

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF EDUCATION**

Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and females are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

- APPLICATIONS** : Applicants are encouraged to use e-recruitment system which is available on <https://Erecruitment.Ecotp.Gov.Za>. Applications received after closing date will not be considered. No faxed applications will be accepted. No Hand Delivered applications will be allowed/accepted due to Covid 19. Application instructions:
- CLOSING DATE** : 18 February 2022. The system closes at 23:59 on the closing date; however, the technical support is limited to working hours: (08:00-16:30 Monday -Thursday and 08:00-16:00 on Friday)
- NOTE** : Applicant must register on the E-recruitment system, complete and submit required information and apply for position as advertised following the following link <http://www.ecprov.gov.za>. Please note that copies submitted need not to be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. 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. 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. Employment equity targets of the department will be adhered to. All short-listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender.

MANAGEMENT ECHELON

- POST 04/137** : **DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL OPERATIONS**
MANAGEMENT REF NO: ECDOE DDG-IOM01/02/2022
- SALARY** : R1 521 591 per annum (Level 15). The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
- CENTRE** : Head Office - Zwelitsha
- REQUIREMENTS** : Eastern Cape Department of Education requires the services of a technically experienced person to support it to fulfill its constitutional mandate and for this purpose she/he should have: An appropriate recognized Bachelor's Degree (NQF level 8) in Education Management. A postgraduate qualification in the above-mentioned field will serve as an advantage. 8-10 years' experience at senior

management level within Education Sector. Appointment at DDG's level is subjected to successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. Must have experience in Education District Management. Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations. Good understanding of the PFMA. Good understanding of the Public Service Regulatory Framework. Ability to work in cross-functional projects/teams. Excellent and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Solid experience in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants). Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Exceptional written, communication skills and report writing skills.

DUTIES

: Provide strategic leadership, administration, management, and governance support of 2 cluster offices and 12 Education Districts and all institutions therein. Manage performance standards of 2 Cluster Offices and 12 Education Districts. Ensure establishment and maintenance of accountability systems in Cluster Offices, Districts and Circuits in Support of curriculum delivery, assessments, teaching and learning in all institutions. Provision of educational opportunities and access to education. Management of school Functionality programmes. District Improvement Plans and intervention programme in the districts. Support the implementation of Education Transformation Plan of schooling system. Exercise. Ensure coordination of provisioning of quality teaching and learning in public schools. Ensure the coordination of consistent implementation of a standard /uniform mode of operation for schools. Ensure coordination of consistent implementation of corporate service in the Cluster. Manage the coordination on the implementation of norms, standards for HR related policies. Ensure management of physical resources in line with the Division of Revenue Act. Ensure development and resourcing of education institutions. Ensure planning and budgeting for school resourcing needs including Learner Teacher Supporting Materials, school furniture etc. Ensure the determination of school resourcing needs. Ensure the coordination on the implementation of policy and regulations for the administration of home schooling, public ordinary, independent, special schools and Early Childhood Development Institutions. Ensure coordination and management of policy and regulation for School Management and School Governing Bodies (SGB's). Provide strategic leadership in the coordination of Education Operations and delivery oversight. Ensure provisioning of education management information services. Ensure management of school mapping services and coordination of rural education. Manage the promotion of institutional efficiency and quality standards for effective teaching and learning. Manage the allocated resources of the Branch in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES

: Dr N Mbude Tel No: (040) 608 7016

POST 04/138

: **CHIEF DIRECTOR: INTERNAL AUDIT REF NO: ECDOE CD-IA02/02/2022**

SALARY

: R1 251 183 per annum (Level 14). The remuneration package consists of a basic salary (70%) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty

CENTRE REQUIREMENTS

: Head Office - Zwelitsha
 : A qualification (NQF 7) in Auditing or Financial Management as recognised by SAQA. A Certification as a Certified Internal Auditor (CIA), MBA or CA (SA) will be an added advantage. A minimum 5 years' experience at senior managerial level (Director) obtained within governance, risk, compliance or auditing environment
 : Successful completion of the Pre-entry Certificate into the SMS upon appointment. Note: A requirement for appointment at Chief Director Level is the successful completion of the Senior Management Pre-entry Programme as endorsed by the National School of Government. This is a Public Service specific training

programme which is applicable for appointments at SMS level. Knowledge and experience of the PFMA, Treasury Regulations and Public Service Regulatory Framework on Internal Auditing. Valid driver's license. Willingness to work extended hours Skills and Competencies (at an advanced level required in the following): Extensive knowledge of Internal Audit principles and specifically legal compliance auditing experience. Understanding and knowledge of the PFMA, Treasury Regulations and Public Service Regulatory Framework, International Standards of Professional Practice of Internal Auditing (ISPPIA), Policy formulation processes, Policy analysis and development, Computer Assistant Auditing Tools (CAATS) and other BEATS Communication (both written and verbal).

DUTIES : Develop a 3 Year Rolling Internal Audit Plan and reviewing the Internal Audit Strategy and Annual Performance Plans. Review the Internal Audit Charter that reflects the scope, responsibility and authority. Initiate awareness of the Internal Audit function within the Eastern Cape Department of Education and other stakeholders through client engagements. Provide support to strategic stakeholders in the achievement of their strategic objectives through the implementation of governance, risk management and internal controls. Develop an Internal Audit Annual Performance Plans and report on progress pertaining to the strategic plan on a quarterly basis to internal strategic partners and the Audit Committee. Initiate the updating of the findings register and present to the Audit Committee. Provide progress of Internal Audit functionalities and present Internal Audit reports to the Audit Committee Audit Process–Risk Assessment, Audit Plan, Assurance and Consulting Services: Oversee the completion of the regularity, IT, performance, compliance and forensic audits processes. Provide advice and guidance on all audit engagements to be conducted. Provide quality assurance on audit projects and reports prior to issuance, thereof. Develop audit assessment tools and verified integrity of tools prior to the submittance to the Audit Committee Resource Management: Develop institutional think-tanks pertaining to internal audit with regard to Regularity, Performance, IT, Compliance, Quality Assurance to achieve the audit objectives. Provide inputs to the annual budget and the adjustments thereto and monitor expenditure against approved budget. Initiate the development of adequate capacity development to provide for demands pose by stakeholders Process Improvements and Research: Initiate research on the latest trends with reputable institutions to improve and refine processes in the enhancement of efficiency. Perform benchmarking exercises with local and international institutions on global trends, latest developments and emerging technologies within the internal audit environment Develop and implement a Sustainable Audit Strategy in line with Audit Methodologies and Resource Plans to ensure continued effective and efficient Internal Audit service delivery.

