

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

*The Department of Cooperative Governance & Traditional Affairs is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.*

- APPLICATIONS** : Applications Must Be Submitted As Follows: Via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za> The Provincial E-Recruitment System Closes at 23: 59 on the Closing Date. Applications should be directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered applications will be received at Foyer of Tyamazashe Building, Phalo Avenue in Bhisho.
- FOR ATTENTION** : Ms N. Mdubi
- CLOSING DATE** : 11 October 2024
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). EE targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Enquiries: Mr W.M Cwele at (0716896162)

**MANAGEMENT ECHELON**

- POST 34/91** : **CHIEF DIRECTOR: PROVINCIAL HOUSE OF TRADITIONAL LEADERS REF NO: COGTA: 01/09/2024**
- SALARY** : R1 436 022 – R1 716 933 per annum (Level 14)
- CENTRE** : Bhisho Head Office
- REQUIREMENTS** : National Senior certificate, plus an undergraduate qualification (NQF Level 7) in Public Administration, Law or Social Science or any other NQF level 7 qualification. Pre-entry certificate for the Senior Management Service as endorsed by the National School of Government (NSG). Five years' experience at a Senior Manager level in the Traditional Leadership environment. Computer Literacy programmes (Ms Word, Ms PowerPoint, Ms Excel, email, internet Ms Teams and Zoom). Valid driver's license code 08 (EB). Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory framework, including the Public Financial Management Act, Treasury Regulations and the Public Service Act Regulations. Strong ability to operationally ensure compliance with the

legislation and policy development. Programme and Project Management Skills. Proven record of monitoring and evaluation. People management and empowerment skills. Possess experience in the stakeholder management, negotiation and corporate governance. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Report writing skills.

**DUTIES** : Provide and drive strategic direction for the Chief Directorate and ensure the formulation and implementation of strategic policies which enable the Chief Directorate /Administration to successfully fulfil its role in the delivering services to the communities/clients. Facilitate the provision of administrative support to the EC Provincial House of Traditional and Khoisan leader. Facilitate the overall operations of the House i.e. House sittings, Committee sittings and EXCO sittings. Facilitate and coordinate the customary male initiation programme provincially. Facilitate the coordination of programmes focusing on the promotion of tradition, culture and custom. Ensure that good relations are maintained between the Chief Directorate and stakeholders such as SALGA, Municipalities, Standing Committees, Treasury, OTP, NGO's, Traditional Leaders etc. Responsible for efficient management of the Chief Directorate, including the effective utilisation and training of staff, the maintenance of discipline, promotion of sound labour relations, budget management and implementation of action plans and the proper use of state property. Ensure compliance with PFMA, Public Service Act and Public Regulations, Municipal Structures Act, Municipal Systems Act, Traditional and Khoi- San Leadership Act, Act NO.3 of 2019. The Constitution of RSA, no. 108 of 1996, chapter 12, Eastern Cape Customary Male Initiation Practice Act, Act No. 5 of 2016. Customary male initiation Act, Act No. 2 of 2021 and other relevant legislations and mandates that are relevant to the department an also governing local government and traditional leadership institutions.

**ENQUIRIES** : Mr W.M Cwele at 071 689 6162  
: e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/92** : **DIRECTOR: RURAL DEVELOPMENT FACILITATION REF NO: COGTA: 02/09/2024**

**SALARY** : R1 216 824 – R1 433 355 per annum (Level 13)  
**CENTRE** : Head Office / Bhisho  
**REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF Level 7) in bachelor's degree in development studies or Bachelor of Commerce or equivalent related qualifications. Pre-entry certificate for the Senior Management Service as endorsed by the National School of Government (NSG). Five (5) years' experience at a middle management level. Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc.). Valid Code 8 Drivers' Licence. Experience in provincial COGTA business or rural development work in government will be an added advantage. Competencies: Knowledge of the process of crafting of development plans. Facilitation of crafting and implementation of partnership agreements. Policy formulation for the Directorate. Advanced report writing and analytical skills. Strategic management and leadership, budgeting and financial management. Communication and information management, continuous improvement, citizen focus and responsiveness. Conflict management, change management, service delivery innovation, project and programme management, problem solving, planning and organizing, decision making, team leadership, communication. Knowledge of legislation and regulations governing Public Service. Knowledge of legislation governing Traditional Leadership.

**DUTIES** : Lead the process of formulation of development plans for traditional councils, Facilitate of partnerships of Traditional Councils with municipalities, government entities and private entities for community development. Facilitate and monitor participation of traditional leaders in municipalities as regulated by law. Facilitate and monitor delegation of functions to traditional councils by government departments. Develop standard operating procedures for the Directorate, Manage the staff of the Directorate, Develop and monitor strategic plans, annual performance plans, operational plans and financial plans for the Directorate.

**ENQUIRIES** : Mr W.M Cwele at 071 689 6162  
: e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/93** : **DIRECTOR: INTERNAL CONTROL UNIT REF NO: COGTA: 03/09/2024**

**SALARY** : R1 216 824 – R1 433 355 per annum (Level 13)  
**CENTRE** : Head Office / Bhisho  
**REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF Level 7) in bachelor's degree in Bachelor's degree in B. Com Accounting / Internal Audit. Pre-entry certificate for the Senior Management Service as endorsed by the National School of Government (NSG). Minimum of Five (5) years' experience in middle management level or equivalent in the relevant field Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc.). Valid Code 8 Drivers' Licence. Post-graduate Qualifications will be an added advantage. Competencies: Knowledge of legislative framework that governs the Public Service. Understanding and application of the following principles, PFMA, GAAF, Treasury regulations, Treasury /Practice Notes, Treasury & DPSA Circulars, General Accounting Principles, Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS). Research and or report writing. Skills: Applied strategic thinking, applying technology, budgeting and financial management. Communication and information management, continuous improvement, citizen focus and responsiveness. Conflict management,

problem solving, planning and organizing, decision making, team leadership, communication (verbal and written).

**DUTIES**

: Manage the development, implementation of internal control governance framework and policies. Manage the monitoring of the performance of internal control activities in compliance with relevant legislation, policies, regulations, frameworks, standards, procedures manuals and delegations of authority. Identify control deficiencies and recommend corrective actions. Provide awareness session to departments employees on Unauthorized, Irregular, Fruitless and Wasteful expenditure. Manage the identification of potential financial risks (inclusive of fraud risks) and mitigation of the identified risks. Provide system (PERSAL, BAS & LOGIS) control and financial compliance services. Manage the development, implementation and maintenance of a financial information retention /repository system, Provide financial assurance, fraud and loss management services. Manage directorate's budget in line with the strategic objectives of the Department. Ensure timeous development of job descriptions and implementation of work plans and Personal Development Plans for all your subordinates. Manage daily employee performance and ensure timely performance assessments of all subordinates.

**ENQUIRIES**

: Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/94**

: **DIRECTOR: O.R TAMBO DISTRICT SUPPORT CENTRE REF NO: COGTA: 04/09/2024**

**SALARY CENTRE REQUIREMENTS**

: R1 216 824 – R1 433 355 per annum (Level 13)  
: OR Tambo DSC  
: National Senior Certificate plus an undergraduate qualification (NQF Level 7), Bachelor's degree in Public Administration/ Management, Social Science, Development Studies. Post-graduate Qualification will be an added advantage. Pre-entry certificate for the Senior Management Service as endorsed by the National School of Government (NSG). Five (5) years' work experience in the middle management level in the relevant field. Experience in Local Government, Integration and Programme Coordination and will be an added advantage. Ms. Computer Literacy Proficiency. Valid Code 8 Drivers' Licence. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service delivery Innovation. Problem solving and analysis. Client orientation and customer focus. Communication & report writing.

**DUTIES**

: Responsible for efficient management of the District Support Centre (DSC) including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property. Provide and drive strategic direction for the District Support Centre (DSC) and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role in delivering services to the Municipalities and Traditional Leadership Institutions. Ensure that policies of all three spheres of government are translated and implemented properly to achieve the mandate of the COGTA. Support and co-ordinate all programmes in support of the OR Tambo District, and Traditional Leadership Institutions. Ensure municipal and traditional leadership institutions compliance with relevant mandates, legislations, regulations, guidelines and other applicable directives are implemented in way to maximise efficiencies in good governance and service delivery. Perform delegated functions in the COGTA District Support Centre (DSCs) and that includes management of the COGTA District Office and Traditional Regional Offices, corporate management functions, risk management, financial management, monitoring and evaluation, maintain good working stakeholder relations and participate in IGR institutional arrangements in OR Tambo District Municipality. Manage and monitor District Support Centre (DSC) budget, assets, performance and action plans. Manage and support other Departmental directorates, programmes and sub-programmes in the DSC. Ensure that the employment equity practice and performance management system are up to required standards. Ensure compliance with PFMA, MFMA, Public Service Act of 1994 and Public Service Regulations, Municipal Structures Act, Municipal Systems Act, IGR Framework Act, Traditional Leadership and Governance Framework Act, SITA and other relevant legislations and mandates that are relevant to the department and governing Local Government and Traditional Institutions. Report to Head Office of COGTA. Coordinate the implementation of District Development Model (DDM) in or Tambo District Municipality. Strengthen the Inter-governmental Relations System in or Tambo District working with all spheres of government.

**ENQUIRIES**

: Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/95**

: **DIRECTOR: AMATHOLE DISTRICT SUPPORT CENTRE REF NO: COGTA: 05/09/2024**

**SALARY CENTRE REQUIREMENTS**

: R1 216 824 – R1 433 355 per annum (Level 13)  
: Amathole DSC  
: National Senior Certificate plus undergraduate qualification (NQF Level 7), Bachelor's degree in public administration/Management, Social Science, Development Studies or related field. Post-graduate Qualification will be an added advantage. Pre-entry certificate for the Senior Management Service as endorsed by the National School of Government (NSG). Five (5) years' experience at a middle management level. Experience in Local Government, Management, Integration and Programme Coordination and will be an added advantage. Ms. Computer Literacy

Proficiency. Valid Code 8 Drivers' Licence. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service delivery Innovation, Problem solving and analysis, Client orientation and customer focus, Communication & report writing.

**DUTIES**

: Responsible for efficient management of the District Support Centre (DSC) including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property. Provide and drive strategic direction for the District Support Centre (DSC) and ensure the formulation and implementation of policies which will enable the district to successfully fulfil its role in delivering services to the Municipalities and Traditional Leadership Institutions. Ensure that policies of all three spheres of government are translated and implemented properly to achieve the mandate of the COGTA. Support and co-ordinate all programmes in support of the Amathole District Municipality and Buffalo City Metropolitan, and Traditional Leadership Institutions. Ensure municipal and traditional leadership institutions compliance with relevant mandates, legislations, regulations, guidelines and other applicable directives are implemented in way to maximise efficiencies in good governance and service delivery. Perform delegated functions in the COGTA District Support Centre (DSCs) and that includes management of the COGTA District Office and Traditional Regional Offices, corporate management functions, risk management, financial management, monitoring and evaluation, maintain good working stakeholder relations and participate in IGR institutional arrangements in Amathole District Municipality and Buffalo City Metropolitan Manage and monitor District Support Centre (DSC) budget, assets, performance and action plans. Manage and support other Departmental directorates, programmes and sub-programmes in the DSC. Ensure that the employment equity practice and performance management system are up to required standards. Ensure compliance with PFMA, MFMA, Public Service Act of 1994 and Public Service Regulations, Municipal Structures Act, Municipal Systems Act, IGR Framework Act, Traditional Leadership and Governance Framework Act, SITA and other relevant legislations and mandates that are relevant to the department and governing Local Government and Traditional Institutions. Report to Head Office of COGTA. Coordinate the implementation of District Development Model (DDM) in Amathole District Municipality and Buffalo City Metropolitan. Strengthen the Inter-governmental Relations System in Amathole District and Buffalo City Metropolitan working with all spheres of government.

**ENQUIRIES**

: Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/96**

: **DIRECTOR: MONITORING AND EVALUATION REF NO: COGTA: 06/09/2024**

**SALARY CENTRE REQUIREMENTS**

: R1 216 824 – R1 433 355 per annum (Level 13)  
: Head Office / Bhisho  
: National Senior Certificate plus an undergraduate qualification (NQF Level 7) in Monitoring and Evaluation/Public Administration/Political Science/BCom or Business Administration/Management as recognised by SAQA. Pre-entry Certificate for the Senior Management Services as endorsed by the National School of Governance (NSG). Minimum of five (5) years' work experience in the middle management level obtained in monitoring an evaluation /strategic planning. Computer programmes (Microsoft Office package). Registered at South African Monitoring and Evaluation Association (SAMEA). Valid Driver's Licence code 8. A South African Monitoring & Evaluation Association (SAMEA) membership before the issuing of the Advert will be an added advantage. Competencies: Knowledge and experience of Monitoring and Evaluation of Policy and Frameworks. Ability to design, develop and implement M&E systems, policies, processes and procedures. Experience in the formulation and implementation of baseline studies; monitoring and performance management and conducting evaluations. Understanding of Knowledge Management principles and learning within organisations. Experience in public/ private sector project management, strategy management and entity oversight. Negotiation skills and report writing required.

**DUTIES**

: Provide strategic direction and guidance on planning processes of the department projects and programmes through the development and implementation of Monitoring and Evaluation guidelines and policies. Develop a communication strategy to disseminate and convey key strategic information. Manage and develop all Monitoring & Evaluation plans for the department and consolidate for Reporting to ensure correct alignment of objectives and priorities of the Department Ensure proper planning and implementation of M&E plans. Formulate, conduct and lead reviews of projects and programmes of the Department. Monitoring and Evaluation: Formulate and conduct baselines of projects and programmes. Monitor and evaluate the required measures for the implementation of project plans and procedures. Develop and implement an institutional monitoring and evaluation mechanism to fast-track performance targets and other related information. Implement measurements and monitor progress against implementation of projects. Develop performance indicators and measurements pertaining to reporting, monitoring and evaluation. Performance monitoring, policy and procedures: Present provisional periodic reports to the department, project leads and head of unit for deliberation and inputs, prior to sign-off. Foster relationships with stakeholders on national, provincial departments, local authorities, pertaining to monitoring and evaluation processes. Develop, implement and review governance framework for quality assurance and oversight and establish best practices. Ensure the

implementation of the performance guidelines and frameworks and advice to stakeholders accordingly. Develop performance and monitoring tools, learning frameworks and policy in compliance with strategic annual reports and plans.

**ENQUIRIES**

: Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**OTHER POSTS**

**POST 34/97**

: **DEPUTY DIRECTOR: CORPORATE MANAGEMENT & SUPPORT SERVICES REF NO: COGTA: 07/09/2024**  
Re-advertisement

**SALARY CENTRE REQUIREMENTS**

: R849 702 – R1 000 908 per annum (Level 11)  
: Chris Hani District Support Centre  
: National Senior Certificate plus an undergraduate qualification (NQF level 6/7) in Public Administration/Public Management or Human Resource Management, Three (03) to five (05) years' experience at an Assistant Director level/Junior Management level in the relevant field and Local Government experience will be an added advantage. Computer Literacy (Excellent computer skill in a far as MS Word, PowerPoint, Excel etc. Valid Driver's Licence code 8. Competencies: Knowledge of Human Resource Management environment, Strategic thinking, Communication (verbal and written), Conflict management and report writing skills.

**DUTIES**

: Manage the provision of Human Resource administrative services. Manage effective & efficient implementation, monitoring, and control of administration management services. Manage the allocated resource of the Sub- directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives which will enable the district to successfully fulfil its role in delivering services to the communities/ clients. Coordinate all departmental and sector programmes in the district related to Municipalities and Traditional Leadership Institutions. Facilitate the development, consolidation and submission of monthly, quarterly and annual reports including development and consolidation of annual performance plan and operational plan. Responsible for efficient management of the District Support Centre, including the effective utilisation and training of staff, maintenance of discipline and promotion of sound labour relations and proper use of state property. Manage the proper utilisation of budget within the District Support Centre. Support the implementation of Public Service Act regulations of 1994, Municipal Structures Act, Municipal Systems Act, IGR Framework Act, Traditional Leadership and Governance Framework Act, SITA and other relevant Legislation and mandates that are relevant to the department also governing local government and traditional institutions.

**ENQUIRIES**

: Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/98**

: **ASSISTANT DIRECTOR: MUNICIPAL FINANCIAL ASSISTANCE REF NO: COGTA:08/09/2024**

**SALARY CENTRE REQUIREMENTS**

: R444 036 – R532 602 per annum (Level 09)  
: Joe Gqabi District Support Centre  
: National Senior Certificate plus an undergraduate qualification (NQF Level 6) in accounting/ financial administration/financial management/auditing or equivalent. Three (3) to five (05) years working experience at supervisory level in the financial management field. Computer Literacy (MS Word, Ms Excel, MS PowerPoint, MS Outlook. Code 8 Driver's Licence. Competencies: Knowledge of local government legislation such as Acts and Regulations.

**DUTIES**

: Assess audit improvement plans of municipalities and compile reports, Monitor and assist municipalities on update of books of accounts, verify the existence and implementation of Credit Control, Debt Management Policy and corresponding by-laws, Collect and collate information on billing and collection levels, Assess the readiness of municipalities in compiling the Annual Financial Statements, support and monitor compilations of annual financial statements by the municipalities including after year end reconciliations and adjustments. Assist in the timely submission of AFS by the municipalities, Monitor & support Financial Oversight Structures (Municipal Public Accounts (MPAC) Committees, Audit Committees and Internal Audit Units).

**ENQUIRIES**

: Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/99**

: **ASSISTANT DIRECTOR: MUNICIPAL FINANCIAL ASSISTANCE REF NO: COGTA:09/09/2024**

**SALARY CENTRE REQUIREMENTS**

: R444 036 – R532 602 per annum (Level 09)  
: Chris Hani District Support Centre  
: National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Risk Management/Internal Auditing or Accounting. Three (3) to five (05) years working experience at supervisory level in the relevant field. Knowledge and application of Public Sector Risk Management framework. Good understanding and knowledge of Public Service Risk Management, PFMA, Treasury Regulations and other related prescripts. Good verbal and written communication, interpersonal and analytical skills. Knowledge and understanding of risk

management practices, development of guidelines and standards at different management levels. Advanced computer literacy with a working knowledge of computer spreadsheet (Microsoft Excel), word processors and presentations. The ability to facilitate workshops, provide training, and produce written policies. The ability to work under pressure, conduct financial analysis and prepare reports and proposal. Computer Literacy (MS Word, Ms Excel, MS PowerPoint, MS Outlook). Code 8 Driver's Licence. Competencies: Sound knowledge of the relevant legislations and ability to implement. Understanding of the legislative Framework governing the Public Services. Good written and verbal communication skills. Job knowledge. Interpersonal relations. Flexibility and teamwork.

**DUTIES** : Provide Risk Management support to municipalities. Facilitate municipal risk and control assessment. Monitor implementation of risk action plans on municipal risk registers. Coordinate risk awareness, education and training programmes. Prepare municipal quarterly risk management performance reports. Convert quarterly municipal forums. Research on risk management best practice for municipalities.

**ENQUIRIES** : Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/100** : **ASSISTANT DIRECTOR: LOCAL ECONOMIC DEVELOPMENT FACILITATION REF NO: COGTA:10/09/2024**  
Re-advertisement

**SALARY** : R444 036 – R532 602 per annum  
**CENTRE** : Chris Hani District Support Centre  
**REQUIREMENTS** : National Senior Certificate plus an undergraduate qualification (NQF Level 6) in Social Science/ Economics/, Development Studies/ Business Management & Public Management. Three (3) to five (05) years working experience at supervisory salary level 7/8 in the field of LED. Experience in Project Management. Computer Literacy (MS Word, Ms Excel, MS PowerPoint, MS Outlook. Code 8 Driver's Licence. Competencies: The applicant must have proven experience in report writing, development of concept documents, development of Terms of Reference, letters, memorandum and project management, demonstrated ability and experience in managing cash flow and develop a budget to implement a Key Performance Area. Proven presentation skills and ability to articulate government development programmes.

**DUTIES** : Support municipalities to enhance municipal LED Capacity, Support municipalities to develop and implement their LED Strategic as well as the project monitoring. Support local and district municipalities to promote strategic regional collaboration and partnerships.

**ENQUIRIES** : Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/101** : **CONTROL SURVEY TECHNICIAN GRADE A REF NO: COGTA:11/09/2024**

**SALARY** : R530 637 – R598 158 per annum, (OSD)  
**CENTRE** : Head Office / Bhishe  
**REQUIREMENTS** : National Senior Certificate plus undergraduate qualification (NQF Level 6) in Surveying/ Geomatics/ Cartography or relevant qualification. Six (6) years post qualification technical (Survey) experience. professional registration with SAGC, Cadastral & Engineering Survey field experience, operation of survey instruments such as Global Navigation Satellite Systems (GNSS) and Total Stations, Local Government experience. Registration with South African Geomatics Council (SAGC) as Survey Technician/ Geomatics Technician. Computer Literacy proficiency in (MS Software-Microsoft 365, Survey processing software, Computer Aided Design (CAD), Geographical Information System (GIS) software. Code 8 Driver's Licence. Local Government experience will be an added advantage. Competencies: Extensive knowledge of Local Government legislations e.g., Municipal Systems Act (MSA), Public Finance Management Act (PFMA) and other relevant Land Survey & Land Use Management legislations, Strong planning and project management skills, Excellent report writing skills, Budget and financial management skills.

**DUTIES** : Support municipalities in conducting Cadastral Survey and Mapping Services, assist in the interpretation of Land Survey Planning legislations and processes, assist in the efficient execution of functions of the division, maintenance of discipline, promotion of sound labour relations, and proper use of state resources, Provide information on Land Survey related issues to the Municipalities and other clients.

