

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

- APPLICATIONS** : Applications are submitted via one of the options below: via the e-recruitment system which is accessible at <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). The e-Recruitment System closes at 23:59 on the closing date. To report technical glitches, for any assistance regarding the system, and/or for activation of your profile; send an email with your ID Number, your profile email address and the details of the issue to: [recruitment@ecotp.gov.za](mailto:recruitment@ecotp.gov.za). Applications received after closing date will not be considered. no faxed, no hand delivered applications will be accepted.
- CLOSING DATE** : 03 April 2023
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC DoE Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. APPLICANTS are urged to submit their applications as instructed.

## **MANGEMENT ECHELON**

<b><u>POST 10/142</u></b>	:	<b><u>DIRECTOR: PERFORMANCE MONITORING AND REPORTING (ED CLUSTER) REF NO: OTP 01/03/2023</u></b> (Re-Advertisement)
<b><u>SALARY</u></b>	:	R1 105 383 – R1 302 102 per annum (Level 13)
<b><u>CENTRE</u></b>	:	Head Office (Bhisho)
<b><u>REQUIREMENTS</u></b>	:	Matric with an NQF Level 7 qualification recognised by SAQA or Degree in Economics /Development Economics/ Development Studies. An additional qualification in Monitoring and Evaluation/Public Administration/ Public Management or membership of SAMEA will be an added advantage. Minimum 5 years' experience at Deputy Director level in the performance monitoring in an economic development environment in the public service. A valid driver's licence, Code EB. Pre-Entry certificate for the Senior Management Services (SMS) is compulsory. Research methodology. Knowledge of global, regional and local political economic and social affairs impacting on the provincial government. Knowledge of integrated monitoring and evaluation systems. Knowledge of strategic planning and implementation. Knowledge of key performance indicators. Public Finance Management Act. Public Service Regulations (PSR), Public Service Act (PSA). Knowledge management practices. Key Competencies: 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, Financial Management skills.
<b><u>DUTIES</u></b>	:	Co-ordinate M & E Policies and practices in the province by developing a province wide M & E Framework and Implementation Plan. Review provincial M & E framework to ensure alignment with national and provincial objectives. Facilitate M & E Framework workshops and explain to relevant in provincial departments. Monitor the implementation of the Framework to ensure the attainment of service delivery objectives. Monitor progress through the Integrated Cluster Forum. Advise and consult with departments on the Framework and M & E policies. Support departments in capacity building initiatives in the sector. Monitor the attainment of service delivery objectives. Monitor service delivery through M & E systems. Manage the performance monitoring and reporting in the sector. Coordinate performance monitoring and report on the POA. Provide regular reports to executive structures of the provincial government. Support and monitor Performance management initiatives of the Premier and EXCO. Provide feedback to provincial departments on their performance. Ensure the implementation and management of 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 compliance with supply chain prescripts. Ensure the sub directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. 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 (PDPs) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in area of responsibility.
<b><u>ENQUIRIES</u></b>	:	can be directed to: Mr N. Mhlawuli at 076 783 6993/Ms Nomthandazo Xesha at 060 584 4059 For e-Recruitment Enquiries, email to: recruitment@ecotp.gov.za

## DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

### APPLICATIONS

: Applications are submitted via the e-recruitment system accessible at: [www.ecprov.gov.za](http://www.ecprov.gov.za) or <https://e-recruitment.ecotp.gov.za>. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za) (NB: For Technical Glitches Only – No CVS). with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications/CV to: [e-recruitment-bhisho@ecdpw.gov.za](mailto:e-recruitment-bhisho@ecdpw.gov.za) and not as specified, your application will be regarded as lost and will not be considered. Applicants are urged to submit their applications as instructed. Refer all applications related enquiries to the specified contact person.

### FOR ATTENTION CLOSING DATE NOTE

: Mr M.D. Kwaza

: 03 April 2023

: Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC DPWI Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants are urged to submit their applications as instructed.

**INTERNSHIP PROGRAMME (248 OPPORTUNITIES)  
OVER A PERIOD OF TWO FINANCIAL YEARS i.e. 2023/24-2024/25 i.e. TWO YEARS/ 24 MONTHS**

**OTHER POSTS**

- POST 10/143** : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 01/03/2023 (X13 POSTS)**  
Chief Directorate Corporate Management
- STIPEND** : R6 360.20 per month for graduates  
R5 296.64 per month for students
- CENTRE REQUIREMENTS** : Head Office Bhisho  
National Diploma/ Degree/N6 Certificate in Human Resource Management/ Management of Training/ Public Administration/ Labour Relations/ Industrial Psychology/ Occupational Health and Safety/ Social Work.
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system
- POST 10/144** : **FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 02/03/2023 (X5 POSTS)**  
Chief Directorate: Financial Management
- STIPEND** : R6 360.20 per month for graduates  
R5 296.64 per month for students
- CENTRE REQUIREMENTS** : Head Office Bhisho  
National Diploma/Degree/N6 in Financial Management/ Economics/ Cost and Management Accounting/Business Management
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system
- POST 10/145** : **SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 03/03/2023 (X5 POSTS)**  
Directorate: Supply Chain Management
- STIPEND** : R6 360.20 per month for graduates  
R5 296.64 per month for students
- CENTRE REQUIREMENTS** : Head Office Bhisho  
National Diploma/Degree/N6 in Supply Chain Management/ Public Management/ Logistics/ Business Management/ Business Administration
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system
- POST 10/146** : **MUNICIPAL FINANCE INTERNSHIP PROGRAMME REF NO: DPWI/INT 04/03/2023 (X2 POSTS)**  
Chief Directorate: Immovable Asset Management
- STIPEND** : R6 360.20 per month
- CENTRE REQUIREMENTS** : Head Office Bhisho  
National Diploma/Degree in Local Government Finance/ Municipal Finance
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system
- POST 10/147** : **LEGAL SERVICES INTERNSHIP PROGRAMME REF NO: DPWI/INT 05/03/2023 (X1 POST)**  
Directorate: Legal Services
- STIPEND** : R6 360.20 per month
- CENTRE REQUIREMENTS** : Head Office Bhisho  
Degree: LLB/ Bcom Law
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system