ENQUIRIES : Ms N Ngcingwana Tel No: (040) 608 7016

NOTE : (This post is designated for youth, women and people with disabilities)

POST 04/139 : **DIRECTOR: EARLY CHILDHOOD DEVELOPMENT REF NO: ECDOE D-ECD03/02/2022**

SALARY : R1 057 326 per annum (Level 13). The remuneration package consists of a basic salary (70%) and the employer's contribution to the Pension Fund. The remainder of the package may be structured according to your personal needs. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE : Head Office - Zwelitsha

REQUIREMENTS : A Bachelor's degree in Social Work (NQF 7) or Bachelor of Education degree (NQF 7) Majoring in Early Childhood Development. Minimum of five years middle management experience within early childhood development environment. Registration with the Council of Social Workers or Registration with the Council of Educators. Possession of pre-entry certificate into SMS as endorsed by the National School of Government. Ability to provide strategic leadership to the ECD sector including the ECD Function Shift from the Department of Social Development to the Department of Basic Education; Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes; Planning and organising skills; Strong

DUTIES

leadership qualities; Advanced computer skills; Good interpersonal relations and the ability to handle pressure; A valid driver's license.

: Promote the importance of early childhood development services, create concrete ways of inter-sectoral collaboration and integration in the early childhood development service delivery within the Provincial Department of Education and Health and may other department or non-governmental organizations contributes to services young children and their families. Establish mechanisms and programme to facilitate development in the early childhood development service delivery in the Province, Provide support and guidance to early childhood development service providers, Ensure that national policies, legislation, strategies and priorities are implemented within the means of the Province, register early childhood development centers (places of care as per section 30 of children's act and related regulations), put mechanisms in place to facilitate the registration of centers in an empowering and developmental way, keep provincial register of all registered early childhood development services, determine the place of care grant(subsidy) as per reregulation 38 of children's Act, payable to early childhood development facilities, monitor the provision of registered and non-registered early childhood development center with specific reference to section 31 of children's Act, cancellation of registration certificate of day care center in terms of section 32 of children Act, provide information on the requirements of the need to notify the Department of may instance where a child shows repeated bruising or injuries, abuse, neglect or suspected malnutrition. Facilitate integration of service to young children within the provincial department of social development e.g. family preservation and development services, parental/caregiver support services, poverty alleviation programme, child support grant services, services to children affected and infected with HIV/AIDS and their caregivers (orphans and vulnerable children(ovc's), early childhood services for young children, life skills programme for youth.

ENQUIRIES

: Mr. R Tywakadi Tel No: (040- 608 4200)

NOTE

: (This post is designated for youth, women and people with disabilities)

OTHER POSTS

POST 04/140

: **CHIEF ARCHITECT REF NO: ECDOE CA04/02/2022**

SALARY

: R912 048 per annum, (OSD)

CENTRE

: Infrastructure Programme/Projects Delivery (Dora Funded) - Zwelitsha

REQUIREMENTS

: An undergraduate qualification (NQF 7) as recognized by SAQA in Architecture. Six years architectural post qualification experience. Compulsory registration with the South African Council for the Architectural Profession. Understanding and experience of the Architectural design process from Project inception to close out. [Minimum 3 years]. Valid driver's license. Computer literacy. Knowledge of Construction Industry Development Board Act of 2000 and Regulations. PFMA/ Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000. South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.

DUTIES

: Implement, monitor and maintain Infrastructure Programme and Projects, Projects. Infrastructure Project Commissioning. Infrastructure Programme and Project Evaluation. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management. Monitor that infrastructure projects are planned within available funds. Monitor application of costs norms. Monitor

expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects.

ENQUIRIES : Mr. T Pefole Tel No: (040-608 4246)

POST 04/141 : **DEPUTY DIRECTOR: EFMS SYSTEM CONTROLLER REF NO: ECDOE DD07/02/2022**
Chief Directorate: Physical Resource Management

SALARY : R744 255 per annum (Level 11)
CENTRE : (Dora Funded) - Zwelitsha
REQUIREMENTS : A degree (NQF 7) in Information Systems. A valid light motor vehicle driver's license. Sound communication, managerial and report writing skills. Proven practical experience of at least 10 years in: Systems support in a similar environment, Proven data mining skills, Aligning IT services with the needs of the Chief Directorate, Experience in IT service management, Database security & audit compliance, Project management & planning. Knowledge and experience of the following is strongly recommended: Knowledge & understanding of the Education Facilities Management System, Understanding of the built environment, Knowledge of government operations & procedures, Management of Service Level Agreement compliance, Training and helpdesk experience, Database development and administration in SQL Server.

