorised, fruitless, and wasteful expenditure.
- Lead quarterly reconciliations, audits, and financial reporting.
- Coordinate health & safety programmes, SOPs, and reporting matrices.
- Mobilize resources through DPW, SETAs, and donor partnerships.

2. Skills Development & Training

- Develop and implement training policies.
- Consolidate provincial training needs and compile annual training budgets.
- Secure training funding via DPW and SETAs.
- Design accredited and non-accredited programmes aligned to wetland, alien invasive, and erosion rehabilitation.
- Monitor and evaluate training quality and relevance.
- Track SP delivery of training against approved budgets.

3. Stakeholder Engagement & EPWP Liaison

- Liaise with DPW, DFFE, SETAs, CIDB, and NGOs.
- Integrate government priorities into programme planning.
- Manage contracts with WESSA and other partners.
- Represent the programme in EPWP sector coordination meetings.
- Secure co-funding and collaborative initiatives.

4. Social Development

- Lead social development strategy implementation.
- Coordinate enterprise development initiatives.
- Promote wise use practices in rehabilitation projects.



- Enhance stakeholder participation in rural communities.
- Monitor SP contributions to social development outcomes.

5. Research Participation

- Commission applied research on training and social development impacts.
- Initiate socio-economic studies in rural Eastern Cape communities.
- Integrate findings into programme design and funding motivations.

In line with the Employment Equity Policy of the Eastern Cape Parks & Tourism Agency, preference will be given to suitable candidates from the designated groups. (Where applicable).

Closing Date: 30 November 2026

Please forward your application to:

1) recruitment@ecpta.co.za, please specify the position you are applying for.
2) Please submit a comprehensive CV. Applications received after the closing date and/or those submitted to an address not listed above will not be considered.
3) If you do not receive a response within 30 days, please consider your application as unsuccessful.

The ECPTA reserves the right not to fill any advertised position.

