

<u>ENQUIRIES</u>	:	can be directed to Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to youth Indian males.
<u>POST 31/124</u>	:	<u>HR CLERK: RECRUITMENT & SELECTION: CORPORATE SERVICES (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Bhisho Ref No: DPWI 33/08/2025, (X2 Posts), (Preference will be given to youth, coloured males with disability and youth-coloured males) Mount Ayliff: Ref No: DPWI 34/08/2025, (Preference will be given to youth, African males) Mthatha: Ref No: DPWI 35/08/2025, (Preference will be given to youth, African females with disability)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience required. Knowledge & Skills: Basic Conditions of Employment Act. Batho Pele Principles, Interpersonal skills, Problem Solving and Organizing skills. Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS Outlook and PowerPoint).
<u>DUTIES</u>	:	Human Resource Provisioning Services. Process advertising of positions, recruitment, selection and filling of positions. Process validation of qualifications. Process assumption of duties. Process issuing of letters of appointment contracts. Process confirmation of probation appointments. Process personnel utilization through transfers, translations in rank, promotions and secondments.
<u>ENQUIRIES</u>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4236 / Ms O. Mailula Tel No: (039) 254 6795 / Ms V Potelwa Tel No: (047) 505 2835/ e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 31/125</u>	:	<u>SENIOR SECURITY OFFICER: FACILITIES & OPERATIONS MANAGEMENT (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R228 321 per annum (Level 05) Nelson Mandela Bay: Ref No: DPWI 36/08/2025, (Preference will be given to Youth, Coloured Females) Mthatha: Ref No: DPWI 37/08/2025, (Preference will be given to Youth, Coloured Females) Mount Ayliff: Ref No: DPWI 38/08/2025, (Preference will be given to Youth, Coloured Females with Disability)
<u>REQUIREMENTS</u>	:	National Senior certificate, no experience required. Security Certificate, Grade B PSIRA certificate is compulsory. knowledge and skills: Knowledge of the access control procedures, Knowledge of measures of control and movement of equipment & stores, Prescribes security procedures e.g MIS, NISA, Protection of Information Act, Emergency Procedures. Stakeholders Engagement; Financial Management, Policy Implementation, People Management, Process implementation, customer and quality management, problem solving skills, strategic capability and leadership, self-leadership, communication skills, computer skills, planning and organisation skills, programme and project management, negotiation and presentation skills.
<u>DUTIES</u>	:	Perform access control functions: Determine appointments/ or services that visitors require, Contact relevant employee to confirm appointment, or refer visitor to the relevant service delivery point, Complete or ensure that the admission control register is completed, Issue admission control documents/cards as required, Escort /visitors to relevant employees/venues where required, Lock and unlock entrances, Ensure that unauthorized persons and dangerous objects do not enter the building/premises, Follow-up on incidence. Undertake building/premises patrols: Identify and check doors are locked or unlocked as required Check water leaks and that taps are closed, Identify and check fire hazards, exposed electrical contacts and other fire hazards, Check lights, switch on and off as required, Check suspicious objects and packages and report, Apply emergency procedures. Ensure safe keeping of equipment, documents and stores of the Department: Complete registers to control the movement of equipment, stores and documents, Confirm that no equipment, stores and assets of the department leave the building/premises unauthorized, Inspect vehicles entering and leaving the premises, Gather