

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
OFFICE OF THE PREMIER**

**APPLICATIONS**

: Applicants must strictly apply using only the provincial eRecruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za), or <https://www.ecprov.gov.za> or <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and closes at 23:59 on the closing date. 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: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – No Cvs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za) and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.

**CLOSING DATE**

: 12 September 2025

**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). 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 produce a 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. Applications received after closing date will not be considered.

## OTHER POSTS

<b><u>POST 31/93</u></b>	:	<b><u>SENIOR STATE LAW ADVISOR: LEGISLATION REF NO: OTP 01/08/2025</u></b>
<b><u>SALARY</u></b>	:	R1 195 110 per annum (OSD – LP 9), (all-inclusive salary package)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 8 years' appropriate post qualification litigation/advisory experience. Admission as an Attorney or Advocate. A valid driver's license. A qualification in Legislative Drafting will be an advantage. Key Competencies: Applicants must understand the public service prescripts/laws and its application Sound knowledge of constitutional and administrative law, legislative drafting and advice, knowledge of statutory and case law, regulations, prescripts and policies. Sound administrative skills and computer literacy is also essential. Knowledge and experience in the furnishing of legal advice and opinions, analytical skills, communication skills and legal research. Ability to capacitate government officials on certain laws.
<b><u>DUTIES</u></b>	:	Drafting legislation for all client departments; Providing advice and legal opinions to the Office of the Premier and provincial government departments; Conduct the desktop analysis of legislation; Research and analyse constitutional court judgements and concurrent National Legislation to ensure that provincial legislation is aligned with national legislation and complies with the Constitutional Court judgements; Conduct research based on instructions received. Support client departments on policy formulation. Provide input on draft Bills; Render support with analyzing of draft Bills together with the client departments; Support the client departments in the public consultation on the proposed Bills; Support the client departments through the Executive Council processes for approval of the Bills; Assist with the translation of the Bills; Prepare the necessary documents for the submission of the Bills to the Legislature; Assist with the preparation for portfolio committee meetings; Support the legislature in public hearings on Bills. Manage area of responsibility: Supervise and co-ordinate the effective and efficient running and management of the Legislation directorate. Assist in the review of the Legislation directorate's performance and make recommendations to improve the efficiency and effectiveness thereof. Report on the Legislation directorate's information as required by internal and external stakeholders. Co-ordinate the effective and efficient running and management of the Legislation directorate. Develop and implement service delivery improvement programmes. Develop the implementation of the Legislation directorate's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Legislation directorate within set timeframes.
<b><u>ENQUIRIES</u></b>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 31/94</u></b>	:	<b><u>ASSISTANT DIRECTOR: WOMEN &amp; GENDER MAINSTREAMING REF NO: OTP 02/08/2025</u></b>
<b><u>SALARY</u></b>	:	R468 459 – R551 823 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, an NQF Level 6/7 (National Diploma/ bachelor's degree) as recognized by SAQA in BA Social Science or any related field. Minimum three (3) years' experience in development work at supervisory level (SL 7/8). Experience in the mainstreaming of designated groups will be an added advantage. A valid driver's license. Key Competencies: Knowledge of strategy development, management, and monitoring. Knowledge of International conventions, prescripts, policies and frameworks relevant to women & gender mainstreaming.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of transformation programmes for women & gender mainstreaming according to functional objectives: Support the implementation of policies and practices that seek to eliminate discriminatory barriers thus promoting access for women to participate and gender equity & equality in the province. Assist the review of departmental policies and programmes, forums, committees, budgets, plans, reports etc. to ensure that gender mainstreaming is embedded in governance and administrative

systems. Assist to monitor and evaluate the impact of transformation programmes for women & gender groups in the province. Assist to develop intervention strategies for state institutions to address identified bottlenecks / challenges for women and gender groups in the province. Assist in developing a report on transformation programmes about women & gender mainstreaming. Implement and coordinate interventions aimed at protecting and promoting human dignity and equality of women & gender groups: Assist in promoting and supporting the Empowerment of women & gender groups by running workshops aimed at raising awareness on women & gender, economic empowerment, rights to life, etc. Support the promotion of advocacy through media and information brochures. Assist in lobbying Chapter 9 and 10 institutions for support on the protection of rights of women & gender groups and create linkages with development partners for resource mobilization. Assist in programmes that encourage the autonomy and independence of women & gender groups by promoting their full participation in economic, social, cultural, civil and political life under conditions of equality. Assist to establish monitoring mechanisms to evaluate initiatives to protect and promote human dignity and equality of women & gender groups. Assist in developing and coordinating the implementation of outreach programmes on women and gender mainstreaming including observing key calendar activities that impact on women & gender. Assist in developing a report on the impact of actions / initiatives to protect and promote the human dignity and equality of women & gender groups. Guide departments in the implementation of policy frameworks and programmes meant to benefit women & gender mainstreaming: Collect data from departmental plans to enable analysing them to establish alignment with policies and frameworks. Assist in advising departments about the analysis' findings that relate to issues affecting women & gender mainstreaming. Assist in coordinating and establishing an accounting platform for state institutions on Provincial gender equity targets & women empowerment status is established annually. Monitor socio-economic inclusion of women & gender in programmes & projects of state institutions: Assist in monitoring the progress made in implementing socio-economic empowerment programmes for women by state institutions. Assist in developing and coordinating the implementation of interventions strategies to address social ills targeted at women & other gender groups. Assist in developing a Report on the socio-economic programmes implemented for women. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

<b><u>ENQUIRIES</u></b>	:	Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: <a href="mailto:recruitment@ecotp.gov.za">recruitment@ecotp.gov.za</a>
<b><u>POST 31/95</u></b>	:	<b><u>VETTING INVESTIGATOR / OFFICER: PROVINCIAL VETTING SERVICES</u></b> <b><u>REF NO: OTP 03/08/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, NQF level 6/7 National Diploma/ Degree in Social Science, Psychology, Security Management or equivalent. A minimum of 1-2 years' experience in Vetting and Information Security Environment. SAPS/Defense/SSA Vetting Course would be advantageous. Must have a valid driver's licence and ability to drive.
<b><u>DUTIES</u></b>	:	Receive files and planning vetting investigations process. Conduct quality vetting fieldwork investigations. Analyse information as per norms and standards and draft reports and make recommendations. Assist in creating awareness in the Directorate: Provincial Integrity Management. Establish integrity checking capacity. Maintain the security clearance database. Knowledge of and Skills: Knowledge and understanding in the application of vetting processes. Knowledge and understanding of the Constitution of the Republic of South Africa, 1996, National Strategic Intelligence Act 39 of 1994 as amended by Act 67 of 2002, Minimum Information Security Standards, Public Service Act (Act 103 of 1994), Promotion of Access to Information Act, 2000, Promotion of Administrative Justice Act, 3 of 2000. Protection of Personal Information Act, 2020 (POPIA). Computer literacy and working knowledge of Microsoft Word, Excel and Outlook.

**ENQUIRIES**

: Mr N. Mhlawuli at 076 783 6993/ Ms Nomthandazo Xesha at 060 584 4059/ Ms. N. Nxoko at 083 653 2050/ Ms A. Mpuhlu at 060 472 9836. For eRecruitment enquiries email: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**PROVINCIAL TREASURY****APPLICATIONS**

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**CLOSING DATE**  
**NOTE**

: 12 September 2025

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## OTHER POSTS

<b><u>POST 31/96</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: PT 1/08/2025</u></b> Purpose: To render support in Managing of Acquisition Management process in the Department.
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A Degree (NQF level 7 as recognised by SAQA) in Public Administration / Public Management Supply Chain Management coupled with Minimum of 3 years' work experience SCM specifically in Procurement environment at an Officer level (Level 7 or higher).
<b><u>DUTIES</u></b>	:	Coordinate, Review and Execute the Bidding Process; Render secretariat services to the Quotations Committee, Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval). Compile bid documents. Publish tender invitations. Receiving and open bid documents. Coordinate, Review, And Compile the List of Prospective Service Providers for Quotations: Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Compile database of approved suppliers / service providers. Support The Functional operation of the Sub Directorate: Supply Chain Management (Acquisition Management); Give support to the design and development of acquisition management policies processes and procedures. Render assistance with the execution of the acquisition management plan. Reviewing the acquisition management activities by ensuring compliance with SCM prescripts. Manage Area of Responsibility: 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, delegating functions to staff based on individual potential provide the necessary guidance and support and affords staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Skills and Competencies: Knowledge and application of the following prescripts. Public Finance Management Act. Supply Chain Management Policies and Practices. Risk Management Policies and Practices. Financial Accounting. Budget preparation. 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 Problem. Networking and Building Bonds. Planning and organising. Problem Solving and Decision-Making. Project Management. Team Leadership. High end IT Skills (Microsoft and related applications). Writing and Presentation skills. Stakeholder management. Researching. Computer literacy.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a> . (NB: for technical glitches only – no CVS).
<b><u>NOTE</u></b>	:	EE Target: African Male / Indian Male /Indian Female
<b><u>POST 31/97</u></b>	:	<b><u>ASSISTANT DIRECTOR: PHYSICAL ASSET MANAGEMENT REF NO: PT 2/08/2025</u></b> Purpose: To render transparent and effective management of physical assets.
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A Degree (NQF level 7 as recognised by SAQA) in BCom in Accounting / commerce majoring in accounting coupled with Minimum of 3 years' work experience Financial / Asset & Inventory Management environment at an Officer level (Level 7 or higher). Skills and Competencies: Knowledge of AM Legislation & Prescripts. Knowledge and application of PFMA. Project Appraisals. Applied Strategic Thinking. Apply Technology. Budget 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. Planning and organising. Problem Solving and Decision Making. Policy Analysis. Project Management. Team Leadership and Audit Skills.

## **DUTIES**

: Render and Implement Movable and Immovable Asset Management Policy, Norms and Standards; Coordinate the assessments on the extent to which asset management related controls are implemented within departments. Facilitate and implement strategies to address gaps identified by assessment results. Coordinate and evaluate the implementation of these corrective strategies and provide senior management with periodic reports. Facilitate and coordinate in the development and implementation of appropriate asset management policy. Assist in the management, treatment and disclosure of inventories related expenditure in compliance with the relevant guidelines. Facilitate and coordinate the preparation of financial disclosure annexures and notes relating to expenditure on movable and immovable assets. Issue annual circular communicating the submission dates for the U-AMPs and C-AMPs in terms of Section 9 of GIAMA. Facilitate and provide support in the review and implementation of annual provincial GIAMA implementation plan by DRPW. Assist in the revision and submission of draft U-AMPs and C-AMP to National Treasury in conjunction with DRPW. Provide Support In Provincial Departments with Asset Management Capacity Building: Assist in preparation of annual assessments of provincial asset management structures for adequacy and relevance to perform asset management function. Support the identification of training needs and planning for relevant training. Prepare all the necessary documentation for workshops and forums aimed at roll-out of asset management related reforms from National Treasury as well as enhancing provincial best practices sharing amongst practitioners. Facilitate The Development and Maintenance of Policies, Strategies and Systems for Asset and Inventory Management; Coordinate the development of asset and inventory Management policies/procedure manuals and systems. Coordinate the development of Provincial Treasury Practice notes and compliance checklist tools with regards to assets and inventory management. Facilitate the development of procedure guidelines to promote compliance with the reporting standards of Manage that departments and public entities have asset and inventory management policies and/or procedure manuals. Facilitate the development of asset and inventory strategies in line with the service delivery objectives. Facilitate the review of asset and inventory Management policies, procedure manuals, systems, Treasury Practice notes and compliance checklist tools. provide support on safeguarding of assets to departments and entities: monitor the safeguarding of assets against destruction, theft and obsolescence. Monitor that all losses of assets are reported, investigated and finalized. Monitor that departments and entities have functional loss control. provide support to departments on financial management and reporting on assets and inventory; Monitor and support departments and public entities on asset register, trial balance and expenditure reconciliations. Perform reviews of Annual Financial Statements (AFS)/ Interim Financial Statements (IFS) on asset and inventory management of departments and entities. Monitor and support departments and public entities on the development and implementation of audit action plan regarding management on assets and inventory. Provide support on resolving audit findings on non-current and current assets of the provincial departments and public entities. Monitor and support entities on the review of Estimated Useful Life (EUL), residual values (RV) and impairment of PPE (Property, Plant and Equipment). Provide support to departments and entities on the valuation of assets. Provide support to departments and public entities with financial reporting tools for interim and annual financial statements disclosure. provide support to departments and public entities on asset and inventory management strategies operation and maintenance of asset and inventory management: Monitor and support departments and entities on the implementation of life cycle asset management strategies and value for money of assets and inventory. Monitor that departments and entities have asset management plans operational and maintenance. Monitor and support departments and entities to develop and maintain complete and accurate assets and inventory registers. Monitor and support departments and entities on the application of inventory management techniques. Monitor and support departments and entities on asset verification and inventory stocktaking processes. Perform periodic compliance assessments in departments and public entities to establish compliance

relevant legislation. facilitate transparent and economic practices to deal with asset disposal in the provincial administration: Monitor that obsolete, redundant and unserviceable assets are disposed off. Monitor the establishment of disposal committees. Monitor compliance with SCM prescripts on asset disposal. Monitor and support departments and entities on the reconciliation of disposal proceeds. Monitor the maintenance of proper asset registers. Monitor compliance with internal control processes with regard to asset disposals. facilitate the capacitation of asset and inventory management section in the departments and entities: identify asset and inventory management capacity GAPS and coordination strategies to address the capacity GAPS. Facilitate on-the-job training on assets and inventory management. Conduct workshops on policy framework, Treasury Regulations and Accounting Norms and Standards. Facilitate training interventions on assets and inventory management. Provide support to departments and entities with financial reporting tools for interim and annual financial statements disclosures.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: for technical glitches only – no CVs).