DUTIES : The successful candidate will be responsible for managing the abovementioned tasks in the Education Facilities Management System (EFMS). System Maintenance and Support. Provide input and oversight to system and/or system component upgrades and/or updates. Give access, monitor and manage the activities of the system development/maintenance resources and other system users. EFMS Service Desk-Establish and operate an effective service desk to assist users, Provide regular reports on service desk performance according to the agreed service desk performance metrics. Training Services-Facilitate or provide training on the effective use of the EFMS to all relevant stakeholders. Data Management and Services-Perform data extraction, data transformation and data loading services as and when required by the Business, monitoring of project data to ensure data integrity and to inform relevant stakeholders of any challenges in respect of this data, monitoring of property data to ensure data integrity and to inform relevant stakeholders of any challenges in respect of this data. System Security-Manage an effective security model to ensure effective access control into the system and all of its components, manage user account authentication, account roles and permissions, Monitor and audit user account activities on a regular basis to identify anomalies and/or attempted unauthorised access. Performance Monitoring & System Availability-Regular monitoring of system performance to identify and remedy bottlenecks in consultation with DBE/SITA, In consultation with DBE/SITA ensure high availability of the system in line with agreed service levels and uptime of system.

ENQUIRIES : Mr. T Pefole Tel No: (040-608 4246)

POST 04/142 : **MECHANICAL ENGINEER REF NO: ECDOE ME05/02/2022**

SALARY : R728 829 per annum, (OSD)
CENTRE : Infrastructure Planning (Dora Funded) - Zwelitsha
REQUIREMENTS : An undergraduate qualification (NQF 7) as recognized by SAQA in Mechanical Engineering (B Eng/Bsc). Three years post qualification experience in mechanical engineering environment. Compulsory registration with ECSA as professional engineer. Valid driver's license. Computer literacy. Knowledge of Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines.

DUTIES : Key Results Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure

seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of management strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor management efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Financial management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, control, monitor and report on all resources. Compile risklog and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES

: Mr. T Pefole Tel No: (040-608 4246)

POST 04/143

: **ELECTRICAL ENGINEER REF NO: ECDOE EE06/02/2022**

SALARY CENTRE REQUIREMENTS

: R728 829 per annum, (OSD)
 : Infrastructure Planning (Dora Funded) – Zwelitsha
 : An undergraduate qualification (NQF 7) as recognized by SAQA in Electrical Engineering (B Eng/Bsc). Three years post qualification experience in electrical engineering environment. Compulsory registration with ECSA as professional engineer. Valid driver's license. Computer literacy. Knowledge of Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines.

DUTIES

: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of management strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor management efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Financial management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor

expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, control, monitor and report on all resources. Compile risk log and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr. T Pefole Tel No: (040-608 4246)

POST 04/144 : **TOWN AND REGIONAL PLANNER REF NO: ECDOE TRP08/02/2022**

SALARY : R628 014 per annum, (OSD)
CENTRE : Infrastructure Planning (Dora Funded) - Zwelitsha
REQUIREMENTS : A Degree in Town and Regional Planning. Registered as Built Environment Professional: Town Planner with SACPLAN. Appropriate experience after qualification including experience with spatial modelling. Minimum of Three Years' experience post qualification. Valid Driver's License. Computer literate. Knowledge of South African Schools Act of 1996, Regulations and Proclamations. Guidelines issued by DBE in terms of functional and technical Norms and Standards. Construction Industry Development Board Act of 2000 and Regulations. Spatial planning systems and National Archives and Records Service Act of 1996. Norms of Government. National Building Standards Act of 1977 and Regulations. Town and Regional Planner Act of 1994. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. National Archives and Records Service Act of 1996.

DUTIES : Manage inputs to the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan. Undertake extensive analyses to formulate and maintain a physical planning framework for the Department based on long-term population projections, education targets and verifiable crowding distance indicators. Review utilization of Schools, undertake cost benefit analysis, and plan for land/leases/accommodation schedules as inputs towards the drafting of the User Asset Management Plan [U-AMP]. Development, interpretation and customisation of functional and technical norms and standards.

ENQUIRIES : Mr. T Pefole Tel No: (040-608 4246)

POST 04/145 : **CONTROL WORKS INSPECTOR REF NO: ECDOE CWI09/02/2022**

SALARY : R321 543 per annum (Level 08)
CENTRE : Infrastructure Delivery (Dora Funded) - Zwelitsha
REQUIREMENTS : National Diploma (NQF 6) in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering, Valid Driver's license, Computer literacy. Six years relevant experience post qualification. Knowledge of Job Creation Targets, National Building Standards Act of 1977 and Regulations, Government Immovable Asset Management Act of 2007, Occupational Health and Safety Act of 1993 and Regulations, South African Schools Act and Regulations, National Environmental Management Act of 1998. Public Service Act, 1994 and Regulations, Public Finance Management Act, 1999 and Treasury Regulations.

DUTIES : Infrastructure Planning.- Provide planning inputs and information for planning purposes, Consult local stakeholders, Participate in the development of Integrated Development Plans, Maintenance and Infrastructure Projects- Provide training Schools on the criteria applicable to maintenance projects and emergency repairs,

Assess the School Annual financial reports in terms of maintenance expenditure against performance, Undertake annual evaluations on completed maintenance projects, Monitor Section 21 allocations for maintenance, Coordinate and participate in project commissioning, including site visits, Monitor progress with infrastructure projects in close consultation with Schools and report any issue to Head Office, Interact with Municipalities to resolve any issues pertaining to services and/or building plans, Orientate users in terms of the optimal usage of Facilities, Prepare briefs/scope of work and cost estimates for day-to-day, routine/preventative and emergency maintenance projects, NEIMS assessments- Provide relevant data and information for updating NEIMS and Facility Management Systems, Review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention, Develop plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards, Implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at Schools, Disaster management plans- Monitor compliance of disaster management plans, Provide assistance with preparation of disaster management plans, Provide training Schools on the preparation of disaster management plans, Provide mentoring services to Schools in terms of preparation of disaster management plan, Develop the integrated District Disaster Management Plan, School Maintenance Plans-Draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs, Develop the integrated District maintenance plan and budget, Validate quality of school maintenance plans, Make recommendations to Schools in terms of changes to be made to District/Schools Maintenance Plans, People Management- Undertake planning for future human resources needs, Maintain discipline, Manage performance and development of development of employees, Undertake human resources and other related administrative functions, Establish and maintain effective and efficient communication arrangements, Develop and manage the operational plan, Plan and allocate work, Develop and implement processes to promote control of work, Serve on transversal task teams as required, Implement quality control of work delivered by employees.