<b><u>POST 10/148</u></b>	:	<b><u>INTERNAL AUDIT INTERNSHIP PROGRAMME REF NO: DPWI/INT 06/03/2023 (X2 POSTS)</u></b> Directorate: Internal Audit
<b><u>STIPEND</u></b>	:	R6 360.20 per month
<b><u>CENTRE</u></b>	:	Head Office Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Internal Auditing
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/149</u></b>	:	<b><u>RISK, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT INTERNSHIP PROGRAMME REF NO: DPWI/INT 07/03/2023 (X2 POSTS)</u></b> Directorate: Risk, Anti-Corruption and Integrity Management
<b><u>STIPEND</u></b>	:	R6 360.20 per month
<b><u>CENTRE</u></b>	:	Head Office Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Internal Auditing/Risk Management/Forensic Auditing/ Bcom General/Bcom Law
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/150</u></b>	:	<b><u>STRATEGY &amp; SYSTEMS INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 08/03/2023 (X3 POSTS)</u></b> Chief Directorate: Strategy & Systems
<b><u>STIPEND</u></b>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<b><u>CENTRE</u></b>	:	Head Office Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree/N6 in Public Administration/ Public Management/ Monitoring and Evaluation/ Office Administration
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/151</u></b>	:	<b><u>COMMUNICATION SERVICES INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 09/03/2023 (X4 POSTS)</u></b> Directorate: Communication Services
<b><u>STIPEND</u></b>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<b><u>CENTRE</u></b>	:	Head Office Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree/N6 in Communications/ Journalism/ Public Relations/ Marketing/Graphic Design/Visual or Communication Design
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/152</u></b>	:	<b><u>INFORMATION MANAGEMENT SYSTEMS &amp; TECHNOLOGY INTERNSHIP PROGRAMME REF NO: DPWI/INT 10/03/2023 (X2 POSTS)</u></b> Directorate: Information Management Systems & Technology
<b><u>STIPEND</u></b>	:	R6 360.20 per month
<b><u>CENTRE</u></b>	:	Head Office Bhisho
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Information Systems/ Computer Science.
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/153</u></b>	:	<b><u>EXPANDED PUBLIC WORKS PROGRAMME INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 11/03/2023 (X9 POSTS)</u></b> Chief Directorate: Expanded Public Works Programme
<b><u>STIPEND</u></b>	:	R6 360.20 per month for graduates R5 296.64 per month for students

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office Bhisho
	:	National Diploma/Degree/N6 in Bcom Econometrics/ BSC Statistics/ Economics/ Developmental Studies/ Small Business Enterprise/ Humanities/ Public Management/ Public Administration/ Business Management/ Business Administration/Built Environment/ Social Science
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
<b><u>APPLICATIONS</u></b>	:	and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za application can be submitted via e-recruitment system
<b><u>POST 10/154</u></b>	:	<b><u>TRANSVERSAL INFRASTRUCTURE COORDINATION INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 12/03/2023 (X3 POSTS)</u></b>
		Chief Directorate: Transversal Infrastructure Coordination
<b><u>STIPEND</u></b>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office Bhisho
	:	National Diploma/Degree/N6 in Administration Management/ Public Administration
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
<b><u>APPLICATIONS</u></b>	:	and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za application can be submitted via e-recruitment system
<b><u>POST 10/155</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 13/03/2023 (X2 POSTS)</u></b>
		Sub-Directorate: Corporate Services
<b><u>STIPEND</u></b>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<b><u>CENTRE REQUIREMENTS</u></b>	:	Alfred Nzo District Mt Ayliff
	:	National Diploma/ Degree/N6 Certificate in Human Resource Management/ Public Management/ Labour Law
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
<b><u>APPLICATIONS</u></b>	:	and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za application can be submitted via e-recruitment system
<b><u>POST 10/156</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 14/03/2023 (X3 POSTS)</u></b>
		Sub-Directorate: Financial Management Services
<b><u>STIPEND</u></b>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<b><u>CENTRE REQUIREMENTS</u></b>	:	Alfred Nzo District Mt Ayliff
	:	National Diploma/Degree/N6 in Financial Management/ Auditing/ Cost and Management accounting/ Taxation/ Financial Information System
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
<b><u>APPLICATIONS</u></b>	:	and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za application can be submitted via e-recruitment system
<b><u>POST 10/157</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 15/03/2023 (X2 POSTS)</u></b>
		Sub-Directorate: Financial Management Services
<b><u>STIPEND</u></b>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<b><u>CENTRE REQUIREMENTS</u></b>	:	Alfred Nzo District Mt Ayliff
	:	National Diploma/Degree/N6 in Supply Chain Management/ Financial Management/ Management Accounting/ Logistics/Public Management
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274
<b><u>APPLICATIONS</u></b>	:	and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za application can be submitted via e-recruitment system
<b><u>POST 10/158</u></b>	:	<b><u>DISTRICT SUPPORT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 16/03/2023 (X2 POSTS)</u></b>
		District Support
<b><u>STIPEND</u></b>	:	R6 360.20 per month for graduates