**ENQUIRIES** : Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/102** : **ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE, REPORTING & EVALUATION REF NO: COGTA:12/09/2024**

**SALARY** : R444 036 – R532 602 per annum (Level 09)  
**CENTRE** : Sarah Baartman District Support Centre  
**REQUIREMENTS** : National Senior Certificate plus an undergraduate (NQF Level 6) in Public Management /Social Science or any other related qualification. Three (3) to five 5 years working experience at a supervisory level. Computer Literacy proficiency in (MS Word, MS Excel and PowerPoint &

Outlook). Code 8 Driver's Licence. Competencies: Full understanding of Local Government, Municipal Systems Act and other Local Government Legislation, including policies and procedures. Excellent communication skills (written and verbal). Interpersonal relation skills, ability to work under pressure, attention to details, analytical skills, presentation skills, meticulous planning and organisational skills. Excellent communication including producing quality reports.

**DUTIES**

: Responsible for supporting municipalities with institutionalisation of PMS (i.e. development of PMS Framework) Monitor the implementation of Performance Management & Development System (PMDS) by municipalities in line with Municipal Staff Regulations of 2021. Monitor municipalities in the development and adoption of Annual Reports and tabling thereof to ensure compliance. Assist in the timely preliminary assessment of Section 46 reports from municipalities. Assist in the assessment of Section 46 report for the purpose of developing Section 47 report. Assist in the development of a high-quality 47 report for the province. Support, assist and monitor municipalities in the implementation of Local Government indicators (Circular 88 of MFMA) by ensuring reports are submitted by municipalities on a quarterly basis. Monitor and develop progress report on the implementation of Municipal Support & Intervention Plans (MSIP's). Assist in conducting evaluation of support programmes. Assist in providing hands on support on development of Performance Agreements (PA's) of Section 54A and Section 56 managers of municipalities. Monitor signing and timely submission of PA's as required by the Legislation. Assist in analysing PA's and give feedback to the municipalities (Acknowledgement). Assist in compiling timely responses of parliamentary questions by the Directorate. Assist in the management and monitoring of the directorate financial and non-financial resources.

**ENQUIRIES**

: Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/103**

: **ASSISTANT DIRECTOR: ANALYST PROGRAMMER / DEVELOPER REF NO: COGTA:13/09/2024**

**SALARY CENTRE REQUIREMENTS**

: R444 036 – R532 602 per annum (Level 09)  
: Head Office / Bhishe  
: National Senior Certificate plus an undergraduate (NQF Level 6) in Computer Science, Information Systems, BTech: Software Development or any other related field. Three (03) to five (5) years system development experience in a multitiered, redundant architecture using Microsoft .Net front-end web and application servers, clustered database (MS SQL or similar), collateral servers. Experience in designing and developing software in an object-oriented, Microsoft .NET and C# technology. Experience at developing websites, database, and middleware applications from inception to implementation using recognized development methodologies Web & Applications. Computer literacy programmes (Office Suite). A valid code 8 (EB) Driver's license is compulsory Microsoft Certified Solutions Developer (MCSD) will be an added advantage. Competencies; Excellent Logical and Analytical Skills, Quality Assurance, and Mobile Application Development. Full Systems Development Life-Cycle experience with both custom development and packaged application deployment Capable of functioning within iterative development methodologies. Capable of designing sib-systems independently Programmes in a variety of languages, with emphasis in Object Oriented languages such as Java/C#/C++, and the latest development languages. ASP.Net-C#, PHP, WordPress, Microsoft SQL 2014, Microsoft Visio, Microsoft SharePoint, ITIL, Project Management principles, SDLC Methodologies.

**DUTIES**

: Develop, design and implementation of internal software systems. Work with team lead to implement software, implement both front-end UI code and back-end server-side code. Develop code in compliance with design and requirements. Participate in design and code reviews and identify problem areas when found, either in technology risks or insufficient requirement definition. Assist architects by designing sub-systems. Create diagrams and technical specifications for sub-systems. Maintenance and Support of internal systems, and where necessary enhance or reconfigure to business requirements. Implement and facilitate modern solutions that will allow citizens to interact with government services. Provide development of solutions that will improve productivity and growth.

**ENQUIRIES**

: Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/104**

: **ASSISTANT DIRECTOR: MUNICIPAL FREE BASIC SERVICES REF NO: COGTA:14/09/2024**

**SALARY CENTRE REQUIREMENTS**

: R444 036 – R532 602 per annum (Level 09)  
: Joe Gqabi District Support Centre  
: National Senior Certificate plus an undergraduate (NQF Level 6) in Public Management /Public Administration/Social Science or relevant qualifications. Three (3) to five (05) years' experience at supervisory level in the relevant field. Experience in the Free Basic Service programme, knowledge of FBS. Knowledge of FBS activities and policies. Experience in a local government space will be an added advantage. Computer Literacy proficiency in (MS Word, MS Excel and PowerPoint & Outlook). Code 8 Driver's Licence. Competencies: Ability to work under pressure. Teamwork, problem solving, good communication skills, decision making.

**DUTIES**

: Promote, facilitate and coordinate the development and implementation of Free Basic Services policies, strategies, plans and programmes in the province. Liaise with municipalities and support the development of indigent policies, database and registers. Prepare FBS reports for submission

to the Senior and Executive Authorities. Advise municipalities on the optimal use of the FBS equitable share. Collection and analysis of Indigent data and report writing. Ensure effective and efficient functioning of the FBS programme in the district support centre and proper use of resources.

**ENQUIRIES** : Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/105** : **ASSISTANT DIRECTOR: LOCAL HOUSES OF TRADITIONAL & KHOI-SAN LEADERS (X6 POSTS)**

**SALARY CENTRE** : R444 036 – R532 602 per annum (Level 09)  
Amathole & Buffalo City Ref No: COGTA 15A/09/2024  
Chris Hani Ref No: COGTA 15B/09/2024  
Joe Gqabi Ref No: COGTA 15C/09/2024  
OR Tambo Ref No: COGTA 15D/09/2024  
Alfred Nzo Ref No: COGTA:15E/09/2024  
Sarah Baartman Ref No: COGTA:15F/09/2024

**REQUIREMENTS** : National Senior Certificate plus an undergraduate (NQF Level 6) in Public Administration/Public Management /Social Sciences or any relevant qualification. Three (3) to five (5) years working experience at supervisory level. Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint Outlook etc. Code 8 Driver's Licence. Preference will be given to eligible candidates residing within the area of jurisdiction of the Local House of Traditional and Khoi San Leaders. Competencies: Ability to work independently and under pressure. Good communication (verbal and written) skills. Competence in preparation of meetings and minute taking. Preparedness to work extended hours. Honesty and integrity.

**DUTIES** : Coordinate Local House full sittings. Coordinate committee meetings. Submit reports to the Office of the Chief Director and follow up on the implementation of resolutions of sittings of Local Houses. Facilitate promotion of tradition and cultural programs within the district. Facilitate effective implementation of Eastern Cape Customary Male Initiation Practices legislation. Facilitate awareness campaigns on safe traditional male initiation. Facilitate promotion of partnerships towards rural development. Facilitate oversight engagement of Local House with Traditional Councils. Provide administrative support to the Local House. Facilitate payment of sitting allowances, etc, of members of Local House. Prepare monthly financial reports for submission to the Office of Chief Director.

**ENQUIRIES** : Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/106** : **OFFICE MANAGER: TRADITIONAL LEADERSHIP INSTITUTIONAL COORDINATION & ADMINISTRATIVE SUPPORT (X2 POSTS)**

**SALARY CENTRE** : R444 036 – R532 602 per annum (Level 09)  
Cofimvaba Western Thembuland Kingship Ref No: COGTA:16A/09/2024  
Nyandeni  
Amampondo Ase Nyandeni Kingship Ref No: COGTA:16B/09/2024

**REQUIREMENTS** : National Senior Certificate plus an undergraduate (NQF Level 6) in in Public Management/Public Management/Management or Social Sciences. Three (03) to five (05) years' experience at supervisory level. Computer literacy - Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc). Code 8 (EB) valid driver's license. Applicants residing in the area of jurisdiction will act as an added advantage. Competencies: Communication skills. Understanding of Traditional Leadership Institution. Client orientation and customer focus. Report writing skills, facilitation and co-ordination.

**DUTIES** : Provide Office Management services to the Office of the King, Assist the King in performing customary functions in relation to the recognition of Senior Traditional Leaders and monitor resolutions taken. Assist the King in mediating conflicts and disputes between Traditional Leaders falling within the jurisdiction of the Kingship Coordinate meetings between Kingship and other stakeholders. Coordinate King's Council meetings. Coordinate developmental programs of Traditional Communities with the area of jurisdiction of the Kingship. Ensure compliance with various policies and legislation. Compile and submit non-financial and financial reports of the Kingship to the Office of the Chief Director. Facilitate procurement of services for operations of the King. Manage records/documents of the Kings and King's Councils. Oversee daily employee performance and ensure timely performance and assessments of all subordinates within the Kingship. Oversee management, maintenance and safekeeping of assets allocated to the Kingship.

**ENQUIRIES** : Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/107** : **SENIOR ADMIN OFFICER: MUNICIPAL DEVELOPMENT FINANCE REF NO: COGTA:17/09/2024**

**SALARY CENTRE** : R376 413 – R443 403 per annum (Level 08)  
Head Office / Bhisho



<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus an undergraduate (NQF Level 6) in Public Management/Administration/Financial Management or equivalent qualification. One (01) to two (2) years' working experience in the relevant field. Computer Literacy proficiency in (MS Word, MS Excel and PowerPoint & Outlook). Code 8 Driver's Licence. Competencies: Sound knowledge of the relevant legislations and ability to implement. Understanding of the Legislative Framework governing the Public Services. Good written and verbal communication skills. Job knowledge Interpersonal relations. Flexibility and teamwork.
<b><u>DUTIES</u></b>	:	Assist in the submission of the consolidated report on implementation of audit response plans. Assist in quarterly arrear debt meetings with municipalities and government departments. Monitor the submission of Annual and Oversight reports to the Provincial Legislature. Assist in the submission of the consolidated report on municipalities supported to have functional Municipal Public Account Committee's. Capturing of arrear debt analysis on a monthly basis.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele at 071 689 6162 e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 34/108</u></b>	:	<b><u>SENIOR ADMIN OFFICER: INTERNAL CONTROL UNIT REF NO: COGTA:18/09/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 – R443 403 per annum (Level 08) Head Office / Bhisho National Senior Certificate plus undergraduate qualification (NQF level 6) in accounting/ financial administration /financial management / auditing. One (01) to two (2) years' working experience in the financial management filed. Computer Literacy proficiency in (MS Word, MS Excel and PowerPoint & Outlook). Code 8 Driver's Licence. Knowledge of the ethics and corruption/ fraud prevention prescripts and measures is an added advantage. Competencies: In- depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts: PFMA, Treasury Regulations, Treasury Practice Notes, Treasury and DPSA Circulars as well as the understanding and application of the Financial Management Systems (PERSAL, BAS and LOGIS). Analytical thinking, Mathematical, Interpersonal, Planning and Organising, Statutory report writing and time management skills. High level of integrity, honesty, a highly ethical person, imparting knowledge, objective and independent. Paying attention to all detail, respect confidentiality and have good communication skills (both verbal and written). Conflict management, problem solving and a decision maker.
<b><u>DUTIES</u></b>	:	Render support services in the establishment of governance and effective management (Internal Control Measures in the department). Test and monitor departmental key controls periodically, offer technical guidance, advice, support on control deficiencies and prepare the internal control status quo report to the management when necessary. Identify early warning signs of possible new emerging risks imposed by the control deficiencies and/or audit infringement, link to the work of risk management unit and guide in the development of action plans with minimal assistance from the supervisor. Assist in the development/reviewal the internal control policies. Capability to perform the pre-auditing function on all payments including S&T and verification of AFS and IFS supporting documentation. Assist the department in ascertaining that its employees understand their role regarding unauthorised, irregular and fruitless and wasteful expenditure. Follow up on auditor general and internal audit recommendations. Facilitate the development of the Audit Improvement Plans (AIP) and complete monthly reports for submission to the relevant stakeholders. Provide administration tasks for the directorate and plan the agreed upon timelines for self and for juniors assigned to mentor.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele at 071 689 6162 e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 34/109</u></b>	:	<b><u>SENIOR ADMIN OFFICER: VALUATION SERVICES REF NO: COGTA:19/09/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 – R443 403 per annum (Level 08) Head Office / Bhisho National Senior Certificate plus undergraduate qualification (NQF level 6) in Public Administration or any other relevant qualification in the field recognised by SAQA. One (01) to two (2) years' working experience. Computer literacy programmes (Ms Word, PowerPoint & Excel). Code 8 Driver's Licence Competencies: Knowledge: Public Service Act, 1994, Public Service Regulations 2001, Public Finance Management Act, 1999, Local Government: Municipal Property Rates Act. Municipal Structures Act, Municipal Systems Act. Skills, Minimum education and training, experience, values: Analytical skills, Computer literate, Leadership skills, Communication (written & verbal). Minimum education and training: Values/attributes: Tactful and diplomatic interpersonal style Self-motivated and success driven. Dedicated and hardworking, innovative, Creativity, Fair, Honest. Communication/stakeholders: Municipalities, National departments (DCog, Treasury, etc.), Provincial departments, Key Municipal Stakeholders, Municipal Ratepayers Associations, Staff members.
<b><u>DUTIES</u></b>	:	Coordinate and consolidate quarterly reports for the submissions. Coordinate the budget and monthly IYM reports. Facilitate and provide support on the establishments of the Valuation Appeal Board. Coordinate and facilitate the logistics for the Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele at 071 689 6162 e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>

<b><u>POST 34/110</u></b>	:	<b><u>SENIOR ADMIN OFFICER: MUNICIPAL PUBLIC PARTICIPATION REF NO: COGTA:20/09/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 413 – R443 403.per annum (Level 08) OR Tambo DSC National Senior Certificate plus undergraduate qualification (NQF level 6) in In Public Administration or Social Sciences. One (1) to two (2) years' working experience in the related field. Knowledge of Community Development Work will be an added advantage. Computer literacy programmes (Ms Word, PowerPoint & Excel). Code 8 Driver's Licence. Competencies: Knowledge of Public Service Act, 2004, Public Service Regulations, 2000, Public Finance Management Act, 1999, Public Management Principles, Project Management Principles, Municipal Structures Act, Municipal Systems Act. Values and Attributes Minimum Education and Training, Analytical Skills, Leadership Skills, Communication Skills (Verbal & Non-Verbal). Managerial and Tactful interpersonal Skills, self-motivated, self-motivated, demand driven.
<b><u>DUTIES</u></b>	:	To supervise the Community Development Workers for the entire district of O.R Tambo. Conduct assessment for CDW's in all quarters, annual and contracting. Make follow-up collaboratively with municipalities and sector departments. Organise development and training for CDW's. Processing all the administrative work of CDW's and activities of the district involved. General Management of Community Development Workers in the District.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele at 071 689 6162 e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 34/111</u></b>	:	<b><u>ADMINISTRATIVE OFFICERS: LOCAL HOUSES OF TRADITIONAL &amp; KHOI-SAN LEADERS (X6 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R308 154 – R362 994 per annum (Level 07) Amathole & Buffalo City Ref No: COGTA 21A/09/2024 Chris Hani Ref No: COGTA 21B/09/2024 Joe Gqabi Ref No: COGTA 21C/09/2024 OR Tambo Ref No: COGTA 21D/09/2024 Alfred Nzo Ref No: COGTA:21E/09/2024 Sarah Baartman Ref No: COGTA:21F/09/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus undergraduate qualification (NQF level 6) in Public Administration/Public Management /Social Sciences or any relevant qualification. One (01) to two (02) years working experience. Computer literacy Microsoft office (i.e. Word, Excel, PowerPoint, Outlook etc). Code 8 valid Driver's License. Preference will be given to eligible candidates residing within the area of jurisdiction of the Local House of Tradition and Khoi San Leaders. Competencies: Good communication skills. Preparation of meetings and minute taking. Report writing. Preparedness to work extended hours. Honesty and integrity.
<b><u>DUTIES</u></b>	:	Assist the Secretary of the House in the following activities. Provision of overall administrative support to the Local House. Coordination of full house sittings. Coordination of committee meetings. Compilation of minutes of the sittings of the House. Provision of communication and protocol services. Development of calendar of the activities of the Houses and diary of the Chairperson. Render recording services during sittings of the House. Provide procurement services for Chairpersons and for the functioning of the Local House in compliance with Supply Chain Management prescripts. Compile documents for processing of payment of allowances to members of Local House.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele at 071 689 6162 e-Recruitment Technical Enquiries: <a href="mailto:recruitment@eccogta.gov.za">recruitment@eccogta.gov.za</a>
<b><u>POST 34/112</u></b>	:	<b><u>PERSONAL ASSISTANT: LOCAL ECONOMIC DEVELOPMENT SERVICES REF NO: COGTA:22/09/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R308 154 – R362 994 per annum (Level 07) Head Office / Bhisho National Senior Certificate plus undergraduate qualification (NQF level 6) in Public Administration / Public Management / Secretarial studies or related field. One (01) to two (02) years working experience. Computer Literacy programmes. (MS Word, MS Excel, PowerPoint). Code 8 Driver's Licence. Competencies: Strong and dynamic communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Fully understanding of Local Government Municipal Systems Act, Public Service regulatory framework, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. People management and empowerment skills. Client orientation and customer focus / Professional report writing skills, strong organisational and conflict management skills. Good communication, facilitation, stakeholder engagement, data analysis, monitoring and reporting. The applicant must have proven experience in PowerPoint presentations, writing of reports, letters and memorandum. Demonstrated ability and experience in managing cash flow and a development of a budget to implement the directorate's Key Performance Areas.
<b><u>DUTIES</u></b>	:	Ensure smooth running of the office of the Director for Local Economic Development. Ensure the availability of all office records at all times. Assessment of incoming work and distribution for implementation. Typing of correspondence delegated by the Director. Managing the diary of the

Director. Management of the resources of the Director. Maintenance of good relations between the office of the Director an internal as well as external clients.

**ENQUIRIES**

: Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/113**

: **COMMUNITY DEVELOPMENT WORKERS (CDW'S): MUNICIPAL PUBLIC PARTICIPATION (X8 POSTS)**

**SALARY CENTRE**

: R255 450 – R300 912 per annum (Level 06)  
: Mbhashe Local Municipality Ward 3 Ref No: COGTA23A/09/2024  
: Mbhashe Local Municipality Ward 14 Ref No: COGTA23B/09/2024  
: Ngqushwa Local Municipality Ward 2 Ref No: COGTA24/09/2024  
: Winnie Madikizela Mandela Local Municipality Ward 16 Ref No: COGTA25/09/2024  
: Enoch Mgijima Local Municipality Ward 5 Ref No: COGTA26/09/2024  
: Mhlontlo Local Municipality Ward 3 Ref No: COGTA27/09/2024  
: Nyandeni Local Municipality Ward 10 Ref No: COGTA28/09/2024  
: Ingquza Hill Local Municipality Ward 16 Ref No: COGTA29/09/2024

**REQUIREMENTS**

: Senior certificate plus National Higher Certificate (NQF level 5) in Public Administration / Social Science. One (01) to two (2) years working experience in community development. Computer Literacy (Microsoft Word, MS Word, MS Excel, Project and PowerPoint, all mandatory). Understanding of the Community Development work and other development processes and Code 8 licence will be an added advantage. Competencies: Knowledge of the Community Development Facilitation and Community participation process at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude toward public. Team building skills conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and understandable way without defeating the purpose of communication. Cultural sensitivity, being able to respect to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills, being able to teach experientially using participatory techniques. Programming and development skills. The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects.

**DUTIES**

: Disseminate government and other information to the community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on Public Works programmes. Assist communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improved integration. Maintain ongoing and liaison with and collaboration with various community- based organisations and other cadres of community-based workers. Promote the principle of Batho Pele and community participation. Arlet communities and other service providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and private sector donors, monitor and evaluate the development impact government projects programme have on communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.

**ENQUIRIES**

: Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/114**

: **SENIOR ADMIN CLERK: DISASTER MANAGEMENT SERVICES REF NO: COGTA:31/09/2024**  
Re-advertisement

**SALARY CENTRE**

: R216 417 – R254 928 per annum (Level 05)  
: Head Office / Bhishe

**REQUIREMENTS**

: National Senior Certificate plus National Higher Certificate/ Diploma (NQF Level 5) with no experience. Computer Literacy (Microsoft word, Excell, Typing). Valid Code 8 Drivers License. Familiarity with Multi-Telephone System will be an added advantage.

**DUTIES**

: Communication Skills. Customer service oriented. Problem solving skills. Organising abilities. Interpersonal skills. Multitasking. Serves and welcome visitors. Notify personnel of visitor arrival. Taking messages to appropriate staff. Direct visitors by maintaining employee directories. Handling queries. Maintains security. Maintain telecommunications system. Overseeing office services.

**ENQUIRIES**

: Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

**POST 34/115** : **CLEANER: AUXILIARY SERVICES REF NO: COGTA:32/09/2024 (X3 POSTS)**

**SALARY** : R155 148 – R182 757 per annum (Level 03)

**CENTRE** : Head Office / Bhisho

**REQUIREMENTS** : ABET (Level 4 or NQF Level1-3). No working experience. Competencies: Ability to use cleaning material, good communication skills, ability to work in a team and maintain good interpersonal relationships.

