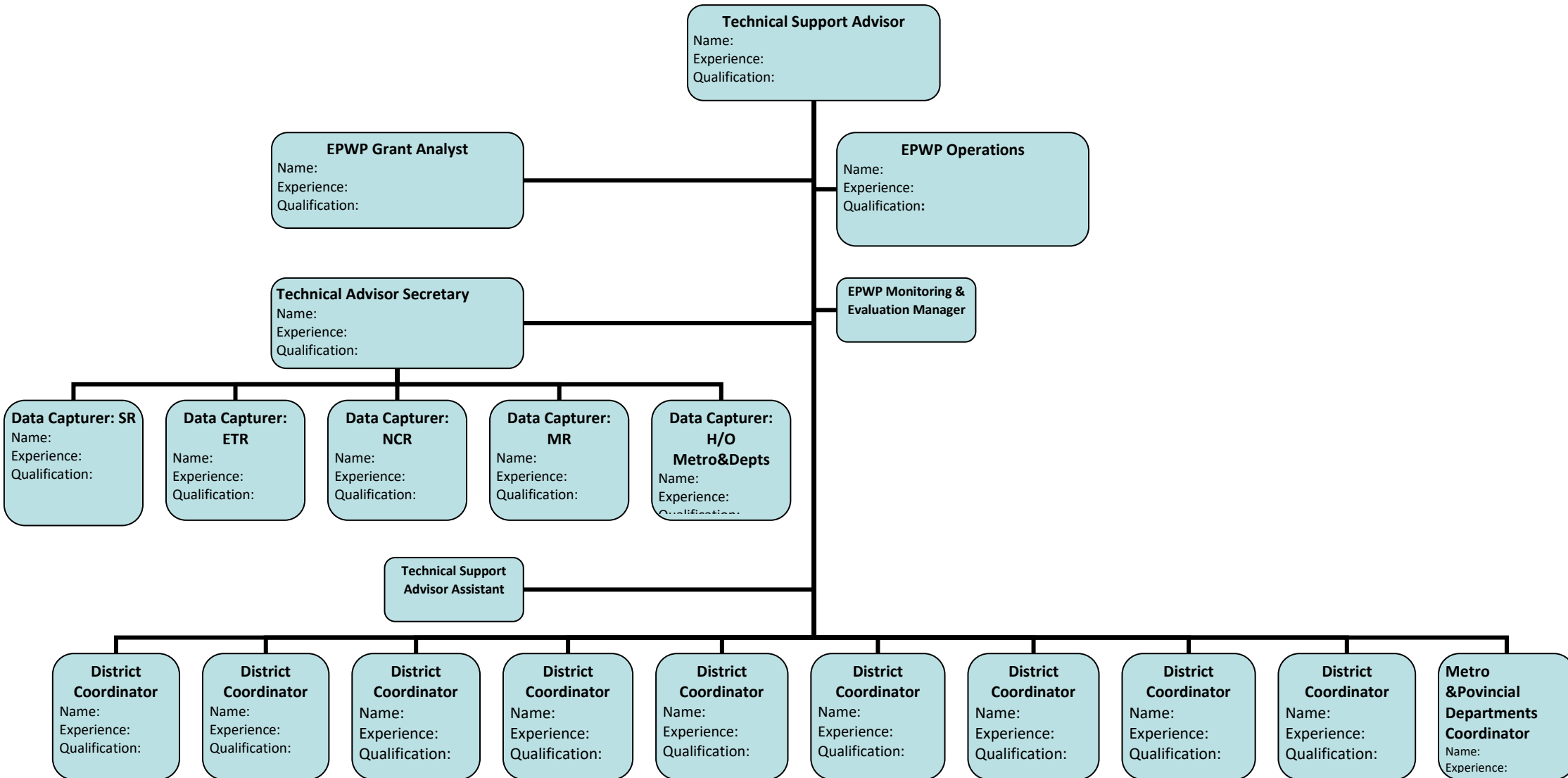


## ANNEXURE B

### Technical Support Structure



## ANNEXURE B

**NB:** The service provider must include the person's name, qualifications, region name, and district name on the organogram

### Technical Support Structure Functions

| Person                                      | Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Technical Support Advisor                   | Technical support Advisor will be responsible for the overall management of the project and personnel.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Technical Support Advisor Assistant         | Technical support Advisor assistant will be responsible for the overall management and administrative duties supporting the technical advisor.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Technical Advisor Secretary                 | Programme Administrator will be responsible for programme administration                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| EPWP Grant Analyst                          | The EPWP Grant analyst will be responsible for compliance, management and monitoring of both the EPWP Integrated Grant and Social Sector Incentive grant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| EPWP Operations                             | EPWP Operations will be responsible for data quality & records management, preparation for audit, leading the team of project managers in ensuring that all public bodies perform as expected to achieve their performance targets, devises strategies to unlock performance bottlenecks and develops & leads the project managers in the implementation of strategies to upscale job creation.                                                                                                                                                                                                                                                                      |
| EPWP Monitoring and Evaluation Manager      | EPWP Monitoring and Evaluation Manager is generally responsible for ensuring that EPWP programmes and projects are properly monitored, measured, reported on, and evaluated against approved targets and government requirements.                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| District Coordinator X10: For All Districts | Responsible for providing of Technical Support to (10) District Municipalities, in line with the defined scope of work, at an operational level. Additionally, supports Sector Lead Departments, Districts, and Metro-owned entities, and other public bodies operating within the jurisdiction of the ten (10) District Municipalities. Serves as an extension of the Department and actively participates in all EPWP-related activities within these municipalities. Also tasked with developing the Terms of Reference (TORs) for the establishment of a District and/or Metro Steering Committee and ensuring that the committee convenes on a quarterly basis. |
| Metro & Provincial Departments Coordinator  | Responsible for providing technical support to all Provincial Departments and one (01) Metropolitan Municipality at a strategic level, as guided by the defined scope of work, at an                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

## ANNEXURE B

|                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                               | <p>operational level. Also responsible for supporting Sector Lead Departments, State Owned Entities, and other public bodies operating within the jurisdiction of the Provincial Departments at a strategic level. Serves as an extension of the Department and actively participates in all EPWP-related activities in the Province. Additionally, tasked with developing the Terms of Reference (TOR) for the establishment of the Provincial Steering Committee and ensuring that it convenes on a quarterly basis. Lastly, tasked with developing the Terms of Reference (TORs) for the establishment of Metro Steering Committee and ensuring that the committee convenes on a quarterly basis.</p> |
| Regional Data Capturers: X4                                   | <p>Data Capturer will be employed and placed within the Southern Region to provide both administrative and operational support to district project managers.</p> <p>The Data Capturer will also be required to capture EPWP data into the EPWP reporting system.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Head Office Data Capturer (Metro & Provincial Departments) X1 | <p>Data Capturer will be employed and placed within the Head Office (DPWI) to provide both administrative and operational support to district project managers.</p> <p>The Data Capturer will also be required to capture EPWP data into the EPWP reporting system.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                  |