		R5 296.64 per month for students
<b><u>CENTRE</u></b>	:	Alfred Nzo District Mt Ayliff
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree/N6 in Communications/Office Administration/Management Assistant
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/159</u></b>	:	<b><u>INFORMATION MANAGEMENT SYSTEMS &amp; TECHNOLOGY INTERNSHIP PROGRAMME REF NO: DPWI/INT 17/03/2023 (X1 POST)</u></b> Sub-Directorate: Corporate Services
<b><u>STIPEND</u></b>	:	R6 360.20 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo District Mt Ayliff
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Information Systems/ Computer Science/Information Technology
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/160</u></b>	:	<b><u>EXPANDED PUBLIC WORKS PROGRAMME INTERNSHIP PROGRAMME REF NO: DPWI/INT 18/03/2023 (X2 POSTS)</u></b> Sub-Directorate: Expanded Public Works Programme
<b><u>STIPEND</u></b>	:	R6 360.20 per month
<b><u>CENTRE</u></b>	:	Alfred Nzo District Mt Ayliff
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree in Social Sciences/ Small Enterprise Development/ Business Development
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/161</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 19/03/2023 (X9 POSTS)</u></b> Sub-Directorate: Corporate Services
<b><u>STIPEND</u></b>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<b><u>CENTRE</u></b>	:	Amathole District & Buffalo City Metro East London
<b><u>REQUIREMENTS</u></b>	:	National Diploma/ Degree/N6 Certificate in Human Resource Management/ Public Management/ Records Management/Social Science
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/162</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 20/03/2023 (X5 POSTS)</u></b> Sub-Directorate: Financial Management Services
<b><u>STIPEND</u></b>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<b><u>CENTRE</u></b>	:	Amathole District & Buffalo City Metro East London
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree/N6 in Financial Management/ Auditing/ Cost and Management accounting/ Taxation/ Financial Information System
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/163</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 21/03/2023 (X5 POSTS)</u></b> Sub-Directorate: Financial Management Services
<b><u>STIPEND</u></b>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<b><u>CENTRE</u></b>	:	Amathole District & Buffalo City Metro East London
<b><u>REQUIREMENTS</u></b>	:	National Diploma/Degree/N6 in Supply Chain Management/ Economics/ Logistics/Business Management

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
**APPLICATIONS** : and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
application can be submitted via e-recruitment system

**POST 10/164** : **DISTRICT SUPPORT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING  
REF NO: DPWI/INT 22/03/2023 (X3 POSTS)**  
District Support

**STIPEND** : R6 360.20 per month for graduates  
R5 296.64 per month for students

**CENTRE  
REQUIREMENTS** : Amathole District & Buffalo City Metro East London  
National Diploma/Degree/N6 in Communications/Office  
Administration/Management Assistant/Administrative Management

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/165** : **INFORMATION MANAGEMENT SYSTEMS & TECHNOLOGY INTERNSHIP  
PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 23/03/2023 (X2  
POSTS)**  
Sub-Directorate: Corporate Services

**STIPEND** : R6 360.20 per month for graduates  
R5 296.64 per month for students

**CENTRE  
REQUIREMENTS  
ENQUIRIES** : Amathole District & Buffalo City Metro East London  
National Diploma/Degree/N6 in Information Technology/Computer Science  
Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/166** : **EXPANDED PUBLIC WORKS PROGRAMME INTERNSHIP PROGRAMME/  
IN-SERVICE TRAINING REF NO: DPWI/INT 24/03/2023 (X7 POSTS)**  
Sub-Directorate: Expanded Public Works Programme

**STIPEND** : R6 360.20 per month for graduates  
R5 296.64 per month for students

**CENTRE  
REQUIREMENTS** : Amathole District & Buffalo City Metro East London  
National Diploma/Degree/N6 in Social Sciences/ Small Enterprise  
Development/ Business Development/Public Management

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/167** : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/IN-  
SERVICE TRAINING REF NO: DPWI/INT 25/03/2023 (X7 POSTS)**  
Sub-Directorate: Corporate Services

**STIPEND** : R6 360.20 per month for graduates  
R5 296.64 per month for students

**CENTRE  
REQUIREMENTS** : Chris Hani District Queenstown  
National Diploma/ Degree/N6 Certificate in Human Resource Management/  
Public Management/ Public Administration

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/168** : **FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE  
TRAINING REF NO: DPWI/INT 26/03/2023 (X4 POSTS)**  
Sub-Directorate: Financial Management Services

**STIPEND** : R6 360.20 per month for graduates  
R5 296.64 per month for students

**CENTRE  
REQUIREMENTS** : Chris Hani District Queenstown  
National Diploma/Degree/N6 in Financial Management/ Auditing/ Cost and  
Management accounting/ Local Government Finance/ Financial Information  
System



**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
**APPLICATIONS** : and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
application can be submitted via e-recruitment system

**POST 10/169** : **SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 27/03/2023 (X4 POSTS)**  
Sub-Directorate: Financial Management Services

**STIPEND** : R6 360.20 per month for graduates  
R5 296.64 per month for students

**CENTRE REQUIREMENTS** : Chris Hani District Queenstown  
National Diploma/Degree/N6 in Supply Chain Management/ Economics/ Logistics/Business Management

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
**APPLICATIONS** : and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
application can be submitted via e-recruitment system

**POST 10/170** : **INFORMATION MANAGEMENT SYSTEMS & TECHNOLOGY INTERNSHIP PROGRAMME REF NO: DPWI/INT 28/03/2023 (X1 POST)**  
Sub-Directorate: Corporate Services

**STIPEND** : R6 360.20 per month

**CENTRE REQUIREMENTS** : Chris Hani District Queenstown  
National Diploma/Degree in Information Technology/Computer Science

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/171** : **EXPANDED PUBLIC WORKS PROGRAMME INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 29/03/2023 (X7 POSTS)**  
Sub-Directorate: Expanded Public Works Programme

**STIPEND** : R6 360.20 per month for graduates  
R5 296.64 per month for students

**CENTRE REQUIREMENTS** : Chris Hani District Queenstown  
National Diploma/Degree/N6 in Public Management/Administration Management/Developmental Studies/Social Science

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/172** : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 30/03/2023 (X5 POSTS)**  
Sub-Directorate: Corporate Services

**STIPEND** : R6 360.20 per month for graduates  
R5 296.64 per month for students

**CENTRE REQUIREMENTS** : Joe Gqabi District Aliwal North  
National Diploma/ Degree/N6 Certificate in Human Resource Management/ Public Management/ Public Administration/Management of Training

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/173** : **FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 31/03/2023 (X4 POSTS)**  
Sub-Directorate: Financial Management Services