**DUTIES** : Ensure that offices, kitchens and boardrooms are clean. Clean and create an orderly working environment. Empty dust bins, wipe skirtings and windowsills. Wash glasses and dishes. Prepare tea and other refreshments.

**ENQUIRIES** : Mr W.M Cwele at 071 689 6162  
e-Recruitment Technical Enquiries: [recruitment@eccogta.gov.za](mailto:recruitment@eccogta.gov.za)

#### **DEPARTMENT OF EDUCATION**

**APPLICATIONS** : Must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: [vukile.tokwe@ecdoe.gov.za](mailto:vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za); do not submit any CVs to this email address, should you do so, your application will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted. For e-Recruitment Enquiries, Email: [vukile.tokwe@ecdoe.gov.za](mailto:vukile.tokwe@ecdoe.gov.za)/ [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**CLOSING DATE** : 11 October 2024. No Late applications will be accepted.

**NOTE** : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a 24 months contract. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). NB Please Note: It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries must be directed to the specified contact person

#### **MANAGEMENT ECHELON**

**POST 34/116** : **CHIEF DIRECTOR: CURRICULUM MANAGEMENT REF NO: DOECDM01/09/2024**  
Unit: Curriculum Management and Delivery

**SALARY** : R1 436 022 – R1 716 933 per annum

**CENTRE** : Provincial Office – Zwelitsha

**REQUIREMENTS** : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education with at least a minimum of 5 years senior management experience within Education environment.

Proven management skills in education management or equivalent. Knowledge of Public Service Act and Regulations, Public Finance Management Act, SASA, Extensive working knowledge of public sector, particularly in Education sphere, Relevant Education Acts and Labour Relations Act. Competencies: Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation and creativity. Valid South African driver's license is essential. Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme).

**DUTIES**

: Provide strategic leadership for the planning, target setting, resource allocation and budget allocation for the implementation of training and development programmes of educators and Grade R practitioners; the implementation of curriculum policy in the Foundation, Intermediate, Senior and FET Phases; the management, monitoring and evaluation of curriculum delivery; and Schools of Specialisation. Oversee the management and coordination of all interventions specific to the capacitation of educators, improved learner performance in the GET and FET Bands, and the establishment and support of Schools of Specialisation. Oversee special projects and partnerships which support curriculum delivery and learner performance in the GET and FET Bands and Schools of Specialisation. Oversee provision and sharing of analytical and impact reports on the implementation of the curriculum policy, interventions and projects with internal and external stakeholders. Engage with internal and external stakeholders to ensure the curriculum policy, interventions and projects the effective implementation of curriculum policy, interventions, projects and partnerships. Ensure the effective and efficient management of overall resources within the Chief Directorate in terms of relevant acts and delegations. Ensure the implementation and maintenance of risk management and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Chief Directorate's performance. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

**ENQUIRIES**

: Mr. RM Tywakadi Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [vukile.tokwe@ecdoe.gov.za](mailto:vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**POST 34/117**

: **CHIEF DIRECTOR: INTERNAL AUDIT REF NO: DOECDIA02/09/2024**  
Unit: Executive Governance and Support

**SALARY**

: R1 436 022 – R1 716 933 per annum

**CENTRE**

: Provincial Office – Zwelitsha

**REQUIREMENTS**

: A qualification (NQF 7) in Auditing or Financial Management as recognised by SAQA A Certification as a Certified Internal Auditor (CIA), Kings Report on Corporate Governance, CA (SA) will be an added advantage. A minimum 5 years' experience at a senior managerial level (Director) obtained within governance, risk, compliance or auditing environment Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework on Internal Auditing. Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme).

**DUTIES**

: Report on progress pertaining to the strategic plan on a quarterly basis to internal strategic partners and the Audit Committee, Initiate the updating of the findings register and present to the Audit Committee, Provide progress of Internal Audit functionalities and present Internal Audit reports to the Audit Committee Audit Process–Risk Assessment, Audit Plan, Assurance and Consulting Services: Oversee the completion of the regularity, IT, performance, compliance and forensic audits processes, Provide advice and guidance on all audit engagements to be conducted, Provide quality assurance on audit projects and reports prior to issuance, thereof, Develop audit assessment tools and verified integrity of tools prior to the submittance to the Audit Committee Resource Management: Develop institutional think-tanks pertaining to internal audit with regard to Regularity, Performance, IT, Compliance, Quality Assurance to achieve the audit objectives, Provide inputs to the annual budget and the adjustments thereto and monitor expenditure against approved budget, Initiate the development of adequate capacity development to provide for demands pose by stakeholders Process Improvements and Research: Initiate research on the latest trends with reputable institutions to improve and refine processes in the enhancement of efficiency, Perform benchmarking exercises with local and international institutions on global trends, latest developments and emerging technologies within the internal audit environment, Develop and implement a Sustainable Audit Strategy in line with Audit Methodologies and Resource Plans to ensure continued effective and efficient Internal Audit service delivery. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are

managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

**ENQUIRIES**

: Ms. S Maasdorp Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [vukile.tokwe@ecdoe.gov.za](mailto:vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**POST 34/118**

: **CHIEF DIRECTOR: EXECUTIVE GOVERNANCE AND SUPPORT REF NO: DOECDEGS03/09/2024**  
Unit: Executive Governance and Support

**SALARY CENTRE REQUIREMENTS**

: R1 436 022 – R1 716 933 per annum  
: Provincial Office – Zwelitsha  
: An appropriate bachelor's degree/advanced diploma (NQF Level 7) in Financial Management, Governance, Economic Development, or related qualification. Five (5) years relevant experience at the senior management level. Competencies: Project management, problem-solving, report writing and communication skills. Good computer skills are a requirement. Good knowledge and understanding of the Public Finance Management Act (PFMA), public sector budgeting etc. will be an added advantage. A willingness to work irregular hours and travel extensively. A valid driver's licence. Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme).

**DUTIES**

: Provide administrative and office support. Provide executive governance support services. Render coordination services to departmental strategic projects. Provide secretariat services to the departmental governance structures. Acting as first point of contact for internal and external stakeholder management services. Manage liaison between the department interested organisation, including Chapter 9 institutions. Manage realistic schedules of appointments. Timeously coordinate with and sensitize/advise the HOD regarding engagements. Advise internal and external stakeholders on issues pertaining to the functions of the office of the HOD. Manage the effective flow of routine and highly confidential information and documents to and from the office of the HOD. Manage research, collect, analyse and collate information as requested by the HOD. Ensure the effective and efficient management of overall resources within the Head of Department in terms of relevant acts and delegations. Ensure the implementation and maintenance of risk management and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Chief Directorate's performance. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

**ENQUIRIES**

: Ms S Maasdorp Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [vukile.tokwe@ecdoe.gov.za](mailto:vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**POST 34/119**

: **CHIEF DIRECTOR: DISTRICT COORDINATION AND INSTITUTIONAL ATTAINMENT (X2 POSTS)**  
Unit: District Coordination and Institutional Operations Management

**SALARY CENTRE REQUIREMENTS**

: R1 436 022 – R1 716 933 per annum  
: Ref No: DOECDCA04/09/2024 (Cluster A)  
: Ref No: DOECDCA05/09/2024 (Cluster B)  
: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education with at least a minimum of 5 years senior management experience within Education environment. Proven management skills in education management or equivalent. Knowledge of Public Service Act and Regulations, Public Finance Management Act, SASA, Extensive working knowledge of public sector, particularly in Education sphere, Relevant Education Acts and Labour Relations Act. Competencies: Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation and creativity. Valid South African driver's license is essential. Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme).

**DUTIES**

: Coordinate the implementation of education and corporate services related policies, frameworks, instruments and information management in the cluster. Manage the provisioning of sound financial management and supply chain management. Coordinate human resource management services in the cluster. Ensure the effective and efficient management of overall resources within the Chief Directorate in terms of relevant acts and delegations. Ensure the implementation and maintenance of risk management and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Chief Directorate's performance. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and

that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections programme).

**ENQUIRIES**

: Mr. TJZ Mtyida Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [vukile.tokwe@ecdoe.gov.za](mailto:vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**POST 34/120**

: **CHIEF DIRECTOR: LEARNER DEVELOPMENT AND SOCIAL SUPPORT SERVICES REF NO: DOECDLSS06/09/2024**  
Unit: Learner Development and Social Support Services

**SALARY CENTRE REQUIREMENTS**

: R1 436 022 – R1 716 933 per annum  
: Provincial Office – Zwelitsha  
: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education with at least a minimum of 5 years senior management experience within Education environment. Proven management skills in education management or equivalent. Knowledge of Public Service Act and Regulations, Public Finance Management Act, SASA, Extensive working knowledge of public sector, particularly in Education sphere, Relevant Education Acts and Labour Relations Act. Competencies: Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation and creativity. Valid South African driver's license is essential. Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme).

**DUTIES**

: Develop, maintain and facilitate the implementation of inclusive education policy and provide rural education support. Manage the implementation of school nutrition programme in the department. Manage the implementation of school health, life skills, social support and the provisioning of learner enrichment programmes. Ensure the effective and efficient management of overall resources within the Chief Directorate in terms of relevant acts and delegations. Ensure the implementation and maintenance of risk management and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Chief Directorate's performance. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

**ENQUIRIES**

: Ms S Maasdorp Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [vukile.tokwe@ecdoe.gov.za](mailto:vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**POST 34/121**

: **DIRECTOR: CORPORATE PLANNING, MONITORING, POLICY & RESEARCH COORDINATION REF NO: DOEDCS07/09/2024**  
Unit: Corporate Strategy Management

**SALARY CENTRE REQUIREMENTS**

: R1 216 824 – R1 433 355 per annum  
: Provincial Office – Zwelitsha  
: An appropriate Bachelor's degree (NQF level 7) as recognised by SAQA in Public Management/Administration or Strategic Planning and Business Management or equivalent, Five (5) years' experience at middle managerial level in the strategic planning field, Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme), A valid driver's license. Expert knowledge of Strategic planning, policy management and integrated planning. Monitoring and evaluation systems. Financial administration. Understanding of the legislative prescripts governing the Public Service as well as administrative processes and strategies. Knowledge and experience participating in organizational/programme reviews. Exceptional project management experience and content review of deliverables. Core management competencies: Strategic capability and leadership skills. Client orientation and customer focus. Financial management. People management and empowerment. Communication. Proven report writing and presentation skills. Proven computer literacy, including MS Word, MS Excel and MS PowerPoint.

**DUTIES**

: Develop and maintain the departmental policy, procedure and calendar for strategic, annual and operational planning. Analyse on a continuous basis departmental operating environment to identify emerging transversal planning imperatives. Drive and consolidate the Development, drafting and approval of departmental strategic and Annual Performance plans. Synergise Departmental planning processes conducted within the various programmes. Plan the implementation of departmental policies and the evaluation of the efficiency of policies. Manage the promotion and coordinate research. Conduct cyclic review of all Departmental policies and policy gaps. Promote and coordinate Departmental policies. Develop and maintain the Departmental research agenda. Develop and maintain strategic issues and publish research products. Research strategic issues and publish research products. Provide technical support with the development of speeches, papers and communication inputs. Develop an inventory of key research products and facilitate the process of transfer of knowledge. Identify and manage

risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

**ENQUIRIES**

: Mr. T. Masoeu Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [vukile.tokwe@ecdoe.gov.za](mailto:vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**POST 34/122**

: **DIRECTOR: ENTERPRISE RISK AND INTEGRITY MANAGEMENT REF NO: DOEDCS08/09/2024**  
Unit: Executive Support

**SALARY CENTRE REQUIREMENTS**

: R1 216 824 – R1 433 355 per annum  
: Provincial Office – Zwelitsha  
: Three-year (3) degree (NQF7 & SAQA recognized) in Risk Management/ Internal Auditing/ Economics/ Accounting. IRMSA, Institute of Internal Auditors (SA). Five (5) years middle management experience in Risk Management/ Internal Audit services. Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme). Kings Report on Corporate Governance, CA (SA) will be an added advantage. A valid driver's licence. Competencies: Detailed Risk Management and Corporate Governance. PFMA and other related prescripts. Enterprise-wide Risk Management best practices. Public Service Act. Protected Disclosure. Protected Discloser Act. All Labour Legislation. Skills: Verbal and written communication. Computer literacy. Event management. Planning and organising. Presentation. Negotiations. Analysis. Investigating. People management.

**DUTIES**

: Ensure that the department complies with the relevant legislation including Public Finance Management Act, Treasury Regulations and Division of Revenue Act, monitor of implementation or compliance of all internal audit protocols across the department. Conduct internal audits of the department to ensure appropriate use and management of funds, provide strategic direction in the general management, manage and oversee audit workflow and audit programs in the various sub-directorates. Facilitate a risk management assessment process in the department. Develop in consultation with management, the Institution's risk management framework incorporating, inter alia, the Risk management policy; Risk management strategy; Risk management implementation plan; Risk identification and assessment methodology; Risk appetite and tolerance as well as Risk classification. Driving risk management to higher levels of maturity. Take appropriate measures to mitigate, manage and implement strategic objectives and innovation within the directorate as well as manage resources (physical, human and financial). Determine and establish risk management policies and implementation. Develop and maintain internal anti-corruption systems. Fraud/corruption risk assessment. Promotes and ensure implementation of Ethics and Integrity Management, including RWOPS. Implementation of the disclosure of financial interest on the e-Disclosure system. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

**ENQUIRIES**

: Ms. S Maasdorp Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [vukile.tokwe@ecdoe.gov.za](mailto:vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**POST 34/123**

: **DIRECTOR: TEACHER DEVELOPMENT AND LEARNING INSTITUTIONS (X2 POSTS)**  
Unit: Teacher Development and Learning Institutions

**SALARY CENTRE REQUIREMENTS**

: R1 216 824 – R1 433 355 per annum  
: Mandla Makuphula and Queenstown Training Institutes:  
Mandla Makuphula Ref No: DOEDTD&LI09/09/2024  
Queenstown Ref No: DOEDTD&LI10/09/2024  
: A three-year relevant Bachelor's degree or equivalent qualification (NQF Level 7) as recognized by SAQA; A minimum of five years' relevant experience in middle/senior managerial level in the education sector; Extensive experience in quality and diversification of curriculum delivery and the design of continuing professional teacher development programs; Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme). Good communication (verbal and written) skills, presentation skills, analytical skills, strategic planning and reporting skills, computer literacy, leadership skills, project management, stakeholder management skills, risk management and financial management skills; Should be a strategic thinker who has the ability to lead within a diverse environment; Should be able to work under pressure.; Candidate should have ability to maintain sound interpersonal relations; Preference will be given to candidates who have a working knowledge of the Education Policies, PFMA and Treasury Regulations applicable to the public service, NEPA, Educators Employment Act, SASA, Teacher Development Framework and Policies; A good understanding of Curriculum and teacher development within the sector; A sound and through understanding of the Education Sector. Core



Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

**DUTIES**

: Managing and developing innovative and effective teacher development systems and programme; Driving the Continuing Professional teacher development (CPTD) management system; Developing continuing professional teacher development courses that are pedagogically sound, data driven and content rich; Developing and maintaining an ICT platform to make quality professional development opportunities accessible to all teachers; Monitoring and evaluation of the impact and efficacy of the teacher development initiatives; Communicating improved teacher development strategies and practices. Providing strategic leadership to staff and developing annual plans; Managing the finances of the Directorate in line with the Public Finance Management Act; All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the Department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

**ENQUIRIES**

: Ms. S Maasdorp Tel No: (040) 608 4200  
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**POST 34/124**

: **DIRECTOR: PERFORMANCE AUDIT REF NO: DOEPA11/09/2024**  
Unit: Internal Audit

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 216 824 – R 1 433 355 per annum  
: Provincial Office – Zwelitsha  
: Three-year (3) degree (NQF7 & SAQA recognized) in Risk Management/ Internal Auditing/ Economics/ Accounting. IRMSA, Institute of Internal Auditors (SA). Five (5) years middle management experience in Risk Management/ Internal Audit services. Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme). Kings Report on Corporate Governance, CA (SA) will be an added advantage A valid driver's licence. Competencies: Detailed Risk Management and Corporate Governance. PFMA and other related prescripts. Enterprise-wide Risk Management best practices. Public Service Act. Protected Disclosure. Protected Discloser Act. All Labour Legislation. Skills: Verbal and written communication. Computer literacy. Event management. Planning and organising. Presentation. Negotiations. Analysis. Investigating. People management.

**DUTIES**

: Develop, monitor and maintain the departmental performance audit policy framework and instruments. Develop and implement departmental annual performance audit plan. Conduct audit of performance information. Provide technical advisory services to the departmental audit committee. Manage the communication of the audit results and the audit outcomes. Participate in coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Keep up to date with the new development in Internal Audit. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

**ENQUIRIES**

: Ms. S Maasdorp Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [vukile.tokwe@ecdoe.gov.za](mailto:vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**POST 34/125**

: **DIRECTOR: STATUTORY AUDIT REF NO: DOESA12/07/2024**  
Unit: Internal Audit

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 216 824 – R1 433 355 per annum  
: Provincial Office – Zwelitsha  
: Three-year (3) degree (NQF7 & SAQA recognized) in Risk Management/ Internal Auditing/ Economics/ Accounting. IRMSA, Institute of Internal Auditors (SA). Five (5) years middle management experience in Risk Management/ Internal Audit services. Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme). Kings Report on Corporate Governance, CA (SA) will be an added advantage. A valid driver's licence. Competencies: Detailed Risk Management and Corporate Governance. PFMA and other related prescripts. Enterprise-wide Risk Management best practices. Public Service Act. Protected Disclosure. Protected Discloser Act. All Labour Legislation. Skills: Verbal and written

		communication. Computer literacy. Event management. Planning and organising. Presentation. Negotiations. Analysis. Investigating. People management.
<b><u>DUTIES</u></b>	:	Develop, monitor and maintain departmental statutory audit policy framework, Conduct governance and compliance audits. Assess and assure efficiency and effectiveness of the internal control and risk management. Assess compliance with legislative, policy and procedural requirements. Facilitate and conduct forensic audit. Conduct information communication technology and financial audit. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.
<b><u>ENQUIRIES</u></b>	:	Ms. S Maasdorp Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: <a href="mailto:vukile.tokwe@ecdoe.gov.za">vukile.tokwe@ecdoe.gov.za</a> / <a href="mailto:anele.rululu@ecdoe.gov.za">anele.rululu@ecdoe.gov.za</a>
<b><u>POST 34/126</u></b>	:	<b><u>DIRECTOR: INTERNAL CONTROL AND COMPLIANCE REF NO: DOESA13/09/2024</u></b> Unit: CFO
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum
<b><u>CENTRE</u></b>	:	Provincial Office – Zwelitsha
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF 7) in Financial Management/ Financial Accounting / BCom in Public Finance or Auditing as recognized by SAQA; Kings Report on Corporate Governance, CA (SA) will be an added advantage. Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); 5 years' experience at middle managerial level; Knowledge of Financial Management and Accounting at managerial level, Knowledge and understanding of Public Finance Management Act and budget management; Public Service Regulations, Public Service Act, Treasury Regulations and Public Audit Act; A valid driver's license. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for implementing Internal Control and Compliance functions within the department. Develop and implement the departmental internal control systems, policies and procedures. Identify, mitigate and manage control risks which may hamper achievements of the Department's objective to effectively, efficiently and economically manage its financial and related resources. Develop, monitor and review departmental internal control policies, procedures and processes. Ensure Implementation departmental internal control policies, procedures and processes. Establish an effective, efficient, and transparent system of internal control. Implement and maintain appropriate delegation framework. Facilitate, coordinate and prepare for and respond to oversight and related committees. Implement and maintain a departmental loss control system. Develop an appropriate financial information retention system. Demonstrate knowledge of Public Service Anti-corruption Strategy and anti-corruption and fraud prevention measures. Review internal and external audit reports/audit findings. Identify internal control weaknesses, recommend mitigations and monitor implementation of mitigation plans. Facilitate development of Internal Control audit action plans and monitoring implementation of audit action plans across the department. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Demonstrate vast knowledge of Supply Chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections
<b><u>ENQUIRIES</u></b>	:	Ms. ND Ngcingwana Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: <a href="mailto:vukile.tokwe@ecdoe.gov.za">vukile.tokwe@ecdoe.gov.za</a> / <a href="mailto:anele.rululu@ecdoe.gov.za">anele.rululu@ecdoe.gov.za</a>
<b><u>POST 34/127</u></b>	:	<b><u>DIRECTOR: BUDGETING SERVICES REF NO: DOEBS14/09/2024</u></b> Unit: Management Accounting
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum
<b><u>CENTRE</u></b>	:	Provincial Office – Zwelitsha
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF 7) in Financial Management/ Financial Accounting / BCom in Public Finance or Auditing as recognized by SAQA; Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); 5 years' experience at middle/senior managerial level; Knowledge of Financial Management and Accounting at managerial level, Knowledge and understanding of Public Finance Management Act and budget management; Public Service Regulations, Public Service Act, Treasury Regulations and Public Audit Act; A valid driver's license. Skills And Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.