**NOTE** : EE Target: African Male / Indian Male / Indian Female.

**POST 31/98** : **ASSISTANT DIRECTOR: MONITORING & REPORTING (SUPPLY CHAIN MANAGEMENT) REF NO: PT 3/08/2025**

Purpose: To render support in the development of SCM governance mechanisms and support compliance enforcement.

Re-advertisement

**SALARY** : R468 459 per annum (Level 09)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : A Degree (NQF level 7 as recognized by SAQA) in Financial Management or equivalent qualification coupled with Minimum of 3 years' experience in SCM Governance Compliance environment at an Officer level (Level 7 or higher). Valid Driver's Licence is essential.

**DUTIES** : analyse departmental procurement plans for monitoring: Review departmental procurement plans and identify key procurement activities. Engage the relevant Unit to address significant irregularities in procurement plans and ensure the credibility and alignment of procurement plans with strategic procurement objectives. Compile and maintain a comprehensive monitoring schedule to track departmental procurement implementation. Liaise with departments to clarify procurement priorities and timelines. monitor the implementation of procurement plans in departments: Conduct monthly monitoring of departmental procurement plan implementation. Compile and consolidate status reports for submission to various governance structures on the status of adherence to procurement plans. Provide departments with technical support and interventions to address procurement delays or bottlenecks. Manage the quarterly reporting process on adherence to procurement plans. Provide structured feedback to departments to improve procurement performance and accountability. Identify persistent non-performance or non-adherence issues and escalate to the Deputy Director for further action through the Financial Management Accountability Framework (FMAF). Conduct SCM Compliance Assessments in Departments: Plan and conduct SCM compliance assessments across departments in line with applicable legislation and policies. Compile detailed reports on departmental SCM compliance status, including recommendations to improve controls and enforce legislative compliance. Provide formal feedback to departments on compliance findings and required corrective actions. Monitor and report on the implementation of departmental action plans arising from compliance assessments. Flag repeated or unresolved SCM non-compliance issues for escalation through the Deputy Director in accordance with the FMAF process. Skills and Competencies: In-depth understanding of legislative framework more specifically Supply Chain Management that governs the Public Service. Knowledge and application of National and Provincial Treasury Instruction Notes, Practice Notes and Circulars. Applied Strategic Thinking, Apply Technology. Budget 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. Verbal communication and presentation skills. Excellent writing skills. Planning and Organising. Problem Solving and Decision Making, Policy Analysis and Project Management.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a> . (NB: for technical glitches only – no CVs).
<b><u>NOTE</u></b>	:	EE Target: African Male / Indian Male / Indian Female
<b><u>POST 31/99</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION &amp; ACCOUNTING</u></b> <b><u>REF NO: PT 4/08/2025</u></b> Purpose: To render provision of Financial Records and Accounting services to the department.
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	A Degree (NQF level 7 as recognised by SAQA) in Financial Accounting / Financial Management or equivalent tertiary at NQF L7 with specialization in Finance / Accounting / Financial Management environment at an Officer level (Level 7 or higher). BAS certificate is essential.
<b><u>DUTIES</u></b>	:	Facilitate Clearing, Monitoring and Reconciling Suspense Accounts and Safekeeping of Financial Records; Prepare the reconciliation and clearance of suspense accounts. Check and rectify misallocation on suspense accounts. Supervise the preparation of bank reconciliation. Ensure that payment vouchers and journals are properly filed. Manage verification of payments register. Prepare and process the adjusting journal entries with supporting documentation. Facilitate timeous settlement of inter-departmental debts and liability accounts. prepare monthly, quarterly and annual financial reports; Prepare interim and annual financial statement in terms of the prescribed Annual Financial Statement guidelines. Prepare confirmation of outstanding debts and interdepartmental claims on a monthly basis. Prepare the age analysis of suspense accounts and interdepartmental claims and submit to Provincial Treasury. Manage Area of Responsibility; 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. Delegating functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Skills And Competencies: Knowledge of Legislative Framework and Policies and Regulations that Governs the Public Services. In-Depth knowledge of the following prescripts. Public Finance Management Act. National Treasury Regulations. GRAP, Annual Financial Statement Guidelines. National Treasury Practice Notes. AFS Guidelines, Financial Management. Document management. Advanced Microsoft Excel, Word and PowerPoint. In-depth knowledge of Legislative Framework and Policies and Regulations that Governs the Public Services. Financial Management. Document management. 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 Problem. Networking and Building Bonds. Planning and organising.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a> . (NB: For Technical Glitches Only – NO CVs).
<b><u>NOTE</u></b>	:	EE Target: African Male / Indian Male / Female
<b><u>POST 31/100</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF</u></b> <b><u>NO: PT 5/08/2025</u></b> Purpose: To enhance, monitor and enforce transparent and effective Municipal Supply Chain Management.
<b><u>SALARY</u></b>	:	R468 459 per annum (Level 09)



**CENTRE  
REQUIREMENTS**

- : Amathole
- : A Degree (NQF level 7 as recognised by SAQA) In Supply Chain Management / Law / Commerce. Minimum of 3 years' work experience in Supply Chain Management specifically in monitoring or working in a municipal environment at an Officer level (Level 7 or higher).

**DUTIES**

- : Monitor, Evaluate and Report on Compliance with supply chain management regulatory framework: review municipal supply chain management policies and report on compliance to regulations. Ensure compliance with the, MFMA and all related SCM frameworks by municipalities. Monitor and evaluate supply management processes and report on compliance with the supply chain management guidelines, framework, and accounting standards. Provide support and advice on supply chain management processes, policies and compliance to regulations. Review and Report on Contract Management; Long- and Short-term Contracts; Irregular Expenditure; Functionality of SCM committees; Deviations; Variations and Contract Extensions. Support, review and Monitor SCM Procurement plans. Monitor; Review Reports on functionality and quality SCM systems and Processes. Provide Advice, Guidance, And Remedial Actions on SCM Issues and Monitor Remedial Actions: Review, provide advice and guidance on the Structuring and functionality of SCM committees. Implement Supply chain management reforms in all the delegated municipalities and to play an oversight role in local government. Set complimentary standards within the parameters as set by National/ Provincial Treasury and the relevant SCM frameworks. Monitor and report on municipal policy outcomes. Access and identify capacity gaps, provide technical assistance and support training initiatives with regard to SCM in all delegated municipalities. Provide assistance and advice on improving the supply chain management function within municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management. Provide inputs and advice into other reports related to supply chain management. Oversee the implementation and maintenance of all transversal SCM policies and procedure manuals in all Municipalities. Participate in the development of all transversal SCM policies, procedure manuals and guidelines. Ensure Compliance with the MFMA And All Related SCM Frameworks by Municipalities: Ensure the implementation and compliance with the operational plan. Ensure the undertaking of site visits in order to assess compliance with SCM Regulations, Policies, etc. Conduct assessment of contractor/supplier performance. Conduct investigation on complaints received from relevant stakeholders. Follow-up on complaints relating to non-compliance and implementation of recommendations arising from assessment report. Provide Technical Assistance and Training with Regard to SCM In All Delegated Municipalities: Report non-compliance with relevant legislations, regulations and other initiatives by designated municipalities to the relevant supervisor. Develop an implementation plan for transversal SCM policies, procedure manuals and guidelines to be implemented at various institutions. Provide advice and guidance regarding the implementation and maintenance of transversal SCM policies, procedure manuals and guidelines. Ensure that transversal SCM Queries or enquiries (ADHOC) are dealt with timeously. Manage Area of Responsibility: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Risk Management policies and practices. Supply chain management policies and practices. Asset Management policies and practices. Departmental policies and procedures. Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Knowledge of Policy analysis and developments. Monitoring systems and processes. Budget submission. Accounting Principles. Strategic Capability and Leadership. Programme and Project Management, Budget and Financial Management, Planning and organising, Technical report writing, Negotiation and facilitation, Numeracy, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Creative thinking, Problem Solving and Analysis, Interpretation of legislation, Project planning and management, Financial Management, Policy analysis and development, People Management and Empowerment, Client

	Orientation and Customer Focus, Communication ( verbal & written). Computer Literacy, Extensive strategic planning.
<b><u>ENQUIRIES</u></b>	: Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: <a href="mailto:erecruitmentenquiries@ectreasury.gov.za">erecruitmentenquiries@ectreasury.gov.za</a> . (NB: For Technical Glitches Only – No CVs).
<b><u>NOTE</u></b>	: EE Target: African Male / Indian Male / Indian Female.
<b><u>POST 31/101</u></b>	: <b><u>ASSISTANT DIRECTOR: MUNICIPAL SUPPLY CHAIN MANAGEMENT REF NO: PT 6/08/2025</u></b> Purpose: To enhance, monitor and enforce transparent and effective Municipal Supply Chain Management.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R468 459 per annum (Level 09) : OR Tambo : A Degree (NQF level 7 as recognised by SAQA) In Supply Chain Management / Law / Commerce. Minimum of 3 years' work experience in Supply Chain Management specifically in monitoring or working in a municipal environment at an Officer level (Level 7 or higher).
<b><u>DUTIES</u></b>	: Monitor, evaluate and report on compliance with supply chain management regulatory framework: Review Municipal Supply Chain Management policies and report on compliance to regulations. Ensure compliance with the, MFMA and all related SCM frameworks by municipalities. Monitor and evaluate supply management processes and report on compliance with the supply chain management guidelines, framework, and accounting standards. Provide support and advice on supply chain management processes, policies and compliance to regulations. Review and Report on Contract Management; Long- and Short-term Contracts; Irregular Expenditure; Functionality of SCM committees; Deviations; Variations and Contract Extensions. Support, review and Monitor SCM Procurement plans. Monitor; Review Reports on functionality and quality SCM systems and Processes. Provide Advice, Guidance, And Remedial Actions on SCM Issues and Monitor Remedial Actions: Review, provide advice and guidance on the Structuring and functionality of SCM committees. Implement Supply chain management reforms in all the delegated municipalities and to play an oversight role in local government. Set complimentary standards within the parameters as set by National/ Provincial Treasury and the relevant SCM frameworks. Monitor and report on municipal policy outcomes. Access and identify capacity gaps, provide technical assistance and support training initiatives with regard to SCM in all delegated municipalities. Provide assistance and advice on improving the supply chain management function within municipalities. Monitor and report on recommendations and remedial actions to improve supply chain management. Provide inputs and advice into other reports related to supply chain management. Oversee the implementation and maintenance of all transversal SCM policies and procedure manuals in all Municipalities. Participate in the development of all transversal SCM policies, procedure manuals and guidelines. ensure compliance with the MFMA and all related SCM frameworks by municipalities: Ensure the implementation and compliance with the operational plan. Ensure the undertaking of site visits in order to assess compliance with SCM Regulations, Policies, etc. Conduct assessment of contractor/supplier performance. Conduct investigation on complaints received from relevant stakeholders. Follow-up on complaints relating to non-compliance and implementation of recommendations arising from assessment report. provide technical assistance and training with regard to SCM in all delegated municipalities: Report non-compliance with relevant legislations, regulations and other initiatives by designated municipalities to the relevant supervisor. Develop an implementation plan for transversal SCM policies, procedure manuals and guidelines to be implemented at various institutions. Provide advice and guidance regarding the implementation and maintenance of transversal SCM policies, procedure manuals and guidelines. Ensure that transversal SCM Queries or enquiries (adhoc) are dealt with timeously. manage area of responsibility: Perform strategic and operational planning. Manage stakeholder relationships. Oversee the administrative support functions. Perform people management functions. Perform financial management functions. Perform asset management functions skills and competencies: In-depth understanding of legislative framework that governs the Public Service. Risk Management policies and practices. Supply chain management policies and practices. Asset Management policies and practices.

Departmental policies and procedures. Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Knowledge of Policy analysis and developments. Monitoring systems and processes. Budget submission. Accounting Principles. Strategic Capability and Leadership. Programme and Project Management, Budget and Financial Management, Planning and organising, Technical report writing, Negotiation and facilitation, Numeracy, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Creative thinking, Problem Solving and Analysis, Interpretation of legislation, Project planning and management, Financial Management, Policy analysis and development, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written). Computer Literacy, Extensive strategic planning.

- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574. For technical glitches send an email to: [erecruitmentenquiries@ectreasury.gov.za](mailto:erecruitmentenquiries@ectreasury.gov.za). (NB: For Technical Glitches Only – No CVs).
- NOTE** : EE Target: African Male / Indian Male / Indian Female.

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

***The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women, Youth and persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.***

- 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@ecdpr.gov.za](mailto:e-recruitment-bhisho@ecdpr.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).