**STIPEND** : R6 360.20 per month for graduates  
R5 296.64 per month for students

**CENTRE REQUIREMENTS** : Joe Gqabi District Aliwal North  
National Diploma/Degree/N6 in Financial Management/ Auditing/ Cost and Management accounting/ Financial Information System

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
**APPLICATIONS** : application can be submitted via e-recruitment system

- POST 10/174** : **SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 32/03/2023 (X4 POSTS)**  
Sub-Directorate: Financial Management Services
- STIPEND** : R6 360.20 per month for graduates  
R5 296.64 per month for students
- CENTRE REQUIREMENTS** : Joe Gqabi District Aliwal North  
National Diploma/Degree/N6 in Supply Chain Management/ Economics/ Logistics/Business Management
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system
- POST 10/175** : **INFORMATION MANAGEMENT SYSTEMS & TECHNOLOGY INTERNSHIP PROGRAMME REF NO: DPWI/INT 33/03/2023 (X1 POST)**  
Sub-Directorate: Corporate Services
- STIPEND** : R6 360.20 per month
- CENTRE REQUIREMENTS** : Joe Gqabi District Aliwal North  
National Diploma/Degree in Information Technology/Computer Science
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system
- POST 10/176** : **EXPANDED PUBLIC WORKS PROGRAMME INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 34/03/2023 (X5 POSTS)**  
Sub-Directorate: Expanded Public Works Programme
- STIPEND** : R6 360.20 per month for graduates  
R5 296.64 per month for students
- CENTRE REQUIREMENTS** : Joe Gqabi District Aliwal North  
National Diploma/Degree/N6 in Public Management/Administration Management/Developmental Studies/Social Science
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system
- POST 10/177** : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 35/03/2023 (X7 POSTS)**  
Sub-Directorate: Corporate Services
- STIPEND** : R6 360.20 per month for graduates  
R5 296.64 per month for students
- CENTRE REQUIREMENTS** : OR Tambo District Mthatha  
National Diploma/ Degree/N6 Certificate in Human Resource Management/ Public Management/ Public Administration/Management of Training
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system
- POST 10/178** : **FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 36/03/2023 (X5 POSTS)**  
Sub-Directorate: Financial Management Services
- STIPEND** : R6 360.20 per month for graduates  
R5 296.64 per month for students
- CENTRE REQUIREMENTS** : OR Tambo District Mthatha  
National Diploma/Degree/N6 in Financial Management/ Auditing/ Cost and Management accounting/ Financial Information System
- ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- APPLICATIONS** : application can be submitted via e-recruitment system

<b><u>POST 10/179</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 37/03/2023 (X4 POSTS)</u></b> Sub-Directorate: Financial Management Services
<b><u>STIPEND</u></b>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<b><u>CENTRE REQUIREMENTS</u></b>	:	OR Tambo District Mthatha National Diploma/Degree/N6 in Supply Chain Management/ Economics/ Logistics/Business Management
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/180</u></b>	:	<b><u>INFORMATION MANAGEMENT SYSTEMS &amp; TECHNOLOGY INTERNSHIP PROGRAMME REF NO: DPWI/INT 38/03/2023 (X1 POST)</u></b> Sub-Directorate: Corporate Services
<b><u>STIPEND</u></b>	:	R6 360.20 per month
<b><u>CENTRE REQUIREMENTS</u></b>	:	OR Tambo District Mthatha National Diploma/Degree in Information Technology/Computer Science
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/181</u></b>	:	<b><u>EXPANDED PUBLIC WORKS PROGRAMME INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 39/03/2023 (X5 POSTS)</u></b> Sub-Directorate: Expanded Public Works Programme
<b><u>STIPEND</u></b>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<b><u>CENTRE REQUIREMENTS</u></b>	:	OR Tambo District Mthatha National Diploma/Degree/N6 in Public Management/Administration Management/Developmental Studies/Social Science
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/182</u></b>	:	<b><u>HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 40/03/2023 (X7 POSTS)</u></b> Sub-Directorate: Corporate Services
<b><u>STIPEND</u></b>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<b><u>CENTRE REQUIREMENTS</u></b>	:	Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha National Diploma/ Degree/N6 Certificate in Human Resource Management/Management of Training
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/183</u></b>	:	<b><u>FINANCIAL MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 41/03/2023 (X4 POSTS)</u></b> Sub-Directorate: Financial Management Services
<b><u>STIPEND</u></b>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<b><u>CENTRE REQUIREMENTS</u></b>	:	Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha National Diploma/Degree/N6 in Financial Management/ Auditing/ Cost and Management accounting/ Financial Information System
<b><u>ENQUIRIES</u></b>	:	Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system

