

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF COMMUNITY SAFETY**

*It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.*

- APPLICATIONS** : Submitted via post to P/Bag X 0057, Bhisho or hand delivered to Department of Community Safety, Corner Independence Avenue and Circular Drive, Bhisho, ERF 5000 Building 5605 or utilise recruitments system which is available on <https://erecruitment.ecotp.gov.za>. For technical support email your ID number, your profile email, and the details of the issue to: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za). Applications received after the closing date will not be considered. No faxed applications will be accepted. No late applications will be accepted.
- FOR ATTENTION** : Mr L Bobi / Ms L. Mazwi at 079 284 6709
- CLOSING DATE** : 20 June 2022
- NOTE** : Applications must be submitted on a duly completed 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 on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. 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. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

**MANAGEMENT ECHELON**

- POST 20/115** : **DIRECTOR: STRATEGIC PLANNING REF NO: ECDOCS 01/05/2022**
- SALARY** : R1 073 187 per annum (Level 13), (an all-inclusive remuneration package), (basic salary consist of 70% of total package, the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion]. The flexible portion of the package can be structured according to the Senior Management Service guidelines.
- CENTRE** : Bhisho
- REQUIREMENTS** : National Senior Certificate, An Undergraduate qualification (NQF 7) as recognised by SAQA in Social Sciences/ Operations Management/ Public Management Management/ Business Management/ Management. Post graduate qualification will be an advantage. At least five (5) years' experience at middle/senior management level. Knowledge and understanding of the legislative and regulatory requirements that impact planning in the Department of Community Safety, knowledge of government planning and budgeting processes, Public Finance Management Act (PFMA) and Public Service regulations. Good leadership, organisational, interpersonal, analytical, planning, communication (written and verbal) and computer literacy (Microsoft Office package) skills. Ability to work independently and with the team, willingness to travel extensively and work irregular hours. A valid driver's licence.
- DUTIES** : Develop and maintain DoCS's Strategic and Annual Performance planning Agenda. Based on legislative and policy directives develop and publish DoCS's planning agenda. Develop and maintain planning input instruments and templates for the department. Provide technical support to line managers to enable compliance with the planning agenda. Facilitate the development and maintenance of DoCS's Strategic Plan Facilitate the development of DoCS's Strategic Plan based on the legislative mandate of the Department, Provincial Safety Strategy and Provincial Government's Plan of Action. Coordinate strategic research initiatives to inform/influence planning processes.

Coordinate and consolidate strategic planning input processes for the DoCS and other external stakeholders. Coordinate and consolidate consultation processes, including at sector, provincial and national levels e.g. Eastern Cape Planning Commission. Develop and publish DoCS's Strategic Plan for tabling in the Legislature by the Member of the Executive Council. Provide continuous technical support and advisory services to DoCS's governance structures (EXCO, GMC and Audit Committee) and to ensure that planned activities are aligned to objectives set out in the Strategic Plan. Develop and maintain organisational monitoring, evaluation and reporting instruments and templates for the Department: Coordinate evaluation processes for the Department. Based on the identified objectives and performance targets set in relevant plans coordinate the submission of quarterly performance reports. Validate and analyse performance data/evidence, develop and present on a quarterly basis performance reports to the governance structures of the Department. Provide early warning support to executive management. Coordinate performance input processes for reporting to the Legislature. Coordinate the development and publishing of DoCS's Annual Performance Report. Coordinate organisational performance review processes. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the Directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Represent the operational intent of the Directorate as part of internal resource allocation processes. Manage and account for the utilisation of the financial resources of the Directorate in line with the departmental delegations. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the Directorate's human resources. Based on operational imperatives re-prioritise the allocation of resources within the Directorate. Manage strategic, annual- and work planning as well as reporting processes for the Directorate and ensure compliance with DoCS's Strategic Planning and Performance Review Agenda. Direct the utilisation of technology in support of the Directorate's business processes.

**ENQUIRIES**

: Mr L. Bobi at 079 284 6709  
e-Recruitment Technical enquiries: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za)

**NOTE**

: applicants from designated groups especially in respect of women and people with disabilities will receive preference.

**OTHER POSTS**

**POST 20/116**

: **COMMUNITY LIAISON OFFICER REF NO: ECDOCS 02/05/2022**

**SALARY**

: R321 543 – R378 765 per annum (Level 08), (inclusive)

**CENTRE**

: Amathole District

**REQUIREMENTS**

: National Senior Certificate, Degree or National Diploma in the field of Social Sciences and/or Police Science, Public Management/Administration with 3 to 5 year's relevant experience. Competencies: The Constitution of RSA, 1996. Civilian Secretariat for Police Service Act, 2011. Independent Investigative Directorate Act 1 of 2011. Knowledge of public service Act and regulations. PFMA. South African Police Service Act, 1995. National Crime Prevention Strategy, 1996. Domestic Violence Act, 1998. Child Care Act, 1983. Criminal Procedure Act, 1977. South African Police Service National Instructions, Standing Orders and Regulations (remove). Promotion of Administrative Justice Act, 2000. Promotions of Access to Information Act, 2000. Communication skills. Project management skills, Community Development (remove). Report writing skills. Financial Management skills (remove). Valid driver's license Code B

**DUTIES**

: Conduct effective oversight of the South African Police Services. Conduct Policing Accountability engagement. Conduct service delivery evaluations at police stations. Strengthen community police relations in the district. Conduct assessment of functionality of the CPF structures within the district. Oversee CPF Elections. Establish and monitor the functioning of street and village Committees. Conduct capacity building programs for CPFs in the district. Conduct social crime prevention awareness. Support Municipalities with establishment and functioning of Community Safety forum, Participate in IDP and IGR sessions. Facilitate the establishment, payment and monitoring of safety patrollers. Compile and Submit Performance reports. Submit verified

monthly progress reports on activities add this line conducted as per the district Operational Plan. Comply with PMDS requirements.  
**ENQUIRIES** : Mr L. Bobi at 079 284 6709  
e-Recruitment Technical enquiries: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za)

**POST 20/117** : **ADMIN OFFICER REF NO: ECDPCS 03/05/2022**

**SALARY** : R261 372 – R 307 890 per annum (Level 07)  
**CENTRE** : Joe Gqabi: District  
**REQUIREMENTS** : National Senior Certificate, plus a Degree/National Diploma in Public Management/Administration/ Financial Management/ Human Resource Management. 3-5 years' relevant experience in Financial Management or Supply Chain Management and Human Resource Management. A Valid Driver' licence. Competences: Knowledge of Public Service Act, Public Service Regulations, PFMA, PPPFA, Treasury regulations, acquisition procedures, human resource procedures and other relevant prescripts. Financial management skills, problem solving, planning and organising, interpersonal skills, communication skills (Verbal and Witten), customer care etc. Knowledge and ability to use BAS, LOGIS and PERSAL. Ability to work under pressure and independently. Computer Literacy.

**DUTIES** : Supervise and render general clerical support services. Supervise and provide supply chain and asset management support services within the district. Supervise and provide personnel administration clerical support services within the district. Supervise and provide financial administration support services within the district. Supervise human resources/staff.

**ENQUIRIES** : Mr L. Bobi at 079 284 6709  
e-Recruitment Technical enquiries: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za)

**POST 20/118** : **ADMIN OFFICER REF NO: ECDPCS 04/05/2022**

**SALARY** : R261 372 – R 307 890 per annum (Level 07)  
**CENTRE** : Amathole District  
**REQUIREMENTS** : National Senior Certificate, plus a Degree/National Diploma in Public Management/Administration/ Financial Management/ Human Resource Management. 3-5 years' relevant experience in Financial Management or Supply Chain Management and Human Resource Management. A Valid Driver' licence. Competences: Knowledge of Public Service Act, Public Service Regulations, PFMA, PPPFA, Treasury regulations, acquisition procedures, human resource procedures and other relevant prescripts. Financial management skills, problem solving, planning and organising, interpersonal skills, communication skills (Verbal and Witten), customer care etc. Knowledge and ability to use BAS, LOGIS and PERSAL. Ability to work under pressure and independently. Computer Literacy.

**DUTIES** : Supervise and render general clerical support services. Supervise and provide supply chain and asset management support services within the district. Supervise and provide personnel administration clerical support services within the district. Supervise and provide financial administration support services within the district. Supervise human resources/staff.

**ENQUIRIES** : Mr L. Bobi at 079 284 6709  
e-Recruitment Technical enquiries: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za)

**DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

***The Department of Cooperative Governance is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.***

**APPLICATIONS** : must be submitted as follows: Via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The Provincial E-Recruitment System Closes at 23: 59 on the Closing Date. And should be directed to: The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered applications will be received at Foyer.

**FOR ATTENTION** : Mr M. Matebese  
**CLOSING DATE** : 20 June 2022. Applications received after closing date will not be considered.  
**NOTE** : Applications must be submitted on a duly completed New Z83 form obtainable from any Public Service Department or on the internet at

www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. 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. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

#### **MANAGEMENT ECHELON**

<b><u>POST 20/119</u></b>	:	<b><u>DIRECTOR: TRADITIONAL FINANCE MANAGEMENT REF NO: COGTA (01/05/2022)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 073 187 – R1 264 176 per annum (Level 13) Bhisho Head Office Senior Certificate plus NQF 7 (Degree) as recognised by SAQA in Financial Accounting / Financial Management/ Public Finance or any other related field. A minimum of five (5) years' working experience at middle management level position in Finance or Accounting / Financial Management environment. Experience in Traditional Affairs working environment will be an added advantage. Competencies Required: In-depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Financial Management Act, National Treasury Regulations, National Treasury Instruction & Practice notes, National Treasury Circulars, DPSA Circulars, Accounting Systems, to render effective creditors payments services. 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 Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Honesty and integrity, Professionalism, Self – driven, Team work, Good communication skills (written and verbal skills) and a good command of English language.
<b><u>DUTIES</u></b>	:	Manage creditor's payments and reconciliation of accounts: Manage settlement of creditors accounts. Manage drawing and processing payment reports. Manage maintenance of accrual and invoice register. Manage reconciliation of creditors accounts. Provide and drive strategic direction for the Division and ensure the formulation and implementation of strategic policies which will enable the division/administration to successfully fulfill its role in delivering services to the communities/clients. Manage salary payments and rebates: Manage authorisations and processing of salary payments, deductions and terminations on PERSAL. Manage maintenance of departmental salary records. Manage reconciliations between PERSAL and BAS. Manage salary pay-overs and statutory returns including tax. Promote and facilitate the intergovernmental relations as well as municipal international relations (twinning arrangements). Manage the provisioning of Departmental bas system control support: Ensure the management of BAS information systems. Ensure the management of monitoring of exception reports. Ensure the management of departmental system control support and facilitation of systems training. Ensure the management of maintenance of accounts records. Ensure the management of rendering reconciliations between LOGIS and BAS. Ensure the management of cash flow releases and reconciliation Treasury and Provincial Departments in relation to PFMA compliance. Manage the provisioning of debt management: Ensure the management of revenue collection and receipting. Ensure the reviewal of policies and procedures. Ensure the management of petty cash and cash on hand. Ensure the management of debt and the write-off thereof in compliance with the prescripts. Manage the allocated resources of the directorate: 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 descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates Ensure management, maintenance, and safekeeping of assets.  
 Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080  
 Technical Enquiries: Nande.Mabusela@eccogta.gov.za

**ENQUIRIES**

**OTHER POSTS**

**POST 20/120**

**CONTROL SURVEY TECHNICIAN GRADE A: LAND SURVEY AND CADASTRAL REF NO: COGTA 06/05/2022**

**SALARY CENTRE REQUIREMENTS**

R459 687 – R517 842 per annum, (OSD)  
 Bhisho Head Office  
 National Senior certificate plus National Diploma/Degree in Survey or Cartography or relevant qualification. Compulsory registration with PLATO as a Survey Technician /Surveyor / Professional Land Surveyor in training. Six year's post qualification technical (Survey) experience, Ms Office, Survey programmes, GNSS, CAD & GIS software. Valid driver's licence (Code B/EB). Competencies Required: Knowledge of Local Government environment, and other Relevant Land Survey and Land Use Legislation Management and development procedures. Have strong Project Management knowledge and experience. Ability to carry out field surveys as and when required. Have Good financial management, interpersonal, self-leadership, and supervisory skills. Knowledge of Geographic Information system (GIS) and Local Government System experience will be an added advantage.