- CLOSING DATE** : 12 September 2025
- NOTE** : Applications Received After Closing Date Will Not Be Considered. No Faxed Applications Will Be Accepted. 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 department will be adhered to according to the approved

Departmental Employment Equity Plan. 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](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. Applicants are urged to use the E-Recruitment System. To Obtain More Information on Requirements and Functions: visit [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ecdpw.gov.za](http://www.ecdpw.gov.za)

## **OTHER POSTS**

<b><u>POST 31/102</u></b>	:	<b><u>HEAD OF BUILDINGS: CAPITAL WORKS REF NO: DPWI 01/08/2025</u></b>
<b><u>SALARY</u></b>	:	R1 099 488 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Mount Ayliff
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's degree NQF Level 7 in Electrical/ Mechanical/ Civil Engineering/ BSC/ Quantity Surveying/ Architecture/ Construction Management with six (6) years' post qualification experience required. Professional Registration with ECSA/SACQSP/SACAP/SACPCMP as an Engineer/Construction Project Manager/Quantity Surveyor/Architect in good standing is compulsory. A valid driver's licence. Knowledge And Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable council registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution. 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. Results/Quality Management. Decision Making. Knowledge Management. Change management.
<b><u>DUTIES</u></b>	:	Manage and monitor implementation of projects for Health/Education/Other Provincial Departments. Manage coordination of Sub IA's. Ensure compliance on Construction standards and quality management. Monitor and set quality standards on training young professionals in the built environment. Manage the allocated resources.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>NOTE</u></b>	:	Preference will be given to White Females.
<b><u>POST 31/103</u></b>	:	<b><u>CONSTRUCTION PROJECT MANAGER: CAPITAL WORKS REF NO: DPWI 02/08/2025</u></b>
<b><u>SALARY</u></b>	:	R879 342 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Ggeberha
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Higher Diploma (NQF Level 6) in Built Environment Field with a minimum of 4 years and 6 months' certified experience/ Btech (NQF Level 7) in Built Environment Field with 4 years certified managerial experience/ Honours Degree (NQF Level 8) in Built Environment Field with a minimum of 3 years' experience. A valid driver's license. Compulsory registration with the SACPCMP as Professional Construction Project Manager. Knowledge and Skills: Public Service Regulations, Public Service Act. Departmental service delivery principles, PFMA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. Provincial Growth and Development Plan for the Eastern Cape All other HR related public sector legislation and procedures.

	Stakeholder and customer relationship management principles. 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 Skills. Conflict Resolution / Problem Solving Skills. Competencies: Leadership skills. Client management. Analytical skills. Project management. Research and development. Computer literacy. Change management. Knowledge of legal compliance. Technical report writing. Networking. Problem solving and analysis. Solutions-oriented. Planning, Organising and execution. Decision making. Teamwork.
<b><u>DUTIES</u></b>	: Manage and co-ordinate all aspects of projects Guide the project planning. Implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resource needed and assign individual responsibilities; Manage day-to-day operational aspects of a project of scope and effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: Report project progress to Head of Buildings-Capital Works; and Manage Project budget and resources; Office Administration: Provide inputs to other professionals with tender administration; Liaise and interact with service providers, client and management; contribute to the human resources allocated related activities; maintain the records management system and the architectural library; and utilize resources allocated effectively. Research and Development: Keep up with new technologies and procedures; research/literature on new developments on projects management technologies; and liaise with relevant bodies/councils on project management.
<b><u>ENQUIRIES</u></b>	: Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a> (Preference Will Be Given to Indian Females with Disability)
<b><u>NOTE</u></b>	:
<b><u>POST 31/104</u></b>	: <b><u>ARCHITECT: INFRASTRUCTURE DELIVERY FOR EDUCATION FACILITIES REF NO: DPWI 03/08/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R761 157 per annum, (OSD) : Bhisho : National Senior Certificate, Bachelor's Degree (NQF Level 7) in Architecture with three (3) years' post qualification architectural experience required. A valid driver's licence. Compulsory registration with SACAP as a Professional Architect. Competencies: Programme and Project Management. Architectural and Operational Compliance. Architectural Operational Communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Architectural principles. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Professional Judgement. Strategic capability and leadership. Problem solving and analysis. Decision making. Team Leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People Management. Planning and organising. Conflict management. Negotiation Skills. Change Management.
<b><u>DUTIES</u></b>	: Perform architectural activities on state-owned or leased buildings, structures or facilities; Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; Provide architectural advice and technical support in the evaluation of solutions; Ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and Ensure adherence to the requirements of professional registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; Administer Performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for

		the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; Liaise with relevant bodies/councils on architectural-related matters.
<b><u>ENQUIRIES</u></b>	:	Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272
<b><u>NOTE</u></b>	:	e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a> Preference will be given to youth, African females.
<b><u>POST 31/105</u></b>	:	<b><u>QUANTITY SURVEYOR: TECHNICAL MAINTENANCE SERVICES REF NO: DPWI 04/08/2025</u></b>
<b><u>SALARY</u></b>	:	R761 157 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7) with three (3) years post qualification quantity surveyor experience is required. A valid driver's licence. Compulsory Registration with SACQSP as a Professional Quantity Surveyor. Knowledge And Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable council registration legislation, Competencies: Technical consulting. Professional judgement. Decision making. Team Leadership. Analytical skills. Creativity. Self-Management. People Management. Change Management. Customer Focus and Responsiveness. Financial Management. Research and Development. Technical Report writing.
<b><u>DUTIES</u></b>	:	Perform Quantity survey activities on buildings, structures or facilities. Coordinate professional teams on all aspects regarding Quantity Survey. Ensure adherence to Quantity Survey determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure administration and budget planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement of SCM and personnel. Report on delivery expenditure and service. Research and development. Continuous professional development according to council guidelines. Research/literature studies on quantity surveys to improve expertise. Liaise with relevant bodies/councils on quantity survey related matters.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272
<b><u>NOTE</u></b>	:	e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a> Preference will be given to youth, African females.
<b><u>POST 31/106</u></b>	:	<b><u>CONTROL WORKS INSPECTOR: ELECTRICAL REF NO: DPWI 05/08/2025</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum
<b><u>CENTRE</u></b>	:	Queenstown
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate, National Diploma Electrical (T/N/S streams) or equivalent, or A N3 and passed trade test in the built environment, or Registration as an Engineering Technician, and, A valid driver's license, 3 years' experience at supervisory level Knowledge And Skills: Buildings Regulations, Quality Control of all buildings works, Management of people, risk, change and promotion of teamwork, Management, OHS, Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Report writing skills, Self – Management Competencies: Model high standards of performance for self and team, Customer services, Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Self – Management, Manages challenges and opportunities, Computer application, Engineering Management.
<b><u>DUTIES</u></b>	:	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, Immovable Assets. 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.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>NOTE</u></b>	:	Preference will be given to youth, Coloured females.
<b><u>POST 31/107</u></b>	:	<b><u>CONTROL WORKS INSPECTOR: FIRE SAFETY AND PREVENTION REF NO: DPWI 06/08/2025</u></b>
<b><u>SALARY</u></b>	:	R582 444 per annum
<b><u>CENTRE</u></b>	:	Queenstown
<b><u>REQUIREMENTS</u></b>	:	A National Senior Certificate, National Diploma in (T/N/S streams) or equivalent, or A N3 and passed trade test in the building environment, or Registration as an Engineering Technician, and A valid driver's license. 3 years at supervisory level Knowledge And Skills: Fire Safety Regulations, Quality Control of all Fire Safety Works, Management of people, risk, change and promotion of teamwork Management, Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Report writing skills, Self – Management Competencies: Model high standards of performance for self and team, Customer services, Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Self – Management, Manages challenges and opportunities, Computer application, Fire Safety Engineering Management.
<b><u>DUTIES</u></b>	:	Manage implementation of fire prevention legislations and standards, Manage and monitor compliance with the National Building Regulations in inspection of properties, Manage servicing of fire safety equipment, Manage and identify corrective actions necessary to bring properties into compliance with applicable fire codes, regulations and standards, Manage the activities of contractors and provide professional advice and guidance in respect of compliance to regulations, legislation and processes, Attend meetings and submit reports. Manage fire protection services, manage inspections and testing of newly installed fire protection systems in line with approved designs, conduct fire code compliance, manage rendering of fire education, Conduct awareness on fire safety and handling of fire equipment, 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
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600. e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>NOTE</u></b>	:	Preference will be given to youth Indian females
<b><u>POST 31/108</u></b>	:	<b><u>CHIEF ARTISAN: GRADE A MAINTENANCE (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R480 261per annum, (OSD)
<b><u>CENTRE</u></b>	:	<b>East London:</b> Ref No: DPWI 07/08/2025, (Preference will be given to Indian females) Ref No: DPWI 08/08/2025, (Preference will be given youth, White females) Ref No: DPWI 09/08/2025, (Preference will be given to Coloured females) Ref No: DPWI 10/08/2025, (Preference will be given youth, Coloured females with disability) Ref No: DPWI 11/08/2025, (Preference will be given to youth, Indian females with disability) <b>Mthatha:</b> Ref No: DPWI 12/08/2025, (Preference will be given to Coloured females)
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate within the built environment with ten (10) years post qualification experience required as an Artisan/Artisan Foreman. 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 design skills, Analytical

	skills, interpersonal skills, communication skills. problem solving, decision making, Planning & Organizing, Driving skills.
<b><u>DUTIES</u></b>	: Manage technical services. Lead and guide the rendering of technical services in field and workshops. Facilitate and monitor promotion of safety in line with statutory and regulatory requirements. Provide quality assurance services in line with specifications. Manage maintenance of technical services. Manage servicing of all makes of technical equipment and facilities. Maintain the technical infrastructure. Manage and monitor undertaking of daily preventative and maintenance work. Manage administrative and related functions. Provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Manage updating of database. Manage human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs. Control and monitor expenditure trends.
<b><u>ENQUIRIES</u></b>	: Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5763 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>POST 31/109</u></b>	: <b><u>ASSISTANT DIRECTOR: BUDGET CONTROL AND EXPENDITURE REF NO: DPWI 13/08/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R468 459 per annum (Level 09) : Mount Ayliff : National Diploma (NQF level 6 as recognized by SAQA) in Financial Management, Internal Auditing, Cost and Management Accounting, Financial Accounting, Financial Information Systems, Management Accounting, Taxation, Accounting & Business Management coupled with a minimum of three (3) years' experience in Budget and Expenditure at Supervisory level 7/8. Certificate in Basic Accounting System (Bas General principles), LOGIS Literacy. Valid driver's license. LOGIS: Payment certificate and Bas: Sundry payment will be an added advantage. Knowledge And Skills: Knowledge of the PFMA, Treasury Regulations etc. Knowledge of BAS and LOGIS. Knowledge of Financial Administration, Budget Examination and Analysis. SCOA. Planning and Organizing, Good inter-personal relation skills, Presentation skills, Computer Literacy, Problem Solving skills, Understanding and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, GRAP, Public Service Regulations, Annual Financial Statement, National Treasury, Practice Notes, Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies, Microsoft Excel, Word and PowerPoint, Financial and management accounting.
<b><u>DUTIES</u></b>	: Monitor compliance with PFMA from programmes. Monitor, identify and advise programmes on over/under expenditure. Supervise the preparation working paper for implementation of adjustments. Monitor the implementation of virements and shifting's. Monitor and give technical advice on the availability of funds. Compile the consolidation of budget inputs from various Programmes. Prepare the budget in line with the database. Monitor preparation of working paper and workbook before loading. Monitor and ensure payment of suppliers within 30 days. Draw invoice detailed reports. Pre- authorization /final authorization of payments on LOGIS system. Update invoice tracking register (Reapatala). Draw disbursement reports and payments stubs. Facilitate creditor's reconciliation. Compile a risk management profile for the section. Supervise the allocated resources by Maintain high standards 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 practice, and to develop appropriate skills.
<b><u>ENQUIRIES</u></b>	: Can be directed to Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>NOTE</u></b>	: Preference will be given to youth, African females.



<b><u>POST 31/110</u></b>	:	<b><u>CHIEF WORKS INSPECTOR: FIRE SAFETY AND PREVENTION REF NO: 14/08/2025</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mthatha
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF level 6 in fire safety/ fire technology (T/N/S streams) or equivalent, N3 and a passed Trade Test in Fire Safety and Prevention with three (3) years' experience as a Works Inspector. A valid driver's license Knowledge and Skills: Fire Safety Regulations, Quality Control of all Fire Safety Works, Management of people, risk, change and promotion of teamwork, good verbal, writing and communication skills, Conflict Management skills, Computer literacy Client orientation and customer focus skills, Report writing skills, Self- Management.
<b><u>DUTIES</u></b>	:	Implement fire prevention regulations and standards. Implement and monitor compliance with the National Building Regulations in inspection of properties. Implement servicing of fire safety equipment. Implement corrective actions necessary to bring properties into compliance with applicable fire codes, regulations and standards. Implement the activities of contractors and provide professional advice and guidance in respect of compliance to regulations, legislation and processes. Implement fire protection Conduct inspections and testing of newly installed fire. Protection systems in line with approved designs. Conduct fire code compliance. Render fire education. Render awareness on fire safety and handling of fire equipment. Assist EPWP in the development of SMMEs. Supervise resources. Identify skills development needs and recommend training and development opportunities. Ensure quality control and effective and efficient workflow by Work Inspectors and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.
<b><u>ENQUIRIES</u></b>	:	for Mthatha posts: contact Ms. V Potelwa Tel No: (047) 505 2835/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>NOTE</u></b>	:	Preference will be given to youth, coloured females.
<b><u>POST 31/111</u></b>	:	<b><u>CHIEF WORKS INSPECTOR: MECHANICAL REF NO: DPWI 15/08/2025</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum (Level 08)
<b><u>CENTRE</u></b>	:	Mount Ayliff
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma (T/N/S streams) or equivalent, or A N3 and passed trade test in the building environment, or Registration as an Engineering Technician, and A valid driver's license. 3 years' experience as a Works Inspector. Knowledge and Skills: Buildings Regulations, Quality Control of all buildings works, Management of people, risk, change and promotion of teamwork, Management, OHS, Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Report writing skills, Self – Management. Competencies: Model high standards of performance for self and team, Customer service, Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Self – Management, Manages challenges and opportunities, Computer application, Engineering Management.
<b><u>DUTIES</u></b>	:	Conduct and supervise quality control of new works and maintenance projects, Supervise and monitor compliance with the National Building Regulations in inspection of properties, Supervise and monitor 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, Conduct condition assessment on government used facilities, Conduct and supervise inspections on DPW used buildings, coordinate condition assessment report with a view of effecting maintenance, Conduct and supervise inspections on client used/leased buildings, coordinate condition assessment report with a view to advise Immovable Assets. 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, Provide assistance to EPWP in development of SMMEs, Supervise resources, Identify skills development needs and recommend training and development opportunities, Ensure quality control and effective and efficient workflow by