ENQUIRIES : Mr. T Pefole Tel No: (040-608 4246)

POST 04/146 : **ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION REF NO: ECDOE AD-PA10/02/2022**

SALARY : R382 245 per annum (Level 09)
CENTRE : Physical Resource Planning (Dora Funded) - Zwelitsha
REQUIREMENTS : A Senior Certificate, NQF 7 Degree in Real Estate or Property Management. Valid driver's license. Computer literacy. Minimum of Three Years' post qualification experience at a level of supervisor (salary level 7 or 8). Knowledge of PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations.

DUTIED : Collect updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalized. Update the register of sites allocated to Education for future infrastructure development. Implement actions to keep sites clean. Implement actions to prevent any illegal occupation of sites. Collect information on the conditions and maintenance of vacant sites allocated to Education. Assist to interpret lease needs

and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal accounts through the finance section. Identify excessive use of water or electricity. Make inputs to the preparation of guidelines on the use of utilities by Schools. Assist to train Districts on the guidelines for use of utilities. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Districts implement interventions to improve the utilization of utilities by Facilities.

ENQUIRIES : Mr. T Pefole Tel No: (040-608 4246)

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

The Department of Sport, Recreation Arts and Culture in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : Applications can be emailed to: recruitment@ecsrac.gov.za
Head Office Enquiries – Mr. Y. Dlamkile Tel: 043 492 1386 or Mrs. R. E. Swartbooi Tel: 043 492 0949 Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwai Building, King William’s Town, 5605
Mass Participation Programme (MPP) post Enquiries – Mr. A. Ngcebetsha Tel: 043 492 0211 Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwai Building, King William’s Town, 5605
Buffalo City Metro District: Enquiries Ms. L. Xoseka Tel: 043 492 2140 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201
Amathole District: Enquiries Mr. B. Mbangatha Tel: 043 492 1838 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201
Chris Hani District: Enquiries Mr. X. Kwanini Tel: 045 492 0030 / 0054 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag, Komani, 5320 OR Hand deliver to: Bathandwa Ndongdo Office Park, Komani Hospital Office Complex, Komani, 5320
Joe Gqabi District: Attention Mr. D. Ndzongwana: Tel No: 051 492 4757 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: No. 02 Cole Street, Aliwal North
Sarah Baartman District: Attention Mr. V Ketelo: 046 492 0223 Albany Museum: Attention Mr. M. Vabaza: 046 623 2312 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 or Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Grahamstown.
Alfred Nzo District: Attention Mr Gugwana Tel No: 039 254 0960 / 082 542 4726 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 or Hand deliver to: No 67 Church Street Mt Ayliff
OR Tambo District: Attention Mr. S. Stuma Tel: 047 495 0853 / 073 322 9654 Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mthatha, 5100 Hand deliver to human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata.
Nelson Mandela District: Attention Mr. S. Javu Tel No: 041 492 1231 / 1230 / 072 487 7169 Bayworld Museum: Attention Mr. L. Mini: 041 584 0650 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Port Elizabeth, 6003 or Hand deliver to: 2nd Floor - 66 Corporate Place, Ring Road, Greenacres, Newton Park, Port Elizabeth Persons with disabilities are encouraged to apply.NB: Forward applications to the relevant centre and all applications should be accompanied by the new Z83 form which can be

downloaded from the DPSA website. Should an individual wish to apply for a post on or after 01 January 2021, she/ he will be required to submit

CLOSING DATE
NOTE

: 18 February 2022 at 15h30
: Applications must be submitted on the Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV and copies of qualifications. Such copies need not be certified when applying for a post. The communication from the HR of the department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non-RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

OTHER POSTS

POST 04/147

: **SENIOR LEGAL ADMIN OFFICER (MR6) REF NO: DSRAC 01/01/2022**
(Re-Advertisement, previous applicants are encouraged to apply)

SALARY
CENTRE
REQUIREMENTS

: R774 660 – R1 157 940 per annum, (OSD), (an all-inclusive remuneration)
: Head Office: KWT
: National Senior Certificate plus an LLB or recognized four-year legal degree. At least 8 years' appropriate post qualification legal experience advisory / civil high court litigation experience. Admission as an Attorney / Advocate. A post graduate qualification and public-sector experience in Constitutional Law / Administrative Law/ Labour Law / Contracts Management will be an added advantage. A valid code 08 driver's license is essential. Computer literacy and proficiency is essential.

DUTIES

: To render legal advisory services to the Department of Sport, Recreation, Arts and Culture related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislation services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of public sector civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise on research that will provide information and case law relevant to the legal matter at hand. Present on and advise on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome. Draft legal documents and advise on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the unit.

ENQUIRIES
NOTE

: Mrs. R. Swartbooi Tel No: 043 492 0949
: People with disabilities who meet the requirements will be given preference.

POST 04/148 : **DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: DSRAC 02/01/2022**

SALARY : R744 255 per annum (Level 11), (an all-inclusive remuneration)
CENTRE : Head Office: KWT
REQUIREMENTS : National Senior Certificate plus a National Diploma / B. Degree (NQF level 6/7) in Public Administration/Business Management or Economics with 3 years' experience at Assistant Director level in the field of strategic management. Understanding strategy planning in government institutions. Strong business acumen. Results orientated. Strong focus on detail and quality of deliverables. Highest ethical standards and ability to safeguard confidential information. Able to work and make decisions under pressure. Interpersonal Skills. Excellent Communicator (written and verbal/presentation skills). Resilience and influential. Analytical skills. A valid code 08 driving license.