- DUTIES** : Provide management and maintenance of the departmental budget on BAS, provide Coordination and analyses of the budget inputs, formulate and develop departmental budgeting policies. Manage and maintain the departmental budget, coordinate and prepare budgetary Adjustments Estimates process. Identify unspent funds and coordinate submission processes for the rollover application thereof in compliance with the PFMA and Treasury regulations. Coordination and facilitation of departmental budget inputs and ensure timely submissions in accordance to the prescribed Treasury formats, guidelines, circulars, and policy pronouncements. Facilitate the logistics, including TOR, which normally include the objectives of the MTEC Hearings. Consolidate draft preliminary MTEC report and presentations from Programme Managers. Ensure that the Main and adjusted budget is loaded on BAS and verify accuracy of loaded budget. Coordinate and analyses the submissions of EC Frames for the department. Issue indicative figures for the department to programme managers and responsibility managers. Study changes in Provincial Treasury Budget Guidelines and assess communication needs. Facilitate the logistics, including TOR, which normally include the objectives of the MTEC Hearings. Consolidate draft preliminary MTEC report and presentations from Programme Managers. Facilitate budget process review exercise, co-ordinate presentations by Programme Managers on past budget preparation experiences and highlight areas of improvements by PT. Study changes in Provincial Treasury Budget Guidelines and assess communication needs. Develop Internal Provincial Budget Process Schedule, circulars and hold internal budget workshop. Provide technical support to Programme and district Managers in preparation of budget submission. Assess the credibility and responsiveness of budget using benchmark tool - SP, APP, Database, MTEC Report, Adjustment Estimated, IYM and QPR. Attend to bilateral in relation to Benchmark outcomes with PT. Provide timely and appropriate responses to audit queries.
- ENQUIRIES** : Ms. X Kese Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [vukile.tokwe@ecdoe.gov.za](mailto:vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)
- POST 34/128** : **DIRECTOR: FINANCIAL MONITORING AND REPORTING REF NO: DOESA15/09/2024**  
Unit: Management Accounting
- SALARY CENTRE REQUIREMENTS** : R1 216 824 – R1 433 355 per annum  
: Provincial Office – Zwelitsha  
: An undergraduate qualification (NQF 7) in Financial Management/ Financial Accounting / BCom in Public Finance or Auditing as recognized by SAQA; Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); 5 years' experience at middle/senior managerial level; Knowledge of Financial Management and Accounting at managerial level, Knowledge and understanding of Public Finance Management Act and budget management; Public Service Regulations, Public Service Act, Treasury Regulations and Public Audit Act; A valid driver's license. Skills And Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
- DUTIES** : Provide budget and expenditure analysis and reporting. Provide expenditure monitoring and give support to Programme Managers and Clusters / Districts Offices, formulate policy on budget monitoring and reporting. Prepare and Provide monthly In-Year Monitoring (IYM) reports including conditional grant spending. Prepare and provide weekly and monthly flash reports, quarterly and half yearly financial oversight reports. Provide support to District, Head Office FINCOM and Cluster FINCOM. Facilitate weekly, monthly and year-end IYM processes and analysis on revenue, conditional grants and expenditure and ensure accuracy and completeness before submission. To provide and interpret financial management policies and procedures on budget matters, facilitate, review and consolidate S40 cash flow projections, assess credibility of submissions for equitable share and conditional grant allocations and assist with correcting cash flows. Monitor and report on utilisation of gazette transfers, prepare year-end close out report on both financial and non-financial performance. Provide IYM and expenditure reports to programme managers. Establish and maintain appropriate controls and reporting systems to meet performance expectations and work with the Programme Managers to solve problems and generate solutions that may impact on performance. Provide support to Programme Managers and Districts and ensure that Adjusted budget publications are within legislated timeframes and acceptable quality levels. Monitor and report on utilisation of gazette transfers. Monitor and report on overspending of the vote or division of the vote. Coordinate and facilitate the Internal and Provincial Finance Forums. Coordinate and submit to PT applications of the departmental roll over requests of conditional grant and equitable share. Engage with internal stakeholders and assign responsibilities in preparation for Budget achievability hearings. Provide timely and appropriate responses to audit queries.
- ENQUIRIES** : Ms. X Kese Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [vukile.tokwe@ecdoe.gov.za](mailto:vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

<b><u>POST 34/129</u></b>	: <b><u>DIRECTOR: EXPENDITURE MANAGEMENT REF NO: DOEEM16/09/2024</u></b> Unit: Financial Accounting
<b><u>SALARY</u></b>	: R1 216 824 – R1 433 355 per annum
<b><u>CENTRE</u></b>	: Provincial Office – Zwelitsha
<b><u>REQUIREMENTS</u></b>	: An undergraduate qualification (NQF 7) in Financial Management/ Financial Accounting / BCom in Public Finance or Auditing as recognized by SAQA; Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); 5 years' experience at middle managerial level; Knowledge of Financial Management and Accounting at managerial level, Knowledge and understanding of Public Finance Management Act and budget management; Public Service Regulations, Public Service Act, Treasury Regulations and Public Audit Act; A valid driver's license. Skills And Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
<b><u>DUTIES</u></b>	: Oversee the management of departmental expenditure. Ensure the submission of various financial and strategic reports monthly, quarterly and annual in terms of the PFMA and Treasury Regulations. Ensure the development of financial accounting related policies and procedures and the implementation thereof. Monitor general and creditor payments before they are captured in the system. Manage expenditure trends and provide technical advisory services. Manage and evaluate the performance of the transfer expenditure control and governance processes and provide corrective action. Monitor, reconcile and report on sundry payment services. Provide general and creditors reconciliation services. Ensure that all audit queries within the Directorate have been dealt with. Manage resources of the Directorate. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting of the Directorate. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections and report variances. Identify and manage risks in area of responsibility.
<b><u>ENQUIRIES</u></b>	: Ms. N Gqoli Tel No: (040) 608 4488 For e-Recruitment Enquiries, Email: <a href="mailto:vukile.tokwe@ecdoe.gov.za">vukile.tokwe@ecdoe.gov.za</a> / <a href="mailto:anele.rululu@ecdoe.gov.za">anele.rululu@ecdoe.gov.za</a>
<b><u>POST 34/130</u></b>	: <b><u>DIRECTOR: ACCOUNTING SERVICES AND REPORTING REF NO: DOEASR17/09/2024</u></b> Unit: Financial Accounting
<b><u>SALARY</u></b>	: R1 216 824 – R1 433 355 per annum
<b><u>CENTRE</u></b>	: Provincial Office – Zwelitsha
<b><u>REQUIREMENTS</u></b>	: An undergraduate qualification (NQF 7) in Financial Management/ Financial Accounting / BCom in Public Finance or Auditing as recognized by SAQA; Nyukela Certificate (Certificate for entry into Senior Management Service from the National School of Government); 5 years' experience at middle managerial level; Knowledge of Financial Management and Accounting at managerial level, Knowledge and understanding of Public Finance Management Act and budget management; Public Service Regulations, Public Service Act, Treasury Regulations and Public Audit Act; A valid driver's license. Skills And Competencies: Strategic capability and leadership; Programme and project management; Financial management; Change management; Knowledge management; Service Delivery Innovation (SDI); Problem solving and analysis; People management and empowerment; Client orientation and customer focus; Communication; Honesty and integrity.
<b><u>DUTIES</u></b>	: Oversee the management of departmental revenue and expenditure, Ensure the submission of various financial and strategic reports monthly quarterly and annual in terms of the PFMA and Treasury Regulations, Provide guidance to clients on transversal financial accounting issues, Ensure the development of financial accounting related policies and procedures and the implementation thereof, Provide ledger and journal services, Provide accounting reporting services, Provide debt and revenue management, Ensure that all transversal audit queries within the subcomponent have been dealt with: Manage resources of the Sub-Directorate. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.
<b><u>ENQUIRIES</u></b>	: Ms. N Gqoli Tel No: (040) 608 4488 For e-Recruitment Enquiries, Email: <a href="mailto:vukile.tokwe@ecdoe.gov.za">vukile.tokwe@ecdoe.gov.za</a> / <a href="mailto:anele.rululu@ecdoe.gov.za">anele.rululu@ecdoe.gov.za</a>
<b><u>POST 34/131</u></b>	: <b><u>DIRECTOR: EXAMINATIONS ADMINISTRATION AND LOGISTICS REF NO: DOEEAL18/09/2024</u></b> Unit: Curriculum
<b><u>SALARY</u></b>	: R1 216 824 – R1 433 355 per annum
<b><u>CENTRE</u></b>	: provincial office – zwelitsha
<b><u>REQUIREMENTS</u></b>	: An undergraduate qualification (NQF level 7) as recognized by SAQA in Education as recognised by SAQA. Five (5) years' relevant experience at Middle Management Level in an Educational

Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Must be computer literate and have a valid driver license. Competencies must include knowledge and understanding of all relevant National and Provincial Legislation and Policies pertaining to the administration of Public Services. Sound Knowledge and understanding of National and Provincial Strategic Plans guiding education (NDP, Schooling 2025) and in-depth knowledge of the National Senior Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF), published by means of a Government Notice No. 744 in Government Gazette, Vol. 481, No. 27819 of 20 July 2005 as amended and Regulations pertaining to the conduct, administration and management of the National Senior Certificate examination, published as Government Regulation Notice No. R872 in Government Regulation Gazette No. 31337 of 29 August 2008 and amended.

**DUTIES**

: Provide examination administrative and logistical support services. Provide and manage examination IT system, data processing and analysis and certification services. Management of examinations financial planning. Management of the system registration of examination centres and candidates for all external examinations. Provide examination data analysis. Management and control use profiles and access to the examination systems. Manage printing, packaging, storage and distribution of examination materials. Manage examination fleet. Manage payment for examination related services. Manage examination procurement and stores management services. Provide risk management services in all examination and assessment sites. Ensure the processing, verification of payments for services rendered by service providers and personnel who performed examination related work. Manage the provision of adequate security to examination and assessment premises. Coordinate timely budgeting, monitoring, variance analysis and reporting. Ensure that procurement planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

**ENQUIRIES**

: Mr. EM Mabona Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [vukile.tokwe@ecdoe.gov.za](mailto:vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

**POST 34/132**

: **DIRECTOR: EXAMINATIONS AND ASSESSMENT MANAGEMENT SERVICES REF NO: DOEEAL19/09/2024**  
Unit: Curriculum

**SALARY CENTRE REQUIREMENTS**

: R1 216 824 – R1 433 355 per annum  
: Provincial Office – Zwelitsha  
: An undergraduate qualification (NQF level 7) as recognized by SAQA in Education as recognised by SAQA. Five (5) years' relevant experience at Middle Management Level in an Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Must be computer literate and have a valid driver license. Competencies must include knowledge and understanding of all relevant National and Provincial Legislation and Policies pertaining to the administration of Public Services. Sound Knowledge and understanding of National and Provincial Strategic Plans guiding education (NDP, Schooling 2025) and in-depth knowledge of the National Senior Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF), published by means of a Government Notice No. 744 in Government Gazette, Vol. 481, No. 27819 of 20 July 2005 as amended and Regulations pertaining to the conduct, administration and management of the National Senior Certificate examination, published as Government Regulation Notice No. R872 in Government Regulation Gazette No. 31337 of 29 August 2008 and amended.

**DUTIES**

: Manage and monitor the implementation of examinations and assessment policies from grade R-12. Manage and coordinate the implementation of the examinations and assessment policies from Grade R- 12. Manage the development of question papers, quality assurance, security and their administration. Manage the implementation and verification of school-based assessment in all designated grades across the schooling system and provide feedback. Manage the compliance of examination centres to the policy on promotion and progression requirements. Manage the examination marking processes, feedback systems and candidates' scripts archiving. Coordinate the management, conduct and administration of NSC examinations and assessment and the implementation UMALUSI directives. Ensure that learners with special needs have unlimited access to assessment and examinations. Manage the registration of independent schools as examination centres. Manage and ensure full compliance to examinations and assessment policies in line with national and international standards. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that procurement planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

**ENQUIRIES**

: Mr. EM. Mabona Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [vukile.tokwe@ecdoe.gov.za](mailto:vukile.tokwe@ecdoe.gov.za) / [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

<b><u>POST 34/133</u></b>	:	<b><u>DIRECTOR: COLLECTIVE BARGAINING REF NO: DOECB20/09/2024</u></b> Unit: Employee Relations and Wellness Services
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum
<b><u>CENTRE</u></b>	:	Provincial Office – Zwelitsha
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) as recognized by SAQA in Labour Relations / Human Resource Management / Public Administration or LLB qualification. Five (5) years' relevant experience at Middle Management Level in an Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Must be computer literate and have a valid driver license. Competencies must include knowledge and understanding of all relevant National and Provincial Legislation and Policies pertaining to the administration of Public Services. Sound Knowledge and understanding of National and Provincial Strategic Plans guiding education (NDP, Schooling 2025).
<b><u>DUTIES</u></b>	:	Render secretariat services to the Departmental bargaining structures. Develop, monitor and maintain the Departmental collective bargaining policies framework and instruments. Facilitate and coordinate dispute resolution procedures of the bargaining and disputes structures. Develop and maintain a resolution register for the Departmental bargaining structures. Monitor the implementation of national and departmental resolutions. Report on the implementation of resolutions. Manage the provisioning of strike action and lock-out management support services. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.
<b><u>ENQUIRIES</u></b>	:	Mr. S Mnguni Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: <a href="mailto:vukile.tokwe@ecdoe.gov.za">vukile.tokwe@ecdoe.gov.za</a> / <a href="mailto:anele.rululu@ecdoe.gov.za">anele.rululu@ecdoe.gov.za</a>
<b><u>POST 34/134</u></b>	:	<b><u>DIRECTOR: EDUCATION MANAGEMENT INFORMATION SYSTEMS REF NO: DOEEMIS21/09/2024</u></b> Unit: Coordination And Institutional Operations Management
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum
<b><u>CENTRE</u></b>	:	Provincial Office – Zwelitsha
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification NQF level 7 in information Technology/Information Systems/Computer Science as recognised by SAQA. Five (5) years' relevant experience at Middle Management Level in an Educational Environment Highly developed database management skills and can demonstrate proficiency in Microsoft Access, Microsoft SQL server, programming skills and other Microsoft Office Suite. Mathematics/Statistics as a subject at tertiary level is strongly recommended. Knowledge of South African Schools Act of 1996, Education Information Policy of 2004, (PFMA) Public Finance Management Act, National and Provincial Practice Notes and Public Service Act of 1999. Employee Performance and Management System. Public Service Regulations 2016, Information security, project management methodologies. Good verbal and written communication skills. Good interpersonal skills. A valid driver's license. Knowledge of Education Sector will be added advantage. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed.
<b><u>DUTIES</u></b>	:	Ensure the provisioning of data analysis and business intelligence services. Manage the collection, capture and store education data. Provide education data analysis service. Compile strategic information reports. Set up policy systems standards that promote data integrity and security. Ensure the development and maintenance of integrated education information systems. Develop policy systems standards that promote data integrity and security. Implement the National SASAMS and LURITS systems. Develop and maintain the EDUSTAT Business Intelligence system. Maintain an updated Masterfile of all education institutions. Maintain an updated provincial SASAMS warehouse. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	Ms. G Koopman Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: <a href="mailto:vukile.tokwe@ecdoe.gov.za">vukile.tokwe@ecdoe.gov.za</a> / <a href="mailto:anele.rululu@ecdoe.gov.za">anele.rululu@ecdoe.gov.za</a>
<b><u>POST 34/135</u></b>	:	<b><u>DIRECTOR: YOUTH AND SPECIAL PROGRAMMES REF NO: DOECB22/09/2024</u></b> Unit: Executive Governance and Support
<b><u>SALARY</u></b>	:	R1 216 824 – R1 433 355 per annum
<b><u>CENTRE</u></b>	:	Provincial Office – Zwelitsha

- REQUIREMENTS** : An undergraduate qualification (NQF level 7) as recognized by SAQA in Labour Relations / Human Resource Management/Public Administration or LLB qualification. Five (5) years' relevant experience at Middle Management Level in an Educational Environment. Candidate recommended must be in possession of Certificate of Entry into SMS within the Public Service obtained from the National School of Government before they are appointed. Must be computer literate and have a valid driver license. Competencies must include knowledge and understanding of all relevant National and Provincial Legislation and Policies pertaining to the administration of Public Services. Sound Knowledge and understanding of National and Provincial Strategic Plans guiding education (NDP, Schooling 2025).
- DUTIES** : Render secretariat services to the Departmental bargaining structures. Develop, monitor and maintain the Departmental collective bargaining policies framework and instruments. Facilitate and coordinate dispute resolution procedures of the bargaining and disputes structures. Develop and maintain a resolution register for the Departmental bargaining structures. Monitor the implementation of national and departmental resolutions. Report on the implementation of resolutions. Manage the provisioning of strike action and lock-out management support services. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.
- ENQUIRIES** : Mr. N Mtshotana Tel No: (040) 608 4200  
For e-Recruitment Enquiries, Email: [vukile.tokwe@ecdoe.gov.za](mailto:vukile.tokwe@ecdoe.gov.za)/ [anele.rululu@ecdoe.gov.za](mailto:anele.rululu@ecdoe.gov.za)

## **DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE**

- APPLICATIONS** : Applications can be forwarded through via the following option: All applicants may utilise the e-recruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://e-recruitment.ecotp.gov.za> To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za) (NB: For Technical Glitches Only – No CVS). with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). S Applicants are urged to use the E-Recruitment System. Attention Ms N. Toni. should you submit your applications/CV to: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za) and not as specified, your application will be regarded as lost and will not be considered. Refer all applications related enquiries to the specified contact person.
- CLOSING DATE** : 11 October 2024
- NOTE** : Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. Employment Equity Targets of the recruiting department will be adhered to (you can be as specific as you would like). For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) prior to appointment as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency

assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

#### MANAGEMENT ECHELON

**POST 34/136** : **PROPERTY MANAGEMENT: IMMOVABLE ASSET MANAGEMENT REF NO: DPWI 01/09/2024**

**SALARY** : R1 216 824 per annum (Level 13), an all-inclusive remuneration package  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, Bachelor's Degree NQF Level 7 in Property Development, planning and Management/ Real Estate/Law with 5 years' relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS). A valid driver's licence. Knowledge And Skills: Distribution of Revenue Act (DORA). Government Immovable Assets Management Act (GIAMA), Provincial Infrastructure Delivery Framework (PIDF), Preferential Procurement Policy Framework Act 5 of 2000. Eastern Cape Land Disposal Act 7 of 2000. Provincial Growth and Development Plan for Eastern Cape. Public Service Act. Public Service Regulations 2016. PFMA. Applicable legislation and prescripts. Government Programmes. Information Management. Policies and Procedures. Competencies: Networking and building bonds. Diversity Management. Negotiation. Presentation. Analytical. Strategic Capability and leadership. Financial Management. People Management and Empowerment. Programme and Project Management. Client orientation and customer focus. Communication.

**DUTIES** : Assume overall responsibility for management of property holdings including income and expense lease. Planning, Control and Management of the provincial lease procurement plan of all User Departments. Manage the implementation of the Immovable Asset Management Policy related to leasing. Management of Office Accommodation for user departments from U-AMP and C-AMP. Regular assessment of progress of building infrastructure construction programs to meet user department needs. Manage and direct the inspections of leased properties. Ensure effective contract management on income and expense leases. Manage and direct the payment of leases. Manage stakeholder relations between landlord and tenant. Manage the maintenance of providers allocated to a specific Provincial Department. Manage updating of the immovable asset register regarding leased properties. Manage payment of leases, services for all leased properties and validation of all municipal accounts. Manage allocated resources. Assessment of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

#### OTHER POSTS

**POST 34/137** : **DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME(EPWP) REF NO: DPWI 02/09/2024**

**SALARY** : R849 702 per annum (Level 11), an all-inclusive remuneration package  
**CENTRE** : Mount Ayliff  
**REQUIREMENTS** : National Senior Certificate, National Diploma NQF level 6 in Social Science / Public Administration/Developmental Studies with 3 years' relevant experience at Assistant Director level, A valid driver's licence. Knowledge And Skills: Citizen Focus and Responsiveness, Develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation. Analytical, Budget and Financial Management, Project / Management, Strategic Management, Motivational. Conflict Resolution / Problem Solving. Competencies: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project Management.

**DUTIES** : Co-ordinate and support all sector departments, stakeholders in the district on EPWP. Manage consolidation of EPWP Business Plans. Co-ordinate and support all sector departments, stakeholders in the district on EPWP. Manage consolidation of EPWP Business Plans. Manage stakeholder relationships Maintain functional and political steering committees in accordance with EPWP norms and standards. Provide support to sector departments and municipalities to undertake implementation of EPWP. Manage provision of technical support to EPWP stakeholders and public bodies. Monitor, evaluate and assess impact on EPWP Manage and monitor the creation of work opportunities with respect to the targets of different stakeholders across different sectors. Facilitate and monitor planning of EPWP projects. Evaluate impact of projects/programmes implemented. Facilitate provision of capacity building to stakeholders in terms of reporting. Conduct evaluation studies of the district performance periodically. Promote the implementation of innovative and empowerment initiatives for stakeholders and beneficiaries. Facilitate capacity building of EPWP beneficiaries. Manage Accelerated Professional and Trade Competency Development Programme (APTCOD) for learners and trade tested artisans Facilitate implementation of National Youth Service (NYS) programme. Facilitate and monitor implementation of contractor development programme. Promote community development programmes. Create work opportunities by implementing EPWP flagship programmes. Manage



provision of support to social facilitation and stakeholder engagements. Manage and monitor the implementation of household contractor programme. Manage the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

**ENQUIRIES** : Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942 at Tel No: (040) 602 4236 e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 34/138** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DPWI 03/09/2024**

**SALARY** : R849 702 per annum (Level 11), an all-inclusive remuneration package  
**CENTRE** : Gqeberha

**REQUIREMENTS** : National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/Public Management/Public Administration with three years' relevant experience in Corporate Services at an Assistant Director Level. A valid driver's licence. Compulsory Introductory PERSAL Certificate. Knowledge And Skills: - All acts regulating HRM, Public Service Act, Public Service Regulations, Corporate Governance of ICT Policy Framework, Archives and Records Management Act. Competencies: Problem solving skills, Strategic capability and leadership, Management Skills, Communication skills, Computer skills, Organizational skills, Financial Management skills, Programme and Project Management.