		Works Inspectors and report on all work allocated, monitor proper utilization of stores, equipment and expenditure, Administer performance and development system.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942/ Mr M. Tshwaku Tel No: (051) 611 9800 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>NOTE</u></b>	:	Preference will be given to youth, African females
<b><u>POST 31/112</u></b>	:	<b><u>ARTISAN FOREMAN: GRADE A: MAINTENANCE (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R382 047 per annum, (OSD)
<b><u>CETRE</u></b>	:	Queenstown: Ref No: DPWI 16/08/2025 (X2 Posts), (Preference will be given to Coloured Females and White Males) Umtata: Ref No: 17/08/2025, (Preference will be given to Indian females with disability)
<b><u>REQUIREMENTS</u></b>	:	Trade Test Certificate in any Built environment with five (5) years' post qualification experience required as an Artisan. A valid driver's license. 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, Teamwork, Planning & Organizing, Conflict management. Decision Making.
<b><u>DUTIES</u></b>	:	Supervise and produce designs according to client specifications and within limits of production capability. Conduct quality assurance of produced objects, Inspect equipment and / or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and / or facilities against specification. Quality assured serviced and maintained equipment. Update register of maintained and repaired faults. Compile and submit reports, Ensure adherence to safety standards, requirements and regulations. Provide input into operational plans. Supervise and mentor staff. Conduct performance reviews and Identity training needs.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms. N. Ndawo Tel No: (045) 807 6676 / Ms. S. Nenene Tel No: (045) 807 6677/ Ms V Potelwa Tel No: (047) 505 2835/ Mr M. Bonde Tel No: (047)505 2767 e-recruitment Technical Enquires: <a href="mailto:erecruitment-bhisho@ecdpcw.gov.za">erecruitment-bhisho@ecdpcw.gov.za</a>
<b><u>POST 31/113</u></b>	:	<b><u>CHIEF SECURITY OFFICER: FACILITIES AND SECURITY REF NO: DPWI 18/08/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>SALARY</u></b>	:	Nelson Mandela Bay
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in Security Management/ Security Risk Management/ Policing with 1–2 years' experience in security management. Registration with PSIRA at Grade: B. A valid driver's license. 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. Computer Skills. Communication skills, Read and write.
<b><u>DUTIES</u></b>	:	Manage and monitor access control to the buildings: Define services that the visitors require, Ensure that visitors are referred to the relevant service delivery point, Check completeness of the admission control registers , Provide admission control documents/cards as required, Ensure that visitors are escorted to relevant employees/venues where required, Ensure that unauthorized persons and dangerous objects do not enter the building/premises, Report breaches and follow-up on incidence. Travel long distances and even beyond normal working hours to ensure compliance by security service providers contracted to the Department. Manage undertaking of building/premises patrols: Ensure that all entrances are locked and unlocked, 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 and report suspicious objects and packages, Monitor application of emergency procedures. Ensure maintenance and safe keeping of equipment, documents and stores of the Department: Check completeness of 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, Analyze gathered information or reports on missing and stolen equipment and stores, Manage handling of documents at points of entry according to classification and the prescript. Ensure maintenance and safe record keeping of registers: Check and verify all recorded incidences in the occurrence book/register, Check and verify all submitted weekly, monthly registers. Facilitation of procurement for security services: Prepare documentation for procurement of service providers. Check and verify accuracy of works orders, time sheets and invoices. Prepare documentation for payment of service providers.
<b><u>ENQUIRIES</u></b>	: Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032
<b><u>NOTE</u></b>	: e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a> Preference will be given to youth, white males with disability.
<b><u>POST 31/114</u></b>	: <b><u>SCM OFFICER: FLEET MANAGEMENT REF NO: DPWI 19/08/2025</u></b>
<b><u>SALARY</u></b>	: R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	: East London
<b><u>REQUIREMENTS</u></b>	: National Senior Certificate, National Diploma NQF Level 6 in Fleet Management/ Financial Management/ Cost and Management Accounting/ Public Management with 1-2 years' experience in Fleet Management Unit. A valid driver's license. Knowledge And Skills: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Computer Literacy Skills, Planning and organisation, Language, Good verbal and written communication skills.
<b><u>DUTIES</u></b>	: Monitor and evaluate compliance of transport and fleet management legislations: Monitor compliance with transport / fleet legislation and procedure, Monitor regular maintenance and licensing of GG vehicles, Complete of trip authorities is line prescribe policies, Facilitate availability of infrastructure for safe, keeping GG vehicles, Provide required information on transport misuse, Investigation, Ensure proper completion and regular scrutiny of all transport and fleet management records: Development of vehicle inspection tool, Ensure inspection identified defects attended, Ensure of the optimal use of all FML– vehicles, Ensure and adhere to subsidies vehicle policies and Procedures Assist with the implementation of transport legislations: Rendering of transport advice to functionaries regarding transport procedures and policies, Assist with the coordination of the implementation of policy directives for Transport and Fleet Management in the regions, Identification of guidelines and policy gaps and invite inputs from stakeholders, Provide inputs in the development of Provincial Policies, Assist in the development of proactive strategies to prevent transport malpractice's in the department, Perform administrative and related functions: Ensure that reports are done and submitted timeously, Ensure that filing of records is maintained in line with relevant standards 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 practice, and to develop appropriate skills.
<b><u>ENQUIRIES</u></b>	: Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5763
<b><u>NOTE</u></b>	: e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a> (preference will be given to youth, white males)
<b><u>POST 31/115</u></b>	: <b><u>SCM OFFICER: DEMAND MANAGEMENT REF NO: DPWI 20/08/2024</u></b>
<b><u>SALARY</u></b>	: R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	: Bisho
<b><u>REQUIREMENTS</u></b>	: National Senior Certificate, National Diploma NQF Level 6 in Supply Chain Management/Public Management/Public Administration/Logistics/Cost & Management Accounting with 1-2 years' relevant experience. A valid Driver's license. Knowledge And Skills: National Treasury prescripts and circulars,

	Provincial Treasury Prescripts and Circulars, SCM Delegations, Policies and Prescripts, Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, CIBD, BBBEE, PPPFA, Policies and Procedures People Management, Report Writing, Computer Literacy, Negotiation, Communication, Information Management, Presentation Analytical, Budget and Financial Management, Motivational, Conflict Resolution / Problem Solving, KPA'S Render demand management services: Verify correctness and completeness of documents submitted, select service providers on CSD (threshold below R30 000), Verify specifications.
<b><u>DUTIES</u></b>	: Compile Tender Documents; Check compliance on submitted documents and issue SCMU number, Review tender documents, Place adverts for tenders, maintain tender register and compile monthly reports on bids advertised, Render secretariat duties, receive requests from programs and draft an agenda, inform members for bid specification committee sitting, Review corrections and advertise on relevant media, Attend briefing sessions where applicable and record minutes. Render administrative functions; Open file for each project approved, copy all documents per checklist, Record and submit to Acquisitions, Record requests; Verify supporting documents, Records all request in the incoming register and submit to Acquisitions.
<b><u>ENQUIRIES</u></b>	: can be directed to Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>NOTE</u></b>	: Preference will be given to Youth White Males.
<b><u>POST 31/116</u></b>	: <b><u>STATE ACCOUNTANT: SALARIES (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	: R325 101 per annum (Level 07) Mount Ayliff: Ref No: DPWI 21/08/2025, (Preference will be given to Youth, Coloured Females) Aliwal North: Ref No: DPWI 22/08/2025, (Preference will be given to Youth, Coloured Males with Disability)
<b><u>REQUIREMENTS</u></b>	: National Senior Certificate, National Diploma NQF level 6 in Financial Management/ Internal Auditing/ Cost and Management Accounting/ Financial Accounting/ Financial Information Systems/ Management Accounting/ Taxation/ Accounting and Financial Planning with 1 - 2 years' experience in salaries. Valid driver's license Knowledge and Skills: Knowledge of the PFMA, Treasury Regulations etc. Knowledge of PERSAL and BAS. Knowledge of Financial Administration, Knowledge of SCOA. Planning and Organizing, Good interpersonal relation skills, Presentation skills, Computer Literacy, Problem Solving skills, Understanding and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, Public Service Regulations, National Treasury, Practice Notes, PERSAL & BAS notices PSCBC Regulations. Provincial MTEF guidelines, Budget Circulars and Departmental Budget Policies, Microsoft Excel, Word and PowerPoint, Financial and management accounting.
<b><u>DUTIES</u></b>	: Coordinate and facilitate payroll management. Collect and distribute payrolls to pay points Managers. Print from EDD and distribute salary advice to the employees that have no access to emails. Coordinate register of delayed payrolls. Make follow ups on comments made by pay point managers. Print from EDD and Issue IRP 5s to employees who have no access to emails. Coordinate appointment of pay point managers. Perform salary administration support services. Capture salaries, bonuses, salary adjustments and deductions. Capture & approve salary-related payments. File all documents. Clear salary accounts. Clear and reconcile salary related suspense accounts on monthly basis. Clear all PERSAL exceptions on monthly basis before BAS system closure and that PERSAL & BAS expenditure is reconciled and submitted. Reverse and recover all overpayments. Render general administration support services. Report on salary related processes. Assist in compilation of monthly, quarterly and annual reports.
<b><u>ENQUIRIES</u></b>	: Can be directed to Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942/ Mr M. Tshwaku Tel No: (051) 611 9800 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>

<b><u>POST 31/117</u></b>	:	<b><u>CHIEF REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT REF NO: DPWI 23/08/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Mount Ayliff
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in Records Management/ Public Management/ Human Resource Management with 1-2 years' experience in records management/ HR registry environment. A valid driver's license. 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 correspondence. 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.
<b><u>DUTIES</u></b>	:	Maintain 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 documents. Ensure that all files comply with NIMR Requirements.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>NOTE</u></b>	:	(preference will be given to youth, African males with disability)
<b><u>POST 31/118</u></b>	:	<b><u>WORKS INSPECTOR: TECHNICAL SERVICES: GENERAL BUILDINGS (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum (Level 06)
<b><u>CENTRE</u></b>	:	East London: Ref No: DPWI 29/08/2025, (Preference will be given to African females) Mount Ayliff: Ref No: DPWI 30/08/2025, (Preference will be given to youth, African females)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in Building, with 1-2 years' experience, or N3 and passed Trade Test in Buildings. Computer literacy and a valid driver's license are compulsory. Knowledge and Skills: Project Coordination, Technical Design and Analysis Knowledge, Research and development.
<b><u>DUTIES</u></b>	:	Render a basic inspection service of work done on minor and existing structures on a project basis. Maintain electronic record system of work done and work that was finalized. Analyse and compile relevant documents for work to be done on minor or existing structures. Oversee work of contractors.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 7115763 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 31/119</u></b>	:	<b><u>WORKS INSPECTOR: TECHNICAL SERVICES: ELECTRICAL REF NO: DPWI 31/08/2025</u></b>
<b><u>SALARY</u></b>	:	R269 499 per annum (Level 06)
<b><u>CENTRE</u></b>	:	East London
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma NQF Level 6 in Electrical Engineering with 1- 2 years' experience, or N3 and passed Trade Test in Electrical. 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. Management. OHS. Good verbal, writing and communication skills. Conflict Management skills. Computer literacy. Client orientation and customer focus skills.
<b><u>DUTIES</u></b>	:	Conduct quality control of new works and maintenance projects. Monitor compliance with the National Building Regulations in inspection of properties.

