

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 (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 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 / Mr. M. Cezula Tel No: (043) 492 0949 / 1400 / Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, Qonce, 5605

Amathole Museum: Qonce: Enquiries. S. Cakata Tel No: (043) 642 4506 – Amathole Museum (Qonce) Hand deliver to Corner of Alexandra & Albert Road, Qonce

Amathole District: Enquiries Mr. B. Mbangatha / Mr. Mboniswa 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.

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 / Mr. T. Thomas Tel No: (045) 492 0030 / 0054 Hand deliver to: Bathandwa Ndondo Building, Komani Hospital.

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

Applicants are encouraged to Use E-Recruitment System. People with disabilities who meet the requirements will be given preference.

CLOSING DATE

: 12 September 2025

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. 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.

OTHER POSTS

<u>POST 31/149</u>	:	<u>DEPUTY DIRECTOR: RESEARCH & POLICY DEVELOPMENT REF NO: DSRAC 01/08/2025</u> Re-advertisement, Candidates who have applied previously are encouraged to re-apply
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration). 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)
<u>CENTRE REQUIREMENTS</u>	:	Head Office - Qonce A National Senior Certificate plus a National Diploma NQF 6 / Bachelor's degree NQF Level 7 as recognized by SAQA in Social Sciences/Developmental studies or Public Administration (Master's Degree will be an added advantage) coupled with 3 years' experience in the field of developing, monitoring implementation of policies; conducting research and evaluation; and developing and implementing Innovation and Knowledge Management Strategy, of which 3 years must be at an Assistant Manager level. Knowledge of monitoring, evaluation and interpretation of government policies. Experience in analysing various types of information and identifying operational direction. Policy development and implementation. Experience of managing a team. Experience of testing and prototyping. Distinguished record of creativity and innovation. A valid driving license. Key Competencies: Extensive high-level knowledge of Research and Policy Development, Innovation and Knowledge Management, as well as the interpretation of policies. Analytical and Innovative Thinker, Events/Project Management and Financial Management.
<u>DUTIES</u>	:	Conduct varying internal and external quantitative and qualitative research and ensure accurate interpretation. Undertake and oversee qualitative research to benefit DSRAC's policy development. Oversee research interpretation and disseminate information to leadership and appropriate stakeholders. Facilitate intensive consultation with relevant stakeholders. Facilitate collaboration with provincial government counterparts and tertiary institutions in aspects of the delivery of the annual surveys including participating in various research projects and or committees. Oversee and collaborate in the development, administration, delivery of interpretation and analysis of external and internal surveys to inform DSRAC operational and strategy development outcomes. Lead the development of DSRAC's annual research plan. Stay abreast of market and industry trends in research and public policy as it relates to DSRAC. Developing and monitoring implementation of Policy Development and Management Framework in line with provincial and/or national policy frameworks. Developing, monitoring and implementation of departmental Innovation and Knowledge Management Strategy. Identifying policy issues in collaboration with operational areas/business units and horizontal policy coordination working groups; Providing policy advice and recommending policy priorities to senior management and operational areas, where appropriate. Managing, overseeing, coordinating and monitoring policy development, including the initial determination of the type of policy to be developed (strategic and or operational); Providing tools and guidance, including an inventory, for policy development; Ensuring alignment and validating conformity of policy instruments with DSRAC policy requirements and architecture; Convening and coordinating policy review processes; Communicating policy culture and policy management to DSRAC staff; Making editorial and/or administrative changes to policy instruments, as required; Conduct feasibility studies as may be required by the department and report progress to senior management. Manage and submit monthly, quarterly and reports. Manage human and financial resources. Manage EPMDS and staff development training needs. Manage attendance register and leave records. This post is earmarked for persons with disabilities.
<u>ENQUIRIES</u>	:	R Swartbooi Tel No: (043) 492 0949 Head Office (Qonce) e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

<u>POST 31/150</u>	:	<u>DEPUTY DIRECTOR: ADMIN SUPPORT & COORDINATION REF NO: DSRAC 02/08/2025</u>
<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Head Office – (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma Level 6/7 Preferable appropriate B Degree NQF Level 7 as recognised by SAQA in Office Administration/Public Administration or equivalent relevant qualification coupled with at least 3 years at Assistant Director /Jnr Management Level in related administrative support and coordination field. Good command of written and oral English and any other official language. Knowledge of strategic coordination/ planning and professional report writing. Knowledge of formats and routes of documentation throughout the department. Quality control of documents. Knowledge and understanding of hierarchy and management structure of the Executive Authority office. Policies, legislation, and procedures; Public Service and Departmental procedures and prescripts. In possession of the following skills: Organizing skills; Facilitation skills; Communication skills; Computer literacy and technical writing skills. Ability to communicate with ministries, senior management, officials, and the public in a professional manner. Ability to work individually and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty; Objectiveness; Integrity; Service orientated; Self supervision; Highly developed sense of honesty and protect the confidentiality of documents.
<u>DUTIES</u>	:	Provide administrative support services in the office of the EA. Perform administrative responsibilities to ensure the smooth running of the MEC's office. Manage physical and financial resources of the MECs Office. Goods and services successfully procured for the Office of the MEC. Ensure that office report is fully compiled. Ensure that the office of the MEC is successfully managed and functional. Organise and facilitate sessions for portfolio questions. Provide registry support services in the office of the EA. Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Ensure the safekeeping of all documents for archiving and disposal. Develop and implement records management policies. Provide logistical support for meetings. Setting standards in effective cost control. Cost Control: generate cost control analysis of the office activities quarterly and suggest adjustments to the Chief of Staff. Monitor travel arrangements and accommodation for the Office of the MEC. Make sure that the newspapers are delivered on daily basis. Management of strategic support. Give input in the development of strategic, Business/Operational and procurement plans. Analyse, Identify and Compile monthly and quarterly Reports. Manage administration support. Facilitate management of EPMDS and provide support to all staff. Manage human resources (attendance register & leave records). Monitor financial resources (budget, cash flow projections & in-year monitoring). Ensure performance development and training needs analysis of staff.
<u>ENQUIRIES</u>	:	Y Dlamkile Tel No: (043) 492 1386 Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 31/151</u>	:	<u>SCIENTIST PRODUCTION REF NO: DSRAC 06/08/2025</u>
<u>SALARY</u>	:	R761 157 – R816 852 per annum, (OSD), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Amathole Museum (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a NQF Level 8 in Zoology or relevant natural science qualification with a minimum of three (3) years relevant experience in a museum natural science environment. A member of South African Council of Natural Scientific Professionals will be considered as an added advantage. Compulsory registration with SACNASP as a professional Natural Scientist. Knowledge of public service regulations, legislations/ policies/ prescripts and procedures. Occupational Health and Safety prescripts. Knowledge of Eastern Cape Museum Act. National Environmental management: Biodiversity Act, Operational standards for natural science museum, South African National Standards for Museums. Knowledge of Research and dissection microscopes and collection management standards, ability to recognise diagnostic characteristics on which classification system are based. Computer knowledge, laboratory protocol, database and word computer packages,