**DUTIES**

Support Municipalities in monitoring the execution of Cadastral Surveys and Mapping Services. Assist in the interpretation of Land Survey and Planning legislation, and processes. Assist in the efficient execution of functions of the division, maintenance of discipline; promotion of sound labour relations, and proper use of state resources. Assist in rendering technical support in relation to Land Survey services across Municipalities without capacity. Provide information on Land Survey related issues to the Municipalities and other clients.

**ENQUIRIES**

Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080  
 Technical Enquiries: Nande.Mabusela@eccogta.gov.za

**POST 20/121**

**ASSISTANT DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION REF NO: COGTA 02/05/2022 (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS**

R382 245 – R450 255 per annum (Level 09)  
 Sarah Baartman  
 Chris Hani  
 Alfred Nzo  
 Senior Certificate plus recognised three (3) year Degree / Diploma (NQF6/7) in Public Administration/ Management or equivalent qualification in the relevant field. Three to Five (3-5) years' experience at a supervisory level in Public Administration and Community Development preferably Local Government environment. An added advantages: Computer Literacy, research skills, Valid Driver's license 8 (EB). Competencies Required: Knowledge of the Community Development Facilitation and Community participation processes at Municipal Level. Understanding of government programmes and project must be able to interpret Government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills. This refers to the ability to communicate effectively and in understanding way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture and customs of the community, recognising the important role. Cultural historical and social factors play as an integral part of balance development. Adult education skills: Being able to teach experientially using participatory techniques. Programming and developmental skills: The ability to plan, manage, implement, monitor, and evaluate programmes in a wide array of

<b><u>DUTIES</u></b>	:	developmental disciplines. Such as water supply, agriculture, infrastructure development, housing, sports and recreation. Personal Attitude: self-motivation, flexibility & ability to work in a team on participatory projects.
	:	Development regulatory framework to set minimum standards for community participation and development and engagement. Support Municipalities in the establishment of functional structure to foster community participation and develop mechanisms to monitor functionally of such constituencies. Develop and implement citizen, improve communication between government and citizens. (Engaging with individuals or organisation which are having a high level of influence on public opinion, identifying publicizing and rewarding innovations and good practices of citizen engagement. Number of municipalities supported with community participation and empowerment of partnerships. Coordination and supervision of community between government and citizens through resolving community problems and identification of good practices. Coordination and implementation of Masiphathisane.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<b><u>POST 20/122</u></b>	:	<b><u>ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE MONITORING, REPORTING AND EVALUATION REF NO: COGTA 03/05/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 – R450 255 per annum (Level 09)
	:	Joe Gqabi District Support Centre
	:	National Senior Certificate plus an undergraduate national diploma or Degree (NQF 6/7) in Public Management/Social Science or any other related qualification coupled with 3-5 years working experience at a supervisory level. Computer Literacy ((MS Word, MS Excel, and PowerPoint & MS Outlook). Valid driver's license code 08. Competencies Required: Full understanding of Local Government: Municipal Systems Act and other Local Government Legislation, including policies and procedures. Excellent communication skills (written and verbal) including producing quality reports. Interpersonal relation skills: ability to work under pressure; attention to details; analytical skills; presentation skills; meticulous planning and organisational skills.
<b><u>DUTIES</u></b>	:	Responsible for supporting municipalities with institutionalisation of PMS (i.e. development of PMS Framework). Monitor municipalities in the development and adoption of Annual Reports and tabling thereof to ensure compliance. Assist in timely preliminary assessment of Section 46 reports from municipalities. Assist in the assessment of Section 46 reports for the purposes of developing Section 47 report. Assist in the development of a high-quality Section 47 report for the province. Support assist and monitor municipalities in the implementation of Local Government indicators (Circular 88 of MFMA) by ensuring reports are submitted by municipalities on a quarterly basis. Monitor and develop progress report on the implementation of Municipal Support & Intervention Plans (MSIPs). Assist in conducting evaluation of support programmes. Assist in providing hands on support on development of Performance Agreements (PAs) of Section 54A and Section 56 managers of municipalities. Monitor signing and timely submission of PAs as required by the Legislation. Assist in analysing PAs and give feedback to the municipalities (acknowledgement). Assist in compiling timely responses of parliamentary questions by the Directorate Assist in the management and monitoring of the directorate financial and non-financial resources.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<b><u>POST 20/123</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: COGTA 04/05/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 – R450 255 per annum (Level 09)
	:	Bhisho Head Office
	:	Senior Certificate plus, a three year Degree, NQF 7 in Finance/Public Administration with 3- 5 years' experience at a supervisory level in Demand Management under Supply Chain Management. Microsoft PowerPoint Suit (Excel, Word and PowerPoint, Valid Driving License Code 08. Competencies Required: Knowledge of Specification committee duties, report writing and communication skills. Computer literacy. Ability to work effectively with officials across all levels within the Department. Good team work. Management skills. Excellent communication skills (written and verbal). Ability to work under

		pressure. Good telephone and e-mail etiquette. Knowledge and understanding of the Constitution, PFMA, PPPFA, BBBEE and all applicable Legislations as well as applying them in the work environment. Knowledge of the bidding process. Good financial Management & presentation skills. Experience in Demand Management processes.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for the following: Track all movements of Specifications and Terms of Reference submissions. Facilitate sittings of Bid Committees. Provide secretariat support to the Bid Committee. Provide technical assistance to cost centres to promote sound financial management. Draw reports, interpret financial data and present to immediate supervisor/s in preparation for management meetings Prepare monthly and quarterly demand management reports. Establish needs analysis. Perform market analysis for benchmarked price. Establish procurement plans for the Department. Ensure required quantity and specifications are correctly determined. Assist in management of monitoring of budget and personnel. Assist in gathering information and responding to audit queries. Willing to work irregular hours.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<b><u>POST 20/124</u></b>	:	<b><u>ASSISTANT DIRECTOR: TRADITIONAL LEADERSHIP POLICY AND LEGISLATION DEVELOPMENT REF NO: COGTA 05/05/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 – R450 255 per annum (Level 09) Bhisho Head Office National Senior Certificate plus a recognised three-year Degree / National Diploma (NQF6/7) in Policy Studies, Law, Public Administration / Management, Social Sciences, or any relevant qualification. Three to Five (3-5) years' experience at a supervisory level in Policy Development and Legislative Drafting Environment. Computer literacy with knowledge of Microsoft Office Applications, Ms Word, MS Excel, Ms PowerPoint, and Ms Outlook. Code 8 drivers' licence is compulsory. Competencies Required: Writing and Analytical Skills. Sound Communication Skills (written & verbally). Presentation and Report Writing Skills. Interpersonal skills, Human & Financial Management Skills. Sound Knowledge and Understanding of Policy Development Processes. Knowledge and Understanding of Legislative Drafting Processes. Knowledge and Understanding of Legislation and Regulatory Frameworks Governing Traditional Leadership Institutions. Ability to analyse information for the purposes of formulating policies, development of policy related documents and Drafting of Legislation. Ability to work in a team to accomplish objectives. Ability to liaise, coordinate and manage stakeholders (both internally and externally) and Willingness to travel and work beyond normal working hours.
<b><u>DUTIES</u></b>	:	Participate in the development and reviewal of policies, guidelines and other policy related documents impacting on traditional leadership institution. Assist in the drafting and amendment of legislation, regulations, and other legislative related documents. Regularly liaise with key and relevant stakeholders (both internal and external), on new and existing policies, legislation, and regulatory frameworks (both provincial and national). Conduct awareness workshops to ensure effective implementation of policies / legislation and compliance thereof. Provide advice on policy and legislative matters with a bearing on traditional leadership institution, to end-users and stakeholders. Responsible for the effective and efficient management of the directorate, including the compilation of budget / related reporting documents, utilisation, and training of staff. Maintenance of discipline and promotion of sound labour relations. Ensure compliance with the PFMA and other legislation relevant to the department.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<b><u>POST 20/125</u></b>	:	<b><u>SENIOR ADMIN OFFICER: (LED: O.R. TAMBO DISTRICT SUPPORT CENTRE) REF NO: COGTA: 06/05/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 – R378 765 per annum (Level 08) O.R. Tambo District Support Centre National Senior certificate plus a recognised three (3) year National Diploma/ Degree (NQF6/7) in Public Admin/ Management of Economic/ Development Studies or equivalent relevant qualification. 1-2 years' experience at supervisory level or 4 years' experience at level 6 or equivalent ranks.

<b><u>DUTIES</u></b>	:	Computer Literacy (Microsoft, Ms Excel, Project & PowerPoint) are all mandatory. A valid code 8 driver's licence is compulsory.
	:	Render a fully functional & efficient support office within the LED Directorate. Assist in compilation, analysis & management of the directorate financial & non-financial reports. Support & monitor the development & implementation of LED strategies. Provide administration support for effective management of LED strategies, LED partnerships & LED Capacity.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<b><u>POST 20/126</u></b>	:	<b><u>PERSONAL ASSISTANT: CHRIS HANI DISTRICT SUPPORT CENTRE REF NO: COGTA: 07/05/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 - R307 890 per annum (Level 07)
	:	Chris Hani District Support Centre
	:	National Senior certificate plus a recognised National Diploma /Degree, NQF6/7, in Administrative Management / Office Management. Computer literacy. Valid Driver's license. Competencies: Administrative skills, time management, planning, good verbal and written communication, customer service excellence, ability to operate office equipment.
<b><u>DUTIES</u></b>	:	Facilitate smooth running of the office of the District Director. Manage diary of the District Director Screening phone calls, enquiries and requests and handling of them properly. Arranging travel and accommodation for the District Director and District Support Centre staff. Arrange meetings, venues for scheduled meetings and refreshments for such meetings. Taking minutes in meetings and report writing. Assess incoming correspondence and distribute where it is required. Filing of documents according to the departmental filing index. Procurement of office supplies, stationery, cleaning material, refreshments. Responsible for the directorate's commitment register and analyse expenditure patterns. Monitoring of weekly plans of all staff members.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<b><u>POST 20/127</u></b>	:	<b><u>PERSONAL ASSISTANT: TRADITIONAL INSTITUTIONAL SUPPORT COORDINATION REF NO: COGTA: 08/05/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 - R307 890 per annum (Level 07)
	:	Bhisho Head Office
	:	National senior certificate plus National Diploma/ B Degree (NQF Level 6/7) in Administration or Financial Management or related qualification. Computer literacy (Ms Word, Excel & Power Point). 1-2 years' working experience in administration. Understanding of financial management will be an added advantage. Valid Drivers' licence. Competencies: Excellent writing and presentation skills. Good communication skills. Stakeholder management and coordination skills. Paying attention to details. Ability to work long hours. Exceptional communication skills. Exceptional understanding of government processes. Possess analytical and observation. Possess exceptional reading skills. Very organised and structural person. Understanding of how government works across the Traditional Leadership Institutions.
<b><u>DUTIES</u></b>	:	Ensure the smooth functioning of the Director's Office. Ensure safekeeping of records and accessibility at all times. Assess incoming correspondence and distribution thereof. Preparation of reports on PowerPoint, Provide support in the coordination of submissions from directorates regions, kingdoms and Local Houses, Thorough management of the Directors diary, preparation of reimbursement claims, procurement of goods and services. Provide secretariat duties during meetings. Manage the diary and provide logistical arrangements as and when required. Liaise and communicate with other staff responsible for supporting Traditional Leadership Institutions as and when required.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<b><u>POST 20/128</u></b>	:	<b><u>PERSONAL ASSISTANT: DEVELOPMENTAL LOCAL GOVERNMENT REF NO: COGTA: 09/05/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R261 372 - R307 890 per annum (Level 07)
	:	Bhisho Head Office