	Monitor 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. Conduct condition assessment on government used facilities. Conduct inspections on DPW used buildings, compile condition assessment report with a view of effecting maintenance. Conduct inspections on client used/leased buildings, compile condition assessment report. Attend meetings and submit reports. Monitor SMMES with respect to quality control. Conduct increased inspections, as required, on sites where SMMES are involved. Monitor effectiveness of contractors and SMMES in all the projects. Provide assistance to EPWP in development of SMMES. Render administrative functions. Filing and proper maintenance of contracts, minutes and reports. Write and submit reports with all relevant information.
<b><u>ENQUIRIES</u></b>	: Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5763 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpc.gov.za">e-recruitment-bhisho@ecdpc.gov.za</a>
<b><u>NOTE</u></b>	: Preference will be given to African females.
<b><u>POST 31/120</u></b>	: <b><u>LEGAL ADMIN OFFICER REF NO: DPWI 24/08/2025</u></b>
<b><u>SALARY</u></b>	: R252 855 per annum, (OSD)
<b><u>CENTRE</u></b>	: Bhisho
<b><u>REQUIREMENTS</u></b>	: National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). No previous post graduate legal experience is required but will be an added advantage. Knowledge And Skills: Knowledge of the Constitution, PFMA, Civil Procedure, PAJA, PAIA, POPIA, computer literacy, analytical thinking, legal drafting, dispute resolution, negotiation skills, legal research, good verbal and written communication skills, willingness to learn, take initiative and contribute to unit's objectives.
<b><u>DUTIES</u></b>	: Provide legal advice/opinion. Litigation Management including drafting of legal correspondence and general file management. Preparation of instructions to the State Attorneys. Draft, vet and scrutinize various types of agreements/legal instruments such as service level agreements, memoranda of understanding, memoranda of agreement, leases, departmental policies, etc. Display an understanding of drafting legal documents that provide clear motivation/justification for a particular position pertaining to a case, also proposing the approach to be followed to ensure success on the matter. Conduct thorough legal research using established principles to inform case strategies and compliance with legislation, regulations and policy. Display knowledge of interviewing principles for the purposes of determining client's goals and objectives. Suggest possible courses of action during the consultation process, in relation to legal entitlements and client's instruction, and discuss these with the supervisor. Accurately document an consultation and all advice given. Achieve excellence in delivering planned customer service outcomes (i.e service level and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and satisfaction. Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services rendered to clients. Adapt to diverse cultural practices, customs, values and norms to individuals and groups to meet equity requirements, contribute to the transformation of work unit and department. Assist with administrative and reporting tasks and operations of the legal unit. Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and communicate and distribute to different audiences, using a variety of information and ICT communication technologies (i.e, intranet, e-mail, video conferencing, etc.) in order to provide and communicate information effectively. Conduct awareness on root causes leading to litigation and possible mitigation measures. Submit monthly and quarterly reports to the Senior Legal Administration Officer.
<b><u>ENQUIRIES</u></b>	: can be directed to Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272
<b><u>NOTE</u></b>	: e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpc.gov.za">e-recruitment-bhisho@ecdpc.gov.za</a> Preference will be given to youth, Indian males with disability.
<b><u>POST 31/121</u></b>	: <b><u>ARTISAN CARPENTRY: GRADE A: MAINTENANCE (X4 POSTS)</u></b>
<b><u>SALARY</u></b>	: R243 597 per annum, (OSD)

<b><u>CENTRE</u></b>	:	East London: Ref No: DPWI 25/08/2025, (Preference will be given to African Mount Ayliff: Ref No: DPWI 26/08/2025, (Preference will be given to youth, coloured females) Queenstown: Ref No: DPWI 27/08/2025, (Preference will be given to youth, African females) Mthatha: Ref No: DPWI 28/08/20205, (Preference will be given to coloured females)
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate (Carpentry). A valid driver's license. Experience required as an Apprentice/Learner. 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, Teamwork, Planning & Organizing, Conflict management. Decision making.
<b><u>DUTIES</u></b>	:	Produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specification. Quality assures serviced and maintained equipment. Update register of maintained and repaired faults. Compile and submit reports. Keep and maintain job record. Provide inputs into operational plans. Supervise and mentor staff. Maintain continuous individual development to keep up with new technologies and procedures.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043)711 5763/ Ms. S. Nenene Tel No: (045) 807 6677 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpg.gov.za">e-recruitment-bhisho@ecdpg.gov.za</a>
<b><u>POST 31/122</u></b>	:	<b><u>ARTISAN BRICKLAYING: GRADE A MAINTENANCE REF NO: DPWI 32/08/2025</u></b>
<b><u>SALARY</u></b>	:	R243 597 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Queenstown
<b><u>REQUIREMENTS</u></b>	:	Appropriate Trade Test Certificate (Bricklaying). A valid driver's license. Experience required as an Apprentice/Learner. Knowledge And Skills: Public Service Regulations, Public Service Act, Technical and analysis skills, Self-management, communication skills, problem solving, decision making, Planning & Organizing, Driving skills.
<b><u>DUTIES</u></b>	:	Build and repair structures, Build walls, partition, extensions in buildings Install, repair paving works, Pour surface beds, Pour aprons, channels Pour concrete footings, Back-filling, Do topping, Do screeding, Do floating, Do skimming, Do reveals, Do soffits, Inspect facilities for technical faults, Repair facilities according to standards, Compile and submit reports, Provide inputs to the operational plan, Test work done in the facilities against specifications, Service facilities according to schedule, Undertake daily maintenance work, Inspect and monitor quality of the technical work, Keep and maintain job record/register, Supervise and mentor staff.
<b><u>ENQUIRES</u></b>	:	Can be directed to Ms. N. Ndawo Tel No: (045) 807 6676 / Ms. S. Nenene Tel No: (045) 807 6677 / Ms. S. Gongqa Tel No: (045) 087 6706 e-recruitment Technical Enquires: <a href="mailto:erecruitment-bhisho@ecdpg.gov.za">erecruitment-bhisho@ecdpg.gov.za</a>
<b><u>NOTE</u></b>	:	Preference will be given to youth, coloured males with disability.
<b><u>POST 31/123</u></b>	:	<b><u>REGISTRY CLERK: CONDITIONS OF SERVICE REF NO: DPWI 32/08/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. No Experience required. Knowledge & Skills: National Archives Act and Record Management Act, Basic Conditions of Employment Act. Batho Pele Principles. Legislative Requirement: Public Service Act and Regulations. Skills: Client Orientation & customer care, Verbal and written Communication. Interpersonal relation Problem solving. Organizing skills.
<b><u>DUTIES</u></b>	:	Safe keeping of records; Opening and closing of HR files; Filing of correspondence; Number of folios. Circulate correspondence. Record documents for circulation. Maintain file index (NMIR). Open files according to file index; Regular checking files in terms of file index. Control movement of files: Issue to relevant HR staff; Diarize return of files.

<b><u>ENQUIRIES</u></b>	:	can be directed to Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>NOTE</u></b>	:	Preference will be given to youth Indian males.
<b><u>POST 31/124</u></b>	:	<b><u>HR CLERK: RECRUITMENT &amp; SELECTION: CORPORATE SERVICES (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	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)
<b><u>REQUIREMENTS</u></b>	:	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).
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	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: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 31/125</u></b>	:	<b><u>SENIOR SECURITY OFFICER: FACILITIES &amp; OPERATIONS MANAGEMENT (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	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)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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



		information and report on missing and stolen equipment and stores, Handle documents at points of entry according to classification and the prescript. Maintenance and safe record keeping of registers: Record all incidents in the occurrence book/register, Submit registers weekly, monthly to the relevant person. Ensure monitoring of security guards: Conduct site inspections to monitor posting, compliance to security procedures and protocols. Travel long distances and even beyond normal working hours. Receive time sheets in line with posting from service providers. Submit time sheets to Chief Security Officer for payments.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer at Tel No: (041) 390 9032/ Ms. V Potelwa Tel No: (047) 505 2835/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>POST 31/126</u></b>	:	<b><u>REGISTRY CLERK: OFFICE SERVICES: CORPORATE SERVICES REF NO: DPWI 39/08/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum (Level 05) Mount Ayliff Grade 12 or equivalent qualification. No Experience required. Knowledge & Skills: National Archives guide and Record Service, Basic Conditions of Employment Act. Batho Pele Principles. Department Policy occupational health and safety. Public Finance Management Act. Legislative Requirement: COIDA. Public Service Act. PFMA and National Treasury Regulations. Public Service Act. Public Service Regulations. Skills: Verbal and written Communication. Interpersonal relation Problem solving. Organizing skills.
<b><u>DUTIES</u></b>	:	Provide registry counter services: Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence: Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services: Opening and close files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function: Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of amount of letters franked. Process documents for archiving and / disposal: Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5763/ Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpw.gov.za">e-recruitment-bhisho@ecdpw.gov.za</a>
<b><u>NOTE</u></b>	:	(preference will be given to youth, coloured females)
<b><u>POST 31/127</u></b>	:	<b><u>SCM CLERK: LOGISTICS (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum (Level 05) East London Ref No: DPWI 40/08/2025 (X3 Posts) (Preference will be given to Youth, African Males, Youth Coloured Females, & African Females) Mthatha Ref No: DPWI 41/08/2025 (Preference will be given to youth African Males)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 or equivalent qualification. No experience required Knowledge & Skills: Public Service Regulations, 2001 as amended, Public Finance Management Act (PFMA), Constitution of the Republic of South Africa, Act no 108 of 1996, Preferential Procurement Policy Framework Act (PPPFA), Broad-Based black Economic Empowerment (B-BBEE), Public Administration, Public Services Legislation, Management of diversity, Supply Chain Management Framework. Communication, Teamwork, Reliability.
<b><u>DUTIES</u></b>	:	The utilization of LOGIS module to generate Commitment: Authorize requisitions on selection RQAT, Teamwork on approved on Logis and provision advise generated. Render logistical support services: Place orders for goods,

		receive goods from supplies, Capture goods in registers databases, Receive request for goods from end users, Maintain goods register, Update and maintain register of suppliers. Reconciling requisition to orders: Ensure that the requisition captured on Procurement Integration, Ensure that information is correctly captured, Ensure that the captured allocations, is according to the Budget (BAS report), Verify if the correct supplier is captured and the approved quotation, Receive and return of Goods and Services: The commitments are kept in the 0-9 file awaiting on delivery, Upon delivery, services are confirmed to be rendered, Receipt and issuing on the Logis system are captured and verified, Documents are recorded on a register, and forward to payments.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 7115763/ Ms. V Potelwa Tel No: (047) 505 2835/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>POST 31/128</u></b>	:	<b><u>HR CLERK: CONDITIONS OF SERVICE REF NO: DPWI 42/08/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Mount Ayliff
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with no experience required. Knowledge And Skills: Basic Conditions of Employment Act. Batho Pele Principles Interpersonal, 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).
<b><u>DUTIES</u></b>	:	Execute functions relating to: Conditions of service for DPWI and Public Service staff, e.g. Leave administration. Rendering an exit management service. Render general administrative duties regarding service benefits. General administrative duties.
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>NOTE</u></b>	:	Preference will be given to youth, coloured males with disability.
<b><u>POST 31/129</u></b>	:	<b><u>ADMIN CLERK: DISTRICT COORDINATION: EPWP REF NO: DPWI 43/08/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Mthatha
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate. No experience required. Knowledge: Public Finance Management Act (PFMA); Prescripts; DORA, PEPs, Public Service Regulations, BBBEE Act, EPWP Policy. EPWP phase 3 guidelines National Development Plan. Ministerial Determination. Constitution of the Republic of South Africa, Act No.108 of 1996.Occupational Health and Safety Act. Computer literacy skills. Diagnostic skills. Analytical skills. Problem solving skills. Policy development skills.
<b><u>DUTIES</u></b>	:	Office Support-Organize venue for meetings, and bookings. Attend to incoming and outgoing correspondence. Writing of minutes. Liaise with Public bodies regarding general administrative-related issues. Provide support to the secretariat for the functional steering committees in accordance with EPWP norms & standards. Facilitate the Data capturing of DPW&I and Public Bodies in the EPWPRS -Liaise and engage with Municipalities and Public Bodies within the O.R Tambo Region. Verify information for accuracy, compliance, and completeness. Execute the filling system for the unit. Conduct monthly monitoring of information captured versus information in the system. Implementation of Performance Information-Conduct site verification visits to check compliance with EPWP guidelines and information captured in the EPWP RS. Collections of Attendance and Payment Registers Copies, Employment Contracts of Participants. Conduct file verification of DPWI Projects. Check compliance of information and create a compliance template for each project. Create individual files for each EPWP Project. Procurement Service to EPWP Directorate- Facilitate the Shifting of funds and monitor Budget to prevent under- and overspending. Execution of a procurement system for accommodation, venues, stationery, process fuel claims, and other goods and services for the programme. Control of procurement process to ensure that all documentation and signatures are correct. Control and ensure that Incurred Expenditure is kept up to date.

<b><u>ENQUIRIES</u></b>	:	for Mthatha posts: contact Ms. V Potelwa Tel No: (047) 505 2835/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>NOTE</u></b>	:	Preference will be given to youth, Indian males with disability.
<b><u>POST 31/130</u></b>	:	<b><u>ADMIN CLERK: MAINTENANCE REF NO: DPWI 44/08/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Qumbu Depot
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with no experience required.
<b><u>DUTIES</u></b>	:	Assist in rendering administrative support to the Depot, assist in collating and compilation of depot reports, and ensure the effective flow of information and documents. Assist with the leave management of the Depot to assist the district. Liaise with the District for procurement processes. Ensure safe keeping of all documentation in the office of the Depot.
<b><u>ENQUIRIES</u></b>	:	for Mthatha posts: contact Ms. V Potelwa Tel No: (047) 505 2835/ Mr M. Bonde Tel No: (047) 505 2767 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>NOTE</u></b>	:	Preference will be given to Indian Females with disability.
<b><u>POST 31/131</u></b>	:	<b><u>DRIVER HEAVY DUTY: MAINTENANCE REF NO: DPWI 44/08/2025</u></b>
<b><u>SALARY</u></b>	:	R163 680 per annum (Level 03)
<b><u>CENTRE</u></b>	:	Mount Frere Depot
<b><u>REQUIREMENTS</u></b>	:	Abet Level 4 or Grade 10. Grade 12 is an added advantage. Code10/ Code 14/EC drivers' license with valid PDP drivers permit. 2 years' experience in heavy duty vehicles. Knowledge & Skills: Basic knowledge of the legislative framework and processes related to handling vehicles in government Ability to handle conflict. Must be prepared to engage in intensive labour practices. Ability to work under pressure. Ability to work independently and in a team. Ability to communicate well with people at different levels. Ability to organize and plan. Sound verbal and written communication skills. Ability to act with tact and discretion. Must be self-motivated. Ability to handle tasks of multidisciplinary nature. Good customer skills and competencies. Knowledge of Labour Relations processes. Must be prepared to work shifts which includes, fixed, After hours, night duty, weekends and public holidays. Knowledge of the Batho Pele Principals. Applicants should be prepared to undergo drivers testing and medical surveillance as an inherent job requirement.
<b><u>DUTIES</u></b>	:	Execute all authorized transportation trips of staff, records, goods/material to relevant destinations. Check the level and condition of fuel, water, oil and tires every time before driving a vehicle. Complete the vehicle inspection form after checking vehicles for any problems (e.g. dents and scratches) and report dents and scratches on vehicles. Report and complete the accident report when involved in a motor vehicle accident immediately. Report minor and major defects on the vehicle to the supervisor. Responsible for safekeeping of vehicle keys, while vehicles are in use. Responsible for spare wheel, jack and all other tools in vehicle. Ensure that the vehicle is clean and in good condition before handing back the keys at the end of the shift. Report low fuel level to Despatcher at the end of your trip. Always Comply with the Occupational Health and Safety Act prescripts and procedures. Complete vehicle logbook as prescribed by legislation. Attend to enquiries in a professional manner and give guidance and advice. Promote the safekeeping of vehicles from damage. Comply and implement allocated duties to yourself to be executed by your supervisor/manager. Adhere to all legal instructions given to you written or verbally by a senior staff member. Adhere to timelines. Attend meetings and training as approved by the supervisor. Comply with the Performance Management and Development System (PMDS).
<b><u>ENQUIRIES</u></b>	:	Can be directed to Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: <a href="mailto:e-recruitment-bhisho@ecdpcw.gov.za">e-recruitment-bhisho@ecdpcw.gov.za</a>
<b><u>NOTE</u></b>	:	Preference will be given to African Females.