<b><u>POST 10/184</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: DPWI/INT 42/03/2023 (X4 POSTS)</u></b> Sub-Directorate: Financial Management Services
<b><u>STIPEND</u></b>	:	R6 360.20 per month for graduates R5 296.64 per month for students
<b><u>CENTRE REQUIREMENTS ENQUIRIES</u></b>	:	Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha National Diploma/Degree/N6 in Supply Chain Management/ Logistics Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/185</u></b>	:	<b><u>INFORMATION MANAGEMENT SYSTEMS &amp; TECHNOLOGY INTERNSHIP PROGRAMME REF NO: DPWI/INT 43/03/2023 (X1 POST)</u></b> Sub-Directorate: Corporate Services
<b><u>STIPEND</u></b>	:	R6 360.20 per month
<b><u>CENTRE REQUIREMENTS ENQUIRIES</u></b>	:	Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha National Diploma/Degree in Information and Communication Technology/Computer Science Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/186</u></b>	:	<b><u>EXPANDED PUBLIC WORKS PROGRAMME INTERNSHIP PROGRAMME REF NO: DPWI/INT 44/03/2023 (X3 POSTS)</u></b> Sub-Directorate: Expanded Public Works Programme
<b><u>STIPEND</u></b>	:	R6 360.20 per month
<b><u>CENTRE REQUIREMENTS ENQUIRIES</u></b>	:	Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha National Diploma/Degree/N6 in Public Management/Administration Management/Developmental Studies/Monitoring and Evaluation Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/187</u></b>	:	<b><u>TECHNICAL GRADUATE INTERNSHIP PROGRAMME REF NO: DPWI/INT 47/03/2023 (X2 POSTS)</u></b> Chief Directorate: Immovable Asset Management/Infrastructure Maintenance & Technical Support
<b><u>STIPEND</u></b>	:	R6 360.20 per month
<b><u>CENTRE REQUIREMENTS ENQUIRIES</u></b>	:	Head Office Bhisho National Diploma/Degree in BEng / BSc, Building, Construction Studies, Mechanical Engineering, Electrical Engineering, Civil Engineering, Quantity Surveying, Architecture, Real Estate, Property Studies, Facilities Management, Construction Occupational Health and Safety Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system
<b><u>POST 10/188</u></b>	:	<b><u>TECHNICAL GRADUATE INTERNSHIP PROGRAMME REF NO: DPWI/INT 48/03/2023 (X4 POSTS)</u></b> Sub- Directorate: Capital Works/Property Management
<b><u>STIPEND</u></b>	:	R6 360.20 per month
<b><u>CENTRE REQUIREMENTS ENQUIRIES</u></b>	:	Alfred Nzo District Mt Ayliff National Diploma/Degree in BEng / BSc, Building, Construction Studies, Mechanical Engineering, Electrical Engineering, Civil Engineering, Quantity Surveying, Architecture, Real Estate, Property Studies, Facilities Management, Construction Occupational Health and Safety Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
<b><u>APPLICATIONS</u></b>	:	application can be submitted via e-recruitment system

**POST 10/189** : **TECHNICAL GRADUATE INTERNSHIP PROGRAMME REF NO: DPWI/INT 49/03/2023 (X5 POSTS)**  
Sub-Directorate: Capital Works/Property Management

**STIPEND** : R6 360.20 per month  
**CENTRE** : Amathole District & Buffalo City Metro East London  
**REQUIREMENTS** : National Diploma/Degree in BEng / BSc, Building, Construction Studies, Mechanical Engineering, Electrical Engineering, Civil Engineering, Quantity Surveying, Architecture, Real Estate, Property Studies, Facilities Management, Construction Occupational Health and Safety

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/190** : **TECHNICAL GRADUATE INTERNSHIP PROGRAMME REF NO: DPWI/INT 50/03/2023 (X4 POSTS)**  
Capital Works/Property Management

**STIPEND** : R6 360.20 per month  
**CENTRE** : Chris Hani District Queenstown  
**REQUIREMENTS** : National Diploma/Degree in BEng / BSc, Building, Construction Studies, Mechanical Engineering, Electrical Engineering, Civil Engineering, Quantity Surveying, Architecture, Real Estate, Property Studies, Facilities Management, Construction Occupational Health and Safety

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/191** : **TECHNICAL GRADUATE INTERNSHIP PROGRAMME REF NO: DPWI/INT 51/03/2023 (X4 POSTS)**  
Capital Works/Property Management

**STIPEND** : R6 360.20 per month  
**CENTRE** : Joe Gqabi District Aliwal North  
**REQUIREMENTS** : National Diploma/Degree in BEng / BSc, Building, Construction Studies, Mechanical Engineering, Electrical Engineering, Civil Engineering, Quantity Surveying, Architecture, Real Estate, Property Studies, Facilities Management, Construction Occupational Health and Safety

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/192** : **TECHNICAL GRADUATE INTERNSHIP PROGRAMME REF NO: DPWI/INT 52/03/2023 (X3 POSTS)**  
Capital Works/Property Management

**STIPEND** : R6 360.20 per month  
**CENTRE** : OR Tambo District Mthatha  
**REQUIREMENTS** : National Diploma/Degree in BEng / BSc, Building, Construction Studies, Mechanical Engineering, Electrical Engineering, Civil Engineering, Quantity Surveying, Architecture, Real Estate, Property Studies, Facilities Management, Construction Occupational Health and Safety

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/193** : **TECHNICAL GRADUATE INTERNSHIP PROGRAMME REF NO: DPWI/INT 53/03/2023 (X6 POSTS)**  
Capital Works/Property Management

**STIPEND** : R6 360.20 per month  
**CENTRE** : Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha  
**REQUIREMENTS** : National Diploma/Degree in BEng / BSc, Building, Construction Studies, Mechanical Engineering, Electrical Engineering, Civil Engineering, Quantity Surveying, Architecture, Real Estate, Property Studies, Facilities Management, Construction Occupational Health and Safety

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
**APPLICATIONS** : and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
application can be submitted via e-recruitment system

**POST 10/194** : **OFFICE SERVICES IN-SERVICE TRAINING REF NO: DPWI/INT 45/03/2023 (X1 POST)**  
Sub-Directorate: Corporate Services

**STIPEND** : R5 296.64 per month  
**CENTRE** : Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha  
**REQUIREMENTS** : N6 certificate in Management Assistant/Office Management and  
Technology/Office Administration

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/195** : **DISTRICT SUPPORT IN-SERVICE TRAINING REF NO: DPWI/INT 46/03/2023 (X1 POST)**  
District Support

**STIPEND** : R5 296.64 per month  
**CENTRE** : Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha  
**REQUIREMENTS** : N6 certificate in Management Assistant/Office Management and  
Technology/Office Administration.