<b><u>REQUIREMENTS</u></b>	:	National Senior certificate, plus National Diploma/Degree (NQF level 6/7) in Office Administration/ public administration/Management or any relevant equivalent qualification. 1-2 years relevant working experience with a senior manager. Computer literacy (Ms Word, Excel & Power Point). Code 08 (B), Driver's license is compulsory. Competencies: Very good writing and presentation skills. Good communication skills. Paying attention to details. Ability to work long hours. Exceptional communication skills. Understanding of government processes. Possess analytical and observation. Possess exceptional reading skills. Very organised and structural person.
<b><u>DUTIES</u></b>	:	Facilitate the smooth running of the DDG's office. Facilitate the availability of all office record at all times. Assess incoming work, quality assure and distribute where required. Type correspondence delegated by the DDG. Manage the diary of the DDG. Provide support in the coordination of submissions from Chief Directorates. Provide support in budget monitoring. Read BAS (or other related systems) generated reports. Coordinate the preparation of the In Year Monitoring (IYM) reports for the branch. Prepare power point presentations for various meetings. Provide support in meetings of the DDG. Facilitate travelling arrangements and subsistence claims for the DDG. Manage the budget of the office of the DDG.
<b><u>ENQUIRIES</u></b>	:	Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080 Technical Enquiries: Nande.Mabusela@eccogta.gov.za
<b><u>POST 20/129</u></b>	:	<b><u>COMMUNITY DEVELOPMENT WORKERS: MUNICIPAL PUBLIC PARTICIPATION REF NO: COGTA: 10/05/2022 (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R211 713 - R249 378 per annum (Level 06)
	:	Ngqushwa Local Municipality (Ward 02)
	:	Ndlambe Local Municipality (Ward 03)
	:	KSD Local Municipality (Ward 27)
	:	Ingquza Hill Local Municipality (Ward 15)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Grade 12/ Diploma (NQF 5). Computer literacy-Ms Word, Ms Excel, Project and PowerPoint all mandatory. Understanding of the Community Development work and other development processes will be an added advantage. Competencies: Knowledge of the Community Development Facilitation and Community participation processes at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects. Added advantages: Computer literacy, research skills, a valid code 8 (EB) drivers licence.
<b><u>DUTIES</u></b>	:	Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes. Assist communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improved integration. Maintain ongoing and liaison and collaboration with various community-based organisations and other cadres of community-based workers. Promote the principles of Batho Pele and community participation. Alert communities and other service providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and

private sector donors, monitor and evaluate the development impact government projects and programmes have on communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.

**ENQUIRIES** : Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080  
Technical Enquiries: Nande.Mabusela@eccogta.gov.za

**POST 20/130** : **SENIOR PERSONNEL OFFICERS: HUMAN RESOURCE PROVISIONING REF NO: COGTA 11/05/2022 (X2 POSTS)**

**SALARY** : R176 310 – R207 681 per annum (Level 05)  
**CENTRE** : Bhisho Head Office

**REQUIREMENTS** : National Senior Certificate, Grade 12/ Diploma (NQF Level 5). Experience in Human Resource Management /Public Administration will be an added advantage. Computer literacy. Competencies: Knowledge and Understanding of Human Resource Management prescripts, and Legislation, Basic Conditions of Employment Act, Public Service Regulations, Analytical thinking & Report Writing.

**DUTIES** : Facilitate the process of advertisement of vacant posts. Facilitate recruitment, selection and appointment process. Facilitate the process of a reference checking during recruitment process. Facilitate submission of forms for Personnel Suitability check to Security Officer (pre- employment screening forms), Facilitate the staff movement that is, acting appointments, Transfer and secondments. Facilitate the verification of qualifications by suitable service provider and Confirmation of probations.

**ENQUIRIES** : Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080  
Technical Enquiries: Nande.Mabusela@eccogta.gov.za

**POST 20/131** : **SENIOR ADMIN CLERK: FIXED ASSET REF NO: COGTA 12/05/2022**

**SALARY** : R176 310 – R207 681 per annum (Level 05)  
**CENTRE** : Bhisho Head Office

**REQUIREMENTS** : Senior certificate, Grade 12/Diploma (NQF Level 5). Experience in Accounting or Finance environment will be added advantage. Computer literacy.

**DUTIES** : Recording of all state assets. Conduct asset verification and barcode all new procured assets at Head Office, Regions and Traditional Council, write report after asset verification. Facilitate asset movement, updating of Inventory form and ensure that the movement is recorded on the asset movement form. Identify lost and redundant asset during asset verification. Assist in facilitating disposal of redundant or unserviceable assets. Ensure asset in the department are monitored on a daily basis.

**ENQUIRIES** : Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080  
Technical Enquiries: Nande.Mabusela@eccogta.gov.za

**POST 20/132** : **GROUNDSMAN: PHOTL REF NO: COGTA: 13/05/2022**

**SALARY** : R124 434 - R146 577 per annum (Level 02)  
**CENTRE** : Bhisho Head Office

**REQUIREMENTS** : Grade 10 (Standard 8 certificate. Competencies: Good Communication skills. Basic Communication skills. Basic Cleaning skills.

**DUTIES** : Cleaning and maintenance of House of Traditional Leaders Building. Collecting of refuse bags within the building. Lifting and moving of heavy goods such as office furniture. Assist in House of Traditional Leaders events as directed by the supervisor. Cleaning of government vehicles allocated to House of Traditional Leaders.

**ENQUIRIES** : Mr W.M Cwele at Tel No: (040) 940 7073/7083/7071/7077/7079/7082/7080  
Technical Enquiries: Nande.Mabusela@eccogta.gov.za

#### **OFFICE OF THE PREMIER**

**APPLICATIONS** : Applications received after closing date will not be considered. No faxed applications will be accepted, No hand delivered applications will be allowed due to COVID 19. Applicants can apply using eRecruitment system which is available on [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://ecprov.gov.za/> <https://erecruitment.ecotp.gov.za/> or email their applications and quote the reference number of the post in the subject of the email to:

[recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za). To report technical glitches send email to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za) with your ID number, your profile email address, details of the issue. The system closed at 23:59 on the closing date, however, technical support is limited to weekdays and working hours (08:00-16:30 Mon-Thur and 08:00-16:00 on Fri). Applicants are encouraged to apply using the e-recruitment system. Refer all application related queries to the specified contact person.

**CLOSING DATE**  
**NOTE**

: 20 June 2022  
: Applications must be submitted on a duly completed 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 on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. 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. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

**OTHER POSTS**

**POST 20/133**

: **DEPUTY DIRECTOR: ASSET MANAGEMENT AND LOGISTICS REF NO: OTP 01 /05/2022**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R744 255 per annum (Level 11)  
: Bhisho  
: National Senior Certificate, NQF level 7 as recognized by SAQA Degree in Supply Chain / Logistics / Financial Management / Accounting / Public Management/ other commerce related qualifications, 3 years' experience at Assistant Director level in asset and logistics management services, Good communication skills (written and verbal skills) and a good command of English language, In-depth understanding of legislative framework that governs the Public Service, Departmental policies and procedures, Government financial systems, SCM Performance Management, Asset management, Inventory management, Public sector supply chain management models and processes, Delegation Framework Management regulatory framework in the Public Service, Understanding of Financial Management best practices.

**DUTIES**

: Manage the departmental assets and fleet management: Manage the development and implementation of Asset and Fleet management plan, Manage the implementation of cell phone policy, Monitor stock take and asset verification to ensure accuracy, Management Policies, Procedures and Strategies, Manage and maintain Asset Register, Manage the dispensation of subsidized vehicles., Manage departmental fleet, Manage the meetings of the transport committee effectively. Provide LOGIS system control: Manage departmental system control support, Monitor commitment and recommitment on the system, Management provisioning of LOGIS training to departmental users. Manage logistics and inventory management services: Develop and review inventory management policy and procedure, ensure proper inventory management processes, Manage and control purchasing of stores and equipment, Manage and maintain inventory stock levels. Manage disposal management for the department: Manage the development and maintenance of redundant material database, Facilitate the development and implementation of Dipsosal Policy and Strategy, Ensure execution of disposal process is managed effectively, Facilitate the sittings of the Disposal Asset Committee. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**

: Ms. Nozuko Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993  
eRecruitment technical enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

**POST 20/134** : **STATE ACCOUNTANT: BUDGET MANAGEMENT REF NO: OTP 02 /05/2022**

**SALARY** : R261 372 per annum (Level 07)  
**CENTRE** : Bhisho  
**REQUIREMENTS** : National Senior Certificate, NQF level 6 as recognized by SAQA in Financial Management or any related field with a minimum of 1-2 years' experience in budgeting management/planning. In-depth knowledge of legislative framework that governs the Public Service (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Understanding of Financial Management best practices. Knowledge of the Financial Management Systems (PERSAL, BAS & LOGIS). Internal control procedures and systems.

**DUTIES** : Confirmation of availability of funds: Approve of purchase requisition after checking of availability of funds. Allocate expenditure to correct item codes and responsibility codes. Check delegation levels of expenditure approvals. Distribute bas report and capture compliance related issues: Retrieve BAS report from BAS with commitment report on a weekly basis. Identify misallocations and expenditure paid incorrectly and compile draft report and submit to Senior State Accountant. Advise Senior State Accountant for over expenditure and advise to shift funds where necessary. Assist with circulation of the expenditure report to GM's and Office Managers. Analyse monthly expenditure reports and identify misallocations: Generate expense paid report on BAS on a weekly basis and submit to Senior State Accountant. Request 5.7.2.8 PERSAL expenditure report from HR to collate all COE misallocations. Assist with the loading of departmental budget: Assist with loading of budget adjustments to the spreadsheet received from the directorates. Assist with loading of original budget onto BAS system to correct components. Assist with the shifting of funds between items if necessary. Assist with virements as per needs for funding according to PFMA rules.

**ENQUIRIES** : Ms. Nozuko Mafu at 082 562 2347/ Mr N. Mhlawuli at 076 783 6993  
eRecruitment technical enquiries: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za)

#### **PROVINCIAL TREASURY**

**APPLICATIONS** : be forwarded to: additional note: Applicants are encouraged to apply using e-Recruitment system which is available on <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 to: [nolungalungisa.nelani@ecotp.gov.za](mailto:nolungalungisa.nelani@ecotp.gov.za) (NB: For technical glitches Only – No CVs). Email with your ID Number, your profile email address, details of the issue. 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/CVs to: [nolungalungisa.nelani@ecotp.gov.za](mailto:nolungalungisa.nelani@ecotp.gov.za) and not as specified – your application will be regarded as lost and will not be considered. Refer all application related enquiries to the specified contact person.