## DEPARTMENT OF SOCIAL DEVELOPMENT

*It is the intention of the Department to promote fair representation through the filling of these positions. The candidature from the designated groups, especially women and people with disabilities, will be given preference.*

### OTHER POSTS

<b><u>POST 31/132</u></b>	:	<b><u>SOCIAL WORK MANAGER: SOCIAL WELFARE SERVICES GRADE 1 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD) Alfred Nzo: District Office, Mount Ayliff Ref No: DSD 01/08/2025 Sarah Baartman: District Office, Makana Ref No: DSD 02/08/2025
<b><u>CENTRE REQUIREMENTS</u></b>	:	District Office, Mount Ayliff & Sarah Baartman: District Office, Makana National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 10 (ten) years appropriate/recognizable experience in Social Work after registration as a Social Worker with the SACSSP, of which 5 years should be at a Social Work Supervisor level in the Developmental Social Welfare Services' space dealing with Services to Older Persons, Persons with Disabilities, HIV & AIDS and Social Relief. A valid South African driver's license. Competence: Strategic Capacity and Leadership, Programme and Project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication and Advanced Computer Literacy. Knowledge and Skills: Expert skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Expert knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments to promote social well-being. The ability and competence to assist and empower individuals, families, groups, organisations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress, and use resources effectively in cases where expert knowledge is required. The understanding and ability to provide complex social work services towards protecting people who are vulnerable, at-risk and unable to protect themselves. The ability to compile complex reports.
<b><u>DUTIES</u></b>	:	Provide a social work service of the highest, most advanced and specialised nature within (a) defined area(s) of specialisation regarding the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Management and support to Developmental Social Welfare Services Programmes in line with the legislation, policies, regulatory framework, norms and standards focusing on the following: Services to Older Persons, Persons with Disabilities, HIV & AIDS and Social Relief. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilisation of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilisation of human resources. Keep up to date with new developments in the social work and management fields. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed.
<b><u>ENQUIRIES</u></b>	:	<b>Alfred Nzo:</b> enquiries may be directed to Mr S Shweni Tel No: (039) 254 0900 <b>Amathole:</b> enquiries may be directed to Ms Z. Habe Tel No: (043) 711 6626 <b>Sarah Baartman:</b> enquiries may be directed to Mr M Sipambo Tel No: (046) 636-1484 e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdscsd.gov.za">Recruitment@ecdscsd.gov.za</a>
<b><u>NOTE</u></b>	:	EE: Target: Coloured/White Male with disabilities
<b><u>POST 31/133</u></b>	:	<b><u>SOCIAL WORK MANAGER: CHILD CARE PROTECTION GRADE 1 REF NO: DSD 03/08/2025</u></b>
<b><u>SALARY</u></b>	:	R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD)
<b><u>CENTRE</u></b>	:	Provincial Office, Bishop

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker (submitted only when shortlisted). Minimum of 10 (ten) years of appropriate/recognisable experience in Social Work after registration as a Social Worker with the SACSSP, of which 5 years must be at the Social Work Supervisory level and a South African valid driver's license. Competence: Strategic Capacity and Leadership, Programme and project management, Change Management, Financial Management, People Management and Empowerment, Knowledge Management, Problem Solving and analysis, Client orientation and Customer Focus, Communication. Knowledge and Skills: Knowledge of Children's Act 38 of 2005, White Paper for Social Welfare Services and Social Service Professions Act, Knowledge of Public Service Regulations, Acts, policies and procedures. Knowledge of the Public Finance Management Act (PFMA).
<b><u>DUTIES</u></b>	:	Develop and ensure the implementation of policies, strategic plans and operational plans. Facilitate the implementation of the Children's Act 38 of 2005. Facilitate compliance with child protection services norms and standards. Manage and coordinate the provision of Child Protection Services. Manage and implement the Child Protection Register. Facilitate capacity building of officials and stakeholders on child protection services. Facilitate the development of Child and Youth Care Centre policies. Manage the registration of Child and Youth Care Centres. Facilitate the development and implementation of programmes in Child and Youth Care Centres. Facilitate compliance of Child and Youth Care Centres with norms and standards. Facilitate and manage intersectoral collaboration with key stakeholders. Coordinate provision of child protection services. Facilitate monitoring of child protection services and Child and Youth Care Centres. Manage financial, administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Mr. Y Singqandu Tel No: (043) 605 5042/59. e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsc.gov.za">Recruitment@ecdsc.gov.za</a>
<b><u>NOTE</u></b>	:	EE: Target: Coloured/White Male with disabilities
<b><u>POST 31/134</u></b>	:	<b><u>SOCIAL WORK MANAGER: ALTERNATIVE CARE &amp; ADOPTION GRADE 1</u></b> <b><u>REF NO: DSD 04/08/2025</u></b>
<b><u>SALARY</u></b>	:	R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD)
<b><u>CENTRE</u></b>	:	Provincial Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker (submitted only when shortlisted). Minimum of 10 (ten) years of appropriate/recognisable experience in Social Work after registration as a Social Worker with the SACSSP, of which 5 years must be at the Social Work Supervisory level and a South African valid driver's license. Competence: Ability to plan, execute, and oversee projects and programmes effectively. Efficient in setting goals, developing strategies, and outlining tasks and schedules to accomplish objectives. Proficient in both verbal and written communication, essential for policy development and stakeholder engagement. Capability to lead, motivate, and manage a team effectively. Expertise in analysing existing policies, developing and formulating new ones to address emerging challenges in alternative care and adoption. Ability to assess the performance of programmes and policies, ensuring they meet set objectives and standards.
<b><u>DUTIES</u></b>	:	Develop, formulate, implement, and maintain policies and guidelines pertaining to alternative care and adoption services. Monitor, interpret, and review legislation and policies to ensure they remain relevant and comply with current requirements. Develop proposals to amend or maintain relevant acts and policies and develop new policies where required. Facilitate the development and planning of programmes and interventions to render social work services through efficient, economical, and effective utilisation of financial resources. Coordinate sector activities on alternative care and adoption matters, including liaising with provinces and other stakeholders. Oversee the implementation of alternative care and adoption policies and programmes, ensuring compliance and effectiveness at the provincial level. Research to inform policy and Programme development, staying abreast of new developments in the social work and management fields.
<b><u>ENQUIRIES</u></b>	:	Mr. Y Singqandu Tel No: (043) 605 5042/59. e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsc.gov.za">Recruitment@ecdsc.gov.za</a>

<b><u>NOTE</u></b>	:	EE: Target: Coloured/White Male with disabilities
<b><u>POST 31/135</u></b>	:	<b><u>SOCIAL WORK MANAGER: ALTERNATIVE CARE &amp; ADOPTION GRADE 1</u></b> <b><u>REF NO: DSD 04/08/2025</u></b>
<b><u>SALARY</u></b>	:	R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD)
<b><u>CENTRE</u></b>	:	Provincial Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker (submitted only when shortlisted). Minimum of 10 (ten) years of appropriate/ recognizable experience in Social Work after registration as a Social Worker with the SACSSP, of which 5 years must be at the Social Work Supervisory level and a South African valid driver's license. Competencies: Ability to plan, execute, and oversee projects and programmes effectively. Efficient in setting goals, developing strategies, and outlining tasks and schedules to accomplish objectives. Proficient in both verbal and written communication, essential for policy development and stakeholder engagement. Capability to lead, motivate, and manage a team effectively. Expertise in analysing existing policies, developing and formulating new ones to address emerging challenges in alternative care and adoption. Ability to assess the performance of programmes and policies, ensuring they meet set objectives and standards.
<b><u>DUTIES</u></b>	:	Develop, formulate, implement, and maintain policies and guidelines pertaining to alternative care and adoption services. Monitor, interpret, and review legislation and policies to ensure they remain relevant and comply with current requirements. Develop proposals to amend or maintain relevant acts and policies and develop new policies where required. Facilitate the development and planning of programmes and interventions to render social work services through efficient, economical, and effective utilization of financial resources. Coordinate sector activities on alternative care and adoption matters, including liaising with provinces and other stakeholders. Oversee the implementation of alternative care and adoption policies and programmes, ensuring compliance and effectiveness provincially. Conduct research to inform policy and Programme development, staying abreast of new developments in the social work and management fields.
<b><u>ENQUIRIES</u></b>	:	Mr. Y Singqandu Tel No: (043) 605 5042/59. e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsc.gov.za">Recruitment@ecdsc.gov.za</a>
<b><u>NOTE</u></b>	:	EE: Target: Coloured/White Male with disabilities
<b><u>POST 31/136</u></b>	:	<b><u>SOCIAL WORK MANAGER: FAMILIES GRADE 1 REF NO: DSD 05/08/2025</u></b>
<b><u>SALARY</u></b>	:	R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD)
<b><u>CENTRE</u></b>	:	Provincial Office, Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker (submitted only when shortlisted). Minimum of 10 (ten) years of appropriate/ recognizable experience in Social Work after registration as a Social Worker with the SACSSP, of which 5 years must be at the Social Work Supervisory level and a South African valid driver's license. Competence: Ability to plan, execute, and oversee projects effectively. Efficient in setting goals, developing strategies, and outlining tasks and schedules to accomplish objectives. Proficient in both verbal and written communication, essential for policy development and stakeholder engagement. Capability to lead, motivate, and manage a team effectively. Expertise in analysing existing policies, developing and formulating new ones to address emerging challenges in Restorative Services/ Care and Support Services. Ability to assess the performance of programmes and policies, ensuring that they meet set objectives and standards.
<b><u>DUTIES</u></b>	:	Provide strategic leadership and management in the delivery of social work services focused on the care, support, protection, and development of families. Including overseeing programs related to family preservation, parenting support, and interventions addressing family-related challenges. Manage and coordinate family-focused social work programs, ensuring that they align with national policies and effectively address community needs. Engage with various stakeholders, including government departments, non- governmental organizations, and community groups, to facilitate integrated service delivery. Ensure the effective implementation of policies related to family services,

		monitoring compliance and evaluating outcomes. Oversee the efficient utilization of human and financial resources within the family services unit. Develop and implement monitoring and evaluation frameworks to assess the impact of family services programs.
<b><u>ENQUIRIES</u></b>	:	Mr. Y Singqandu Tel No: (043) 605 5042/59. e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdscsd.gov.za">Recruitment@ecdscsd.gov.za</a>
<b><u>NOTE</u></b>	:	EE: Target: Coloured/White Male with disabilities
<b><u>POST 31/137</u></b>	:	<b><u>SOCIAL WORK MANAGER: CHILDREN SERVICES, GRADE 1 REF NO: DSD 06/08/2025</u></b>
<b><u>SALARY</u></b>	:	R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD)
<b><u>CENTRE</u></b>	:	OR Tambo: District Office, Mthatha
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker (submitted only when shortlisted). Minimum of 10 (ten) years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the SACSSP, of which 5 years must have been at Supervisory level in Children Services – Child services programmes. A valid South African driver's license. Competence: Ability to plan, execute, and oversee projects effectively. Efficient in setting goals, developing strategies, and outlining tasks and schedules to accomplish objectives. Proficient in both verbal and written communication, essential for policy development and stakeholder engagement. Capability to lead, motivate, and manage a team effectively. Expertise in analysing existing policies and developing new ones to address emerging challenges in Children's Services. Ability to assess the performance of programmes and policies, ensuring they meet set objectives and standards.
<b><u>DUTIES</u></b>	:	Manage and coordinate child-focused social work programs, ensuring they align with national policies and effectively address community needs. Engage with various stakeholders, including government departments, non-governmental organisations, and community groups, to facilitate integrated service delivery. Ensure the effective implementation of policies related to child services, monitoring compliance and evaluating outcomes. Oversee the efficient utilisation of human and financial resources within the child services unit. Develop and implement monitoring and evaluation frameworks to assess the impact of child services programs.
<b><u>ENQUIRIES</u></b>	:	Or Tambo enquiries may be directed to Ms Z Dlanjwa Tel No: (047) 531 2504. e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdscsd.gov.za">Recruitment@ecdscsd.gov.za</a>
<b><u>NOTE</u></b>	:	EE: Target: Coloured/White Male with disabilities
<b><u>POST 31/138</u></b>	:	<b><u>SOCIAL WORK MANAGER: NPO GRADE 1 REF NO: DSD 07/08/2025</u></b>
<b><u>SALARY</u></b>	:	R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD)
<b><u>CENTRE</u></b>	:	Sarah Baartman: District Office, Makanda
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker (submitted only when shortlisted). Minimum of 10 (ten) years of appropriate/ recognizable experience in Social Work after registration as a Social Worker with the SACSSP, of which 5 years must be at the Social Work Supervisory level. Extensive experience working within NPO Management. Computer literacy. A valid South African driver's license. Competence: Comprehensive understanding of service delivery programmes (core) of the department. Comprehensive understanding of the NPO Sector and legislations; NPO Act, PFA, PFMA and other relevant legislations. Ability to interact with the sector in all service delivery areas of the department. Understanding of the Transfer Management process in line with the related Policy and Core Service programs. Efficient in setting goals, developing strategies, and outlining tasks and schedules to accomplish objectives. Proficient in both verbal and written communication, essential for policy development and stakeholder engagement.
<b><u>DUTIES</u></b>	:	To ensure that social work services delivered by NPOs are effectively managed, monitored, and aligned with national policies and standards. This includes overseeing the registration, funding, and compliance of NPOs to promote social development and well-being. Manage the registration and compliance processes of NPOs, ensuring adherence to relevant legislation and policies. Oversee the allocation and monitoring of funds to NPOs, ensuring

