

VACANCY ADVERTS

PROGRAMME ELIGIBILITY

1. APPLICANTS MUST BE UNEMPLOYED AND AGED 18–28. CWFCT ALSO SPECIFIES BLACK SOUTH AFRICAN YOUTH BORN IN SOUTH AFRICA AND APPLICABLE PRIOR-PARTICIPATION RULES.
2. CWFCT INVITES APPLICATIONS FROM ELIGIBLE UNEMPLOYED YOUTH FOR A 12-MONTH WORKPLACE EXPERIENCE OPPORTUNITY.
3. MONTHLY REMUNERATION: UP TO R15,000 GROSS.
4. LOCATION: BEDFORD.
5. CLOSING DATE: **20 OCTOBER 2026.**

VACANCY 1 PROJECTS FINANCE ASSISTANT (PFA)

Support sound financial administration, project expenditure tracking, timely project/doner reporting and any other reasonable assignment, all under supervision.

What you will do

- Capture and reconcile project-related invoices, receipts, payment requests and supporting documents.
- Maintain project budget-versus-actual trackers, expenditure schedules and grant coding records.
- Assist with monthly financial reports, variance explanations and cash-flow forecasts.
- Check completeness of supporting documents and maintain orderly electronic and physical audit trails.
- Coordinate with programme staff on expenditure allocations, procurement documentation and deadlines.
- Ensure that projects reconciliations are performed monthly.
- Maintain an up-to-date register of projects invoices, payment status and follow up on outstanding invoices/pending payments.
- Assist Financial Manager with projects compliance.
- Any other reasonable assignment that may be delegated.

What we are looking for

- Diploma, degree or relevant studies in accounting, finance, financial management or related discipline preferred.
- Working knowledge of Excel; attention to numbers and document accuracy.
- Ability to handle confidential financial information and meet deadlines.

VACANCY 2 DATA ANALYST (DA)

Help CWFCT turn operational and programme data into reliable information for monitoring, learning, decision-making and any other reasonable assignment, all under supervision.



What you will do

- Collect, clean, validate and consolidate programme, stakeholder and operational datasets.
- Maintain agreed data registers, definitions, version controls and quality checks.
- Prepare Excel reports, dashboards, tables and visual summaries for management.
- Support routine monitoring of project indicators, milestones and outcomes.
- Investigate missing, inconsistent or duplicate records with relevant teams.
- And any other reasonable assignment, all under supervision

What we are looking for

- Diploma, degree or relevant studies in statistics, data analytics, information systems, economics or related discipline preferred.
- Strong Excel skills; Power BI, SQL or similar tools advantageous, not mandatory.
- Ability to explain findings clearly and check accuracy before publication.

VACANCY 3 MARKETING ASSISTANT (MA)

Support CWFCT visibility, stakeholder communications and outreach through coordinated, accurate, accessible marketing content and any other reasonable assignment, all under supervision.

What you will do

- Help implement marketing calendars, campaigns and event communications.
- Draft and proofread media posts, newsletters, flyers and stakeholder updates.
- Support basic graphic design and coordinate approved photographs and promotional assets.
- Maintain contact lists, campaign logs and approved content libraries.
- Assist with website and media updates subject to authorisation.
- And any other reasonable assignment, all under supervision.

What we are looking for

- Diploma, degree or relevant studies in marketing, communications, media or related discipline preferred.
- Clear writing and communication; familiarity with media and common design tools advantageous.
- Organised, creative and able to manage deadlines.

How to apply

Send a CV, covering letter, certified proof of qualification and copy of ID, and relevant supporting documents to admin@cwfcct.co.za. Use the subject line of the vacancy you are applying for (e.g. PFA or DA or MA). Applications close on **20 October 2026** at 16:30 PM.

CWFCT will assess applications against the stated role requirements and applicable programme rules. Only shortlisted candidates will be contacted. For enquiries contact 046 170 5020.

If you have not heard from us by 30 October 2026 consider your application unsuccessful.





By applying, you consent to CWFCT processing your personal information for recruitment purposes only, in line with the Protection of Personal Information Act (POPIA). Information of unsuccessful applicants will be kept for [12 months] and then securely destroyed.