DUTIES : Drawing Strategic Planning Framework in line with provincial and/or national strategic frameworks. Developing policies and standard operating procedures/guidelines related to performance information. Development of strategic plans, including Annual Performance Plans, Operational Plans and Business Plans for the organization and management of the annual strategic planning processes in collaboration with departmental programmes. Institutional monitoring and reporting. Stakeholder and or client Management. Collating monthly, quarterly, Semester and annual reports for the sub-division and those that relate to departmental internal controls. Analysing and interpreting audit, evaluation and or research outcomes for evidence-based planning and performance information improvement. Compiling all divisions' strategy documents, technical indicator descriptors with smart criteria.

ENQUIRIES : Mrs. R. Swartbooi Tel No: 043 492 0949
NOTE : People with disabilities who meet the requirements will be given preference.

POST 04/149 : **DEPUTY DIRECTOR: RESEARCH AND POLICY DEVELOPMENT REF NO: DSRAC 03/01/2022**
Re-Advertisement, previous applicants are allowed to apply again.

SALARY : R744 255 per annum (Level 11), (an all-inclusive remuneration)
CENTRE : Head Office: KWT
REQUIREMENTS : National Senior Certificate plus a National Diploma / B. Degree (NQF level 6/7) in Public/Business Administration, Social Sciences or equivalent coupled with 3 years' experience at Assistant Director level in the field of developing, implementing policy, overseeing research and or in related field. Strong business acumen. 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 code 08 driving license.

DUTIES : 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. Work 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.

ENQUIRIES : Mrs. R. Swartbooi Tel No: 043 492 0949
NOTE : People with disabilities who meet the requirements will be given preference

POST 04/150 : **SCIENTIST (PRODUCTION – GRADE A) (FRESHWATER INVERTEBRATES)**
REF NO: DSRAC 16/01/2022

SALARY : R628 014 per annum, (OSD), (an all-inclusive remuneration)
CENTRE : Albany Museum
REQUIREMENTS : National Senior Certificate plus a minimum of an MSc in Entomology or Zoology. A PhD in Entomology will be of added advantage. Demonstrable understanding of basic computer software (Micro-soft Office). Understanding of database software and ability to write computer code. Experience in collecting, preserving and identifying invertebrate specimens. Experience in biological research.

DUTIES : Undertake independent research based on collections of the department which is published in per reviewed journals. Expand departmental collections through research, surveys, procurement of donations and other methods. Curate the collections of the department to national standards to preserve the specimens for long term scientific research. Facilitate loans to other researchers nationally and internationally for scientific study. Undertake community engagement activities including, but not limited to, public lectures and teaching of school or university classes. Manage the finances and reporting of the department.

ENQUIRIES : MR. M. Vabaza Tel No: 046 623 2312

POST 04/151 : **ASSISTANT DIRECTOR: SCHOOL SPORT REF NO: DSRAC 06/01/2022**

SALARY : R477 090 per annum (Level 10), (an all-inclusive remuneration)
CENTRE : Sarah Baartman District
REQUIREMENTS : National Senior Certificate plus a National Diploma in Sport Management or Human Movement Science Studies (NQF Level 6) with 3 years' experience at supervisory level or SL 7/8 in the field of sport and recreation. Knowledge of sport related government pre-scripts those focusing on school sport development and sport development such as National Sports Plan. Sound knowledge of the School Sport Grant Framework and LTPD/LTCD. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Division of Revenue Act and Employee Performance Management Development System, knowledge of DORA Grant Framework and other applicable legislation. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Proven administration, planning, organising and communication skills. Ability to follow correct reporting procedures and to compile management reports. Conflict management and resolution skills. Ability to maintain sound interpersonal skills and must be innovative and creative. Ability to work under pressure and computer skills are essential. A valid code 08 driving licence.

DUTIES : Management of sub-directorate: School sport and human resource (Staff) that include performance evaluation of employees. Ensure compliance of school sport programmes with conditional grant framework. Compilation of operational plan of the sub-directorate. Conceptualize and initiate programmes for the development and promotion of school sport. Facilitate, support, monitor and evaluate sub-directorate budget. Monitor and evaluate the service and transformation in school sport. Development and submission of reports according to the systems of the department. Embarking on the planning and budgeting processes as well as manage the utilization of sub directorate budget within PMFA prescripts. Facilitate the process of school sport transformation working in conjunction with school sport associations/structures and stakeholders. Establish, maintain and strengthen school sport structures/associations within in the district. Manage the co-ordination

and delivery of district teams towards the National School Sport Championships. Manage the capacity and empowerment of school sport stakeholders to co-ordinate school sport programmes. Facilitate the provision of equipment and or attire to registered schools in the District. Manage the co-ordination of leagues and festivals/tournaments in collaboration with the Department of Education.

ENQUIRIES
NOTE

: Mr. V. Ketelo Tel No: 046 492 0223
: People with disabilities who meet the requirements will be given preference.

POST 04/152

: **ASSISTANT DIRECTOR: VISUAL ARTS REF NO: DSRAC 07/01/2022**

SALARY
CENTRE
REQUIREMENTS

: R477 090 per annum (Level 10), (an all-inclusive remuneration)
: Sarah Baartman District
: National Senior Certificate plus a National Diploma (NQF level 6 as recognized by SAQA) in Fine Arts with at least 3 years' experience at supervisory level (SL 7/8) within an arts and culture environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the visual arts, craft, and design sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid code 08 driving licence.

DUTIES

: Draw up business plan, and operational plan for visual arts and craft section. Ensure proper management of arts centres. Develop and manage partnerships with Artists and cultural structures. Develop and promote all visual arts and craft programmes in all municipalities within the district. Facilitate drafting of memoranda of understanding for the Art centres. Facilitate the rolling out of visual arts, craft, and culture services. Coordinate registration of the artists as a non-profit entity. Coordinate capacity building programmes budget and coordinate procurement for the section and arts centres. Submission of reports, management of risk, and implementation of EPMDS in the art centres and visual arts section.

ENQUIRIES
NOTE

: Mr. V. Ketelo Tel No: 046 492 0223
: People with disabilities who meet the requirements will be given preference.