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/196** : **CAPITAL WORKS IN-SERVICE TRAINING REF NO: DPWI/INT 54/03/2023 (X1 POST)**  
Sub-Directorate: Capital Works

**STIPEND** : R5 296.64 per month  
**CENTRE** : Alfred Nzo District Mt Ayliff  
**REQUIREMENTS** : N6 certificate in Management Assistant/Office Management and  
Technology/Office Administration

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/197** : **PROPERTY MANAGEMENT IN-SERVICE TRAINING REF NO: DPWI/INT 55/03/2023 (X1 POST)**  
Sub-Directorate: Property Management

**STIPEND** : R5 296.64 per month  
**CENTRE** : Alfred Nzo District Mt Ayliff  
**REQUIREMENTS** : N6 certificate in Management Assistant/Office Management and  
Technology/Office Administration

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/198** : **PROPERTY MANAGEMENT IN-SERVICE TRAINING REF NO: DPWI/INT 56/03/2023 (X3 POSTS)**  
Sub-Directorate: Property Management

**STIPEND** : R5 296.64 per month  
**CENTRE** : Amathole District & Buffalo City Metro East London  
**REQUIREMENTS** : N6 certificate in Management Assistant/Office Management and  
Technology/Office Administration

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274  
and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za  
**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/199** : **CAPITAL WORKS IN-SERVICE TRAINING REF NO: DPWI/INT 57/03/2023 (X3 POSTS)**  
Sub-Directorate: Capital Works

**STIPEND** : R5 296.64 per month  
**CENTRE** : Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha  
**REQUIREMENTS** : N6 certificate in Management Assistant/Office Management and Technology/Office Administration

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/200** : **PROPERTY MANAGEMENT IN-SERVICE TRAINING REF NO: DPWI/INT 58/03/2023 (X3 POSTS)**  
Sub-Directorate: Property Management

**STIPEND** : R5 296.64 per month  
**CENTRE** : Sarah Baartman District & Nelson Mandela Bay Metro Gqeberha  
**REQUIREMENTS** : N6 certificate in Management Assistant/Office Management and Technology/Office Administration

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

**APPLICATIONS** : application can be submitted via e-recruitment system

**POST 10/201** : **STRUCTURED YOUTH DEVELOPMENT PROGRAMME REF NO: DPWI/YDP 59/03/2023 (X30 POSTS)**  
Chief Directorate: Corporate Management/Financial Management/Strategy & Systems

**STIPEND** : R3 738.18 - R4 429.95  
**CENTRE** : Head Office Bhisho  
**REQUIREMENTS** : Grade 11 or Grade 12 certificate

**ENQUIRIES** : Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

**APPLICATIONS** : application can be submitted via e-recruitment system

**CANDIDATE DEVELOPMENTAL PROGRAMME  
40 TRAINING OPPORTUNITIES  
(X48 MONTHS)**

**OTHER POSTS**

**POST 10/202** : **CANDIDATE ENGINEER (X5 POSTS)**

**SALARY** : R646 854 per annum, (OSD), an all-inclusive remuneration package  
**CENTRE** : Ref No: DPWI 01/03/2023, (Mechanical) Alfred Nzo District (Mt Ayliff) (X1 Post)  
Ref No: DPWI 02/03/2023, (Electrical) Chris Hani District (Queenstown) (X1 Post)

Ref No: DPWI 03/03/2023, (Civil, Electrical) OR Tambo District (Mthatha) (X2 Posts)

Ref No: DPWI 04/03/2023, (Civil) Joe Gqabi District (Aliwal North) (X1 Post)

**REQUIREMENTS** : National Senior Certificate, recognised BEng/Bsc/Degree in Civil/Mechanical/Electrical Engineering. Registration as Candidate Engineer with the Engineering Council of South Africa (ECSA) is compulsory. Valid Driver's licence. No previous experience is required. Technical Competencies: Project management, Engineering design and analysis knowledge, Research and development, computer-aided engineering applications, technical report writing, networking, Professional judgement. Generic Competencies: Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, Planning and organising, Problem solving and analysis.

**DUTIES** : Aligned to the ECSA requirements for Professional Registration.  
**ENQUIRIES** : Can be directed to Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

<b><u>POST 10/203</u></b>	:	<b><u>CANDIDATE CONSTRUCTION PROJECT MANAGER (X6 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R646 854 per annum, (OSD), an all-inclusive remuneration package Ref No: DPWI 05/03/2023, Alfred Nzo District (Mt Ayliff) (X1 Post) Ref No: DPWI 06/03/2023, Chris Hani District (Queenstown) (X1 Post) Ref No: DPWI 07/03/2023, Joe Gqabi District (X1 Post) Ref No: DPWI 08/03/2023, OR Tambo District (Mthatha) (X2 Posts) Ref No: DPWI 09/03/2023, Sarah Baartman District (Gqeberha) (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, National Diploma/B Degree in Built environment field of study with a minimum of 1-2 years' experience. Registration as Candidate Construction Project Manager with the South African Council for Construction Project Managers (SACPCMP) is compulsory. Valid Driver's licence. Technical Competencies: Project management principles and methodologies, Project Management Skills, Knowledge of legal compliance, Research and development, computer-aided engineering applications, technical report writing, networking, Solutions orientated. Generic Competencies: Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, Planning and organising, Problem solving and analysis.
<b><u>DUTIES ENQUIRIES</u></b>	:	Aligned to the SACPCMP requirements for Professional Registration. Can be directed to Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpcw.gov.za
<b><u>POST 10/204</u></b>	:	<b><u>CANDIDATE QUANTITY SURVEYOR (X4 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R559 905 per annum (OSD), an all-inclusive remuneration package Ref No: DPWI 10/03/2023, Alfred Nzo District (Mt Ayliff) (X1 Post) Ref No: DPWI 11/03/2023, Chris Hani District (Queenstown) (X1 Post) Ref No: DPWI 12/03/2023, Joe Gqabi District (Aliwal North) (X1 Post) Ref No: DPWI 13/03/2023, Sarah Baartman District (Gqeberha) (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, recognised Degree in Quantity Surveying. Registration as Candidate Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP) is compulsory Valid Driver's licence. No experience required. Technical Competencies: Project Management, QS Principles and methodologies, Research and development, computer-aided engineering applications, knowledge of legal compliance, technical report writing, networking. Generic Competencies: Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, Planning and organising, Problem solving and analysis.
<b><u>DUTIES ENQUIRIES</u></b>	:	Aligned to the SACQSP requirements for Professional Registration. Can be directed to Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpcw.gov.za
<b><u>POST 10/205</u></b>	:	<b><u>CANDIDATE ARCHITECT (X6 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R559 905 per annum (OSD), an all-inclusive remuneration package Ref No: DPWI 14/03/2023, Head Office (Bhisho) X1 Post Ref No: DPWI 15/03/2023, Alfred Nzo District (Mt Ayliff) (X1 Post) Ref No: DPWI 16/03/2023, Chris Hani District (Queenstown) (X1 Post) Ref No: DPWI 17/03/2023, Joe Gqabi District (Aliwal North) (X1 Post) Ref No: DPWI 18/03/2023, OR Tambo District (Mthatha) (X1 Post) Ref No: DPWI 19/03/2023, Sarah Baartman District (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, B-Degree in Architecture or relevant qualification. Registration as a Candidate Architect with the South African Council for the Architectural Profession (SACAP) is compulsory. Valid Driver's licence. No previous experience is required. Technical Competencies: Architectural legal and operational compliance, Architectural principles, Project management skills, Research and development, computer-aided engineering applications, technical report writing, networking. Generic Competencies: Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, Planning and organising, Problem solving and analysis.
<b><u>DUTIES</u></b>	:	Aligned to the SACAP requirements for Professional Registration.