**CLOSING DATE** : 20 June 2022  
**NOTE** : Applications must be submitted on a duly completed 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 on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. 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. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

## MANAGEMENT ECHELON

<b><u>POST 20/135</u></b>	:	<b><u>DIRECTOR: INTERNAL AUDIT REF NO: PT.01 /05/2022</u></b>
<b><u>SALARY</u></b>	:	R1 073 187 per annum (Level 13), (all-inclusive)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	B Com Degree or B Tech in Internal Auditing or Auditing or related qualification (NQF LEVEL 7) with Internal Auditing or Auditing and Accounting as major subjects coupled with a minimum of 7 years relevant experience of which 5 years must have been at middle / senior management level plus articles (Deputy Director level or above) in Internal Auditing. Certifications i.e. CIA, PIA, IAT, CFE, CCSA, QAR will be added advantage. Have a valid Driver's Licence. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service; Sound knowledge and application of standards governing Internal Auditors – IIA standards and methodology; Internal Audit regulatory frameworks and policies; Practice of Internal Auditing; Risk Management Strategy, Combined Assurance Frameworks and Plans, Enterprise Risk Management (ERM) Concepts, framework and methodologies. Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management, Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication ( verbal & written), Computer Literacy, Extensive strategic planning, Programme management, Financial management skills, presentation skills. Personal Attributes: Confidentiality. Ability to work under pressure. Impact and Influence, Managing Interpersonal Conflict and Resolving Problems.
<b><u>DUTIES</u></b>	:	Manage the Provision of Internal Audit Services in the Department; Develop the 3 year rolling audit plan, Ensure availability of appropriate resources completion of the audit plan, Institute Audits as requested or as deemed appropriate, Ensure the development / refinement and approval of audit programmes, Monitor progress and completion of the audit plan, Ensure provision of reports to relevant Management , Follow-up to ensure that appropriate action is taken by relevant Departmental Managers. Develop and maintain a Quality Assurance and Improvement Programme for the Internal Audit unit. Manage the Provision of Administrative and Technical Support to Audit Committee; Execute CAE responsibilities and report to the Audit Committee Functionally as per the IIA Standards; Ensure annual approval of the Internal Audit Plans & Charters by the Audit Committee; Plan and execute the annual Audit Committee meetings' plan/ schedule in consultation with the Audit Committee and Management. Ensure the secretariat duties is performed for the Audit Committee sittings, Ensure Technical support assistance to the Audit Committee is provided, Assist Audit Committee to develop Audit Committee reports annually Manage Area of Responsibility; Supervise and co-ordinate the effective and efficient running and management of the Unit, Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit'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 Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Implement and Manage Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility; Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574 eRecruitment technical enquiries: <a href="mailto:Thelisiwa.Nkonyile@ectreasury.gov.za">Thelisiwa.Nkonyile@ectreasury.gov.za</a>

## OTHER POSTS

- POST 20/136** : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: PT 02/05/2022**  
Purpose: To manage and facilitate the provision of Employee Relations Services in the Department.
- SALARY** : R744 255 per annum (Level 11)  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Senior Certificate plus National Diploma (NQF level 6) or Degree in Human Resource Management (NQF level 7 as recognized by SAQA) or any other relevant qualification with a Minimum 5 years relevant work experience of which 3 years' experience must have been at Assistant Director level in Labour Relations environment. Skills and Competencies: In-depth knowledge of legislative framework that governs the Public Service. 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 Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management, Team Leadership, Good Communication Skills (verbal & written) and Computer Literate.
- DUTIES** : Manage The Development of Departmental Labour Relations Policies and Guidelines: Annually review and quality assure labour relations policies and procedures. Research best practice with regard to labour relations policies and procedures. Draft recommendations of improvements and submit to the Director. Conduct workshops in respect of changes. Attend Labour Law updates to keep abreast of changes in legislation and practices, Conduct workshops on Sexual Harassment policy, Conduct workshops on Employment Equity Policy. Manage Collective Bargaining and Dispute Resolution Processes: Receive changes to conditions of employment from organised labour, receive all dispute referrals, Check dispute referrals for jurisdiction, Report monthly on number of reasons for and resolution of disputes. Represent employer in conciliation/arbitration. Manage Disciplinary Processes: Advise management in respect of progressive disciplinary processes, Draft precautionary suspension letters, Conduct disciplinary investigations in conjunction with the relevant manager regarding serious allegations, Make recommendations with regard to allegations/charges, Report monthly on number of disciplinary hearings and outcomes, Establish trends relating to disciplinary action, Facilitate the submission of grievance to the authority is aware of the timeframe, Ensure that relevant authority is aware of the timeframe. Manage Consultation and Negotiation Processes: Manage meetings with organised labour to determine concerns, Represent the department at conciliation or arbitration processes, Represent the department in the provincial and sector chamber, Provide advisory service to employees in respect of grievances and poor performance. 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, Delegate 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.
- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574  
eRecruitment technical enquiries: [Thelisiwa.Nkonyile@ectreasury.gov.za](mailto:Thelisiwa.Nkonyile@ectreasury.gov.za)
- POST 20/137** : **EXECUTIVE SUPPORT TO DDG: PROVINCIAL SCM MOVABLE & IMMOVABLE ASSET MANAGEMENT REF NO: PT 03/05/2022**  
(1 Year Contract)  
Purpose: To provide executive support in the office of the DDG: Provincial SCM Movable & Immovable Asset Management and ensure the effective management and smooth operation of the Branch.
- SALARY** : R744 255 per annum (Level 11)

<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus B. Degree (NQF level 7 as recognized by SAQA) in Public Administration / Finance / Accounting plus Minimum of 5 years' experience in a relevant field (specifically program / project management) of which 3 years must have been at Assistant Director Level. A Postgraduate qualification in the above areas will be an added advantage. Skills and Competencies: Knowledge and application of Legislation, regulations and policies that governs the Public Service (PFMA, Treasury Regulations, PSR,). Good project management skills, financial management acumen, people management skills. Excellent communication skills (verbal and written), computer literacy, problem solving and decision making abilities as well as customer orientation and focus.
<b><u>DUTIES</u></b>	:	Provide direction and guidance on the effective management of the Office of the DDG: Ensure staff adhere to relevant protocols in the day-to-day running of the DDG office. Provide an oversight role in the implementation of governance systems and take corrective action where necessary. Develop internal control systems, policies and procedures. Ensure that internal control systems, policies and procedures are adhered to at all time. Prepare and distribute Annual Planner for the Programme and ensure adherence to it. Maintain high standards of professionalism by ensuring that the team / unit produces excellent work in terms of quality, quantity and timeliness. Advise and sensitise the DDG and CD's of upcoming events and the preparations required for these events. Recommend systems that will help support service delivery in the unit to DDG so as to achieve Programme objectives. Support the Programme by providing Strategic and Technical Leadership in order to ensure the full Execution of Departmental Plans and Programmes: Facilitate the preparations for the development of the Annual Performance Plan (APP) and monitor its implementation in the Programme. Coordinate the development of stakeholder protocols and monitor the implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the development of the Annual Operational Plan and monitor its implementation. Coordinate and consolidate all Programme reports and other required submissions timeously within the stipulated timeframes and submit them to the DDG. Coordinate Chief Directorate meetings and ensure that optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate and distributed within 5 working days. Make follow up on resolutions taken during the meetings. Provide support towards ensuring appropriate and sound Finance, Human Resource Management: Facilitate the timeous submission of Performance Agreements for the Programme and quality check these prior to submission to DDG. Facilitate the timeous conduct of quarterly Performance Assessments / Evaluations and the submission thereof. Provide input to the annual budget process. Ensure effective expenditure control which is in line with the approved budget for the Programme. Ensure the management, safekeeping and maintenance of assets in the DDG office. Maintain proper financial records in the office of the DDG. Analyse monthly, quarterly and any other ad hoc reports so as to identify risks that could negatively impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Facilitate the budget preparations, recruitment and procurement plans within the stipulated timeframes. Review IYM report to Financial Management and quarterly report to OSM and ensure that the information contained therein is accurate, variances on IYM are costed and that mitigation plans on variances are valid. Ensure timely reporting on Procurement Plans to SCM, Recruitment Plans to HR, Risk Management and Audit Improvement Plans and responses to CFO and the Performance Report, and follow up on deviations.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574 eRecruitment technical enquiries: <a href="mailto:Thelisiwa.Nkonyile@ectreasury.gov.za">Thelisiwa.Nkonyile@ectreasury.gov.za</a>
<b><u>POST 20/138</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK AND SUPPLY CHAIN MANAGEMENT PERFORMANCE REF NO: PT 04/05/2022</u></b> Purpose: To render Risk and Supply Chain Performance Management Services in the department
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate and a Degree (NQF level 7 as recognised by SAQA) in Supply Chain Management / Internal Auditing qualification coupled with Minimum of 3 years' work experience in Supply Chain Management environment, Internal Auditing, Contracts and compliance, Risk and Supply Chain Performance Management environment at an officer (Level 7 or higher).
<b><u>DUTIES</u></b>	:	Render Support in ensuring Optimum Compliance within the SCM Unit: Assist in monitoring compliance with SCM policies and procedures within the department. Assist in monitoring and evaluation supplier performance in relation to contractual obligation. Assist in monitoring and evaluating SCM performance in respect of compliance to all SCM elements. Assist in monitoring the adherence to the prescribed code of conduct by the SCM practitioner and report any contraventions. Render support in ensuring Compliance Assessment Report Writing: Ensure accuracy of information on the Compliance Assessment Report. Submit a detailed report to the Deputy Director for review. Facilitate Implementation of Risk Management Interventions of SCM Unit: Identify and evaluate risks within SCM unit. Assist with audit coordination for SCMU during Internal audits and external audits (AG). Record all SCMU Related Complaints on the Complaints Register. Investigate complaints and report to complainant. Assist with the monitoring and evaluation of bid processes within the department.
<b><u>ENQUIRIES</u></b>	:	Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574 eRecruitment technical enquiries: <a href="mailto:Theleiswa.Nkonyile@ectreasury.gov.za">Theleiswa.Nkonyile@ectreasury.gov.za</a>
<b><u>POST 20/139</u></b>	:	<b><u>ASSISTANT DIRECTOR: SCM STRATEGIC PROCUREMENT AND TRANSVERSAL CONTRACT MANAGEMENT REF NO: PT 05/05/2022</u></b> Purpose: To render SCM transversal contract management and strategic procurement mechanism and provide contract management support to Provincial Departments and Public Entities
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum (Level 09) Head Office
<b><u>DUTIES</u></b>	:	Arrange and Manage Transversal Contracts, Render Secretariat Services to the Interim Bid Advisory Committee (IBAC) to support Compliant and Accurate Contract Awards: Coordinate the review process for development of business cases and conduct research on opportunities for transversal contracts. Facilitate the arrangement of transversal contracts by ensuring that the correct processes of awarding contracts have been followed. Coordinate the review of Bids received from Departments by ensuring that the correct processes of evaluating tenders have been followed. Handle any anomalies detected in the review of submission process thereof. Review Specifications received from Departments to ensure compliance to the LEDPF and Treasury Regulations. Render all secretariat services of the convening committees. Render The Implementation and Institutionalisation of Contract Management: Coordinate the development of questionnaires and conduct onsite visits to Provincial Departments to ensure compliance to contract management practices. Review the status of contract management to ensure compliance to the Contract Management Framework. Render the monitoring of the contract management plan and analyse responses from stakeholders to ensure update on status of Gap analysis report. Render support to departments on contract management disputes. Render the arrangement of contact management workshops and rollout best practises to Institutionalise contact management in the Provincial Departments. Promote Contract Management Strategic Procurement: Conduct and train Departments on Spend analysis for all procurement in a financial year. Identify procurement needs for all Departments. Monitor implementation of Strategic Procurement Framework on set commodities. Manage Area of Responsibility: Maintain high standards by ensuring that the team I 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 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.

**ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 /Ms B Ndayi at 060 543 5574  
eRecruitment technical enquiries: [Theliswa.Nkonyile@ectreasury.gov.za](mailto:Theliswa.Nkonyile@ectreasury.gov.za)

#### **DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS** : can be forwarded to the following District: Head Office: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, or Post to The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605.

**FOR ATTENTION** : Ms A Njaba  
**CLOSING DATE** : 20 June 2022

**NOTE** : Applications must be submitted on a duly completed 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 on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. 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. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

#### **MANAGEMENT ECHELON**

**POST 20/140** : **DISTRICT DIRECTOR: JOE GQABI REF NO: DSD 02/05/2022**  
(Re-Advertisement)

**SALARY** : R1 073 187 per annum (Level 13)  
**CENTRE** : Provincial Office  
**REQUIREMENTS** : National Senior Certificate, Senior Certificate, B. Degree (NQF Level 7) in Social Science or Social Work or Community Development or Public Administration with at least 5 years proven managerial (MMS) experience. Sound Knowledge of Public Management Framework will serve as a recommendation. A valid driver's license is a prerequisite. Competencies: Previous exposure to, inter alia, good staff management. Project Management skills, budget utilization, quality assurance and customer care. Report writing skills. Stakeholder management.

**DUTIES** : Coordinate and manage activities within the district office. Design strategies and mechanism for service delivery that are area specific, operations and management of programmes and projects delivery at service centre in the area. Co-ordinate administrative support to service centres within the metro district. Conduct district profiling and analyse emerging trends. Develop business plans that are area specific and aligned with the municipal IDPS. Evaluate outcomes of service at community level. Manage communication office. Facilitate the development of District plans that are aligned with a departmental strategic plan. Manage administrative support services for capacitating service centre. Develop strategy for partnership collaboration and management of such network. Oversee implementation of Departmental Transformation plan within the District. Provide strategic direction, operation and leadership to ensure implementation of key policies and programme in aligning with Provincial Policy directives. Manage District and Area Offices as focus points of service delivery. To provide strategic leadership to ensure that services are delivered in a coherent and integrated manner to communities. Monitor and ensure full operations at all levels in the Chris Hani District. A clear understanding of both the provincial and departmental priorities as espoused in the NDP, PGDP, SOPA and the MEC'S Policy Speech. To ensure the institutionalization and establishment of an operational organizational

performance information management systems and practices in the department.  
**ENQUIRIES** : can be directed to Ms Z. Moyeni at 043 605-5110 / Ms A. Njaba at 043 605-5101  
eRecruitment technical enquiries: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

#### **OTHER POST**

**POST 20/141** : **AUDIT COMMITTEE MEMBER REF NO: DSD 01/05/2022 (X2 POSTS)**

**SALARY** : Appointment and Remuneration will be in accordance with the Provincial Treasury Instruction Note No.6 of 2014/15 -Framework for Appointment and remuneration of Audit Committee Members.

**CENTRE REQUIREMENTS** : Provincial Office  
National Senior Certificate, Senior Certificate, B. Degree (NQF Level 7) in Information and Communication Technology, Strategic Management, Social Work, Public Management, Business Management or any relevant qualification to the services provided by the department of Social Development. A candidate must have operated at an Executive Level of an organization for a minimum of five (5) years. Served in the Audit Committee or any governance structures for the minimum of two (2) years. Be a member of recognized professional body. Understanding of the oversight regulatory framework governing public sector in terms of PFMA, Treasury Regulations, etc. is required. Competencies: Be independent and knowledgeable with experience in participating in the governance structures. Be able to dedicate time to the activities of the Audit Committee. Have strong analytical abilities, persuasion and good communication skills.

**DUTIES** : Monitor and review performance & effectiveness of the Internal Audit Function including approval of Internal Audit Services Coverage Plans & Policies. Review AGSA' independence and objectivity and the effectiveness of the audit process. Review AFS for abnormal and/or significant transactions of the entity and the disclosure thereof in the AFS and advise. Consider the Entity's risk and ethics management strategies and policies and advise management. Monitor and review financial and non-financial performance of the Department against service delivery expectations. Review the adequacy and effectiveness of the internal control and governance systems. Review compliance with legal and regulatory provisions. Consider ICT infrastructure and systems in place for effectiveness in the delivery of services. Audit Committee will report directly to the Head of Department and the Member of the Executive Council (MEC) of the Department of Social Development.

**ENQUIRIES** : can be directed to Ms Z. Moyeni at 043 605-5110 / Ms A. Njaba at 043 605-5101

**NOTE** : Preference will be given to candidates with experience in the ICT operations, Core Business related operations, or Strategic Management, Monitoring & Evaluation.  
eRecruitment technical enquiries: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

#### **DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE**

**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. Application instructions: 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). 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>.

**Head Office** 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 Mkwazi Building, King William's Town, 5605. Enquiries – Mr. Y. Dlamkile Tel No: 043 492 1386 or Mrs. R. E. Swartbooi Tel: 043 492 0949

**Amathole Museum:** Post to: The Museum Head, Amathole Museum, Private Bag X9030, East London 5200 OR Hand deliver to: Alexandria Road, King William's Town, 5601. Enquiries Mr. F. Kigozi Tel No: 081 268 3501 / 061 419 4142

**Buffalo City Metro District:** 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. Enquiries Ms. L. Xoseka Tel No: 043 492 2140

**Amathole District:** 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. Enquiries Mr. B. Mbangatha Tel No: 043 492 1838

**Chris Hani District:** Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag, Komani, 5320 OR Hand deliver to: Bathandwa Ndong Office Park, Komani Hospital Office Complex, Komani, 5320. Enquiries Mr. X. Kwanini at 066 071 6200

**Joe Gqabi District:** 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. Attention Mr. D. Ndzongwana Tel No: 051 492 4757

**Sarah Baartman District:** 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. Attention Mr. V Ketelo Tel No: 046 492 0223

**Alfred Nzo District:** 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. Attention Mr. Gugwana Tel No: 039 254 0960 / 082 542 4726

**OR Tambo District:** 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. Attention Mr. S. Stuma Tel No: 047 495 0853 / 073 322 9654

**Nelson Mandela District:** 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. Attention Mr S. Javu Tel No: 041 492 1231 / 1230

**Bayworld Museum:** 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. Attention Mr. L. Mini: 041 584 0650

**CLOSING DATE**  
**NOTE**

: 20 June @16H00  
: Directions to Applicants: Applications must be submitted on a duly completed 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 on application but must submit a fully completed signed Z83 form and a detailed Curriculum Vitae. 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. Please note that copies submitted need not to be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

**MANAGEMENT ECHELON**

**POST 20/142**

: **DIRECTOR: AMATHOLE DISTRICT REF NO: DSRAC 01/05/2022**

**SALARY**  
**CENTRE**

: R1 073 187 per annum, an all-inclusive remuneration  
: Amathole District

**REQUIREMENTS**

: A National Senior Certificate plus undergraduate NQF level 7 in Social Science, Industrial Psychology, Business Administration and /or equivalent as recognised by SAQA with 5 years' experience at MMS/SMS. Extensive experience in a relevant managerial field. Experience in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in Government policies and procedures. Excellent communication and analytical skills. Computer literacy with and emphasis in excellent PowerPoint. And independent worker, meeting time frames. Monitoring and managing compliance of the District with the Statutory Bodies. Must be in possession of a valid driving license. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics which will be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competence assessment (in compliance with the DPSA directive on the implementation of competence-based assessment). The competence assessment will be testing generic managerial competences using the mandated DPSA SMS competence assessment tools. Knowledge and Skills: Knowledge of accounting principles. Knowledge and understanding of Government imperatives and priorities. Knowledge and understanding of the white paper on the transformation of public service delivery (Batho Pele). It is a DPSA requirement for applicants to produce or attach a pre-entry Certificate for entry into the SMS posts. The recommended candidate has to produce an SMS Pre-entry certificate (Nyukela) as offered by the National School of Government (NSG) prior to appointment. The name of the pre-entry course is "Certificate for entry into the SMS" and full details can be sourced by following the link: <https://www.thensg.gov.za/training-cours/sms-pre-entry-programme/>. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

**DUTIES**

: Overall management of the District Office in terms of the following: Corporate Services which includes Human Resource Management, Financial management and Supply Chain Management and administrative aspects. Provide strategic leadership within the district. Managing alignment of Annual Performance Plan and Budget Plan. Ensure that the line function managers carryout their duties and responsibilities in the following areas: Sport and Recreation, Libraries and Archives Services, Museum and Heritage Resources, Arts and Culture. Establish and maintain inter-governmental and non-governmental organisation relations for the integration of programmes. Manage the district budget and compile all reports as required. Monitor performance of the district in relations to planned objectives. Ensure that the operation of the district is in compliance with regulations.

**ENQUIRIES**

: Y. Dlamkile Tel No: 043 492 1386  
eRecruitment technical enquiries: [rowena.swartbooi@ecsrac.gov.za](mailto:rowena.swartbooi@ecsrac.gov.za)

**OTHER POSTS**

**POST 20/143**

: **DEPUTY DIRECTOR: ICT INFRASTRUCTURE REF NO: DSRAC 02/05/2022**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R744 255 per annum (Level 11), an all-inclusive remuneration  
: Head Office  
: National Senior Certificate plus a National Diploma / preferable B. Degree (NQF level 7) qualification in Information Technology plus 3 years' relevant experience as Assistant Director in production level. Knowledge of government legislations/ prescripts, policies, procedures, and processes. Advanced project management. Government operating systems. Strategic vision of the province and the department. Project Management. Report writing skills. Risk management. Time management. Communication skills. Basic computer literacy. Strategic capability and leadership. Client orientation and customer focus. People management and empowerment. Problem analysis and solving. Negotiation, communication, and networking skills. Ability to do research, analyse documents and give solutions. Programme and project management. A valid code 08 driving license.

**DUTIES**

: Management of ICT Infrastructure. Maintain and ensure operational procedures and tasks are achieved reliably and consistently. Manage the operation of outsourced IT services to maintain the protection of departmental information. Monitor ICT infrastructure. Maintain measures for protection against environmental factors in ICT facilities. Provide business analysis

services. Oversee ICT Continuity. Develop, maintain and test ICT continuity policy, plan and procedures. Maintain availability of business-critical ICT services and electronic information. Assess the adequacy of the ICT Continuity policy, plan and procedures following the successful resumption of services after a disruption. Manage ICT Security. Oversee protection against malware, network, endpoints and all forms of connectivity. Oversee management of ICT user identity and logical access. Monitor the infrastructure for security related events. Management of Configuration. Establish and maintain a logical model of the services, assets and infrastructure and how to record configuration items. Establish and maintain a configuration management repository and create controlled configuration baselines. Define and produce configuration reports on status changes. Periodically verify repository for completeness and correctness against the desired target. Ensure proper problem management. Define and implement criteria and procedures to report identified problems, including problem classification, categorization and prioritization. Oversee the investigation and diagnosis of problems. Supervise the creation of known-error records and appropriate workarounds and identification of potential solutions. Facilitate the identification and initiation of sustainable solutions addressing the root cause. Oversee collection and analysis of operational data. Ensure effective and efficient management of the component. Give input on the development of strategic, business/operation and procurement plans of the unit. Give advice on procurement of goods and services for the unit. Ensure sound working IT environment for IT personnel (allocation of resources). Promote sound labour relations and maintain discipline on staff. Compile weekly/monthly IT operations reports. Ensure IT tools are available to all departmental users. Manage financial resources (budget, cash flow projections & in-year monitoring). Manage human resources (attendance register and leave records).