		effective utilization and accountability. Implement and monitor policies related to NPO operations, ensuring they align with national social development goals. Collaborate with various stakeholders, including government departments, NPOs, and community groups, to facilitate integrated service delivery. Develop and implement frameworks to assess the performance and impact of NPOs in delivering social services. Manage the Audit process linked to the Transfer Management process and follow up on Audit conclusions. Support the districts in the disbursement processes.
<b><u>ENQUIRIES</u></b>	:	Sarah Baartman: enquiries may be directed to Mr M Sipambo Tel No: (046) 636-1484. e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsc.gov.za">Recruitment@ecdsc.gov.za</a>
<b><u>NOTE</u></b>	:	EE: Target: Coloured/White Male with disabilities
<b><u>POST 31/139</u></b>	:	<b><u>SOCIAL WORK POLICY MANAGER: SOCIAL RELIEF OF DISTRESS SERVICES GRADE 1 REF NO: DSD 08/08/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD)
	:	Provincial Office, Bisho
	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 10 (ten) years of appropriate/recognizable experience in Social Work after registration as a Social Worker with the SACSSP, of which 5 years must be at the Social Work Supervisory level and a South African valid driver's license. Competence: Ability to plan, execute, and oversee projects effectively. Efficient in setting goals, developing strategies, and outlining tasks and schedules to accomplish objectives. Proficient in both verbal and written communication, essential for policy development and stakeholder engagement. Capability to lead, motivate, and manage a team effectively. Expertise in analysing existing policies and developing new ones to address emerging challenges in Communities. Ability to assess the performance of programmes and policies, ensuring they meet set objectives and standards.
<b><u>DUTIES</u></b>	:	To ensure that policies for rendering social work services, particularly those related to social relief of distress, are developed, implemented, and maintained. This includes managing a social work policy unit to ensure that the required legislative policies and procedures are developed through the efficient and effective utilization of human resources. Develop, implement, and maintain social work policies related to social relief. Monitor, interpret, and review legislation, policies, and procedures to determine their relevance and compliance with current requirements. Engage in general consultation with stakeholders and advise subordinates regarding the social work policy to be implemented. Manage a Social Relief of Distress unit, ensuring personnel are recruited and retained within budgetary constraints, and that sound employment relations are maintained. Manage the performance and conduct of subordinates within the Social Relief of Distress Unit. Ensure that subordinates are trained and developed to deliver work of the required standard, including providing mentorship and guidance. Establish, implement, and maintain efficient and effective communication arrangements in the unit. Ensure that subordinates maintain their professional registration as required. develop and manage the business plan of the unit and report on progress as required. Manage the general performance of the unit, including effective and efficient utilisation of the budget allocated for the provision of Social Relief of Distress Services. Keep up to date with new developments in the social work and management fields by studying professional journals and publications.
<b><u>ENQUIRIES</u></b>	:	Mr. Y Singqandu Tel No: (043) 605 5042/59 e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsc.gov.za">Recruitment@ecdsc.gov.za</a>
<b><u>NOTE</u></b>	:	EE: Target: Coloured/White Male with disabilities
<b><u>POST 31/140</u></b>	:	<b><u>COMMUNITY DEVELOPMENT MANAGER: SUSTAINABLE LIVELIHOODS GRADE 1 REF NO: DSD 09/08/2025</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD)
	:	Provincial Office, Bisho
	:	An appropriate three-year tertiary qualification in Community Development/Social Science/Developmental Studies or a related field. A minimum of 10 years of recognizable experience in Community Development after obtaining the required qualification, of which 5 years must have been at a Supervisory level in Community Development. A valid South African driver's



		license is required. Competence: Extensive understanding of theories and systems in community development, sustainable livelihoods approaches, and relevant legislation and policies. Strong leadership, communication, and organizational skills. Ability to manage resources effectively, conduct complex research, and work collaboratively with various stakeholders.
<b><u>DUTIES</u></b>	:	To lead and manage the identification, planning, and implementation of integrated community development programs that promote sustainable livelihoods. This involves collaborating with stakeholders to empower communities through initiatives that enhance economic opportunities and social well-being. Design and oversee community development programs aimed at fostering sustainable livelihoods, ensuring alignment with national policies and community needs. Collaborate with government departments, non-governmental organizations, and community groups to facilitate integrated service delivery and resource mobilization. Ensure the effective application of policies related to sustainable livelihoods, monitoring compliance and evaluating outcomes. Oversee the efficient utilization of human and financial resources within the sustainable livelihood unit. Develop and implement frameworks to assess the impact of sustainable livelihoods programs, making data-driven adjustments as necessary.
<b><u>ENQUIRIES</u></b>	:	Mr. Y Singqandu Tel No: (043) 605 5042/59. e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsc.gov.za">Recruitment@ecdsc.gov.za</a>
<b><u>NOTE</u></b>	:	EE: Target: Coloured/White Male with disabilities
<b><u>POST 31/141</u></b>	:	<b><u>COMMUNITY DEVELOPMENT MANAGER: WOMEN DEVELOPMENT GRADE 1 REF NO: DSD 10/08/2025</u></b>
<b><u>SALARY</u></b>	:	R970 686 – R1 109 877 per annum, all-inclusive remuneration package, (OSD)
<b><u>CENTRE</u></b>	:	Provincial Office, Bisho
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year tertiary qualification in Community Development/Social Science/Developmental Studies or a related field. A minimum of 10 years of recognizable experience in Community Development after obtaining the required qualification, of which 5 years must have been at a Supervisory level in Community Development. A valid South African driver's license is required. Competence: Extensive understanding of legislation and policies governing women's development, including gender equality frameworks. strong leadership, communication, and organizational skills. Ability to manage resources effectively and work collaboratively with various stakeholders.
<b><u>DUTIES</u></b>	:	To manage the identification, planning, and implementation of integrated and transformative social development programs aimed at empowering women. This includes facilitating partnerships with key stakeholders to promote gender equality and sustainable livelihoods. Oversee the delivery of women-focused community development programs, ensuring alignment with national policies and effective community impact. Engage with various stakeholders, including government departments, non-governmental organizations, and community groups, to facilitate integrated service delivery. Ensure the effective implementation of policies related to women's development, monitoring compliance and evaluating outcomes. Oversee the efficient utilization of human and financial resources within the women's development unit. Develop and implement monitoring and evaluation frameworks to assess the impact of women's development programs.
<b><u>ENQUIRIES</u></b>	:	Mr. Y Singqandu Tel No: (043) 605 5042/59. e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsc.gov.za">Recruitment@ecdsc.gov.za</a>
<b><u>NOTE</u></b>	:	EE: Target: Coloured/White Male with disabilities
<b><u>POST 31/142</u></b>	:	<b><u>COMMUNITY DEVELOPMENT MANAGER GRADE 1 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R970 686 – R1 109 877 per annum, (OSD), all-inclusive remuneration package OR Tambo: District Office, Mthatha Ref No: DSD 11/08/2025 Alfred Nzo: District Office, Mount Ayliff Ref No: DSD 12/08/2025
<b><u>CENTRE</u></b>	:	OR Tambo: District Office, Mthatha & Alfred Nzo: District Office, Mount Ayliff
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year tertiary qualification in Community Development/Social Science/Developmental Studies or a related field. A minimum of 10 years of recognizable experience in Community Development after obtaining the required qualification, of which 5 years must have been at a Supervisory level in Community Development. A valid South African driver's license is required. Competence: Extensive understanding of theories and

		systems in community development, including knowledge of individual and group behaviour, community dynamics, and current legislation. Strong leadership, communication, and organizational skills. Ability to manage resources effectively and work collaboratively with various stakeholders.
<b><u>DUTIES</u></b>	:	To manage the identification, planning, and implementation of integrated and transformative social development programs delivered by the unit or sub-directorate in partnership with key stakeholders. The aim is to empower human and social capital through a community development approach towards sustainable livelihoods. Oversee the delivery of community development programs, ensuring they align with national policies and effectively address community needs. Engage with various stakeholders, including government departments, non-governmental organizations, and community groups, to facilitate integrated service delivery. Ensure the effective implementation of policies related to community development, monitoring compliance and evaluating outcomes. Oversee the efficient utilization of human and financial resources within the community development unit. Develop and implement monitoring and evaluation frameworks to assess the impact of community development programs.
<b><u>ENQUIRIES</u></b>	:	<b>OR Tambo:</b> enquiries may be directed to Ms Z Dlanjwa, Tel No: (047) 531 2504 <b>Alfred Nzo:</b> enquiries may be directed to Mr S Shweni Tel No: (039) 254 0900 e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsd.gov.za">Recruitment@ecdsd.gov.za</a>
<b><u>NOTE</u></b>	:	EE: Target: Coloured/White Male with disabilities
<b><u>POST 31/143</u></b>	:	<b><u>PSYCHOLOGIST GRADE 1 REF NO: DSD 13/08/2025</u></b>
<b><u>SALARY</u></b>	:	R872 709 – R957 300 per annum, all-inclusive remuneration package, (OSD)
<b><u>CENTRE</u></b>	:	NMM: Ernest Malgas Treatment Centre, New Brighton
<b><u>REQUIREMENTS</u></b>	:	Master's degree in psychology (Clinical) recognised by SAQA. Registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist in the relevant category. Current Annual Practicing Certificate with the HPCSA. Competence: Knowledge of legislation and policies relevant to the practice of Psychology in the public sector (Mental Health Care Act 17 of 2002, Prevention and Treatment of Substance Abuse Act 70 of 2008, Children's Act 38 of 2005 and relevant Amendments, etc.). Expertise in clinical psychology intervention. Understanding of multi-disciplinary approaches to service delivery. Knowledge of psychometric assessments and therapeutic interventions. Excellent report-writing, case management, and counselling skills. Ability to work with vulnerable groups. Strong communication and interpersonal skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Conduct psychological assessments, diagnostics, and interventions for clients of the Department (children, families, adults). Provide therapeutic services (individual, group, family therapy) for clients referred. Undertaking psychometric testing where required.
<b><u>ENQUIRIES</u></b>	:	NMM: Enquiries may be directed to Ms L. Thompson Tel No: (041) 406-5899 e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsd.gov.za">Recruitment@ecdsd.gov.za</a>
<b><u>NOTE</u></b>	:	EE: Target: Coloured /White Male with disabilities
<b><u>POST 31/144</u></b>	:	<b><u>CHIEF PROFESSIONAL NURSE GRADE 1 REF NO: DSD 14/08/2025</u></b>
<b><u>SALARY</u></b>	:	R549 192 – R629 121 per annum, (OSD)
<b><u>CENTRE</u></b>	:	BCM: Silver Crown Old Age Home, East London
<b><u>REQUIREMENTS</u></b>	:	Basic qualification accredited with the South African Nursing Council (SANC) in terms of Government Notice 425 (i.e., diploma/degree in Nursing — equivalent to NQF Level 6/7). A minimum of 7 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with the SANC. Current annual registration with SANC. Competence: Knowledge of nursing care processes and procedures, nursing statutes, and other relevant legal frameworks. Good knowledge of public service policies, clinical guidelines, and quality assurance practices. Ability to develop and implement nursing care standards. Excellent understanding of infection prevention and control, occupational health, and patient safety. Good communication and interpersonal skills. Supervisory and leadership skills. Computer literacy is an advantage.
<b><u>DUTIES</u></b>	:	Provide comprehensive, quality, and specialized nursing care in accordance with the scope of practice and nursing standards. Implement nursing care interventions based on the assessed needs of individuals, groups, and communities. Ensure adherence to clinical protocols, infection prevention, and