POST 04/153

: **ASSISTANT DIRECTOR: SPU (X2 POSTS)**

SALARY
CENTRE
REQUIREMENTS

: R382 245 per annum (Level 09)
: BCM District Ref No: DSRAC 05/01/2022
: Joe Gqabi District Ref No: DSRAC 04/01/2022
: National Senior Certificate plus 3-year degree in Social Science, Development Studies, Arts and Humanities. This must be coupled with 3 years of experience at supervisory level (SL7/8). Must have experience in working with Women, Youth, Children, Older persons, People with disabilities as well as HIV/AIDS. Computer literacy. Excellent verbal and written communication skills. Knowledge and understanding of relevant prescript and legislations relevant to the vulnerable groups. A valid Code 08 driver's licence.

DUTIES

: Facilitate effective mainstreaming issues of designated group into all the District processes and programmes. Ensure that the rights of designated groups are promoted, protected and prioritized in the District Office through the recruitment, selection and retention of designated groups. Coordinate, facilitate and participate in programmes that promote the rights of designated groups as well as HIV/AIDS programmes within the District Office. Develop knowledge of legal, strategic framework and mandates at District level. Oversee daily operations and coordinate activities of the Special Programmes in the District. Prepare monthly and quarterly reports of the Special Programmes. Promoting poverty alleviation initiatives directed to the vulnerable groups. Organise activities in commemoration of designated days. Coordinate awareness programmes for vulnerable groups.

ENQUIRIES
NOTE

: Mr. D. Ndzonwana Tel No: 051 492 4757 (Joe Gqabi)
: Ms. L. Xoseka Tel No: 043 492 2140 (BCM)
: This post is earmarked for persons with disabilities

POST 04/154 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: DSRAC 08/01/2022**

SALARY : R382 245 per annum (Level 09), (an all-inclusive remuneration)
CENTRE : Head Office: KWT
REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management/ Finance/ Commerce/ Public Management or relevant, with at least 3 years' relevant experience as a supervisor (SL 7/8) in supply chain management - demand management. Competencies: Integrity and honesty, confidentiality, reliability; supervising skills, interpersonal skills, planning and organising, teamwork, client orientation and customer focus, time management, communication (written and verbal), numerical skills, problem-solving ability; ability to work under pressure and adhere to strict deadlines. Technical competencies: Ability to develop, interpret and apply supply chain management policies, strategies, and legislation. Knowledge and understanding of the Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act and its implementation regulations, Treasury regulations, Supply Chain Management practice notes and instruction notes; other relevant public service legislative framework. Computer literacy and knowledge of transversal systems, BAS and LOGIS. A valid code 08 driving licence.

DUTIES : Effectively manage and lead demand management section in Head Office. Develop and implement demand management policies and procedure manual. Manage and monitor the procurement requests of goods and services. Liaise, correspond and advise end users with procurement needs. Develop, consolidate, and monitor the departmental procurement plan. Develop, consolidate, and monitor the departmental demand management plan. Responsible for market research and analysis of departmental commodities, including benchmarking. Assist and support end users in developing specifications/terms of reference of goods and services. Co-ordinate and execute bid functions by providing secretariat to bid committees. Compile bid documents publish tender/bid invitations and awards, responsible for receiving and opening of bid documents, report on the performance of demand management on supporting departmental strategic/ needs. Manage and supervise demand management officials. Provide statutory and non- statutory reports of demand management (monthly; quarterly).

ENQUIRIES : Mrs. R. Swartbooi Tel No: 043 492 0949
NOTE : People with disabilities who meet the requirements will be given preference.

POST 04/155 : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DSRAC 09/01/2022**

SALARY : R382 245 per annum (Level 09), (an all-inclusive remuneration)
CENTRE : Head Office: KWT
REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management/ Logistics Management/ Public Management/ Public Administration or Commerce. At least 3 years must be at a supervisory level (7/8). Three (3) year of experience under asset management. A valid code 08 driving licence. Competencies: LOGIS literacy on assets management is a main requirement. Knowledge of Public Service Legislation/ policies/ prescripts and procedures. Knowledge and skills of supply chain management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. Background in Assets Management processes and office procedures. Highly motivated, creative and must have an ability to engage with end – users and stakeholders on matters relating to assets management services. The ability to plan in tight timeframes and to work under pressure. Computer skills in Microsoft Office applications. Computer literacy, good verbal and written communication skills, conversant to work on LOGIS System. Financial skills, decision and problem-solving skills. A valid code 08 driving licence.

DUTIES : Manage the implementation of assets management policies and procedures. Coordinate acquisition of assets for the department. Perform monthly reconciliations and processing of journals. Co-ordinate physical assets verification and regular spot-checks. Maintain LOGIS assets management registers. Coordination of disposals for Head Office and districts. Management of losses and reporting thereof. Assist with the population of disclosure notes for financial

statements. Supervise assets management practitioners, monitor their performance, co-ordinate their training interventions and conduct their quarterly and annual reviews.

ENQUIRIES : Mrs. R. Swartbooi Tel No: 043 492 0949
NOTE : People with disabilities who meet the requirements will be given preference.

POST 04/156 : **ARCHAEOLOGIST**

SALARY : R321 543 per annum (Level 08)
CENTRE : Head Office: KWT
REQUIREMENTS : National Senior Certificate plus master's degree in Archaeology, or other relevant field; at least 3 years of experience directly related to the duties and responsibilities specified. Completed degree (s) from an accredited institution.

DUTIES : Conduct field investigations of historic/ prehistoric sites for preservation assessment. Compile and Evaluate Heritage Impact Assessments (HIA's) and Environmental Impact Assessment (EIA) and other related reports. Evaluate permit applications, issue comments, and make recommendations to developments. Develop and maintain a heritage resource information database. Serve as liaison with clients, contractors, landowners, and local state/state/federal agency representative, as appropriate, to ensure smooth project operation. Make recommendations as to site significance. Ensure timely completion of project reports. May need to contribute input to budgets and research design development. Perform miscellaneous job-related duties as assigned. Skills in the use of computers for writing, analysis, and report production.