**ENQUIRIES** : Can be directed to Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

**POST 10/206** : **CANDIDATE TOWN AND REGIONAL PLANNER (X3 POSTS)**

**SALARY CENTRE** : R559 905 per annum (OSD), an all-inclusive remuneration package  
: Ref No: DPWI 20/03/2023, Amathole District (East London) (X1 Post)  
: Ref No: DPWI 21/03/2023, Chris Hani District (Queenstown) (X1 Post)  
: Ref No: DPWI 22/03/2023, OR Tambo District (Mthatha) (X1 Post)

**REQUIREMENTS** : National Senior Certificate, B-Degree in urban/Town and Regional Planning. Registration as Candidate Planner with the South African Council for Planners (SACPLAN) is compulsory. Valid Driver's licence. No previous experience is required. Technical Competencies: Project management, T & R Legal and operational requirements, T & R systems and principles, Research and development, computer-aided engineering applications, T & R knowledge of legal compliance, Creating high performance culture, technical consulting, professional judgement. Generic Competencies: Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, Planning and organising, Problem solving and analysis, Language Proficiency, Listening skills

**DUTIES ENQUIRIES** : Aligned to the SACPLAN requirements for Professional Registration.  
: Can be directed to Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

**POST 10/207** : **CANDIDATE ENGINEERING TECHNOLOGIST (X7 POSTS)**

**SALARY CENTRE** : R330 918 per annum, (OSD)  
: Ref No: DPWI 23/03/2023, (Civil) Head Office (Bhisho) (X1 Post)  
: Ref No: DPWI 24/03/2023, (Civil, Electrical) Alfred Nzo District (Mt Ayliff) (X2 Posts)  
: Ref No: DPWI 25/03/2023, (Mechanical) Joe Gqabi District (Aliwal North) (X1 Post)  
: Ref No: DPWI 26/03/2023, (Mechanical) OR Tambo District (Mthatha) X1 Post  
: Ref No: DPWI 27/03/2023, (Civil, Electrical) Sarah Baartman District (Gqeberha) X2 Posts

**REQUIREMENTS** : National Senior Certificate, B Degree in Civil/Electrical/Mechanical Engineering or relevant qualification. Registration as Candidate Engineering Technologist with the Engineering Council of South Africa (ECSA) is compulsory. Valid Driver's licence. No previous experience is required. Technical Competencies: Project management, Technical design and analysis knowledge, Research and development, computer-aided engineering applications, technical report writing, networking, Professional judgement. Generic Competencies: Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, Planning and organising, Problem solving and analysis.

**DUTIES ENQUIRIES** : Aligned to the ECSA requirements for Professional Registration.  
: Can be directed to Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

**POST 10/208** : **CANDIDATE ENGINEERING TECHNICIAN (X5 POSTS)**

**SALARY CENTRE** : R280 926 per annum, (OSD)  
: Ref No: DPWI 28/03/2023, (Electrical) Alfred Nzo District (Mt Ayliff) (X1 Post)  
: Ref No: DPWI 29/03/2023, (Civil, Mechanical) Chris Hani District (Queenstown) (X2 Posts)  
: Ref No: DPWI 30/03/2023, (Civil) OR Tambo District (Mthatha) (X1 Post)  
: Ref No: DPWI 31/03/2023, (Electrical) Sarah Baartman District (Gqeberha) (X1 Post)

**REQUIREMENTS** : National Senior Certificate, National Diploma in Civil/Electrical/Mechanical Engineering or relevant qualification. Registration as Candidate Engineering Technician with the Engineering Council of South Africa (ECSA) is compulsory. Valid Driver's licence. No previous experience is required. Technical Competencies: Project management, Technical design and analysis

- knowledge, Research and development, computer-aided engineering applications, technical report writing, networking, Professional judgement. Generic Competencies: Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, Planning and organising, Problem solving and analysis.
- DUTIES** : Aligned to the ECSA requirements for Professional Registration.
- ENQUIRIES** : Can be directed to Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za
- POST 10/209** : **CANDIDATE VALUER (X4 POSTS)**
- SALARY** : R269 214.00 per annum (Level 07)
- CENTRE** : Ref No: DPWI 32/03/2023, Head Office (Bhisho) (X1 Post)  
Ref No: DPWI 33/03/2023, Amathole District (East London) (X1 Post)  
Ref No: DPWI 34/03/2023, OR Tambo District (Mthatha) (X1 Post)  
Ref No: DPWI 35/03/2023, Sarah Baartman District (Gqeberha) (X1 Post)
- REQUIREMENTS** : 4 year recognised B/Bsc Degree in Property Studies/ National Diploma in Real Estate. Registration as Candidate Valuer with the South African Council for Property Valuer Profession (SACPV) is compulsory. South African Citizen. Valid Drivers licence. No previous experience is required. Technical Competencies: Project management, Valuation Legal and operational requirements, Valuation systems and principles, Research and development, computer-aided engineering applications, Valuation knowledge of legal compliance, Creating high performance culture, technical consulting, professional judgement. Generic Competencies: Decision making, Team work, Analytical skills, Creativity, Self-Management, Customer focus and responsiveness, communication, computer skills, Planning and organising, Problem solving and analysis, Language Proficiency, Listening skills.
- DUTIES** : Aligned to the SACPV requirements for Professional Registration.
- ENQUIRIES** : Can be directed to Ms S. Mdoda Tel No: 040 602 4140 / Mr M.D. Kwaza Tel No: 040 602 4274 and for e-recruitment Enquiries, email to: e-recruitment-bhisho@ecdpw.gov.za