		Natural science, financial management. Programme and project management. Communication skills, Report writing skills, People management skills, Customer or client orientated approach. A valid driving licence.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. To perform scientific analysis and regulatory functions. Conduct analysis of scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Formulate proposals and compile reports. Develop and customize models and techniques. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research/literature studies to improve expertise. Public and present research findings. Liaise with relevant bodies/councils on science-related matters. Management of human capital development Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work processes. Manage the performance and development of staff.
<u>ENQUIRIES</u>	:	S Cakata Tel No: (043) 642 4506 Amathole Museum (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 31/152</u>	:	<u>CHIEF LANGUAGE PRACTITIONER REF NO: DSRAC 03/08/2025</u> Re-advertisement, previous applicants are encouraged to re-apply.
<u>SALARY</u>	:	R582 444 – R686 091 per annum (Level 10), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	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 / Journalism / Communication with a minimum 3-year relevant work experience at supervisory level 7 / 8 in the relevant field. A valid driving licence.
<u>DUTIES</u>	:	Assist in developing language legislation and policy. Formulate language legislation and policy. Facilitate implementation of language policy. Promote the principle of multilingualism in the province. Facilitate establishment of language units in the government departments. Coordinate strategic engagements with the Eastern Cape Language Forum. Facilitate translation and interpreting services. Coordinate development of term lists in all official languages of the province. Conduct research on all difficult terms/words on the term list. Terminology development services. Develop terms in conjunction with language role players. Research on difficult terms. Facilitate authentication / verification of difficult terms. Facilitate approval of terms of difficult nature by national term bank. Provide administrative support for the component. Facilitate the development of Literature. Coordinate engagements with Literature bodies in the province. Facilitate Literature Development programs. Coordinate both literature and language projects. Assist in the development of strategic, operational and procurement, business and projection plans. Manage financial resources. Manage human resources. Compile monthly and quarterly reports. Allocation of resources for staff. Manage EPMDS and provide staff development training needs.
<u>ENQUIRES</u>	:	R Swartboo Tel No: (043) 492 0949- Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 31/153</u>	:	<u>CULTURAL OFFICER REF NO: DSRAC 04/08/2025</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Sarah Baartman District (Performing Arts)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National 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. Cultural and Creative Industries Master Plan. 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.
<u>DUTIES</u>	:	Coordinate Arts & Culture Provincial Programmes. Organise logistics and attend meetings. Responsible for groups and performing artists. Organise festival equipment for artists. Facilitate and implement art centre programs. Craft rooster for activities. Organise arts centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submissions. Facilitate access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Provide institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administrative support. Draft art centre business plan. Consolidate and compile quarterly and annual reports. Monitor budget expenditure and revenue collection. Coordinate procurement submission. Organise and monitor visitor's register.
<u>ENQUIRIES</u>	:	N Qumza Tel No: (046) 492 0223/0227- Sarah Baartman District e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 31/154</u>	:	<u>CULTURAL OFFICER REF NO: DSRAC 05/08/2025</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Alfred Nzo District (Mount Ayliff Arts Centre)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National 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.
<u>DUTIES</u>	:	Coordinate Arts & Culture Provincial Programmes. Organise logistics and attend meetings. Responsible for groups and designer artists. Organise festival equipment for artists. Facilitate and implement art centre programs. Craft rooster for activities. Organise arts centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submissions. Facilitate access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Provide institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administrative support. Draft art centre business plan. Consolidate and compile quarterly and annual reports. Monitor budget expenditure and revenue collection. Coordinate procurement submission. Organise and monitor visitor's register.
<u>ENQUIRIES</u>	:	M Gugwana Tel No: (039) 492 0297/0287 e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 31/155</u>	:	<u>SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF NO: DSRAC 08/08/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Chris Hani District (Komani)

<u>REQUIREMENTS</u>	:	National Senior Certificate or equivalent qualification. A minimum of three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies, or any relevant qualification coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scrips in sport and recreation. Ability to work under pressure. Knowledge of understanding the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. 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 is required.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	T Thomas Tel No: (045) 492 0030/0054 Chris Hani District (Komani) e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 31/156</u>	:	<u>HR OFFICER REF NO: DSRAC 09/08/2025</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Amathole District – East London
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<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.