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| | | 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. |
| <u>ENQUIRIES</u> | : | B Mbanghata Tel No: (043) 492 1838/1839 Amathole District (East London) e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za |
| <u>NOTE</u> | : | This post is earmarked for persons with disabilities. |
| <u>POST 31/157</u> | : | <u>SCHOOL SPORT COORDINATOR (X2 POSTS)</u> (Conditional Grant contract as date of assumption to 31 March 2028) Re-advertisement, previous applicants are encouraged to apply again. |
| <u>SALARY</u> | : | R142 701 – R168 093 per annum (Level 5/8), (an all-inclusive remuneration), (37% in lieu of benefits) |
| <u>CENTRE</u> | : | Chris Hani District (Komani) Ref No: DSRAC 10/08/2025 (X1 Post) Sarah Baartman District (Makanda) Ref No: DSRAC 11/08/2025 (X1 Post) |
| <u>REQUIREMENTS</u> | : | National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science or any relevant qualification and an understanding of the MPP Conditional Grant framework will be an added advantage. 1 – 2 years' work experience within a sport and recreation environment will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid code 08 driver's licence will be an added advantage. |
| <u>DUTIES</u> | : | Assist in the organising and coordination of school sport. Liaise between DSRAC and DoE. Compile reports register learners and schools participating in school sport events. Compiles need analysis and capture data. |
| <u>ENQUIRIES</u> | : | A Ngcebetsha Tel No: (043) 492 0211 Districts & Head Office (Qonce) e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za |
| <u>POST 31/158</u> | : | <u>GENERAL ASSISTANT – ARCHIVES REF NO: DSRAC 07/08/2025</u> |
| <u>SALARY</u> | : | R138 486 – R163 131 per annum (Level 02), (an all-inclusive remuneration) |
| <u>CENTRE</u> | : | Nelson Mandela District (Gqeberha) |
| <u>REQUIREMENTS</u> | : | 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. |
| <u>DUTIES</u> | : | Ensure prompt delivery and safe keeping of information. Delivery of documents within and other departments. Photocopying and faxing documents. Render transport services for provincial archives staff. Ferry officials and stakeholders to departmental events. Report all defects in the strongroom to the relevant official. Perform general assistant work. Collection and delivery of items and correspondence. Collect and deliver mail to various offices. Load and offload transfer records, furniture, equipment, and any other goods to relevant destinations. Assist in making photocopies. Paste notices on notice board. Provide cleaning services in the strongrooms and the reading room. 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). Assist during functions. Perform any other duties related to general assistant work that may arise or tasked by the supervisor. |
| <u>ENQUIRIES</u> | : | S Java/T Bosman Tel No: (041) 492 1230/1234/1232 Nelson Mandela District (Gqeberha) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za |
| <u>NOTE</u> | : | Persons with disabilities are encouraged to apply. |