



## EPWP Direct Employment – Project Approval Letter (2021/2022)

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To: Executive Director – Urban Management  
Attention: EPWP Co-ordinator  
Project Name: Community Health Awareness  
Project Number: UMAB/22/360M  
Date: 17 August 2021

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We are pleased to inform you that your project application for an EPWP Direct Employment Project as stated above has been approved with the following conditions:

Total Project Budget R 1 900 000.00

Please take note of the following important compulsory requirements:

1. The Line Department to ensure that a Scope Change Memo is submitted to the EPWP office once the project has been implemented to correct the planned number of working days.
2. This project will be funded from Line Departments Internal Funding.
3. New workers must be sourced in accordance with City's Policy.
4. For direct employment opportunities, the EPWP Worker rate of pay must be aligned to EPWP Designation Schedule approved by the City Manager (Copy available on the Intranet Site).
5. No extensions of EPWP worker employment contracts are allowed for direct employment projects.
6. The Project Manager must keep the ward councillor updated on project progress.
7. Submission of EPWP Direct Employment Projects – Monthly progress reports.
8. Submission of a monthly Project Labour Report by the 7<sup>th</sup> day of each month.
9. Reporting templates are available on the City of Cape Town's EPWP website or you may phone the EPWP Helpdesk 021- 4009406 or email: [epwp.help@capetown.gov.za](mailto:epwp.help@capetown.gov.za)

Regards

Ziyanda Ngqangweni  
Manager: EPWP & CWP

Cc: Directorate EPWP Coordinator  
Cc: Area Director - HR Michelle Kleynhans  
Cc: Area Director - Area North: Zolile Siswana  
Cc: Area Director - Area East: Luzuko Mdunyelwa  
Cc: Area Director - Area Central: Vacant  
Cc: Area Director - Area South: Alesia Valda Bosman  
Cc: Area Director - Directorate Finance Manager