- ENQUIRIES** : R. Swartbooi Tel No: 043 492 0949  
eRecruitment technical enquiries: mawabo.cezula@ecsrac.gov.za
- NOTE** : People with disabilities who meet the requirements will be given preference.
- POST 20/144** : **DEPUTY DIRECTOR: INFRASTRUCTURE COMMUNITY & DEVELOPMENT**  
**REF NO: DSRAC 03/05/2022**
- SALARY** : R744 255 per annum (Level 11), an all-inclusive remuneration  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Senior Certificate plus a National Diploma / preferable B. Degree (NQF level 7) qualification in any built environment coupled with 3 years relevant experience at junior management/ Assistant Director in project management. Understanding development planning at national, provincial and local level. Knowledge of government legislations/ prescripts, policies, procedures and processes. Knowledge governing construction industry. Advanced project management. Government operating systems. Strategic vision of the province and the department. Project Management. Report writing skills and social facilitation skills. Risk management. Time management. Communication skills. Basic computer literacy. Strategic capability and leadership. Client orientation and customer focus. People management and empowerment. Problem analysis and solving. Financial management. Programme and project management. Ability to interpret results of feasibility studies and development specifications accordingly. Ability to conduct community engagement and social facilitation processes. Broad understanding of Heritage Resources Act. A valid code 08 driving license.
- DUTIES** : Facilitate appointment of the implementing agents, consultants and contractors. Coordinate signing of the service level agreement with the implementing agents. Ensure that consultants and contractors are briefed about their respective roles. Manage registration of appointed service provider. Ensure compliance of regulations by appointed consultants and contractors. Monitor and evaluate the construction process of projects. Attend progress and technical meetings on the building sites. Coordinate the implementation of municipal infrastructure grant (MIG). Draw up sector conditions for sport and recreation. Determine norms and standards for sport facilities and in the MIG forums. Manage the community development and EPWP. Coordinate recommendation of the implementing agent to be used. Management of administration support. Give input in the development of strategic, operational, business, procurement and budget plans. Attend and respond to audit query matters. Manage human and financial resources. Manage allocation of staff

		resources. Manage compilation and submission of monthly and quarterly reports. Manage EPMDS and staff development training needs. Manage attendance register and leave records.
<b><u>ENQUIRIES</u></b>	:	R. Swartbooi Tel No: 043 492 0949 eRecruitment technical enquiries: <a href="mailto:mawabo.cezula@ecsrac.gov.za">mawabo.cezula@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/145</u></b>	:	<b><u>ASSISTANT DIRECTOR: SCM REF NO: DSRAC 04/05/2022</u></b>
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	OR Tambo District
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus 3-year National Diploma (NQF Level 6) in Supply Chain Management / Financial Management / Logistics Management/Purchasing Management/ Public Administration/ Public Management with 3 years' experience at a supervisory level (7/8) in Supply Chain Management. Job related knowledge: Knowledge of the Public Finance Management Act and Treasury Regulations. Knowledge of the Preferential Procurement Policy Framework and Supply Chain Management Framework. Knowledge of Basic Accounting System (BAS) and Logistical Information System (LOGIS). Understanding of supply chain management processes. Knowledge of economics. Job related skills: Communication skills (verbal and written), Negotiation and Conflict resolution skills, Strategic management skills and leadership skills, Project management skills, networking skills, Team management skills, People management skills, Customer and client focus. Statistical forecasting. A valid driving licence and willingness to travel.
<b><u>DUTIES</u></b>	:	Manage the Demand Management Plan (DMP) and acquisition of goods, services and assets. Identify preferential procurement objectives. Develop systematic approach that achieves the lowest cost of ownership regarding purchase of goods, services and asset. Determine bid criteria and facilitate evaluation accordingly. Conduct historical data analysis to determine procurement trends. Identify critical delivery dates. Conduct expenditure analysis based on historical data and link Medium Term Expenditure Framework (MTEF). Conduct frequency analysis of industries / commodities to determine best alternatives. Provide logistical and transport services. Implement Logistics Management Systems LOGIS, procedures and processes. Ensure the integrity of LOGIS. Manage inventory levels. Initiate payments for goods, services and assets. Manage stores and warehousing. Manage creditors' reconciliation. Manage fleet services and travel arrangements. Provide asset management services. Maintain asset registers. Implement controls for safeguarding assets. Reconcile asset registers with LOGIS and BAS. Maintain the Barcoded Asset Audit (BAUD) system. Verify asset purchases. Manage office administration services. Provide facilities services.
<b><u>ENQUIRIES</u></b>	:	S. Stuma Tel No: 047 495 0853 eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	This post is earmarked for persons with disabilities.
<b><u>POST 20/146</u></b>	:	<b><u>HR PRACTITIONER – PERFORMANCE MANAGEMENT REF NO: DSRAC 05/05/2022</u></b>
<b><u>SALARY</u></b>	:	R321 543 per annum (Level 08), an all-inclusive remuneration
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma/ B degree qualification (NQF Level 6) certificate in Human Resources Management/ Public Administration or relevant qualification. At least 1 - 2 years working experience in Performance Management environment. Knowledge of PERSAL is essential (PERSAL Introduction Certificate). Knowledge of Public Service Act, Public Service Regulations, & PMDS Handbook/Manual and must be computer literate. A valid code 8 driving licence.
<b><u>DUTIES</u></b>	:	Collection of PMDS documents and report on Departmental levels. Coordinate submissions of Performance agreements, reviews, and annual assessments, capturing Performance Agreements and Assessments on PERSAL. Compile PMDS data for stability purpose, compile and prepare PMDS reports and submit to provincial HRD, prepare the PMDS schedule plan. Organisation of committees for moderations, coordination of moderation committee meetings for all categories, document management in terms of validity and quality assurance. Organise the function of moderation committees, record minutes of

		moderation committees, compile submission for approval, administer the moderation system as part of information and records management. Organisation of performance incentives.
<b><u>ENQUIRIES</u></b>	:	R. Swartbooi Tel No: 043 492 0949
		eRecruitment technical enquiries: mawabo.cezula@ecsrac.gov.za
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/147</u></b>	:	<b><u>HR PRACTITIONER – HR STRATEGIES REF NO: DSRAC 06/05/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum (Level 08), an all-inclusive remuneration
	:	Head Office
	:	National Senior Certificate plus a National Diploma/ B degree qualification (NQF Level 6) certificate in Human Resources Management/ Public Administration or relevant qualification. At least 1 - 2 years working experience at HR strategies/practice environment. Knowledge of Public Service Legislation/Policies/Prescripts and Procedures. Basic Knowledge on Financial Administration. Public Service Regulatory Framework. Knowledge HR policies. Organizing and Planning. Communication and Presentation skills. Computer Literacy (PowerPoint & Excel). Ability to interpret legislation. Problem Solving skills. Report writing Knowledge of PERSAL is essential (PERSAL Introduction Certificate). Knowledge of Public Service Act, Public Service Regulations. Knowledge of Vulindlela and analysis of PERSAL reports. A valid code 8 driving licence.
<b><u>DUTIES</u></b>	:	Render support on the development/review of integrated Human Resource policies. Identify if current practices are line with current legislation. Conduct research/benchmark of best practices and establish policy task team. Assist in consolidating inputs and submit final draft for adoption and approval. Provide support in conducting awareness sessions to departmental employee. Provide support on the development/review of the integrated Human Resource Plan. Render administration support on analysis of HR current status. Conduct HR needs (forecast HR demand and supply) and workforce analysis. Render assistance in identification of gaps in supply and demand. Provide support on consolidation of inputs and development of action plan. Obtain approval and submit to the office of the Premier and DPSA. Administer the development/review of integrated employment equity plan monitor its implementation. Render consultation with relevant stakeholders to determine gap. Provide support in conducting awareness workshop on employment equity throughout the department. Render support in the implementation of employment equity programmes. Assist in monitoring and evaluation of employment equity plan through employment equity committee meetings. Provide support on compilation of report to the department of labour on progress made on equity status. Perform administration function. Ensure that filing of records is maintained in line with relevant standards. Assist in the compilation of reports. Provide support to Internal Audit, Strategic Management and Risk Management sections on HRM related matters. Provide mentorship to interns and learners.
<b><u>ENQUIRIES</u></b>	:	R. Swartbooi Tel No: 043 492 0949
		eRecruitment technical enquiries: mawabo.cezula@ecsrac.gov.za
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/148</u></b>	:	<b><u>ARTS CENTER SUPERVISOR (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum (Level 08), an all-inclusive remuneration
	:	Ingquza Arts Center (OR Tambo) Ref No: DSRAC 07/05/2022
	:	Mdantsane Arts Center (Amathole) Ref No: DSRAC 08/05/2022
	:	National Senior Certificate plus a National Diploma at NQF level 6 in Fine Arts. At least 1 to 2 years working experience in an Arts and Culture or Arts Centre field. Knowledge of Public Service Legislation, Policies and Prescripts. Basic knowledge of financial administration. Knowledge of public service. 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. Good computer, organising, communication and report writing skills. Excellent human and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.
<b><u>DUTIES</u></b>	:	Coordinate national art festivals. Organise logistics and attend meetings. Responsible for groups and designer artists. Monitor festival equipment for artists. Coordinate art centre programs. Ensure crafting of rooster for activities.

		Organise art centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submission. Manage 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. Manage institutional support Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administration support to the art centre. Give input in the development of art centre business plan. Consolidate, compile and submit monthly and quarterly reports. Monitor budget expenditure and revenue collection. Ensure approval of procurement submission. Ensure staff development of PMDS. Maintain staff discipline. Supervise and monitor visitor's register.
<b><u>ENQUIRIES</u></b>	:	<b>OR Tambo:</b> S. Stuma Tel No: 047 495 0853. eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a> <b>Amathole:</b> B. Mbangatha Tel No: 043 492 1838. eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/149</u></b>	:	<b><u>PRINCIPAL LIBRARIAN (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R321 543 per annum (Level 08), an all-inclusive remuneration
	:	Chris Hani District (District Office) Ref No: DSRAC 09/05/2022
	:	Sarah Baartman District (Grahamstown Depot) Ref No: DSRAC 10/05/2022
	:	Sarah Baartman District (Humansdorp) Ref No: DSRAC 11/05/2022
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma at NQF level 6 in Library Science or Information Science B. Bibl Degree or. At least 1 - 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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	<b>Chris Hani:</b> X. Kwanini Tel No: 066 071 6200. eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a> <b>Sarah Baartman:</b> V. Ketelo Tel No: 046 492 0223. eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/150</u></b>	:	<b><u>ARCHAEOLOGIST REF NO: DSRAC 12/05/2022</u></b> Re-advertisement: Previous applicants are encouraged to re-apply
<b><u>SALARY CENTRE</u></b>	:	R321 543 per annum (Level 08), an all-inclusive remuneration
	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus B. Degree (NQF Level 7) in Archaeology, or other relevant field; at least 1 - 2 years of experience directly related to the duties and responsibilities specified. Completed degree (s) from an accredited institution. A valid code 08 driving licence.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	R. Swartbooi Tel No: 043 492 0949