ENQUIRIES : Mrs. R. Swartbooi Tel No: 043 492 0949

POST 04/157 : **PRINCIPAL CURATOR REF NO: DSRAC 11/01/2022**

SALARY : R321 543 per annum (Level 08)
CENTRE : Bayworld
REQUIREMENTS : National Senior Certificate plus BA Degree/ Diploma in History/ Social Science/Philosophy with at least 1 or 2 years of experience in the field of museum and heritage. Knowledge and understanding of government processes. Project management skills. Good communication and interpersonal skills. Ability to work under pressure without supervision. Computer literacy. Valid driving license.

DUTIES : Curate and develop the collection for long term preservation and storage. Add to the collection by undertaking active survey/research and actively seek to obtain collections from donors. Assist public researchers, community museums, institutions of learning, etc. with research in humanities and museology. Edit and write articles for the museum newsletter, journals or periodicals and give lectures. Supervision of staff at no. 7 Castle Hill branch. Assist in compiling quarterly and annual reports and monitor the Implementation of the frameworks for the benefaction of designated and monitor the Implementation of the frameworks for the benefaction of designated groups.

ENQUIRIES : Mr. L. MINI Tel No: 041 584 0650
NOTE : People with disabilities who meet the requirements will be given preference.

POST 04/158 : **PRINCIPAL LIBRARIAN REF NO: DSRAC 12/01/2022**

SALARY : R321 543 per annum (Level 08)
CENTRE : Sarah Baartman (Graaf Reinet)
REQUIREMENTS : National Senior Certificate plus a National Diploma at NQF level 6 in Library Science or Information Science B. Bibl Degree or. At least 2 years working experience in a Library and Information Service field. Knowledge of Public Service Legislation, Policies and Prescripts. Basic knowledge of Library and Information science matters. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills. Excellent human and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.

DUTIES : Implement the provisioning of library materials to community/public libraries. Implement awareness campaigns, outreach programmes and promotion of library use to all communities within the district. Implement stock control of all library

material in all affiliated libraries. Supervision of selection and processing of library material to be delivered to libraries. Conduct monitoring visits to public libraries within the District. Supervision of staff in the district office/depot. Analyse user needs submitted by public libraries. Compilation and consolidation of monthly /quarterly user statistics and reports.

ENQUIRIES :

Mr. V. Ketelo Tel No: 046 492 0223

POST 04/159 :

LIBRARIAN REF NO: DSRAC 13/01/2022

SALARY :
CENTRE :
REQUIREMENTS :

R261 372 per annum (Level 07)
Sarah Baartman (Graaf Reinet)
National Senior Certificate plus a Bibl. Degree/ B Tech in Library Information Studies / National Diploma in Library and Information Studies (NQF level 6) or equivalent studies with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies and prescripts. Basic knowledge of library and information science matters. Prescripts and legislations. Procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.

DUTIES :

Implement the provisioning of library materials to community/public libraries. Implement awareness campaigns, outreach programmes and promotion of library use to all communities within the district. Implement stock control of all library material in all affiliated libraries. Selection and processing of library material to be delivered to libraries. Conduct monitoring visits to public libraries within the District. Supervision of staff in the district office/depot. Analyse user needs submitted by public libraries. Compilation and consolidation of monthly user statistics and reports.

ENQUIRIES :

Mr. V. Ketelo Tel No: 046 492 0223

POST 04/160 :

LANGUAGE PRACTITIONER REF NO: DSRAC 14/01/2022

SALARY :
CENTRE :
REQUIREMENTS :

R261 372 per annum (Level 07)
Head Office: KWT
National Senior Certificate plus a B. A. Degree/ National Diploma at (NQF level 6) with Language being a major and another at a lower level. A Post graduate qualification in translation / interpreting. At least 1 -2 years of experience in translation, interpreting and working in language matters. Ability to translate technical and legal documents in at least two of the Eastern Cape provincial languages preferably English and Afrikaans. Competencies: Experience and knowledge in publishing and creative writing. Knowledge of language policy and its implementation plan is needed. Computer literacy and driver's license a must have. 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. Knowledge of sign language or willingness to learn the language would be an added advantage. A valid code 08 driving license.

DUTIES :

Render language services duties such as translation of official documents from and into Afrikaans, English for our department and other government departments. Provide and facilitate any language related development initiative. Provide interpreting service when required. Facilitate editing, proofreading and prepare manuscripts for publication. Liaise and meet with stakeholders for language development projects as well as organizing language related events.

ENQUIRIES :

Mrs. R. Swartbooi Tel No: 042 492 0949

POST 04/161 :

HR OFFICER REF NO: DSRAC 15/01/2022

SALARY :
CENTRE :
REQUIREMENTS :

R176 310 per annum (Level 05), (an all-inclusive remuneration)
Albany Museum
National Senior Certificate (NQF Level 4) with no work experience required. National Diploma in Human Resource Management / Personnel Management / Public Administration will be added as an advantage. Competencies: Knowledge