**DUTIES** : Manage Human Resources and Administration services, Recruitment, selection and placement of employees. Manage Human Resource Development. Manage Employee Health and Wellness. Manage Employment Relations. Manage network and IT Infrastructure. Manage Office Services. Manage allocated resources.

**ENQUIRIES** : contact Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032 Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 34/139** : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: DPWI 04/09/2024**

**SALARY** : R849 702 per annum (Level 11), an all-inclusive remuneration package  
**CENTRE** : Mount Ayliff

**REQUIREMENTS** : National Senior Certificate, National Diploma NQF Level 6 in Real Estate/ Facilities Management with 3 years' relevant experience at an Assistant Director level. A valid driver's license. Knowledge and Skills: Relevant legislation and prescripts Relevant departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes Information Management. Protocol Report writing, Client Focus, Networking, Computer Literacy, Diversity Management, Communication, Negotiation, Presentation, Project Management, Strategic Management, Conflict Resolution, Problem solving, Interpersonal Competencies: Strategic capability and leadership, Communication, Client orientation and customer focus, People management and empowerment, Problem solving and analysis, financial management, Programme and project management.

**DUTIES** : Manage provision of cleaning services. Verify identified properties to be provided with cleaning services. Manage placement of the Departmental cleaners in the buildings. Develop specification for cleaning services to procure service providers. Monitor the performance for the duration of the Manage and facilitate the provision of gardening and beautification services. Verify the identified properties to be provided with gardening services. Develop specification and submit request to Supply Chain. Monitor the performance for the duration of the contract and prepare a payment. Manage and facilitate the provision of condition assessments. Verify identified properties to be assessed. Facilitate the process of condition assessment. Check accuracy of the compiled report on each property. Ensure the safe keeping of records. Manage and monitor maintenance of state-owned properties. Verify compiled lists of properties to be maintained. Liaise and forward the list to Building Section to appoint service providers. Facilitate the maintenance process. Monitor progress and report on the completion of the project. Manage the allocated resources.

**ENQUIRIES** : contact Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 34/140** : **QUANTITY SURVEYOR TECHNOLOGIST: OTHER DEPARTMENTS REF NO: DPWI 05/09/2024**

Re-Advert: applicants that previously applied may re-apply

**SALARY** : R556 080 per annum, (OSD)  
**CENTRE** : Bhisho

**REQUIREMENTS** : National Senior Certificate, Bachelor's Degree NQF Level 7 in Quantity Surveying with three years post qualification quantity surveying technological/technical experience required. Valid driver's license. Compulsory registration with SACQSP as a Professional Quantity Surveyor Technologist. Knowledge And Skills: Programme and project management. Engineering design

and analysis knowledge Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organizing. Conflict management Problem solving and analysis People management. Change management. Innovation.

**DUTIES** : Provide QS technical and technological services: Support Quantity Surveyor and other professionals by providing proper and accurate cost and estimates information; Advise on materials and construction processes; Promote safety standards in line with statutory and regulatory requirements; Value completed work and organize payments; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; Solve broadly define technology challenges through application of proven techniques and procedures; Develop, maintain and manage current technologies; and Identify and optimize technical solutions by applying QS principles. Perform administrative and related functions: Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and develop, implement and maintain database. Research and development: Keep up with new technologies and procedures; and Research/literature studies on technical QS technology to improve expertise; and to liaise with relevant boards/councils on QS-related matters.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 34/141** : **CONTROL WORKS INSPECTOR: MECHANICAL: TECHNICAL SERVICES REF NO: DPWI 06/09/2024**

**SALARY** : R552 081 per annum (Level 10)  
**CENTRE** : East London  
**REQUIREMENTS** : National Senior Certificate, National Diploma NQF Level 6 in Mechanical Engineering (T/N/S streams) OR A N3 and passed trade test in the built environment (Mechanical), OR Registration as an Engineering Technician (Mechanical). 3 years' experience at supervisory level in Mechanical within the built environment/ Salary Level 7/8. A valid driver's license. Knowledge And Skills: Buildings Regulations, Quality Control of all buildings works, Management of people, risk, change and promotion of teamwork, OHS Act. Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Report writing skills, Self – Management.

**DUTIES** : Manage and coordinate quality control of new works and maintenance projects: Manage and monitor compliance with the National Building Regulations in inspection of properties. Manage contracts and in-house construction by providing technical advice and guidance in respect of compliance to regulations, legislation and processes. Attend meetings and submit reports. Manage government used facilities condition assessment: Manage inspections on DPW used buildings, coordinate. Condition assessment report with a view of effecting maintenance. Manage inspections on client used/leased buildings, coordinate condition assessment report with a view to advise Immovable Assets. Attend meetings and submit reports. Monitor SMMES with respect to quality control: Recommend the appointment of clerk of works for each project where SMMES are appointed. Coordinate resources such that the frequency of inspections is increased on sites where SMMES are involved. Monitor effectiveness of contractors and SMMES in all the projects. Manage assistance of EPWP in development of SMMES. Manage resources: Identify skills development needs and recommend training and development opportunities. Ensure quality control and effective and efficient work flow by Works Inspectors and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.

**ENQUIRIES** : Ms L. Magama/Ms T. Vooi Tel No: (043) 711 5772  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 34/142** : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE REF NO: DPWI 07/09/2024**  
Re-Advert: applicants that previously applied may re-apply

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, National Diploma in HRM/ Public Administration/Public Management, NQF Level 6 with 3 years' relevant experience at a supervisory level or SL7/8. A valid driver's license. Compulsory Introductory PERSAL Certificate. Knowledge And Skills: Persal, Public Service Act, 1994, Basic Conditions of Employment Act, 75 of 1997, Employment Equity Act, 55 1998, HR management principles, Performance management and development, Public Finance Management Act, 1999, PSR (Public Service Regulations), Meeting procedures, Report writing, Interpersonal conflict and resolving problems, Team leadership, Budget and financial management, Planning and organizing, Creative thinking, Self-management, Problem analysis.

**DUTIES** : Administer service benefits and conditions of service. Administer Employee Benefits, e.g. (Resettlement, Long Service Recognition, Housing Allowance, Housing Guarantee, Medical Aid, IOD etc) Provide an advisory and information service to employees regarding employee benefits and obligations. Conduct workshops / awareness's on Service Benefits. Conduct regular audits and assessments to maintain data accuracy and integrity within the benefits systems. Develop,

review, and communicate benefits policies, procedures, and plan documents to employees and stakeholders. Generate reports and analyze data related to benefits utilisation, costs, and trends to identify areas for improvement and optimization. Administer Service terminations and Pensions. Ensure accurate and timely processing of benefits-related transactions, such as enrolments, terminations, and changes. Send the retirement employee lists to the relevant components. Conduct exit interviews. Compile the retirement memorandum to HOD. Ensure that all employees are admitted to Pension Fund. Ensure speedy processing of pension benefits. Ensure pension nomination forms are updated continuously in files. Conduct workshops / awareness's on Service Terminations & Pensions. Supervise staff and allocated resources.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 34/143** : **ASSISTANT DIRECTOR: NON-FINANCIAL: PROVINCIAL ASSET SYSTEMS MANAGEMENT PLANNING REF NO: DPWI 08/09/2024**

Re-Advert: applicants that previously applied may re-apply

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : Bhisho  
**REQUIREMENTS** :

National Senior Certificate, National Diploma NQF Level 6 in Property/Land Administration with three (3) years relevant supervisory experience or salary level 7/8. A valid driver's licence. Knowledge And Skills: Knowledge of state land administration. Knowledge of South African property law. Knowledge of the definition of state land and historic and current tenure registration systems. Knowledge of survey records. Knowledge of deeds registry records. Knowledge property legislation, guidelines and prescripts National Treasury guidelines and prescripts related to the recording and accounting of immovable assets Knowledge of property systems (Deeds, LAW, PMIS, LOGICA, CSG). Information Management Government Programmes. Public Services Act and Regulations. Computer Skills (Advance Excel, data bases, GIS and PowerPoint) Research skills (property related). Data analysis and interpretation (property related data) Interpretation of survey records Interpretation of deeds records Interpretation of spatial data (including topographical maps) interpretation of historic records (e.g. proclamations, maps) interpretation of financial records (e.g. WIP, valuations) Accuracy and high sense for detail (extremely important) Planning (Town and Regional Planning, Spatial planning, Urban design, Revitalization of towns etc.) Competencies: Networking and building bonds. Diversity Management. Negotiation. Presentation. Analytical. Strategic Capability and leadership. Financial Management. People Management and Empowerment. Programme and Project Management. Client orientation and customer focus. Communication.

**DUTIES** : Facilitate improved asset management maturity index for asset register data- number of immovable assets verified in the immovable asset register (IAR) in accordance with the minimum requirements of National Treasury. Facilitate the confirmation of vesting of provincial deemed properties in terms of Item 28(1) to Schedule 6 of the Constitution. Asset and portfolio planning management through property research and the implementation of the provincial land audit and survey programmes. People Management & Empowerment.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 34/144** : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: DPWI 09/09/2024**

Re-Advert: applicants that previously applied may re-apply

**SALARY** : R444 036 per annum (Level 09)  
**CENTRE** : East London  
**REQUIREMENTS** :

National Senior Certificate, National Diploma NQF Level 6 in Criminology/ Law/Security Management/Security Risk Management/Policing. At least PSIRA Grade B (those not in the Police or SANDF). 3 Years' experience in supervisory position or SL 7/8 in a security related environment. A valid driver's license. Knowledge & Skills: Constitution of Republic of South Africa, 1996 National Strategic Intelligence Act, Minimum Information Security Standards, Minimum Physical Security Standards, Promotion of Access to Information Act, Public Service Act and Regulations, Public Service Regulations, Public Finance Management Act, Private Security Industry Regulation Act. Good interpersonal skills, Planning and organising skills, Decision making skills, Analytical thinking skills, Investigative skills, People management skills, Good verbal and written communication skills, Computer literate, High attention to detail.

**DUTIES** : Manage and Implement Physical Security Measures, Policies and Procedures: Implement Physical Security Policies and Procedures as well as any other applicable Physical Security Legislation. Administer safeguarding of DPW buildings and assets. Facilitate the provision of security to client departments in line with the Departmental mandate and SLA with departments. Manage and monitor performance of private security providers contracted by the Department in line with the SLA. Hold monthly meetings with security providers contracted in the district. Conduct quarterly Security Risk Assessments on DPW buildings and shared facilities. Ensure that random after hour inspections are conducted. Coordinate the implementation of security measures at Departmental and/or MEC events in the district. Manage and implement proper key control measures in the district. Coordinate district security committee meetings on shared facilities. Manage and Implement Personnel & Information Security: Implement Information and

Personnel Security policies & procedures. Administer Vetting of officials in the district in line with the Vetting Strategy. Facilitate pre-employment screening of shortlisted candidates for positions in the Department in line with the relevant screening prescripts and policies. Conduct awareness sessions in the districts to raise security consciousness of employees. Keep and maintain a database of security pre-screening and vetting in the district. Facilitate screening of service providers that will be having access to sensitive departmental areas, information and/or systems. Liaise with external stakeholders such as SAPS in cases of common interest. Submit monthly reports on Screening and Vetting in the district. Manage and Investigate Security Breaches in The District: Attend to all security breaches and/or incidents in the districts within 24 hours. Report security breach/incident to the relevant authorities such as SAPS within 24 hours. Conduct a preliminary investigation of the breach/incident within 24 hours and provide a report to Head Office. Maintain a security breach register for the district. Submit monthly reports on security breaches. Administer Security Services: Deploy or post In-house and private security officers. Draft a work plan and/or roster for In-house Security Officers. Ensure security registers used by both In-house and private Security Officers are inspected weekly to ensure completeness. Ensure verification of timesheets and invoices of security providers prior to submitting them to Finance. Ensure that both In-house and Private Security Officers comply with PSIRA requirements. Submit the required monthly reports, documentation as well as statistics on the Security Co-operatives and Security Providers to EPWP in the district. Keep and maintain a filing system of all required information submitted by security providers and co-operatives in line with the SLA. Provide inputs to Head Office in drafting of specifications of security tenders. Supervise Allocated Resources: Ensure that the performance agreements and development plans are drafted for all In-house Security Office within set timeframes. Ensure that all In-house Security Officers' performances are managed on a daily basis. Manage Performance Assessments of In-house Security Officers. Provide inputs and monitor budget allocated. Ensure continuous development and training of In-house Security Officers. Manage the maintenance and safekeeping of assets. Provide assistance to monitor and manage risks in area of responsibility.

**ENQUIRIES** : can be directed to Ms L. Magama/Mr Z. Tana Tel No: (043) 711 5772  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 34/145** : **CONSTRUCTION HEALTH & SAFETY SPECIALIST: CAPITAL WORKS REF NO: DPWI 10/09/2024**  
Re-Advert: Applicants that previously applied may re-apply

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum, (OSD)  
: Mount Ayliff  
: National Senior Certificate, National Diploma NQF Level 6 in Construction Safety Management/Risk Management with 3 Years' experience in supervisory position or SL 7/8. Must have a valid driver's license Knowledge and Skills: Advanced knowledge in Microsoft Office (Excel, Power Point, Word & Outlook) Working knowledge of the OHS Act, Principles, and Construction Regulations Knowledge of relevant legal requirements. Good interpersonal and communication skills. Excellent judgement and decision making. Strong planning, organising and control skills. Troubleshooting abilities. Decision making, problem-solving and deadline driven. Able to communicate effectively to all levels in the department. A self-starter who takes a proactive approach and has good decision-making skills. A self-motivated individual who excels in a challenging environment.

**DUTIES** : Facilitate the risk management process and implementation of risk management strategies after serious incident/accidents and the updating of new processes. Assist and facilitate serious incident investigations and verification of corrective and preventative action plans. Ensure investigations are conducted and reported in line with legal and statutory requirements of the applicable legislation dependent on industry sector. Compile close out reports and submit upon completion of serious investigations. Prepare business report on specific findings, planned activities, specific interventions and client interactions. Provide technical guidance and consulting to management on risk management and risk assessments. Conduct regular audits on the baseline risk assessment to ensure risks have been incorporated into working procedures. Communicate findings and recommendations of audit findings and monitor the implementation of corrective and remedial actions. Compile regular accurate, relevant and timely formal and ad-hoc reports. Ensure all actions from management meetings are implemented as agreed. Ensure compliance with all applicable company standards, policies as well as ISO 14001 and OHSAS 18001 standards. Adhere to agreed policies, processes, standards, procedures, protocols and documentation at all times. Ensure SHE management systems are implemented and maintained.

**ENQUIRIES** : Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 34/146** : **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: DPWI 11/09/2024**

**SALARY CENTRE REQUIREMENTS** : R444 036 per annum (Level 09)  
: Bhisho  
: National Senior Certificate, National Diploma NQF Level 6 in Property Management/ Real Estate with three (3) years' relevant supervisory experience or salary level 7/8. A valid driver's licence Knowledge and Skills: Change Management, Project Management, Conflict Management,

Financial Management, People Management, Strategic Management, Planning and organizing, Leadership, Good interpersonal skills, Decision making skills, Analytical thinking skills, People management skills, Good verbal and written communication skills, Computer literate, High attention to detail Competencies: Strategic Capability and Leadership. Programme and project management. People management and empowerment. Planning and organising. Knowledge management. Problem solving and analysis. Communication. Client orientation and Customer Focus. Financial Management.

**DUTIES** : Lease Management: Oversee the organization's lease agreements, ensuring compliance with terms and conditions. Negotiate lease agreements, renewals, and terminations with landlords or tenants. Monitor lease expirations, rental payments, and leasehold improvements. Estate Management: Manage the organization's real estate assets, including acquisition, disposition, and utilization. Coordinate property inspections, maintenance, and repairs as necessary. Develop strategies to maximize the value of real estate holdings. Creditor Relations: Establish and maintain relationships with creditors, vendors, and financial institutions. Negotiate terms with creditors to optimize payment schedules and minimize financial risks. Monitor creditor accounts, ensuring timely payments and resolving any discrepancies. Debtor Management: Oversee accounts receivable processes, including invoicing and collections. Implement strategies to reduce delinquencies and improve cash flow. Work with legal unit as needed to address outstanding debts and disputes. Financial Analysis and Reporting: Analyze lease agreements, estate valuations, and financial data to support decision-making. Prepare reports and presentations for senior management regarding lease, estate, creditor, and debtor performance. Compliance and Risk Management: Ensure compliance with relevant laws, regulations, and contractual obligations. Assess and mitigate risks associated with leases, estates, creditors, and debtors. Develop and implement policies and procedures to safeguard assets and mitigate liabilities. Supervise the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 34/147** : **ENGINEERING TECHNOLOGIST: OTHER DEPARTMENTS REF NO: DPWI 12/09/2024**  
Re-Advert: Applicants that previously applied may re-apply

**SALARY** : R429 930 per annum, (OSD)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, B-Tech in Civil Engineering with three (3) years post qualification Engineering Technologist experience in Structural Engineering is compulsory. A valid driver's licence. Compulsory registration with ECSA as an Engineering Technologist. Knowledge And Skills: Programme and project management. Engineering design and analysis knowledge Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Professional judgment. Networking. Decision making. Team leadership. Analytical skills. Creativity. Self-management. Financial management. Customer focus and responsiveness. Communication. Computer literacy. Planning and organizing. Conflict management Problem solving and analysis People management. Change management. Innovation.

**DUTIES** : Provide structural technological advisory services. Support Engineers, Technicians and associates in field, workshop and office activities. Promote safety standards in line with statutory and regulatory requirements; Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Solve broadly defined technological challenges through application of proven techniques and procedures. Develop, maintain and manage current technologies and Identify and optimize technical solutions by applying engineering principles. Perform administrative and related functions. Compile and submit monthly and quarterly reports; Provide inputs to the operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and to liaise with relevant boards/councils on engineering-related matters.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 34/148** : **ARTISAN FOREMAN: GRADE A MAINTENANCE (PAINTING) REF NO: DPWI 13/09/2024**

**SALARY** : R362 130 per annum, (OSD)  
**CENTRE** : Mount Ayliff  
**REQUIREMENTS** : Trade Test Certificate in painting with five (5) years post qualification experience required as an Artisan. A valid driver's licence. Knowledge And Skills: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and

development Competencies: Technical report writing, Analytical skills, interpersonal skills, communication skills. problem solving, Team work, Planning & Organizing, Conflict management. Decision making.

**DUTIES** : Coordinate effective rendering of technical service, Lead and guide on all technical activities, compile technical / inspection reports, Manage work schedules, Monitor adherence to safety standards, requirements and regulations Manage maintenance of technical services, Manage servicing of all makes of technical equipment, Manage maintenance of technical services. Manage servicing of all makes of technical equipment, Setting out according to design, Maintain the technical infrastructure, Undertake daily preventative and maintenance work, Inspect and monitor quality of the technical work, Perform administrative and related functions, Update register of maintained and repaired faults, Obtain quotations and purchase (order) required equipment and materials, Compile and submit reports as required, Provide inputs to the operational plan, Supervise human and physical resources, Coach and mentor subordinates, Compile job profiles, Develop work plans, Conduct performance reviews and Identify training needs.

**ENQUIRIES** : Mount Ayliff posts: contact Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942  
Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 34/149** : **HR PRACTITIONER: RECRUITMENT & SELECTION REF NO: DPWI 14/09/2024**

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/Public Administration/Management/ Social Science (HRM) majoring with Human Resource Management with 1-2 years' relevant experience as HR Clerk in HR Provisioning. A valid drivers' license. Certificate for Introductory PERSAL is compulsory. Knowledge And Skills: Knowledge of Departmental service delivery principles, Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedure. Government Programmes. Provincial Growth and Development Plan for the Eastern Cape and NDP 2030 vision. Knowledge of PERSAL system, Knowledge the Supreme Law of the Country, knowledge of Public Service Regulations/Act, Collective agreements, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, Public Finance Management Act and all other relevant legislations, policies and procedures regulating Human Resources in the Public Service/Sector. Good Interpersonal skills, sound planning & organizing skills, communication skills (verbal and written), presentation skills, conflict management and problem-solving skills. Administrative, analytical and organizational skills. Supervisory skills and Computer literacy. Ability to work independent, under pressure and long hours.

**DUTIES** : Promote the effective Departmental Recruitment Process. Assist in the process of Human Resource Planning for effective and efficient Recruitment Plan. Ensure accurate advertisement of all approved vacant positions. Co-ordinate the process of recruitment and selection. Co-ordinate the interview process, conduct all recruitment verification process, security checks and reference checks. Arrange logistics for the recruitment process. Assist with Creation of Post, Ensure accurate appointments on PERSAL system. Monitor the application system(e-recruitment) and draw the master list from e-recruitment. Facilitate the appointment of selection committee. Coordinate the recruitment and selection reports. Facilitate appointments, transfers and promotions, acting appointments, secondments within the district. Administer the process of inviting the shortlisted candidates to interview. Assist in the development of adverts. Conduct verification on PERSAL Establishment and against the warm bodies/head count (conducting PERSAL Establishment audits). Responsible for ensuring availability of Job Descriptions, facilitate the process of job evaluation and implement the outcomes of the evaluation. Ensure effective and efficient supervision of staff (in service trainees, interns and employed personnel, promote effective implementation of performance management and development system timeously. Ensure adherence and compliance on departmental HR policies and implement the audit interventions. Ensure proper safe keeping of HR documents, promote confidentiality with the HR environment and work well under pressure and work independently.