<b><u>NOTE</u></b>	:	eRecruitment technical enquiries: <a href="mailto:mawabo.cezula@ecsrac.gov.za">mawabo.cezula@ecsrac.gov.za</a> People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/151</u></b>	:	<b><u>PRINCIPAL CURATOR REF NO: DSRAC 13/05/2022</u></b> Re-advertisement: Previous applicants are encouraged to re-apply
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum (Level 08) Bayworld National Senior Certificate plus BA Degree/ Diploma (NQF Level 6) in History/ Social Science/Philosophy with at least 1 - 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. A valid code 08 driving license.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	L. Mini Tel No: 041 584 0650 eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/152</u></b>	:	<b><u>STATE ACCOUNTANT – PRE-AUDIT (INTERNAL CONTROL) REF NO: DSRAC 14/05/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum (Level 07), an all-inclusive remuneration Chris Hani District National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Internal Audit or Accounting or Cost & Management Accountant or Financial Information System or Public Management with at least 1 to 2 years' experience within the public sector internal control / pre-audit unit. Knowledge of financial systems (PERSAL & LOGIS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Computer literacy. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid code 08 driving licence.
<b><u>DUTIES</u></b>	:	Ensure compliance with the applicable laws and regulations in procurement processes, supplier payments and HR related claims. Prevent and detect irregular, unauthorized fruitless and wasteful expenditures within the district. Maintain proper filing of payment vouchers for easy retrieval during the audit period. Submit RFI's to Head Office within the required time. Check compliance of goods and services in line with procurement procedures and financial delegations. Check compliance with prescripts and pre-audit checklist. Issuing pre-audit certificate. Post-auditing for payment, filing and reporting on unauthorised, irregular and fruitless expenditure. Checking that all supporting documents for payment are present and are in compliance with the prescripts. Affix pre-audit stamp and process to payment section. Administration and filing of procurement documents. Filing of all procurement submissions. Responding to all request for information from auditors. Compile and consolidate finance reports. Capture all paid payments monthly. Update and record unauthorized irregular fund and gift reports.
<b><u>ENQUIRIES</u></b>	:	X. Kwanini Tel No: 066 071 6200 eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/153</u></b>	:	<b><u>EXHIBITION OFFICER REF NO: DSRAC 15/05/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R261 372 per annum (Level 07), an all-inclusive remuneration Amathole Museum

- REQUIREMENTS** : National Senior Certificate plus an NQF Level 6 Certificate in Graphic Design and 1 - 2 years' relevant experience in a graphic design / museum environment. Design principles, techniques and tools. Exhibition techniques. Stylistic and decorative processes and techniques. Artistic skill. Museum mission statement. International museum standards. Project management. Techniques of application of materials. Verbal and written communication skill. Photographic skills. Organising skills. Interpersonal skills. Report writing skills. Problem solving skills. Computer skills. Inspection and analytical skills. A valid code 08 driving license.
- DUTIES** : Plan and design exhibitions, publications and promotional items. Design all museum promotional material, adverts and website banners. Design brochures, invitations, booklets and signage to highlight national celebrations. Design all museum publications and newsletters. Design and plan all museum marketing programmes. Design temporary and permanent exhibitions. Design museum signage. Design and coordinate all the workflow processes. Developing systems and processes for the smooth and effective delivery of all design and graphic work. Coordinate all graphic design work done to ensure brand identity consistence. Attend all meetings to ensure smooth and systematic delivery of all work requested of the design team. Develop style guides and sheets as required. Develop and maintain brand identity manual policies. Conceptualize and produce graphic design items for the museum. Prepare sketches diagrams, illustrations and layout design concepts. Use sketches, measurements, photographs and computer-generated images to illustrate the visual proposal. Layout and design computer generated designs and prints using specialized graphic software programmes. Consult with woodwork section on framing and display options. Maintain an archive of images, photographs and any previous work products for future use. Created and design displays enhancement specimens. Design displays using molding and casting techniques. Manufacture relevant displays. Install displays. Source and purchase materials for displays. Conduct research on appropriate photographs, video and sound presentations. Provide advice and technical support. Ensure all museum buildings are branded, provided artwork for all rooms. Give advice on display exhibitions.
- ENQUIRIES** : S. Cakata at 061 419 4142  
eRecruitment technical enquiries: [rowena.swartbooi@ecsrac.gov.za](mailto:rowena.swartbooi@ecsrac.gov.za)
- NOTE** : People with disabilities who meet the requirements will be given preference.
- POST 20/154** : **CULTURAL OFFICER REF NO: DSRAC 16/05/2022**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum (Level 07), an all-inclusive remuneration  
Sarah Baartman District (Dakawu Arts Center)
- DUTIES** : National Senior Certificate plus a National Diploma at NQF level 6 in Arts and Culture. At least 1 to 2 years working experience in an Arts and Culture field. Knowledge of Public Service Legislation, Policies and Prescripts. Basic knowledge of financial administration. Good computer, organising, communication and report writing skills. Excellent human and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license.
- DUTIES** : 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.
- ENQUIRIES** : V. Ketelo Tel No: 043 492 0223  
eRecruitment technical enquiries: [rowena.swartbooi@ecsrac.gov.za](mailto:rowena.swartbooi@ecsrac.gov.za)
- NOTE** : People with disabilities who meet the requirements will be given preference.
- POST 20/155** : **LIBRARIAN (X7 POSTS)**
- SALARY** : R261 372 per annum (Level 07), an all-inclusive remuneration

<b><u>CENTRE</u></b>	:	Nelson Mandela District (Colchester Public Library) Ref No: DSRAC 17/05/2022 (X1 Post) Nelson Mandela District Kuyga Library) Ref No: DSRAC 18/05/2022 (X1 Post) Joe Gqabi District (Eureka Library) Ref No: DSRAC 19/05/2022 (X1 Post) Joe Gqabi District (Alwal North Public Library) Ref No: DSRAC 20/05/2022 (X1 Post) OR Tambo District (PSJ -Thombo Modular Library) Ref No: DSRAC 21/05/2022 (X1 Post) OR Tambo District (Bazindlovu Modular Library -Mqanduli) Ref No: DSRAC 22/05/2022 (X1 Post) Amathole District (Nomaka Mbeki Library) Ref No: DSRAC 23/05/2022 (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	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.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	<b>Sarah Baartman:</b> V. Ketelo Tel No: 043 492 0223. eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a> <b>Joe Gqabi:</b> D. Ndzongwana Tel No: 051 492 4757. eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a> <b>OR Tambo:</b> S. Stuma Tel No: 047 495 0853. eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a> <b>Amathole:</b> B. Mbangatha Tel No: 043 492 1838. eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a> <b>Nelson Mandela:</b> A. Dyalvana Tel No: 041 492 1230. eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/156</u></b>	:	<b><u>SPORT PROMOTION OFFICER – SCHOOL SPORT REF NO: DSRAC 24/05/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum (Level 07), an all-inclusive remuneration Sarah Baartman District
<b><u>DUTIES</u></b>	:	National Senior Certificate plus a National Diploma in Sport Management or Human Movement Science (NQF Level 6) with at least 1 - 2 years' experience in Sport Development. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in a number of codes or federations. A valid code 08 driving license. To promote and encourage participation in Sport Development. To create platform for talent identification through the implementation of the Sport Development & Federations Activities. To facilitate and implement capacity building programmes. To facilitate participation of Federations from grassroots to National Level.
<b><u>ENQUIRIES</u></b>	:	V. Ketelo Tel No: 043 492 0223 eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/157</u></b>	:	<b><u>SPORT PROMOTION OFFICER – CLUB DEVELOPMENT REF NO: DSRAC 25/05/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R261 372 per annum (Level 07), an all-inclusive remuneration Sarah Baartman District

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a National Diploma in Sport Management or Human Movement Science (NQF Level 6) with at least 1 -2 years' experience in Sport Development. Knowledge of Sport Prescripts. Sport Administration. Knowledge of how to implement conditional grants in line with the DORA framework and the national Sport and Recreation plan. Basic knowledge of Financial Administration. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid code 08 driving license.
<b><u>DUTIES</u></b>	:	Facilitate the establishment, support and maintenance of recreation; schools, and clubs' structures in municipalities and wards. Provide support services to federations, clubs, hub structures and school sport structures. To implement operational plans of the district. Liaise with hubs, sport federations, school sports structures, sport councils and academy to increase the number of participants in sports and recreation activities. Create an enabling environment for the talent identification through the implementation of the Sports Development and federations activities. Compilation of monthly reports. Collection of credible data and evidence.
<b><u>ENQUIRIES</u></b>	:	V. Ketelo Tel No: 043 492 0223 eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/158</u></b>	:	<b><u>SPORT PROMOTION OFFICER – RECREATION DEVELOPMENT REF NO: DSRAC 26/05/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum (Level 07), an all-inclusive remuneration Joe Gqabi District
<b><u>DUTIES</u></b>	:	National Senior Certificate plus a National Diploma in Sport Management or Human Movement Studies (NQF Level 6) with at least 1 - 2 years' experience in Recreation Development. Knowledge of how to implement conditional grants in line with the DORA framework and National Sport and Recreation plan. Must have a good organising, interpersonal, and Project Management skills, must be able work under pressure, computer literacy, Good communication and organising skills. Ability to work under pressure. Basic knowledge of Financial Administration. Basic computer skills. A valid code 08 driving license.
<b><u>ENQUIRIES</u></b>	:	Facilitate, organise and implementation of Recreation Development programmes in the district. Preparation of documentation for submissions. Organise and co-ordinate Recreation Development projects provincially, in accordance with the Provincial Sport and Recreation policy. Liaise with communities, structures, federations and maintain partnership. Organise capacity building workshops. Compile reports. D. Ndzongwana Tel No: 051 492 4757 eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/159</u></b>	:	<b><u>LANGUAGE PRACTITIONER (AFRIKAANS) REF NO: DSRAC 27/05/2022</u></b> Re-advertisement: Previous applicants are encouraged to re-apply
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R261 372 per annum (Level 07) Head Office
<b><u>DUTIES</u></b>	:	National Senior Certificate plus a B. A. Degree/ National Diploma at (NQF level 6) in Language Practice with Afrikaans and English. Experience in translating from English to Afrikaans vice versa. 1 to 2 years' experience and ability to translate technical and legal documents in the languages mentioned above. Experience and knowledge in publishing and creative writing field. Knowledge of language policy; computer literacy. 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 travel to various districts for stakeholder engagement. Knowledge of Sign Language or willingness to learn the language would be an added advantage. Driver's license would be an advantage.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	R. Swartbooi Tel No: 043 492 0949 eRecruitment technical enquiries: <a href="mailto:mawabo.cezula@ecsrac.gov.za">mawabo.cezula@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/160</u></b>	:	<b><u>LIBRARY ASSISTANT (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 per annum (Level 05), an all-inclusive remuneration
	:	Chris District Ref No: DSRAC 28/05/2022
	:	Joe Gqabi (Lower Tsitsana Library) Ref No: DSRAC 29/05/2022
	:	Alfred Nzo District (Mount Frere Library) Ref No: DSRAC 30/05/2022
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with no experience. A National diploma in library and information studies (NQF Level 6) will be an added advantage. Good command of at least two (2) official languages. Knowledge of library systems and relevant government prescripts. Computer literacy. Good verbal and written skills.
<b><u>DUTIES</u></b>	:	Perform all circulations duties in the library. Join and renew library membership. Assist with shelving and circulation of all library material. Attend reference queries brought by members of the public library and learners. Maintain good public relations with the neighborhood or community. Attend meetings where and when necessary. Compile statistics of the library. Assist in organising and/ or be involved in awareness programmes (Advocacy and Marketing). Assist in the information of library structure. Responsible for orientation and children's programmes Assist in the management of library donations, perform all circulation duties and other programmes in the library including ICT and mini-lib services.
<b><u>ENQUIRIES</u></b>	:	<b>Chris Hani:</b> X. Kwanini at 066 071 6200. eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a> D. Ndzongwana Tel No: 051 492 4757. eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a> M. Gugwana Tel No: 039 492 0297. eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/161</u></b>	:	<b><u>HR CLERK REF NO: DSRAC 31/05/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 per annum (Level 05), an all-inclusive remuneration
<b><u>REQUIREMENTS</u></b>	:	BCM District National Senior Certificate with no experience. An appropriate NQF Level 4 Qualification in Human Resource Management / Personnel Management / Public Administration will be an added advantage. Knowledge of Human Resources, 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. A valid code 08 driving licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Implement human resource administration practices. Coordinate recruitment and selection process. Implement conditions of services. Render termination of service. Facilitate appointments and transfers. Capture all appointments of employees. Verify appointment with relevant supporting documents. Capturing of information on system. Avoid faulty transactions from the system. Facilitate injury on duty (IOD) cases for employees. Receive IOD forms. Fill in and forward the forms to the relevant doctor. Ensure doctor's registration. Forward forms to the department of labour. Facilitate submission of approval. Processing of payments. Facilitate leave matters. Request database of employees for long service. Check verification of notches from the system. Facilitate the process of leave discounting. Verification of the amount to be paid. Capture the documents on the system. Render Human Resource clerical services within the District.
<b><u>ENQUIRIES</u></b>	:	L. Xoseka Tel No: 043 492 2140 eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/162</u></b>	:	<b><u>HR CLERK REF NO: DSRAC 32/05/2022</u></b>
<b><u>SALARY CENTRE</u></b>	:	R176 310 per annum (Level 05), an all-inclusive remuneration
	:	Amathole Museum