		of human resources administration and conditions of service. A fair understanding of Public Service Regulations, Public Service Act and other legislation governing human resource administration. Computer literacy. Knowledge of PERSAL will be an added advantage.
<u>DUTIES</u>	:	Implementation of Service Benefits (housing allowance, long service recognition awards, injury on duty applications, service termination benefits - i.e. pension benefits, leave gratuity payments, medical aid benefits). Leave Administration, auditing of capped leave. Administration of HR payroll. Handling of human resource administration related enquiries. Prepare master list and act as secretariat during recruitment and selection, render human resource clerical services within the institution.
<u>ENQUIRIES</u>	:	MR. M. Vabaza Tel No: 046 623 2312
<u>POST 04/162</u>	:	<u>MPP SPORT ADMINISTRATORS (X18 POST)</u> (Three-Year Conditional Grant Contract)
<u>SALARY</u>	:	R176 310 per annum (Level 05), (37% in lieu of benefits), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Head Office KWT Ref: DSRAC 17/01/2022 (X10 Posts) Alfred Nzo District Ref No: DSRAC 18/01/2022 (X1 Post) Amathole District Ref No: DSRAC 19/01/2022 (X1 Post) BCM District Ref No: DSRAC 20/01/2022 (X1 Post) Chris Hani District Ref No: DSRAC 21/01/2022 (X1 Post) Joe Gqabi District Ref No: DSRAC 22/01/2022 (X1 Post) Nelson Mandela District Ref No: DSRAC 23/01/2022 (X1 Post) Or Tambo District Ref No: DSRAC 24/01/2022 (X1 Post) Sarah Baartman District Ref No: DSRAC 25/01/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science, understanding of MPP Conditional Grant Framework will be an added advantage. Ability to work independently. Good verbal and written communication skills. Computer skills. Working with the recognised Sport and Recreation Federations will be an added advantage. A valid code 08 driver's licence will be an added advantage.
<u>DUTIES</u>	:	Assist in the organisation of Sport and Recreation events. Assist in the procurement processes. Assist in the convening of meetings, workshops and Sport and Recreation indabas seminars. Assist in the execution of all Conditional Grant compliance matters. Performing all general admin support including filing, compilation of reports and capturing of data. Serve as support in planning of Annual sport and recreation programs. To assist in the communication with sport and recreation structures regarding the implementation of programs. Assist in the compilation of expenditure and performance reports. To capture and record data in relation to participation. To assist implement sport and recreation programs as planned.
<u>ENQUIRIES</u>	:	Mr. A. Ngcebetssha Tel No: 043 492 0211
<u>POST 04/163</u>	:	<u>CLUB DEVELOPMENT COORDINATOR (X4 POSTS)</u> (Three-Year Conditional Grant Contract)
<u>SALARY</u>	:	R176 310 per annum (Level 05), (37% in lieu of benefits)
<u>CENTRE</u>	:	Head Office KWT Ref No: DSRAC 34/01/2022 (X1 Post) BCM District Ref No: DSRAC 35/01/2022 (X1 Post) Nelson Mandela District Ref No: DSRAC 36/01/2022 (X1 Post) OR Tambo District Ref No: DSRAC 37/01/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, (NQF Level 4) with no work experience required. Degree/Diploma in Sport Management or Human Movement Science and understanding of MPP Conditional Grant framework will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid code 08 driver's licence will be an added advantage.
<u>DUTIES</u>	:	Assist in the organising and coordination of all Community Sport and Recreation activities. Liaise between DSRAC and Sport Federation and Recreation Councils. Compile reports register participants and clubs in Community Sport events.

		Compile need analysis and capture data. Serve as support in planning of club development programs. To assist in the communication with club development structures regarding the implementation of programs. Assist in the compilation of expenditure and performance reports. To capture and record data in relation to participation. To assist implement club development programs as planned.
<u>ENQUIRIES</u>	:	Mr. A. Ngcebetssha Tel No: 043 492 0211
<u>POST 04/164</u>	:	<u>ACTIVE RECREATION COORDINATOR (X3 POSTS)</u> (Three-Year Conditional Grant Contract)
<u>SALARY</u>	:	R176 310 per annum (Level 05), (37% in lieu of benefits), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Alfred Nzo District Ref No: DSRAC 38/01/2022 (X1 Post) BCM District Ref No: DSRAC 39/01/2022 (X1 Post) Nelson Mandela District Ref No: DSRAC 40/01/2022 (X1 Post)
<u>REQUIREMENTS</u>	:	National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science and understanding of MPP Conditional Grant framework will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. Good telephone etiquette. Sound organising skills. A valid code 08 driver's licence will be an added advantage.
<u>DUTIES</u>	:	Assist in the organising and coordination of all Recreation Development Activities. Liaise between DSRAC and Sport Federation and Recreation Councils. Compile reports register participants and clubs in Community Sport events. Compile need analysis and capture data. Serve as support in planning of recreation programs. To assist in the communication with recreation development structures regarding the implementation of programs. Assist in the compilation of expenditure and performance reports. To capture and record data in relation to participation. To assist implement recreation development programs as planned.
<u>ENQUIRIES</u>	:	MR. A. Ngcebetssha Tel No: 043 492 0211
<u>POST 04/165</u>	:	<u>SCHOOL SPORT COORDINATOR (X19 POSTS)</u> (Three-Year Conditional Grant Contract)
<u>SALARY</u>	:	R110 193 (5/8 TH) per annum, (37 % in lieu of benefits), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Alfred Nzo District Ref No: DSRAC 26/01/2022 (X3 Posts) Amathole District Ref No: DSRAC 27/01/2022 (X3 Posts) Bcm District Ref No: DSRAC 28/01/2022 (X1 Post) Chris Hani District Ref No: DSRAC 29/01/2022 (X4 Posts) Joe Gqabi District Ref No: DSRAC 30/01/2022 (X2 Posts) Nelson Mandela District Ref No: DSRAC 31/01/2022 (X1 Post) OR Tambo District Ref No: DSRAC 32/01/2022 (X3 Posts) Sarah Baartman District Ref No: DSRAC 33/01/2022 (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science and understanding of MPP Conditional Grant framework will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid code 08 driver's licence will be an added advantage.
<u>DUTIES</u>	:	Assist in the organising and coordination of school sport. Liaise between DSRAC and DoE. Compile reports register learners and schools participating in school sport events. Compile need analysis and capture data. Serve as support in planning of school sport programs. To assist in the communication with school sport structures regarding the implementation of programs. Assist in the compilation of expenditure and performance reports. To capture and record data in relation to participation. To assist implement school sport programs as planned.
<u>ENQUIRIES</u>	:	Mr. A. Ngcebetssha Tel No: 043 492 0211