**ENQUIRIES** : Can be directed to Ms S. Mdoda or Mr L. Maliti Tel No: (040) 602 4140  
e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 34/150** : **HR PRACTITIONER: BENEFITS: CORPORATE SERVICES REF NO: DPWI 15/09/2024**

**SALARY** : R308 154 per annum (Level 07)  
**CENTRE** : Gqeberha  
**REQUIREMENTS** : National Senior Certificate, National Diploma NQF Level 6 in HRM/ Public Administration/ Public Management majoring in HRM with 1-2 years' relevant experience in the conditions of service environment. Certificates on Introduction on PERSAL and Leave Administration are compulsory and valid driver's license. Knowledge And Skills: In depth knowledge and understanding of Conditions of Services environment. Knowledge of PERSAL System. Knowledge of Pension Case Management System. Government Policies and Planning Systems. Performance management and development Interpersonal conflict and resolving problems. Supervisory. Report writing. Budget and financial management. Planning and organizing. Creative thinking.

Conflict Management. Presentation. Communication. Self-management. Problem analysis. Computer Literacy.

**DUTIES**

: Supervise implementation of Service Terminations: Compile memorandum for relevant service terminations, write letters for retiring employees, request tax directives from SARS, verify liabilities, verify audited leave files, Verify calculations of Leave Gratuity, Approve Gratification on PERSAL, Verify enrolment of payment on pension case management. Supervise implementation of service benefits: Monitor processing of applications for Housing Allowances and Homeowners Allowances, Check claims on Resettlement and Relocation Benefits, Process long service awards, Process service benefits relating to OSD and Resolution 3 of 2009, Process PMDS incentives. Supervise implementation of the leave administration: Verify and approve captured application for leave of absence on PERSAL, Supervise and prepare leave reconciliation report, Address leave discrepancies with line management, Conduct awareness's on leave administration. Supervise & Process Temporary Incapacity Leave (Short, Long Period & ILL HEALTH): Process application forms for temporary incapacity leave, Draw memorandum for temporary incapacity leave, Write letters for temporary incapacity leave, Coordinate Temporary Incapacity Leave applications before submission to Health Risk Manager, Monitor the finalization of incapacity leave applications. Supervise human resources/staff: Allocate and ensure quality of work, personnel development, assess staff performance, apply corrective measures, provide required reports as and when required.

**ENQUIRIES**

: Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032  
Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 34/151**

: **HEALTH & SAFETY OFFICER: CORPORATE SERVICES (X2 POSTS)**

**SALARY CENTRE**

: R308 154 per annum (Level 07)  
East London Ref No: DPWI 16/ 09/2024  
Gqeberha Ref No: DPWI 17/ 09/2024

**REQUIREMENTS**

: National Senior Certificate, National Diploma NQF Level 6 in Safety Management/ Occupational Health and Safety. Health and Safety related training i.e. SAMTRAC will be an added advantage. 1-2 years relevant experience in Occupational Health and Safety environment. A driver's license. Knowledge And Skills: Knowledge of South African health and safety legislation, Monitoring and evaluation, Performance management, Strong analytical and problem-solving skills, excellent communication and interpersonal skills. Ability to work independently and as part of a team, Attention to detail and strong organizational skills, Research, Report writing, Facilitation, Presentation, Computer literacy.

**DUTIES**

: Provide Occupational Health and Safety Management: Ensure compliance with applicable codes, regulations and guidelines, Ensure proper safety equipment is worn and procedures are followed, Report violation of safety regulations and codes, Make recommendations for corrections and follow-ups, Analyze hazards and develop risk for both public areas and work sites, Develop plans and procedures to minimize risk to the public and employees, Facilitate establishment of SHERQ committees, Investigate accidents, incidents and near misses and compile reports with recommendations, Administer Injury on duty (IOD). Provide health and safety training to employees. Provide environmental Management: Conduct scheduled and un-scheduled inspections of the district, conduct awareness on environmental management e.g good housekeeping. Manage risk: Conduct risk assessment and recommend corrective actions, Coordinate hazard identification and risk assessment, Develop emergency preparedness plans. Investigate safety and health incidence/ accidents: Evaluate concerns and make alternatives, Resolve complaints and make recommendations for corrective action as required, Liaise with regulatory bodies and ensure that all safety requirements are met. Maintain accurate records and prepare reports on health and safety performance.

**ENQUIRIES**

: **Gqeberha posts:** Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)  
**East London posts:** Ms L. Magama/Ms T. Vooi Tel No: (043) 711 5772. Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 34/152**

: **CHIEF REGISTRY CLERK: HUMAN RESOURCE ADMINISTRATION REF NO: DPWI 18/09/2024**

**SALARY CENTRE**

: R308 154 per annum (Level 07)  
Bhisho

**REQUIREMENTS**

: National Senior Certificate, National Diploma NQF Level 6 in Records Management/Public Management/ Human Resource Management with at least 1 to 2 years' experience in records management/ personnel registry environment. A driver's licence. Knowledge And Skills: Customer service. Relevant Government policies and Directives. Public Service Regularity Framework. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Attention to detail. Presentation. Working in a team. Ability to work under pressure. Ability to work as a team and alone. Ability to handle confidential correspondences. Good communication skills (verbal and written). Competencies: Professional Ethics. Information management. Time management. Programme and project management. Ability to work with limited supervision. Taking initiative. Contribute positively to the core values and ethics of the department.

**DUTIES** : Maintain an efficient and effective record keeping and file management. Implement and maintain the electronic records management system. Ensure that the file plan is up to date in line with changes of the department. Keep control over filing to prevent unnecessary duplicates or bulky items from being placed on files. Custody and safe keeping of register of files opened. Destruction register and register authorities. Responsible for closure of records and tracing of records. Dispatching of outgoing items/ correspondence. Direct supervision and in-service training of registry personnel. Ensure proper archiving of documents. Ensure that all files comply with NIMR Requirements.

**ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236 e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

**POST 34/153** : **ADMIN OFFICER (X2 POSTS)**

**SALARY CENTRE** : R308 154.per annum (Level 07)  
: Office of the Director: Technical Maintenance Services: Other Departments, Bhisho) Ref No: DPWI 19/ 09/2024  
: Office of the Director: Mount Ayliff Ref No: DPWI 20/ 09/2024

**REQUIREMENTS** : National Senior Certificate, National Diploma NQF Level 6 in Public Management/Public Administration/Office Management/Human Resource Management/Management Assistant/Administrative Management with 1-2 years' relevant experience. A valid driver's licence. Knowledge And Skills: The incumbent must possess knowledge Public Finance Management Act (PFMA), Public Service Act, Public Service Regulations and other applicable legislation in the Public Service. The incumbent must possess strong knowledge of procurement capabilities within the area of responsibility. The following skills are critical for the incumbent of this post: coordination skills, communication skills, planning and organizing skills, computer literate (Excel, Word, PowerPoint), problem solving, interpersonal, liaising skills, ability to work in multi-disciplinary teams, innovative skills, willingness to work under pressure in a fast-paced environment. A suitable incumbent must possess the following values: high level of confidentiality and ethical standard, integrity, team oriented, energetic and self-driven confidence, influencing skills.

**DUTIES** : Render secretarial and receptionist support service. Render administrative support services. Provide support services to manager regarding meetings. Provide administrative support on budget/ expenditure trends of the Directorates/Sub-Directorates. Provide advisory services on matters related to management function and institutional governance matters. Taking and typing of minutes, ensuring the efficient flow of information, liaising with clients, schedule and manage appointments, screening of calls. Collate, compile and submit monthly, quarterly, annual and management reports to various structures within and outside the department. Provide assistance in the technical formatting of submissions for the Chief Director/Director/District Director. Develop and maintain an efficient filing system within the Office. Ensure that travel arrangements are well coordinated, prioritize issues in the diary of Chief Director/Director/District Director. Procure office supply for the Office i.e. groceries, stationery, printing supplies etc. Provide logistical support (i.e. well-coordinated travelling arrangements, arranging conferences, meetings, refreshments and documentations). Support Chief Director/Director/District Director with the administration of his/her budget as well prepare his/her S&T claims. Follow up on payment of Invoices. Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly: remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director/Director/District Director; remains abreast with the procedures and processes that apply in the office of the manager. Assist in the maintenance of leave register for the office and manage staff leave reconciliations.

**ENQUIRIES** : be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236. e-recruitment Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)  
**Mount Ayliff posts:** Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942. Technical Enquiries: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za)

## **DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE**

**APPLICATIONS** : Submit Applications Via One of The Options Below: Via the provincial e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment system closes at 23: 59 on the closing date. Applications Received After Closing Date Will Not Be Considered. No Faxed applications will be accepted. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to [erecruitment@ecsrac.gov.za](mailto:erecruitment@ecsrac.gov.za) (NB: Not CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to [erecruitment@ecsrac.gov.za](mailto:erecruitment@ecsrac.gov.za) and not as specified – your application will be regarded as lost and will not be considered. note Applicant must register on the e-recruitment system, complete and submit required information and apply for position as advertised following this URL: <http://www.ecprov.gov.za>. or submit via one of the following options: directing to a specific relevant centre:



**Head Office: Qonce** Enquiries – Mr. Y. Dlamkile Tel No: (043) 492 1386 / Mrs. R. E. Swartbooi Tel: 043 492 0949 / 1400 / Ms. V. Puwani (Interns) Tel No: (043) 492 0044. Hand delivers to: No. 5 Eales Street, Wilton Zimasile Mkwayi Building, Qonce, 5605

**Buffalo City Metro District:** Enquiries Ms. M. Aarons Tel No: (043) 492 1851 Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201

**Amathole District:** Enquiries Mr. B. Mbangatha Tel No: (043) 492 1838/1839 Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201

**Alfred Nzo District:** Attention Mr M.B. Gugwana Tel No: (039) 492 0297 Hand deliver to: No 67 Church Street Mt Ayliff.

**Or Tambo District:** Attention Mr. S. Stuma Tel No: (047) 495 0853 Hand deliver to: Human Resource Management, 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata.

**Nelson Mandela District:** Attention Mr S. Javu Tel No: (041) 492 1231 / 1230 / 1234 Hand delivers to 2nd Floor- 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha Bayworld Museum: Enquiries: Mr. L. Mini / Mr. V. Ketelo – 041 584 0650, Hand delivers to: 23 Beach Road, Humewood, Gqeberha, 6013

**Joe Gqabi District:** Attention Mr P. Masepe / Ms. Ninifie Tel No: (051) 492 4806, Hand deliver to: No. 02 Cole Street, Maletswai

**Sarah Baartman District:** Attention Ms. S. Mpafa Tel No: (046) 492 0223, Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.

**Chris Hani District:** Attention Mr. X. Kwanini Tel No: (045) 492 0030, Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.

**CLOSING DATE**  
**NOTE**

: 11 October 2024  
: Directions To Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents until further notice, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae – NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to Applicants Are Encouraged to Use E-Recruitment System. People with disabilities who meet the requirements will be given preference.

**MANAGEMENT ECHELON**

**POST 34/154**

: **DIRECTOR: AMATHOLE DISTRICT REF NO: DSRAC 01/09/2024**

**SALARY**

: R1 216 824 – R1 433 355 per annum (Level 13), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

**CENTRE**

: Amathole District – East London

**REQUIREMENTS**

: National Senior Certificate plus NQF Level 7 as recognised by SAQA B. Tech/ Degree in Social Science/ Public Administration/ Developmental Studies/ Policy Analysis or any relevant qualification with 5 years' experience at Middle / Senior Managerial Level in the similar environment. A valid driver's licence. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory (SMS pre-entry certificate is submitted prior to appointment). In-depth knowledge of legislative framework that governs the Public Service. Sound knowledge of PFMA. Governance planning framework. Government Planning Cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Youth development strategy. HRD Legislative Framework. Key Competencies: Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. SMS pre-entry certificate (proof of registration) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on

www.thensg.gov.za. Excellent facilitation, research, negotiation, presentation, project management, strategic planning and motivations skills.

**DUTIES**

: Manage and drive policy implementation, strategic and business planning for the district. Ensure successful implementation of policies, strategies and business plans of the four programmes in accordance with national and provincial regulatory frameworks and directives. Ensure regular updating / reviewing / renewing and roll-out of Strategic and business plans concurrent with departmental and service delivery objectives. Monitor, evaluate and report on the effectiveness and efficiency of policies and plans on a regular basis. Ensure efficient and aligned budget processes of the district. Establish and maintain relations for the purposes of programme integration. Develop and coordinate the implementation of sport and recreation programmes. Promotion of school sport programmes. Manage implementation of recreation and mass participation programmes. Ensure coordination of federation affairs. Develop and coordinate the implementation of arts, culture, library and information programmes. Develop and promote performing arts in the district. Develop visual, arts, crafts and culture. Ensure management and proper functioning of art centres. Develop and promote museums and heritage preservation. Promote library and information usage. Provide corporate services (human resource, finance and supply chain management). Provide human resource management services. Render financial management services. Provide supply chain management services. Render asset management services. Promote Special Programmes. Ensure the implementation of youth development programs. Ensure the implementation of gender mainstreaming programs. Ensure the implementation of development programs for people with disability. Ensure the implementation of programs to protect advanced rights of the elderly and children.

**ENQUIRIES**

: Y. Dlamkile Tel No: (043) 492 1386 – Head Office (Qonce)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE**

: This post is earmarked for persons with disabilities.

**OTHER POSTS**

**POST 34/155**

: **DEPUTY DIRECTOR: CULTURAL AFFAIRS REF: DSRAC 02/09/2024**

**SALARY**

: R1 003 890 – R1 182 534 per annum (Level 12), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)

**CENTRE**

: Sarah Baartman District - Makanda

**REQUIREMENTS**

: A National Senior Certificate plus a Degree / Diploma (NQF 7) as recognised by SAQA in Social Science or any relevant qualification coupled with a minimum 3 year relevant work experience at AD level/Junior management level in the field of Cultural Affairs, of which at least 2 to 3 years must be at supervisory level. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Extensive high-level knowledge of Cultural Affairs and interpretation of policies and programs. Analytical and an Innovative Thinker. Events and Project Management. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client Orientated Approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid code 08 driving licence.

**DUTIES**

: Promote and monitor performing and visual arts. Ensure implementation of the operational plan and programs. Support development of performing and visual arts industries. Coordinate and support national and provincial arts festivals. Manage and coordinate implementation of activities of art centres. Promote visual arts, crafts and culture. Coordinate and support national and provincial arts festivals. Manage and coordinate implementation of activities of art centres. Coordinate development of Word artists. Coordinate and support national and provincial arts festivals. Manage library and information services. Ensure implementation of the operational plan and programs. Coordinate the functioning of the public libraries. Coordinate the marketing of library services. Manage provision of library material. Manage library and information management system. Encourage establishment of book clubs in communities. Manage museums and heritage services. Ensure implementation of museum and heritage operational plan and programs. Coordinate functionality of museum services. Coordinate promotion of national symbols and orders. Coordinate development, management and promotion of resistance and liberation heritage route. Coordinate transformation of heritage landscape. Coordinate commemoration of heroes and heroines. Management of administration support. Give input in the development of strategic, operational, procurement, business and projection plans. Manage financial resources. Manage human resources. Consolidate and submit monthly and quarterly reports. Manage EPMS and ensure staff development training needs. Manage attendance register, leave records and discipline.

**ENQUIRIES**

: S. Mpafa Tel No: (046) 492 0223 Sarah Baartman District (Makanda)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE**

: This post is earmarked for persons with disabilities.

<b><u>POST 34/156</u></b>	:	<b><u>DEPUTY DIRECTOR: LANGUAGES &amp; LITERATURE REF NO: DSRAC 03/09/2024</u></b>
<b><u>SALARY</u></b>	:	R1 003 890 – R1 182 534 per annum (Level 12), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office - Qonce A National Senior Certificate plus a National Diploma NQF 6 / Preferably bachelor's degree NQF Level 7 as recognized by SAQA in Linguistic / Socio-linguistic or any relevant tertiary qualifications with a minimum 3 years relevant work experience at AD level/Junior management level in the field of Arts and Culture (Languages) environment. A valid driving license. Key Competencies: Extensive high-level knowledge of Language and Literature as well as the interpretation of policies. Excellent knowledge about Literature and Language programs. Analytical and an Innovative Thinker. Events and Project Management. Financial Management
<b><u>DUTIES</u></b>	:	Ensure translation, language development and publishing services. Develop concept document for language and translation. Manage and monitor translation, editing and interpreting services. Provide guidance and advice on translation, editing and interpreting services. Coordinate wordfest and language festivals. Conduct sessions on work performed. Consolidate and submit reports. Ensure development and promotion of literature services. Develop concept document on literature development. Support literature development in schools. Provide guidance and advice on literature development. Monitor collection, editing, reviewing and public manuscripts from Writers. Management of administration support. Give input in the development of strategic, operational/business and procurement plans. Manage and submit monthly, quarterly and reports. Manage human and financial resources. Manage EPMSD and staff development training needs. Manage attendance register and leave records.
<b><u>ENQUIRIES</u></b>	:	R. Swartbooi Tel No: (043) 492 0949 Head Office – (Qonce) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	This post is earmarked for persons with disabilities.
<b><u>POST 34/157</u></b>	:	<b><u>DEPUTY DIRECTOR: SPORT &amp; RECREATION REF NO: DSRAC 04/09/2024</u></b>
<b><u>SALARY</u></b>	:	R1 003 890 – R 1 182 534 per annum (Level 12), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Alfred Nzo District – Mount Ayliff National Senior Certificate plus a National Diploma NQF 6 / Preferably bachelor's degree NQF Level 7 as recognized by SAQA in Sports Management, or any relevant tertiary qualifications coupled with a minimum 3 years relevant experience at AD/ junior management level in the field of Sport and Recreation. A valid driving license. Key Competencies: Extensive high-level knowledge of Sport Management and interpretation of policies. Excellent knowledge about Sport Management programs. Analytical and an Innovative Thinker. Events and Project Management Financial Management.
<b><u>DUTIES</u></b>	:	Promote school sport programmes Coordinate development of project plan for school sport. Ensure development and implementation of school sport projects. Facilitate implementation of capacity building projects. Support school sport structures. Promote and implement recreation and mass participation programmes Coordinate development of project plan for recreation programmes. Ensure implementation of capacity-building programmes. Encourage participation of communities in recreation programmes. Encourage creativity in recreation programmes. Coordinate federation affairs (sport development) Coordinate development of project plan for federations. Develop and support federations. Facilitate development of establishment of clubs and leagues. Ensure implementation of capacity-building programmes. Coordinate partnerships with local municipalities. Manage and monitor budget for projects. Management of administration support Give input in the development of strategic, operational, procurement, business and projection plans. Manage administration of sport academy matters. Compile, consolidate and submit monthly and quarterly reports. Manage financial and human resources. Ensure EPMSD and staff development training needs. Manage attendance and leave records. Give guidance and maintain staff discipline.
<b><u>ENQUIRIES</u></b>	:	M. Gugwana Tel No: (039) 492 0297 – Alfred Nzo District (Mount Ayliff) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	This post is earmarked for persons with disabilities.
<b><u>POST 34/158</u></b>	:	<b><u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DSRAC 05/09/2024</u></b>
<b><u>SALARY</u></b>	:	R849 702 – R 1 000 908 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<b><u>CENTRE REQUIREMENTS</u></b>	:	O.R Tambo District - Mthatha A National Senior Certificate plus a National Diploma NQF 6 / Preferably bachelor's degree NQF Level 7 as recognized by SAQA in Public Administration / Management or any relevant tertiary qualifications coupled with a minimum 3 years relevant experience at AD/ junior management level in the field of Corporate Services. A valid driving license. Key Competencies: Knowledge of HR, SCM and Finance Policies. Knowledge of PERSAL, LOGIS and BAS. Basic knowledge of

Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles.

**DUTIES**

: Management of Human Resources in the District. Update monthly monitoring tool for all staff and manager's leave. Manage the setting up committee for EPMDS and meet quarterly to evaluate reviews. Manage the processing of S & T Claims, Long Service and change of beneficiaries. Manage course procurement for staff, facilitate skills committee meeting and SDP. Management of Supply Chain services. Monitor tracking system for submission process. Manage compliance of tender process. Manage Registry filing system. Manage the District correspondence i.e. incoming and outgoing. Manage monthly asset stock taking. Manage storeroom provision. Management of Financial matters in line with Government Policies and Framework. Develop and implement District Operational Plan, Business Plan and Procurement Plan. Monitor cash flow projections for the district. Coordinate and ensure finance committee seatings. Manage payments of suppliers within the stipulated period. Management of Corporate / Administration Services in the District. Compile and manage monthly reports. Manage EPMDS and training needs for the staff. Manage staff coaching and mentoring. Manage leave management. Manage Procurement processes. Manage component assets. Manage staff meetings.

**ENQUIRIES**

: S. Stuma Tel No: (047) 495 0853 – OR Tambo District (Mthatha)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE**

: This post is earmarked for persons with disabilities.

**POST 34/159**

: **ASSISTANT DIRECTOR: PERFORMING ARTS REF NO: DSRAC 06/09/2024**

**SALARY**

: R552 081 – R650 322 per annum (Level 10), (all-inclusive remuneration)

**CENTRE**

: Alfred Nzo District – Mount Ayliff

**REQUIREMENTS**

: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Fine Arts or any relevant qualification with at least 3 years' experience at supervisory level (SL 7/8) within an arts and culture environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the visual arts, craft, and design sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid code 08 driving licence.