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate with no experience. An appropriate NQF Level 4 Qualification in Human Resource Management / Personnel Management / Public Administration will be an added advantage. Knowledge of Human Resources 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. A valid code 08 driving licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Implement human resource administration practices. Coordinate recruitment and selection process. Implement conditions of services. Render termination of service. Facilitate appointments and transfers. Capture all appointments of employees. Verify appointment with relevant supporting documents. Capturing of information on system. Avoid faulty transactions from the system. Facilitate injury on duty (IOD) cases for employees. Receive IOD forms. Fill in and forward the forms to the relevant doctor. Ensure doctor's registration. Forward forms to the department of labour. Facilitate submission of approval. Processing of payments. Facilitate leave matters. Request database of employees for long service. Check verification of notches from the system. Facilitate the process of leave discounting. Verification of the amount to be paid. Capture the documents on the system. Render Human Resource clerical services within the Museum.
<b><u>ENQUIRIES</u></b>	:	S. Cakata at 061 419 4142 eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/163</u></b>	:	<b><u>COLLECTION ASSISTANT REF NO: DSRAC 33/05/2022</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R147 459 per annum (Level 04), an all-inclusive remuneration Barkley East Museum
<b><u>DUTIES</u></b>	:	National Senior Certificate with no experience. An appropriate qualification in technical field. (NQF Level 4) will be an added advantage. Legislative framework governing museums. Occupational Health and Safety prescripts. Problem solving. Good Communication skills. Planning and Organising skills. Computer literacy. Creativity. Reliability. Commitment. Professionalism. A valid code 08 driving license will be an added advantage. Render Collection Management. Ensure the storage areas are clean. Assist with emptying of dehumidifiers and ensuring proper working of equipment. Assist with care and conservation of objects in collections. Receive donations on an ad hoc basis and check with the Historian if it is needed. Record donated object information, process and store it. Keep the display areas ornaments clean. Render custodian services. Make presentations on the history of the house to group of learners, local and foreign visitors. Handle incoming calls and do school bookings. Open and close the museum. Arm the alarm when closing the museum. Render administration and maintenance services. Selling of tickets to museum visitors. Ensure the money is locked in the safe at the end of each day. Record information in the petty cash book. Compile monthly and quarterly reports. Ensure that rates, electricity and telephone are paid. Clean the museum building.
<b><u>ENQUIRIES</u></b>	:	D. Ndzongwana Tel No: 051 492 4757 eRecruitment technical enquiries: <a href="mailto:rowena.swartbooi@ecsrac.gov.za">rowena.swartbooi@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference.
<b><u>POST 20/164</u></b>	:	<b><u>CLEANER (X3 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R104 073 per annum (Level 02), an all-inclusive remuneration Somerset East Museum Ref No: DSRAC 34/05/2022 Amathole Museum Ref No: DSRAC 35/05/2022 Burgersdorp Museum Ref No: DSRAC 36/05/2022
<b><u>REQUIREMENTS</u></b>	:	Grade 8 certificate or ABET qualification. Good interpersonal skills. Good verbal communication skills. Self – motivated.
<b><u>DUTIES</u></b>	:	Provisioning of cleaning services. Cleaning offices corridors, elevators and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by: Cleaning of bins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and

- equipment. Report broken cleaning materials and equipment. Cleaning of machines (microwaves, vacuum cleaners etc.) and equipment after use.
- ENQUIRIES** : **Amathole:** S. Cakata at 061 419 4142. eRecruitment technical enquiries: [rowena.swartbooi@ecsrac.gov.za](mailto:rowena.swartbooi@ecsrac.gov.za)  
**Burgersdorp:** D. Ndzongwana – 051 492 4757. eRecruitment technical enquiries: [rowena.swartbooi@ecsrac.gov.za](mailto:rowena.swartbooi@ecsrac.gov.za)  
**Somerset:** V. Ketelo Tel No: 042 492 0223. eRecruitment technical enquiries: [rowena.swartbooi@ecsrac.gov.za](mailto:rowena.swartbooi@ecsrac.gov.za)
- NOTE** : People with disabilities who meet the requirements will be given preference.
- POST 20/165** : **GENERAL ASSISTANT: LIBRARIES REF NO: DSRAC 37/05/2022**
- SALARY CENTRE REQUIREMENTS** : R104 073 per annum (Level 02), an all-inclusive remuneration  
 : Sarah Baartman District  
 : Grade 8 certificate or ABET qualification. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated.
- DUTIES** : Perform routine duties relating to maintenance of the centre. Assist in packing the delivered items to the storeroom and office. Ensure prompt delivery and safe keeping of information. Delivery of documents within and other departments. Photocopying and faxing documents. Render transport services for provincial library staff. Ferry officials and stakeholders to departmental events. Report all defects to the relevant official. Perform general assistant work. Load and off load furniture, equipment and any other goods to relevant destination. Perform any other duties related to general assistant work that may arise.
- ENQUIRIES** : V. Ketelo Tel No: 043 492 0223  
 eRecruitment technical enquiries: [rowena.swartbooi@ecsrac.gov.za](mailto:rowena.swartbooi@ecsrac.gov.za)
- NOTE** : People with disabilities who meet the requirements will be given preference.

**INTERNSHIP PROGRAMME / ICT SECTION FOR AUGUST 2022/ AUGUST 2024  
 (24 MONTHS 2022 - 2024)**

**OTHER POSTS**

- POST 20/166** : **SYSTEMS FUNCTIONAL SUPPORT / DATA ANALYST-SCIENTIST REF NO: DSRAC 4705/2022 (X4 POSTS)**  
 Directorate: ICT Operations
- STIPEND CENTRE REQUIREMENTS** : R6 174.96 per month for graduates.  
 : Head Office  
 : NQF level 6 qualification in either. National Diploma/Degree: IT; Business Applications; Software Development; Technical Programming. Mathematical Statistics, Computer Science, Applied Mathematics, or other relevant & equivalent qualifications. Coupled with relevant data scientist/analysis Certificates like: Big Data; Data Analysis & Modelling (Pandas, NumPy, Matplotlib, seaborn, SciPy); Machine learning and Deep Learning (Sklearn, TensorFlow, Keras, Pytorch); Data visualization (Power BI, Tableau); Coding/IDEs (Python, Jupyter, Spyder, Pycharm, R programming).
- DUTIES** : Providing functional and technical support for departmental systems. Proving technical/functional. Application support for the various designated applications/systems including the Departmental Intranet & Website. Proving help-desk support services for the all users and handling help-desk escalations. Understand designated applications/systems business functionality; and use technical and analytical expertise to locate and resolve applications/systems related problems. Provide system related advisory service to departmental users and help-desk services. Providing training for users for designated systems. Provide data analytic/analysis related services. Work closely with business to identify issues and use data to propose solutions for effective decision making. Build algorithms and design experiments to merge, manage, interrogate, and extract data to supply tailored reports to colleagues, customers, or the wider organisation. Use machine learning tools and statistical techniques to produce solutions to problems and dashboards for internal stakeholders. Test data mining models to select the most appropriate ones for use on identified projects or business units. Maintain clear and coherent communication, both verbal and written, to understand data needs and report results. Assess the effectiveness of data sources and data-

gathering techniques and improve data collection methods. Build predictive models and machine-learning algorithms for the various business units. Work with stakeholders throughout the organization to identify opportunities for leveraging company data to drive business solutions.

- ENQUIRIES** : S. Somdaka Tel No: 043 492 1371  
eRecruitment technical enquiries: [rowena.swartbooi@ecsrac.gov.za](mailto:rowena.swartbooi@ecsrac.gov.za)
- POST 20/167** : **LAN / DESKTOP SUPPORT TECHNICIAN INTERNSHIP (X13 POSTS)**  
Directorate: ICT Infrastructure
- STIPEND CENTRE** : R6 174.96 per month for graduates.  
: Head Office Ref No: DSRAC 38/05/2022 (X5 Posts)  
Amahole District Ref No: DSRAC 39/05/2022 (X1 Post)  
BCM District Ref No: DSRAC 40/05/2022 (X1 Post)  
Chris Hani District Ref No: DSRAC 41/05/2022 (X1 Post)  
Joe Gqabi District Ref No: DSRAC 42/05/2022 (X1 Post)  
OR Tambo District Ref No: DSRAC 43/05/2022 (X1 Post)  
Alfred Nzo District Ref No: DSRAC 44/05/2022 (X1 Post)  
Nelson Mandela District Ref No: DSRAC 45/05/2022 (X1 Post)  
Sarah Baartman District Ref No: DSRAC 46/05/2022 (X1 Post)
- REQUIREMENTS** : Minimum NQF level 6 qualification in either National Diploma: IT; Communications Networks; Desktop Support; Or other relevant & equivalent qualification.
- DUTIES** : Providing ICT related first-line support (desktops/computers, printer support & LAN connectivity) and serving as a contact point for IT related issues for the users. Provide call management on Information Technology Service Management System (ITSM). Applying technical standards/procedures, end user support procedures, operating systems, Active Directory, backup technologies and processes. Manage, monitor network connectivity, servers, network security and performance. Log and troubleshoot all ICT related issues and resolution. Liaise with internal & external including third parties towards resolution of technical issues. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Provide administrative support to all ICT related issues. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed. Valid driver's license would be an added advantage as maybe required to travel to provide ICT support to other district offices or institutions.
- ENQUIRIES** : S. Somdaka Tel No: 043 492 1371  
eRecruitment technical enquiries: [rowena.swartbooi@ecsrac.gov.za](mailto:rowena.swartbooi@ecsrac.gov.za)