		patient safety guidelines. Ensure compliance with National Core Standards, Batho Pele Principles, and Quality Assurance standards. Monitor and evaluate the implementation of quality improvement initiatives. Participate in clinical audits and manage identified gaps. Maintain accurate nursing records and ensure proper reporting and documentation. Monitor and manage the utilization of human, financial, and physical resources in the unit. Participate in budget planning and ensure optimal use of allocated resources.
<b><u>ENQUIRIES</u></b>	:	BCM: enquiries may be directed to Ms P. Gqabantshi Tel No: (043) 705-5675. e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsc.gov.za">Recruitment@ecdsc.gov.za</a>
<b><u>NOTE</u></b>	:	EE: Target: Indian/White Male with disabilities
<b><u>POST 31/145</u></b>	:	<b><u>SOCIAL WORK SUPERVISOR GRADE 1 (X6 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R477 564 – R561 378 annum, (OSD) Sarah Baartman: Steytleville Service Delivery Centre Ref No: DSD 15/08/2025 Chris Hani: Enoch Mgijima, Queenstown Ref No: DSD 16/08/2025 Chris Hani: Intsika Yethu, Cofimvaba Ref No: DSD 17/08/2025 BCM: Bisho CYCC Ref No: DSD 18/08/2025 BCM: King Williams Town LSO Ref No: DSD 19/08/2025 Alfred Nzo: Ntabankulu Ref No: DSD 20/08/2025
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years of appropriate experience in Social Work after registration as a Social Worker with the SACSSP. A valid South African driver's license. Competence: Communication: Must demonstrate effective communication at all levels, be able to adapt content according to the recipient and compile complex reports. Teamwork and collaboration: Must be able to manage and work effectively within teams, including social work teams, multi-disciplinary teams and multi- sectoral teams. Valuing Diversity: Must be able to manage and work effectively at a supervisory level with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan, organize and prioritize own work and work of the work unit/ group and to ensure proper social services. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Trustworthiness: Must be able to build a positive relationship of trust with all stakeholders. Problem solving: Must be able to solve problems and apply critical thinking.
<b><u>DUTIES</u></b>	:	Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of more complex and advanced human behaviour and social systems. Social work Intervention: Must ensure that supervisees intervene efficiently and effectively at points where people interact with their environments in order to promote social well-being. Social empowerment: Must ensure that supervisees assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate problems.
<b><u>ENQUIRIES</u></b>	:	<b>Sarah Baartman:</b> enquiries may be directed to Mr M Sipambo Tel No: (046) 636-1484 <b>OR Tambo:</b> Enquiries may be directed to Ms Z Dlanjwa Tel No: (047) 531 2504 <b>Chris Hani:</b> enquiries may be directed to Ms Mzinjana Tel No: (045) 8083709 <b>BCM:</b> enquiries may be directed to Ms P. Gqabantshi Tel No: (043) 705-5675 <b>Joe Gqabi:</b> Enquiries may be directed to Ms N. Duba Tel No: (051) 633-1616 <b>Alfred Nzo:</b> Enquiries may be directed to Mr S Shweni Tel No: (039) 254 0900 e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsc.gov.za">Recruitment@ecdsc.gov.za</a>
<b><u>NOTE</u></b>	:	EE: Target: Coloured/White Male with disabilities
<b><u>POST 31/146</u></b>	:	<b><u>COMMUNITY DEVELOPMENT SUPERVISOR GRADE 1 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R453 201 – R514 470 per annum, (OSD)
<b><u>CENTRE</u></b>	:	BCM: Zwelitsha LSO Ref No: DSD 21/08/2025 Amathole: Mbashe LSO, Dutywa Ref No: DSD 22/08/2025

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus an appropriate three-year tertiary qualification in Community Development, Development Studies, Social Work, Sociology, Public Administration or equivalent qualification recognised by SAQA. A minimum of 7 years' recognizable experience in Community Development after obtaining the required qualification. A valid South African driver's license. Competence: Financial management: Must be able to make inputs on the budget of the work unit. Communication: Must demonstrate effective communication with various stakeholders and be able to write clear documentation, including reports. Problem solving: Must be able to analyse situations and solve problems. Computer literacy: Must demonstrate basic computer literacy. Planning and organizing: Must be able to plan and organize own work and the work of others. Conflict management: Must be able to handle conflict situations and help others to work through conflicts and find solutions. Trustworthiness: Must have ethical and moral conduct. Developing others: Must be able to mentor, coach and provide continuous support, be able to build a positive relationship of trust with the community and colleagues. Ethics: Must be able to display good guidance and advice to community development practitioners. People management: Must be able to manage the performance and conduct of others. Understanding principles: Must understand and be able to apply the principles applied in community work. Project management: Must be able to plan and manage projects to deliver on time, within cost and at the required quality level. Continuous improvement: Must keep up to date with new developments in the community development field to enhance service delivery. Computer literacy will be an added advantage.
<b><u>DUTIES</u></b>	:	Understanding community development programs: Must be able to supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders. Knowledge of human behaviour and social systems: Must have knowledge and understanding of human behaviour and social systems. Understanding community dynamics: Must have knowledge and understanding of the inter-relations within community structures, dynamics of the community and current legislation to enable interventions. Networking and establishing partnerships: Must ensure that there is communication and coordination with all relevant role players, internal and external (e.g. in departments/provinces, NGOs, local community structures. Community development research: Must be able to conduct research relating to community development work. Managing community projects: Must be able to manage and coordinate community development projects. Understanding community development legislation: Must be able to implement policies and legislation related to community development.
<b><u>ENQUIRIES</u></b>	:	<b>Sarah Baartman</b> enquiries may be directed to Mr M Sipambo Tel No: (046) 636-1484 <b>BCM:</b> enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675 <b>Amathole</b> Enquiries may be directed to Ms Z. Habe Tel No: (043) 711 6626 e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsc.gov.za">Recruitment@ecdsc.gov.za</a>
<b><u>NOTE</u></b>	:	EE: Target: Coloured/White Male with disabilities
<b><u>POST 31/147</u></b>	:	<b><u>SOCIAL WORKER GRADE 1 (X5 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 200 – R382 374 per annum, (OSD) Amathole, Peddie LSO Ref No: DSD 23/07/2025 NMM: Walmer LSO Ref No: DSD 24/08/2025 NMM: Uitenhage Ref No: DSD 25/08/2025 OR Tambo: Flagstaff SDP Ref No: DSD 26/08/2025 OR Tambo: Tsolo SDP Ref No: DSD 27/08/2025
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker must be submitted on the interview day. A valid driver's license is a prerequisite; however, successful candidates who are not in possession of a driver's license will be required to submit proof within six (6) months from the date of assumption of duty. Competence: Communication: Must be able to exchange information in a clear and concise manner with clients and supervisors, including report writing. Teamwork and collaboration: Must be able to work effectively within teams, including social work teams and multidisciplinary teams. Valuing diversity: Must be able to work effectively, cooperatively, and amicably with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan and

	organize own work. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Trustworthiness: Must be able to build a positive relationship of trust with colleagues and clients. Empathy: Must demonstrate compassion, be able to respect and build positive relationships with clients. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Developing others: Must be able to develop, coach and foster long-term learning of others.
<b><u>DUTIES</u></b>	: Understanding social dynamics: Must be able to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of human behaviour and social systems Social Work Intervention: Must be able to intervene at the points where people interact with their environment in order to promote social wellbeing. Social empowerment: Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capabilities. Social support: Must be able to promote, restore, maintain and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Protecting vulnerable individuals: Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Understanding social work legislation: Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices.
<b><u>ENQUIRIES</u></b>	: <b>Amathole</b> Enquiries may be directed to Ms Z. Habe Tel No: (043) 711 6626 <b>OR Tambo</b> Enquiries may be directed to Ms Z Dlanjwa Tel No: (047) 531 2504 <b>NMM</b> Enquiries may be directed to Ms L. Thompson Tel No: (041) 406-5899 or Ms P Tsuputse Tel No: (051) 633-1609 e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsc.gov.za">Recruitment@ecdsc.gov.za</a>
<b><u>NOTE</u></b>	: EE: Target: Coloured/White Male with disabilities
<b><u>POST 31/148</u></b>	: <b><u>COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	: R278 169 – R324 960 per annum, (OSD) : NMM: Motherwell Service Office Ref No: DSD 28/08/2025 Alfred Nzo: Mbizana LSO Ref No: DSD 29/08/2025 Alfred Nzo: Matatiele- (Maluti SO) Ref No: DSD 30/08/2025
<b><u>REQUIREMENTS</u></b>	: National Senior Certificate plus a three-year tertiary qualification in community development or any appropriate three-year tertiary qualification. Competence: Impact and influence: Must be able to influence individuals and groups to participate in their self-empowerment ventures. Planning and organizing: Must be able to plan and organize own work effectively. Presentation skills: Must be able to conduct presentations to various community development structures. Communication: Must demonstrate effective communication with various stakeholders and be able to write clear documentation. Computer literacy: Must demonstrate basic computer literacy. Empathy: Must be able to respect and build positive relationships with the community. Trustworthiness: Must be able to build a positive relationship of trust with the community. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others, be part of a team. Understanding principles: Must understand the principles applied in community work.
<b><u>DUTIES</u></b>	: Apply knowledge of human behavior and social systems to guide community development work. Utilize legislation to design and support interventions where people interact with their environments, promoting self-empowerment. Provide basic counseling services and empower communities to address social challenges. Conduct research relating to community development practices to inform evidence-based interventions. Facilitate, identify, plan, and implement community development programs and interventions. Manage and coordinate community development projects to ensure efficiency and impact. Analyse and interpret the inter-relations within community structures and community dynamics to guide action. Liaise and interact with various community development structures to strengthen collaboration and establish sustainable partnerships. Implement policies and legislation related to community development to ensure compliance and effectiveness.
<b><u>ENQUIRIES</u></b>	: <b>NMM</b> enquiries may be directed to Ms L. Thompson Tel No: (041) 406-5899, <b>Alfred Nzo</b> enquiries may be directed to Mr S Shweni Tel No: (039) 254 0900, e-Recruitment Technical Support: <a href="mailto:Recruitment@ecdsc.gov.za">Recruitment@ecdsc.gov.za</a>

## 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 / 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](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.

## OTHER POSTS

<b><u>POST 31/149</u></b>	:	<b><u>DEPUTY DIRECTOR: RESEARCH &amp; POLICY DEVELOPMENT REF NO: DSRAC 01/08/2025</u></b> Re-advertisement, Candidates who have applied previously are encouraged to re-apply
<b><u>SALARY</u></b>	:	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)
<b><u>CENTRE REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<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>POST 31/150</u></b>	:	<b><u>DEPUTY DIRECTOR: ADMIN SUPPORT &amp; COORDINATION REF NO: DSRAC 02/08/2025</u></b>
<b><u>SALARY</u></b>	:	R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Head Office – (Qonce)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Y Dlamkile Tel No: (043) 492 1386 Head Office (Qonce) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	Persons with disabilities are encouraged to apply.
<b><u>POST 31/151</u></b>	:	<b><u>SCIENTIST PRODUCTION REF NO: DSRAC 06/08/2025</u></b>
<b><u>SALARY</u></b>	:	R761 157 – R816 852 per annum, (OSD), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Amathole Museum (Qonce)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	S Cakata Tel No: (043) 642 4506 Amathole Museum (Qonce) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	Persons with disabilities are encouraged to apply.
<b><u>POST 31/152</u></b>	:	<b><u>CHIEF LANGUAGE PRACTITIONER REF NO: DSRAC 03/08/2025</u></b> Re-advertisement, previous applicants are encouraged to re-apply.
<b><u>SALARY</u></b>	:	R582 444 – R686 091 per annum (Level 10), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Head Office (Qonce)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRES</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>	:	Persons with disabilities are encouraged to apply.
<b><u>POST 31/153</u></b>	:	<b><u>CULTURAL OFFICER REF NO: DSRAC 04/08/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Sarah Baartman District (Performing Arts)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	N Qumza Tel No: (046) 492 0223/0227- Sarah Baartman District e-Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	Persons with disabilities are encouraged to apply.
<b><u>POST 31/154</u></b>	:	<b><u>CULTURAL OFFICER REF NO: DSRAC 05/08/2025</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Alfred Nzo District (Mount Ayliff Arts Centre)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	M Gugwana Tel No: (039) 492 0297/0287 e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	Persons with disabilities are encouraged to apply.
<b><u>POST 31/155</u></b>	:	<b><u>SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF NO: DSRAC 08/08/2025 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R325 101 – R382 959 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 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.
<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>	:	T Thomas Tel No: (045) 492 0030/0054 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>	:	Persons with disabilities are encouraged to apply.
<b><u>POST 31/156</u></b>	:	<b><u>HR OFFICER REF NO: DSRAC 09/08/2025</u></b>
<b><u>SALARY</u></b>	:	R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Amathole District – East London
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<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 31/157</u></b>	:	<b><u>SCHOOL SPORT COORDINATOR (X2 POSTS)</u></b> (Conditional Grant contract as date of assumption to 31 March 2028) Re-advertisement, previous applicants are encouraged to apply again.
<b><u>SALARY</u></b>	:	R142 701 – R168 093 per annum (Level 5/8), (an all-inclusive remuneration), (37% in lieu of benefits)
<b><u>CENTRE</u></b>	:	Chris Hani District (Komani) Ref No: DSRAC 10/08/2025 (X1 Post) Sarah Baartman District (Makanda) Ref No: DSRAC 11/08/2025 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	A Ngcebetsha Tel No: (043) 492 0211 Districts & Head Office (Qonce) e-Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>POST 31/158</u></b>	:	<b><u>GENERAL ASSISTANT – ARCHIVES REF NO: DSRAC 07/08/2025</u></b>
<b><u>SALARY</u></b>	:	R138 486 – R163 131 per annum (Level 02), (an all-inclusive remuneration)
<b><u>CENTRE</u></b>	:	Nelson Mandela District (Gqeberha)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	S Java/T Bosman Tel No: (041) 492 1230/1234/1232 Nelson Mandela District (Gqeberha) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	Persons with disabilities are encouraged to apply.