**DUTIES**

: Develop and promote programmes in the institutions. Coordinate preparation of business and project plans in the institutions, music, dance and drama structures. Compile budget expenditure in terms of the business plan in the institutions. Facilitate submission of quarterly, semester and annual reports. Facilitate transfer of funds to the institutions. Facilitate drafting of memoranda of understanding for the institutions. Coordinate and promote events of performing arts. Prepare business plans for the events. Draw project plan for all projects of performing arts. Facilitate tender process for the project. Coordinate the running of the festivals. Facilitate the rolling out of drama, music, films and sector plans. Coordinate development of drama, music and film policy. Coordinate signing of agreements between the (parties) department and the institutions. Coordinate registration of the centre as a non-profit entity. Facilitate registration of record label with music industries. Coordinate collation of reports. Provide administrative support for the component. Give input in the development of strategic, operational and procurement plans for the component. Compile monthly and quarterly reports. Allocation of resources for staff. Manage human resources (attendance register and leave records). Ensure financial resources (procurement of goods and services). Attend to EPMDS and staff development training needs.

**ENQUIRIES**

: M. Gugwana Tel No: (039) 492 0297 – Alfred Nzo District (Mount Ayliff)

**NOTE**

: This post is earmarked for persons with disabilities.

**POST 34/160**

: **ASSISTANT DIRECTOR: VISUAL ARTS, CRAFT & CULTURE REF NO: DSRAC 07/09/2024**

**SALARY**

: R552 081– R650 322 per annum (Level 10), (all-inclusive remuneration)

**CENTRE**

: OR Tambo District - Mthatha

**REQUIREMENTS**

: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Fine Arts or any relevant qualification with at least 3 years' experience at supervisory level (SL 7/8) within an arts and culture environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the visual arts, craft, and design sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid code 08 driving licence.

**DUTIES**

: Develop and promote programmes in the institutions. Coordinate preparation of business and project plans in the institutions for visual arts, crafts and cultural structures. Compile budget expenditure in terms of the business plan in the institutions. Facilitate submission of quarterly, semester and annual reports. Facilitate transfer of funds to the institutions. Facilitate drafting of memoranda of understanding for the institutions. Facilitate the rolling out of visual arts, craft and culture services. Coordinate development of visual arts, craft and culture policies. Coordinate

signing of agreements between the (parties) department and the institutions. Coordinate registration of the artists as a non-profit entity. Coordinate collation of reports. Management of administration support. Give input in the development of strategic, business and procurement plans. Compile monthly and quarterly reports. Facilitate financial resources (procurement of goods and services). Facilitate all administrative related issues for the core business of the unit.

**ENQUIRIES** : S. Stuma Tel No: (047) 495 0853 – OR Tambo District (Mthatha)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : This post is earmarked for persons with disabilities.

**POST 34/161** : **ASSISTANT DIRECTOR: PERFORMING ARTS REF NO: DSRAC 08/09/2024**

**SALARY** : R552 081 – R650 322 per annum (Level 10), (all-inclusive remuneration)

**CENTRE** : BCM District – East London

**REQUIREMENTS** : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Fine Arts or any relevant qualification with at least 3 years' experience at supervisory level (SL 7/8) within an arts and culture environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the visual arts, craft, and design sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driver's licence.

**DUTIES** : Develop and promote programmes in the institutions. Coordinate preparation of business and project plans in the institutions, music, dance and drama structures. Compile budget expenditure in terms of the business plan in the institutions. Facilitate submission of quarterly, semester and annual reports. Facilitate transfer of funds to the institutions. Facilitate drafting of memoranda of understanding for the institutions. Coordinate and promote events of performing arts. Prepare business plans for the events. Draw project plan for all projects of performing arts. Facilitate tender process for the project. Coordinate the running of the festivals. Facilitate the rolling out of drama, music, films and sector plans. Coordinate development of drama, music and film policy. Coordinate signing of agreements between the (parties) department and the institutions. Coordinate registration of the centre as a non-profit entity. Facilitate registration of record label with music industries. Coordinate collation of reports. Provide administrative support for the component. Give input in the development of strategic, operational and procurement plans for the component. Compile monthly and quarterly reports. Allocation of resources for staff. Manage human resources (attendance register and leave records). Ensure financial resources (procurement of goods and services). Attend to EPMSD and staff development training needs.

**ENQUIRIES** : M. Aarons Tel No: (043) 492 1851 – BCM District (East London)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : This post is earmarked for persons with disabilities.

**POST 34/162** : **MUSEUM HEAD (X2 POSTS)**

**SALARY** : R552 081 – R650 322 per annum (Level 10), (all-inclusive remuneration)

**CENTRE** : Sterkstroom Ref No: DSRAC 09/09/2024

Komani Ref No: DSRAC 10/09/2024

**REQUIREMENTS** : National Senior Certificate plus a National Diploma (NQF level 6/7 as recognised by SAQA) in Social Science or any relevant qualification with at least 3 years' experience at supervisory level within a Museum environment. Knowledge of the Museums Act (2004). Knowledge of Public Service Legislation/Policies/Prescripts and Procedures. Basic Knowledge on Financial Administration. Public Service Regulatory Framework. A valid driver's licence.

**DUTIES** : Manage the curation of history collection. Facilitate the acquisition of artefacts process. Oversee the collection-based research. Supervise the accessioning and documentation of collection. Ensure restoration and conservation of collections and artefacts on display. Ensure the rendering of educational programmes and exhibitions. Coordinate the development and implementation of museum enrichment programmes. Facilitate the conceptualizing and mounting of museum exhibitions. Coordinate travelling museum exhibitions. Manage the provision of Technical and maintenance services. Ensure that technical advice and assistance is provided on the mounting of exhibitions. Ensure maintenance and security of museum buildings and grounds. Management of administration support. Give input on the development of strategic, business/operational and procurement plans for the unit. Compile monthly and quarterly reports. Allocation of resources for staff. Manage human resources (attendance register and leave records). Ensure financial resources (procurement of goods and services). Ensure PMDS and staff development training needs.

**ENQUIRIES** : X. Kwanini Tel No: (045) 492 0030 – Chris Hani District (Komani)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : This post is earmarked for persons with disabilities.

**POST 34/163** : **ASSISTANT DIRECTOR: ARCHIVES DIGITIZATION REF NO: DSRAC 11/09/2024**

**SALARY** : R552 081 – R650 322 per annum (Level 10), (an all-inclusive remuneration)

**CENTRE** : Head Office - Qonce

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Archives and Records Management or any relevant qualification with at least 3 years' experience at supervisory level (SL 7/8) within an Archive environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Practical demonstration of knowledge & skills of the Archives field. Exposure to theory & practice of Archives, Records Management and Digitization. Exposure to theory and practical experience in electronic records management practice and digital archiving. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driver's license.
<b><u>DUTIES</u></b>	:	Co-ordinate the acquisition, preservation and documentation of public and non-public records. Ensure compliance of the E.C. Provincial Archives and Records Service Act by governmental bodies. Verify records for containerisation and listing before they are transferred to the archives. Ensure correctness of records together with the transfer list/file plan. Ensure restoration of records before and after consultation by researchers. Facilitate the fumigation of strong-rooms. Monitor the cleanliness and condition of strong-rooms. Develop policies and procedure manuals and monitor implementation thereof. Facilitate promotion of access to information. Ensure that researchers comply with the requirements of the reading room policy. Monitor security of records during the transit period to and from the reading room. Monitor repository registers. Ensure effective and efficient communication for requesters. Monitor filling of records retrieved for research purposes. Management of administration support. Give inputs in the development of plans (strategic, business, operational and procurement). Compile and submit reports. Facilitate budget (procurement/ in-year monitoring). Facilitate development of EPMDS and staff training needs. Coordinate leave register.
<b><u>ENQUIRIES</u></b>	:	R. Swartbooi Tel No: (043) 492 0949 Head Office – (Qonce) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	This post is earmarked for persons with disabilities.
<b><u>POST 34/164</u></b>	:	<b><u>ASSISTANT DIRECTOR: ARCHIVES REF NO: DSRAC 12/09/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R552 081 – R650 322 per annum (Level 10), (an all-inclusive remuneration) Nelson Mandela District: Gqeberha
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Archives and Records Management or any relevant qualification with at least 3 years' experience at supervisory level (SL 7/8) within an Archive environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Practical demonstration of knowledge & skills of the Archives field. Exposure to theory & practice of Archives & Records Management and Digitization. Exposure to theory and practical experience in electronic records management practice and digital archiving. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Co-ordinate the acquisition, preservation and documentation of public and non-public records. Ensure compliance of the E.C. Provincial Archives and Records Service Act by governmental bodies. Verify records for containerisation and listing before they are transferred to the archives. Ensure correctness of records together with the transfer list/file plan. Ensure restoration of records before and after consultation by researchers. Facilitate the fumigation of strong-rooms. Monitor the cleanliness and condition of strong-rooms. Develop policies and procedure manuals and monitor implementation thereof. Facilitate promotion of access to information. Ensure that researchers comply with the requirements of the reading room policy. Monitor security of records during the transit period to and from the reading room. Monitor repository registers. Ensure effective and efficient communication for requesters. Monitor filling of records retrieved for research purposes. Management of administration support. Give inputs in the development of plans (strategic, business, operational and procurement). Compile and submit reports. Facilitate budget (procurement/ in-year monitoring). Facilitate development of EPMDS and staff training needs. Coordinate leave register.
<b><u>ENQUIRIES</u></b>	:	S. Javu Tel No: (041) 492 1230/1231/1234 – Nelson Mandela (Gqeberha) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	This post is earmarked for persons with disabilities.
<b><u>POST 34/165</u></b>	:	<b><u>ASSISTANT DIRECTOR: SPORT DEVELOPMENT REF NO: DSRAC 13/09/2024</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R552 081 – R650 322 per annum (Level 10), (an all-inclusive remuneration) Joe Gqabi District - Maletswai
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate Plus National Diploma (NQF level 6) as recognised by SAQA in Sport Management / Human Movement studies, or any relevant qualification coupled with 3 years' experience at supervisory level or SL 7/8 in the field of Sport and Recreation. Project Management will be an added advantage. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and

operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid driver's licence.

**DUTIES** : Implement strategic partnership programmes with the Federations. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meeting with clients and manage the annual sport development calendar. Monitor compliance to policies and procedures related to sport development. Coordinate and organize the training of identified volunteers. Monitor and evaluate sport development programmes. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.

**ENQUIRIES** : P. Masepe Tel No: (051) 492 4806 – Joe Gqabi District (Maletswai)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : This post is earmarked for persons with disabilities.

**POST 34/166** : **ASSISTANT DIRECTOR: SCHOOL SPORT REF NO: DSRAC 14/06/2023**

**SALARY** : R552 081 – R650 322 per annum (Level 10), (an all-inclusive remuneration)

**CENTRE** : Amathole District (East London)

**REQUIREMENTS** : National Senior Certificate Plus National Diploma (NQF level 6) as recognised by SAQA in Sport Management / Human Movement studies, or any relevant qualification coupled with 3 years' experience at supervisory level or SL 7/8 in the field of Sport and Recreation. Project Management will be an added advantage. Knowledge and understanding of the Conditional Grant Framework. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid driver's licence.

**DUTIES** : Implement strategic partnership programmes with School Sport Structures. Set up standing meetings with clients and manage the annual school sport calendar. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meeting with clients and manage the annual sport development calendar. Monitor compliance to policies and procedures related to school sport development. Coordinate and organize the training of educators and volunteers. Monitor and evaluate implementation of school sport programmes. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.

**ENQUIRIES** : B. Mbanghata Tel No: (043) 492 1838 / 1839 – Amathole District (East London)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : This post is earmarked for persons with disabilities.

**POST 34/167** : **ASSISTANT DIRECTOR: HRM REF NO: DSRAC 15/09/2024**

**SALARY** : R444 036 – R532 602 per annum (Level 09), (an all-inclusive remuneration)

**CENTRE** : Chris Han District - Komani

**REQUIREMENTS** : National Senior Certificate, National Diploma (NQF level 6 as recognised by SAQA) Human Resources Management / Industrial Psychology / Public Administration / Business Management or any relevant qualification with at least 3 years relevant experience at supervisor's level SL 7/8 within Human Resources management environment. A good understanding of the relevant government regulatory framework. Good knowledge of PERSAL System, Pension Case Management, Public Service Act, Employment Equity Act, Labour Relations Act, Skill development Act. Basic Conditions of employment Act, COIDA, IOD, OHS Act, PFMA and Establishment. Proven leadership, strategic management, Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Good written and verbal communication skills. Computer skills. Ability to work under pressure and independently. A valid driver's license.

**DUTIES** : Facilitate and monitor Human Resource Management Personnel Conduct: attend and hold Human Resource meetings. Coordinate HR Reports. Memoranda and Weekly Diaries. Interpretation and coordination of implementation of Human Resources Policies and Resolutions. Compile and Implement District operational plan. Facilitate and monitor Human Resource Practice and Administration: Reconcile and capture all leaves. Implement and coordinate Recruitment and Selection process. Monitor and facilitate the implementation of conditions of service. Monitor leaves and attendance Register. Coordinate and manage Personnel Record. Coordinate and manage the functions of Human Resource Provisioning. Facilitate and monitor Human Resource Development and EPMDs: Monitor the development of Workplace Skills Plan. Monitor development of performance contracts. Conduct quarterly reviews and Validation of Reviews and Assessment. Coordinate the administration of PMDS, Monitor and facilitate Training & Capacitation of employees. Monitor and facilitate administration of learnership and internship. Facilitate and monitor Labour Relations: Management of complaints, grievance and implement conflict resolution. Monitor\Ensure maintenance of good sound labour relations. Ensure District management. Labour quarterly meetings are sitting. Facilitate Employees Wellness programme. Monitor\ensure the implementation of employee Health and Wellness four pillars in the district. Ensure and Chair District integrated employees wellness quarterly meetings.

<b><u>ENQUIRIES</u></b>	:	X. Kwanini Tel No: (045) 492 0030 – Chris Hani District (Komani) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	This post is earmarked for persons with disabilities.
<b><u>POST 34/168</u></b>	:	<b><u>ASSISTANT DIRECTOR: SCM REF NO: DSRAC 16/09/2024</u></b>
<b><u>SALARY</u></b>	:	R444 036– R532 602 per annum (Level 09), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	BCM District – East London
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) Public Administration / Public Management or any relevant qualification with 3 years' experience at supervisor's level SL 7/8 within a Supply Chain Management environment. Service delivery. Regular updated knowledge of policies and procedures. Compliance with all relevant acts and regulations. Advocacy on Batho Pele Proven leadership, strategic management, Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Good written and verbal communication skills. Computer skills. Ability to work under pressure and independently. A valid driver's license.
<b><u>DUTIES</u></b>	:	Manage the Demand Management Plan (DMP) and acquisition of goods, services and assets. Identify preferential procurement objectives. Develop systematic approach that achieves the lowest cost of ownership regarding purchase of goods, services and asset. Determine bid criteria and facilitate evaluation accordingly. Conduct historical data analysis to determine procurement trends. Identify critical delivery dates. Conduct expenditure analysis based on historical data and link Medium Term Expenditure Framework (MTEF). Conduct frequency analysis of industries / commodities to determine best alternatives. Provide logistical and transport services. Implement Logistics Management Systems LOGIS, procedures and processes. Ensure the integrity of LOGIS. Manage inventory levels. Initiate payments for goods, services and assets. Manage stores and warehousing. Manage creditors' reconciliation. Manage fleet services and travel arrangements. Provide asset management services. Maintain asset registers. Implement controls for safeguarding assets. Reconcile asset registers with LOGIS and BAS. Maintain the Barcoded Asset Audit (BAUD) system. Verify asset purchases. Manage office administration services. Provide facilities services.
<b><u>ENQUIRIES</u></b>	:	M. Aarons Tel No: (043) 492 1851 – BCM District (East London) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	This post is earmarked for persons with disabilities.
<b><u>POST 34/169</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUDGET PLANNING REF NO: DSRAC 17/09/2024</u></b>
<b><u>SALARY</u></b>	:	R444 036 – R532 602 per annum (Level 09), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Head Office - Qonce
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate plus a three-year Degree / Diploma (NQF 6) as recognised by SAQA in Financial Management or any relevant qualification coupled with 3 years relevant work experience in the field of Finance, of which at least 2 years must be at supervisory (SL 7/8) level. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client Orientated Approach. Monitoring and Evaluation Expert. Time Management. Risk Management. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Coordinate budget planning services. Monitor medium term expenditure framework. Manage and monitor virements and shifting of funds. Monitor expenditure trend against approved budget. Monitor misallocation and inconsistency classification. Ensure capturing of budget on the system. Ensure compliance of financial management system. Coordinate and monitor expenditure management services Facilitate payment of service providers. Monitor accruals and commitments. Authorise payments of service providers. Monitor credit transfer and monthly limits. Monitor disbursements reports and reconciliation of accounts. Coordinate salary administration services. Ensure compliance on applicable prescripts, policies and processes. Manage payment of salaries and allowances. Manage verification and authorization of benefit to be paid. Manage reconciliation of salary related suspense accounts. Ensure authorization of salaries. Manage distribution of payrolls to respective offices. Coordinate internal control services. Monitor pre-audit and financial control operations. Monitor risk and audit process. Monitor finance record services. Monitor irregular, unauthorized, fruitless and wasteful expenditure. Provide administration support. Give input in the development of strategic, operational and procurement plans. Attend and respond to audit matters. Compile and submit monthly and quarterly reports. Supervise financial and human resources. Supervise allocation of resources. Supervise PMDS and ensure staff development training needs. Supervise attendance register and leave records. Maintain staff discipline. Supervise mentoring and coaching of experiential learners and interns.
<b><u>ENQUIRIES</u></b>	:	R. Swartboo Tel No: (043) 492 0949 Head Office – (Qonce) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	This post is earmarked for persons with disabilities.



<b><u>POST 34/170</u></b>	:	<b><u>ASSISTANT DIRECTOR: HRD SKILLS DEVELOPMENT REF NO: DSRAC 18/09/2024</u></b>
<b><u>SALARY</u></b>	:	R444 036 – R532 602 per annum (Level 09), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Head Office - Qonce
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate Plus National Diploma (NQF 6) as recognised by SAQA in Training and Development/Management of Training/HRM with Training as a Major or any relevant qualification subject with 3 years working experience in skills development at supervisory or salary level 7/8. Compulsory Induction Programme (CIP) Level 6-12 Trainer certificate mandatory. Computer literacy certificates also mandatory. Three years' experience functional experience in the experience in skills development of which two years is supervisory as well as three years of CIP facilitation independently. Legislative Requirement: Skills Development Act. Regulations and Policies. Public Service Regulations as Amended, Skills Development Act, 1998 (Act No 97 of 1998). Skills Development Levies Act, 1999 (Act No 9 of 1999). South African Qualification Authority Act, 1995 (Act No 58 of 1995). South African HRD strategic Framework. White paper on the transformation of the Public Service, 1995. White paper on Public Service Education and Training, 1997. Labour Relations Act, 1995. Employment Equity Act, 1995. PFMA and National Treasury Regulations. Skills requirements: Skills development Self-Management. Communication and Information Management. Customer Focus and Responsiveness. People and Performance Management. Planning and Organizing. Problem solving. Project or programme management. Team leadership. External Environmental Awareness. Human Resource Planning Skills. Training and Development (HRD), Skills development Self-Management. Communication and Information Management. Customer Focus and Responsiveness. People and Performance Management. Planning and Organizing. Problem solving. Project or programme management. Team leadership. A valid driver's licence.
<b><u>DUTIES</u></b>	:	Coordinate the submission of training needs from various directorates and Institutions of the department. Develop and implement the Workplace Skills Program (WSP). Develop the Annual Training report for the department. Facilitate the Compulsory Induction Programme (CIP) for Salary Levels 1-12, and all other NSG Inhouse programmes. Administer bursary programs for all bursary awards. Administer the Youth Development programmes such as the Graduate Internship, TVET and Work Integrated programmes. Learnership and transversal training Implementation. Implementation of the departmental Orientation programme. Coordination of the Skills Development Committee seatings as well as developing HRD operational reports. Maintenance of the database for all HRD programmes for reporting purposes. Supervision and Mentorship of HRD practitioners and graduate interns. Liaison with HRD external stakeholders for the implementation of training interventions such as the National School of Government and OTP. Willingness to travel for official duties.
<b><u>ENQUIRIES</u></b>	:	M. Cezula Tel No: (043) 492 1400 – Head Office (Qonce) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	This post is earmarked for persons with disabilities.
<b><u>POST 34/171</u></b>	:	<b><u>PRINCIPAL CURATOR REF NO: DSRAC 19/09/2024</u></b>
<b><u>SALARY</u></b>	:	R376 413 – R 443 403 per annum (Level 08), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Bayworld Museum - Gqeberha
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate plus a BSc Degree / Diploma (NQF 6/7) as recognised by SAQA in Zoology/Nature Conservation or any relevant qualification with at least 2 years relevant experience with Marine animals. Public speaking. Ability to swim. Computer literacy. Knowledge of NEMA and NEMBA. Basic First Aid. A Valid Driver's License
<b><u>DUTIES</u></b>	:	Supervisory and administrative functions, assisting with the curatorial management of the daily running of the Oceanarium and Aquarium. Care, training, rehabilitation and preservation of marine animals (including sea birds). Weekend work on a roster basis.
<b><u>ENQUIRIES</u></b>	:	V. Ketelo Tel No: (041) 584 0650 – Bayworld Museum, (Gqeberha) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	This post is earmarked for persons with disabilities.
<b><u>POST 34/172</u></b>	:	<b><u>STATE ACCOUNTANT: FINANCIAL BUDGET AND REVENUE REF NO: DSRAC 20/09/2024</u></b>
<b><u>SALARY</u></b>	:	R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Chris Hani District - Komani
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Accounting or Cost & Management Accounting or Financial Management or other relevant qualifications with at least 1 to 2 years' experience within the public sector expenditure management field and payment of employee benefits. Public sector finances experience in budgeting and revenue management will be added advantage. Knowledge of financial systems (Logis, PERSAL and BAS) and be able to interpret NERF and Standard Chart of Accounts (SCoA). Knowledge of Public Service Regulations, Legislations / policies / prescripts, and procedures. Knowledge of Treasury Regulations and Division of Revenue Act (DORA), understanding of the Public Finance Management Act (PFMA) and Appropriation Act. Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy (specialising in Advanced EXCEL and PowerPoint Presentation. Good communication skills. Sound organisational skills. Report writing. People management.

Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence.

**DUTIES**

: Compile monthly reports in preparation of district IYM meetings and taking minutes of these sittings. Facilitate compile budget and ensure that it is aligned with district plans and MTEF budget processes. Consolidate and ensure credibility of cashflow projections in line with sec 40. Loading of original budget, shifting of funds and virement into BAS. Monitor expenditure patterns to prevent under/over expenditure. Ensure correctness of segment details in all submissions to avoid misallocation of funds. Confirmation of the availability of funds and issuing of accurate commitment register. Draw, analyse Bas reports weekly and assist units to identify correct Scoa items for procurement. Assist programmes manager on how to work on excel spreadsheet for the shifting of funds and budget adjustment. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify misallocations of funds. Guide the programmes and responsibility managers on budget utilisation. Attend all queries from stakeholders regarding with budgeting.

**ENQUIRIES**

: X. Kwanini Tel No: (045) 492 0030 – Chris Hani District (Komani)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE**

: This post is earmarked for persons with disabilities.

**POST 34/173**

: **PROVISION ADMIN OFFICER – LOGISTICS SERVICES REF NO: DSRAC 21/09/2024**

**SALARY**

: R308 154 – R362 994 per annum (Level 07), (AN ALL-Inclusive remuneration)

**CENTRE**

: Amathole District – East London

**REQUIREMENTS**

: National Senior Certificate, National Diploma (NQF level 6 as recognised by SAQA) Supply Chain or Administration Management or any relevant qualification with at least 1 - 2 years relevant experience within a Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid driving license.

**DUTIES**

: Check submissions attained documentation according to the prescripts. Facilitate completion of log forms. Implement regulation policies and prescripts. Generate submission and procurement memos. Check alignment of requisitions with Logis regulations. Receive submissions from end-users. Check validity of the accompanying documents. View, capture and authorize requisitions on the system. Check relevant codes and procurement numbers. Facilitate procurement on the system. Receive and capture data of approved procurement submissions. Update and correct reflection of information on the system. Print reports and check status of suppliers. Facilitate registration of suppliers on the database (Central and Logis). Facilitate use and rotation of suppliers. Check required information on the quotations. Register quotation on the system. Register suppliers with active numbers on both systems.

**ENQUIRIES**

: B. Mbanghata Tel No: (043) 492 1838 / 1839 – Amathole District (East London)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE**

: This post is earmarked for persons with disabilities.

**POST 34/174**

: **HERITAGE OFFICER REF NO: DSRAC 22/09/2024**

**SALARY**

: R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration)

**CENTRE**

: Amathole District – East London

**REQUIREMENTS**

: National Senior Certificate plus a Diploma (NQF Level 6) in Arts and Culture or any relevant qualification with 1 to 2 years relevant experience at production level. Extensive high-level knowledge of arts and culture and interpretation of policies. Excellent knowledge about museums and heritage. Programs. Financial management. People management and empowerment. Financial and knowledge management. Client orientation. Further knowledge of Local authorities, Departmental management and officials, General public / community, Academic institutions and learners, Private Sectors, Executing authority (Political Bearers), Municipalities (local and districts), Parks and tourism board. South African museums association. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement. A valid driving licence.

**DUTIES**

: Coordinate and implement museums and heritage projects and events. Promote awareness campaign programmes. Coordinate the process of standardization of name change. Coordinate use of national symbols and orders. Organise preparatory meetings. Organise participation of the stakeholders. Provide secretarial support services to the committee. Provide operational support to the district museum. Maintain working relations with the stakeholders. Craft rooster for activities. Render administrative functions in relation to programmes that are implemented. Collect, analyse, compile and update data in all museums and heritage activities. Provide administrative and technical support with regard to museums and heritage facilities. Coordinate financial resources. Coordinate approval of the submissions. Compile, consolidate and submit monthly and quarterly reports.

<b><u>ENQUIRIES</u></b>	:	B. Mbanghata Tel No: (043) 492 1838 / 1839 – Amathole District (East London) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	This post is earmarked for persons with disabilities.
<b><u>POST 34/175</u></b>	:	<b><u>SPORT PROMOTION OFFICER: SPORT DEVELOPMENT OFFICER (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration) BCM District – East London Ref No: DSRAC 23/09/2024 Alfred Nzo District – Mount Ayliff Ref No: DSRAC 24/09/2024
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma in Sport Management or Human Movement Science (NQF Level 6) or any relevant qualification with at least 1 - 2 years' experience in Sport Development. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid driving license.
<b><u>DUTIES</u></b>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with the stakeholder. Establish and maintain sport and recreation structures and clubs in schools, wards and local areas. Provide support services to federations, clubs and school sport structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate sustainable capacity development programmes in sport within schools, wards, local areas and districts. Facilitate capacity-building programmes. Create an enabling environment for talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Promote sports and skills management. Implement sport and recreation programmes in the schools, wards, local areas for the development of sport and recreation. Perform events management/coordination activities. Liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programmes to increase and improve relations between sports and recreation stakeholders. Plan, develop and implement school and community sports, school and community mass participation and high-performance programmes. Formulate and administer league-related sports programmes. Promote health and fitness in communities. Provide an oversight role in the implementation of sports academy and recreation council programmes. Encourage all levels of communities to participate in different codes of sport and recreation activities. Coordinate flagship programmes through sport and recreation activities. Monitor and evaluate the compliance with sport and recreation transformational policies. Monitor the implementation of all transformation policies and programmes. Promote gender mainstream in sport and recreation. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.
<b><u>ENQUIRIES</u></b>	:	M. Aarons Tel No: (043) 492 1851 – BCM District (East London) M. Gugwana Tel No: (039) 492 0297 – Alfred Nzo District (Mount Ayliff) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	This post is earmarked for persons with disabilities.
<b><u>POST 34/176</u></b>	:	<b><u>SUPPLY CHAIN CLERK: ACQUISITION REF NO: DSRAC 25/09/2024</u></b>
<b><u>SALARY CENTRE</u></b>	:	R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration) Head Office - Qonce
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate or NQF level 4 with no work experience. A National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management or relevant qualifications will be an added advantage. Knowledge of SCM systems (BAS & LOGIS) will be an added advantage. Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of National / Provincial Treasury Guidelines, Public Finance Management Act, Departmental Circulars and Supply Chain Management Practice Notes. Knowledge and understanding of Supply Chain Management Framework Computer literacy. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Receipt of procurement submissions to generate orders. Register/receive incoming procurement submission from users. Check status of the submission and attend to queries if any. Check funds according to the budget as per allocations. Facilitate validation of the document through pre-audit. Forward the submission to pre-audit for compliance checking. Facilitate collection of the order. Facilitate process of capturing document on the system. Render printing of the order from the system. Render collection of the order by the user. Facilitate payment process of the submission.

Register outgoing procurement submission. Forward procurement submission to stores. Facilitate proper filing of copies.

**ENQUIRIES** : M. Cezula Tel No: (043) 492 1400 – Head Office (Qonce)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : This post is earmarked for persons with disabilities.

**POST 34/177** : **SNAKE HANDLER REF NO: DSRAC 26/09/2024**

**SALARY** : R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration)

**CENTRE** : Bay world Museum – Gqeberha

**REQUIREMENTS** : National Senior Certificate or NQF level 4 with no work experience required. Exposure in working with reptiles will be an added advantage. Knowledge of reptiles in general. Knowledge of animal husbandry. Knowledge of Occupational Health and safety regulations. Reptile handling skills. Public speaking / presentation skills. Communication skills. Good verbal and written skills. Exposure in working with reptiles will be an added advantage.

**DUTIES** : Assist with all duties in the Snake Park including cleaning and maintaining snake enclosures, feeding snakes, and other reptiles. Assisting with veterinary care of reptiles. Do live snake interactions for the public. Weekend work.

**ENQUIRIES** : L. Mini / Mr. V. Ketelo Tel No: (041) 584 0650 Bayworld Museum (Gqeberha)

e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : This post is earmarked for persons with disabilities.

**POST 34/178** : **STOREKEEPER: MUSEUMS (LIFE SUPPORT – OCEANARIUM) REF NO: DSRAC 27/09/2024**

**SALARY** : R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration)

**CENTRE** : Bay world Museum - Gqeberha

**REQUIREMENTS** : National Senior Certificate or NQF level 4 Computer literacy with no working experience required. Good verbal and written skills. Exposure in working with live marine mammals will be an added advantage.

**DUTIES** : Recordkeeping. Assist with supply of goods and services to maintain animal support systems. Manage storage and safekeeping of goods. Stocktaking of fish. Unloading supplies, checking goods against orders and tracking movement of goods dispensed. Submit reports. Assist with Marine Animals husbandry in the Oceanarium and Aquarium. Assist with Animal rehabilitation. Assist with Marine Conservation objectives. Ability to work weekends.

**ENQUIRIES** : V. Ketelo Tel No: (041) 584 0650 – Bayworld Museum, (Gqeberha)

e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : This post is earmarked for persons with disabilities.

**POST 34/179** : **HR OFFICER REF NO: DSRAC 28/09/2024**

**SALARY** : R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration)

**CENTRE** : BCM District – East London

**REQUIREMENTS** : National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Human Resource Management or any relevant qualification will be an added advantage. Knowledge of PERSAL and Pension Case Management (PCM) will be an added advantage. Sound knowledge of Conditions of Service and other HR-related prescripts. Good written and verbal communication. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.

**DUTIES** : Monitor leave management in districts and at administration. Control leave books and leave registers. Assist with the implementation of Recruitment and Selection. Assist on confirmation of probationary appointment. Assist to implement services termination and process the benefits. Capture appointments and promotion of employees on PERSAL. Assist in the implementation of HR policies. Assist in implementation of service benefits (Housing and personnel provisioning. Must be able to capture personnel information on PERSAL and on PCM. Provide good administration. Ensure that personnel files meet the required standard. Monitor leaves in the office and at institutions (i.e. libraries and museums). Control leave books and leave registers. Reconcile and capture all leaves.

**ENQUIRIES** : M. Aarons Tel No: (043) 492 1851 – BCM DistricT (East London)

e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : This post is earmarked for persons with disabilities.

**POST 34/180** : **ADMIN CLERK: MPP & RECREATION REF NO: DSRAC 29/09/2024**

**SALARY** : R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration)

**CENTRE** : Nelson Mandela - Gqeberha

**REQUIREMENTS** : National Senior Certificate or NQF level 4 with no work experience required. Degree / Diploma (NQF 6 or 7) in Sport Management or Human Movement Science or relevant qualification, understanding of MPP Conditional Grant Framework will be an added advantage. Ability to work independently. Good verbal and written communication skills. Computer skills. Working with the recognised Sport and Recreation Federations will be an added advantage. A valid driver's licence will be an added advantage.

- DUTIES** : Assist in the organisation of Sport and Recreation events. Assist in the procurement processes. Assist in the convening of meetings, workshops and Sport and Recreation indabas seminars. Assist in the execution of all Conditional Grant compliance matters. Performing all general admin support including filing, compilation of reports and capturing of data. Serve as support in planning of Annual sport and recreation programs. To assist in the communication with sport and recreation structures regarding the implementation of programs. Assist in the compilation of expenditure and performance reports. To capture and record data in relation to participation. To assist implement sport and recreation programs as planned.
- ENQUIRIES** : S. Javu Tel No: (041) 492 1230/1231/1234 – Nelson Mandela (Gqeberha)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)
- NOTE** : This post is earmarked for persons with disabilities.
- POST 34/181** : **STORES CLERK: SUPPLY CHAIN MANAGEMENT REF NO: DSRAC 30/09/2024**
- SALARY** : R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration)  
**CENTRE** : BCM District – East London  
**REQUIREMENTS** : National Senior Certificate with no work experience. A National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management or relevant qualifications will be an added advantage. Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of National / Provincial Treasury Guidelines, Public Finance Management Act, Departmental Circulars and Supply Chain Management Practice Notes. Knowledge and understanding of Supply Chain Management Framework Computer literacy. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. valid driving licence will be an added advantage.
- DUTIES** : Ensure the smooth, efficient, and effective flow of documents (receive and distribute) between the office of Supply Chain Management, the department and other units, external role players. Receive and distribute post and documents. Record documents in the required databases/registers. File all documents in accordance with the relevant prescripts like the National Archives Act and the MIS prescripts. Render a general support function in the SCM / Logistics unit. Render assistance with logistical arrangements.
- ENQUIRIES** : M. Aarons Tel No: (043) 492 1851 – BCM District (East London)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)
- NOTE** : This post is earmarked for persons with disabilities.
- POST 34/182** : **MESSANGER/ DRIVER REF NO: DSRAC 31/06/2023**
- SALARY** : R155 148 – R182 757 per annum (Level 03), (an all-inclusive remuneration)  
**CENTRE** : Alfred Nzo District – Mount Ayliff  
**REQUIREMENTS** : Grade 8 certificate or ABET level 4 or NQF level 1 - 3 with no experience. One (1) year relevant work experience will be an added advantage. Core Functions of the Driver. Knowledge of the procedures to operate the motor vehicle e.g., procedures to obtain trip authorities, (e.g., petrol) and obtain basic services (e.g., fixing a flat tyre). Knowledge of the prescripts for the correct utilization of the motor vehicle e.g., how and for what purposes can the motor vehicle be utilized, what are the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated. A valid driving licence with PDP is required.
- DUTIES** : Core Driver Functions. Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logbooks regarding the vehicle and the goods handled. Secondary Functions that can be performed. Render a clerical support / messenger service in the relevant office. This would, inter alia, entail the following: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry. Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies. This post is earmarked for persons with disabilities.
- ENQUIRIES** : M. Gugwana Tel No: (039) 492 0297 – Alfred Nzo District (Mount Ayliff)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)
- POST 34/183** : **CLEANER REF NO: DSRAC 32/09/2024**
- SALARY** : R131 265 – R154 626 per annum (Level 02), (an all-inclusive remuneration)  
**CENTRE** : Bayworld Museum - Gqeberha  
**REQUIREMENTS** : Grade 8 certificate or ABET level 4 or NQF level 1 - 3 with no experience. One (1) experience as a cleaner will be an added advantage. Good interpersonal skills. Good verbal communication skills. Self – motivated.
- DUTIES** : Provisioning of cleaning services. Cleaning offices corridors, elevators, and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing, and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows, and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by:

Cleaning of bins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning materials and equipment. Cleaning of machines (microwaves, vacuum cleaners etc) and equipment after use.

**ENQUIRIES** : V. Ketelo Tel No: (041) 584 0650 – Bayworld Museum, (Gqeberha)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : This post is earmarked for persons with disabilities.

**POST 34/184** : **GENERAL ASSISTANT REF NO: DSRAC 33/09/2024**

**SALARY** : R131 265 – R154 626 per annum (Level 02), (an all-inclusive remuneration)

**CENTRE** : Joe Gqabi District - Maletswai

**REQUIREMENTS** : Grade 8 certificate or ABET level 4 or NQF level 1 - 3 with no experience. Performing General Assistant duties will be an added advantage. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated. A valid driving licence will be an added advantage.

**DUTIES** : Ensure prompt delivery and safe keeping of information. Delivery of documents within and other departments. Photocopying and faxing documents. Render transport services for provincial library staff. Ferry officials and stakeholders to departmental events. Report all defects to the relevant official. Perform general assistant work. Load and off load furniture, equipment, and any other goods to relevant destination. Collection and delivery of items and correspondence. Collect and deliver mail to various offices. Load and offload furniture, equipment, and any other goods to relevant destinations. Assist in making photocopies. Paste notices on notice board. Provide cleaning services. Clean offices, boardroom, and walkways. Clean relevant workstations (workshops and exhibition rooms). Clean general kitchen. Clean restrooms (check toilet paper). Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Clean machines (microwaves, vacuum) and equipment after use. Request cleaning material. Prepare venue for functions and meetings. Prepare and wash all utensils to be used (kettle, cups, saucers, glasses, and jugs). Prepare tea during meetings. Assist during functions. Perform any other duties related to general assistant work that may arise or tasked by the supervisor.

**ENQUIRIES** : P. Masepe Tel No: (051) 492 4806 – JOE Gqabi District (Maletswai)

e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : This post is earmarked for persons with disabilities.

#### **DSRAC INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2024/2025 (24 MONTHS)**

**NOTE** : Directions To Applicants Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents until further notice, but must submit a fully completed signed Z83 form and detailed Curriculum Vitae – NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. The objective of the Internship program within the public service, is to address the problem of youth unemployment, especially tertiary (university and Technikon) graduates by providing them with work experience opportunities in the public service. As per the Directive issued by DPSA on the employment of persons to developmental programmes in the public service: Internship, Learnership, Apprenticeship, Graduate recruitment schemes and related programmes, this Internship programme is specifically aimed at the following: Interns need to be graduates and unemployed. Internship program targets the youth group between the ages of 18 and 35. Interns need to be within their specific demographic area. The internship should not exceed a period of 24 months, meaning candidates cannot enter into an internship program more than once.

## OTHER POSTS

- POST 34/185** : **LAN / DESKTOP SUPPORT TECHNICIAN (X9 POSTS)**  
Directorate – ICT Infrastructure
- STIPEND CENTRE** : R7 450.75 per month for graduates.  
: Ead Office Ref No: DSRAC 34/2024 (X1 Post)  
: Amathole District Ref No: DSRAC 35/2024 (X1 Post)  
: BCM District Ref No: DSRAC 36/2024 (X1 Post)  
: Sarah Baartman District Ref No: DSRAC 37/2024 (X1 Post)  
: Nelson Mandela District Ref No: DSRAC 38/2024 (X1 Post)  
: OR Tambo District Ref No: DSRAC 39/2024 (X1 Post)  
: Joe Gqabi District Ref No: DSRAC 40/2024 (X1 Post)  
: Chris Hani District Ref No: DSRAC 41/2024 (X1 Post)  
: Alfred Nzo District Ref No: DSRAC 42/2024 (X1 Post)
- REQUIREMENTS** : Minimum NQF level 6 qualification in either National Diploma/Degree: IT; Communications Networks; Desktop Support; Computer Science Or other relevant & equivalent IT related qualification.
- DUTIES** : Providing ICT related first-line support (desktops/computers, printer support & LAN connectivity) and serving as a contact point for IT related issues for the users. Provide call management on Information. Technology Service Management System (ITSM). Applying technical standards/procedures, end user support procedures, operating systems, Active Directory, backup technologies and processes. Manage, monitor network connectivity, servers, network security and performance. Log and troubleshoot all ICT related issues and resolution. Liaise with internal & external including third parties towards resolution of technical issues. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Provide administrative support to all ICT related issues. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed. Valid driver's license would be an added advantage as maybe required to travel to provide ICT support to other district offices or institutions. This post is earmarked for persons with disabilities.
- ENQUIRIES** : Z. Mndela / V. Puwani Tel No: (043) 492 0044 – Head Office (Qonce)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)
- POST 34/186** : **SYSTEMS FUNCTIONAL SUPPORT / DATA ANALYST-SCIENTIST REF NO: DSRAC 43/2024 (X4 POSTS) - INTERNSHIP**  
Directorate – ICT Operations
- STIPEND CENTRE** : R7 450.75.per month for graduates.  
: Head Office
- REQUIREMENTS** : Minimum NQF level 6 qualification in either. National Diploma/Degree: IT; Business Applications; Software Development; Technical Programming. Mathematical Statistics, Computer Science, Applied Mathematics, or other relevant & equivalent IT related qualifications. Relevant data scientist/analysis Certificates would be advantageous like: Big Data; Data Analysis & Modelling (Pandas, NumPy, Matplotlib, seaborn, SciPy); Machine learning and Deep Learning (Sklearn, TensorFlow, Keras, Pytorch); Data visualization (Power BI, Tableau); Coding/IDEs (Python, Jupyter, Spyder, Pycharm, R programming).
- DUTIES** : Providing functional and technical support for departmental systems. Proving technical/functional. Application support for the various designated applications/systems including the Departmental Intranet & Website. Proving help-desk support services for the all users and handling help-desk escalations. Understand designated applications/systems business functionality; and use technical and analytical expertise to locate and resolve applications/systems related problems. Provide system related advisory service to departmental users and help-desk services. Providing training for users for designated systems. Provide data analytic/analysis related services. Work closely with business to identify issues and use data to propose solutions for effective decision making Build algorithms and design experiments to merge, manage, interrogate, and extract data to supply tailored reports to colleagues, customers, or the wider organisation. Use machine learning tools and statistical techniques to produce solutions to problems and dashboards for internal stakeholders. Test data mining models to select the most appropriate ones for use on identified projects or business units. Maintain clear and coherent communication, both verbal and written, to understand data needs and report results. Assess the effectiveness of data sources and data-gathering techniques and improve data collection methods. Build predictive models and machine-learning algorithms for the various business units. Work with stakeholders throughout the organization to identify opportunities for leveraging company data to drive business solutions. This post is earmarked for persons with disabilities.
- ENQUIRIES** : Z. Mndela / V. Puwani Tel No: (043) 492 0044 – Head Office (Qonce)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)