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

- APPLICATIONS** : Submit applications via one of the options below: Via the provincial e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment system closes at 23: 59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email to [erecruitment@ecsrac.gov.za](mailto:erecruitment@ecsrac.gov.za) (NB: For Technical Glitches Only – NO CVs) with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to [erecruitment@ecsrac.gov.za](mailto:erecruitment@ecsrac.gov.za) and not as specified – your application will be regarded as lost and will not be considered. Applicants are encouraged to use e-recruitment system. Applications received after closing date will not be considered. no faxed applications will be accepted. Note: Applicant must register on the e-recruitment system, complete and submit required information and apply for position as advertised following this URL: <http://www.ecprov.gov.za>.  
NB: Forward Applications to the Relevant Centre:  
**Head Office: Qonce** Enquiries – Mr. Y. Dlamkile Tel: 043 492 1386/ Mrs. R. E. Swartbooi Tel: 043 492 0949. Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605, OR Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwayi Building, Qonce, 5605  
**Buffalo City Metro District:** Enquiries Ms. L. Xoseka Tel: 043 492 2140. Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200, OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201  
**Amathole District:** Enquiries Mr. B. Mbangatha Tel: 043 492 1838. Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200, OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201

**Chris Hani District:** Enquiries Mr. X. Kwanini Tel: 045 492 0030 / 0054. Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X7190, Komani, 5320, OR Hand deliver to: Bathandwa Ndong Office Park, Komani Hospital Office Complex, Komani, 5320

**Joe Gqabi District:** Attention Mr. D. Ndzongwana: 051 492 4757. Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750, OR Hand deliver to: No. 02 Cole Street, Maletswai

**Sarah Baartman District:** Attention Ms. N. Qumza: 046 492 0227. Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Makana, 6140 OR Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda. Albany Museum: Enquiries: Mr. M Vabaza – 046 622 2312, 40 Somerset Street, Makanda, 6139

**Alfred Nzo District:** Attention Mr M.B. Gugwana: 039 492 0297 / 072 027 0022. Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100, OR Hand deliver to: No 67 Church Street Mt Ayliff.

**OR Tambo District:** Attention Mr. S. Stuma Tel: 047 495 0853 / 073 322 9654. Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mthatha, 5100, OR Hand deliver to: Human Resource Management, 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata.

**Nelson Mandela District:** Attention Mr S. Javu: 041 492 1231 / 1230. Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Gqeberha 6003, OR Hand delivers to 2nd Floor- 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha  
03 April 2023

**CLOSING DATE**  
**NOTE**

:  
:

Applications must be submitted on a duly complete New Z83 form (effective 01 January 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://www.dpsa.gov.za/documents). Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the EC DoE Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce or attach a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG)

for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants are urged to submit their applications as instructed.

#### **MANAGEMENT ECHELON**

<b><u>POST 10/210</u></b>	<b><u>DIRECTOR: LANGUAGES &amp; LITERATURE REF NO: DSRAC 01/03/2023</u></b>
<b><u>SALARY</u></b>	R1 105 383 - R1 302 102 per annum (Level 13), an all-inclusive remuneration
<b><u>CENTRE</u></b>	Head Office (Qonce)
<b><u>REQUIREMENTS</u></b>	National Senior Certificate plus an undergraduate qualification (NQF level 7) in Linguistic/ Socio-Linguistic or any relevant qualifications as recognised by SAQA with 5 years' experience at a middle managerial level (SMS). SMS pre-entry certificate (proof of registration will be required for submission prior or on the interview date) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on <a href="http://www.thensg.gov.za">www.thensg.gov.za</a> . Highly diligent, confident candidates with substantial management experience. Sound management of human capacity, financial and assets within the office. Knowledge of language prescripts governing language in the country and in the province. Knowledge of government policies and planning systems. project management skills, presentation skills, report writing skills, planning, and organising, problem solving skills, ability to work in a team. able to work under pressure and difficult deadlines. Applicable legislations, polices, prescripts and procedures, government programmes, information management, citizen focus and responsiveness, develop others, applied technology basics, applied strategic thinking, people management, networking and building bonds, diversity management, computer literacy, negotiation, communication and information management, presentation, budget and financial management, project / management, strategic management, motivational. Must have a valid driving licence, must have excellent analytic skills in communication (both written and verbal), strong strategic capability and leadership, public knowledge management skills, people management, diversity management, risk management, corporate governance, client orientation and customer focus. Strong budgeting and financial management change management and service delivery innovation. Excellent facilitation, research, negotiation, presentation, project management, strategic planning and motivations skills.
<b><u>DUTIES</u></b>	Manage language development and promotion programmes. Develop, review and revise provincial language policies, acts and regulations. Provide guidance on translation and interpreting work. Facilitate sign language projects. Coordinate the establishment of the provincial language committee. Coordinate establishment of language units in government departments, entities and enterprises. Facilitate development of language policies in other government departments, entities and enterprises. Consult with SA language board and its structures. Coordinate orthography and terminology development. Liaise with language faculties at tertiary institutions. Manage literature development as well as develop and ensure implementation of literature related policies and procedures. Oversee the coordination of provincial / national word fest, district word-festivals and other literature festivals and creative writing workshops for budding writers. Administer the process of collecting, editing, reviewing and publishing of manuscripts. Coordinate the implementation of the Provincial Social Cohesion Strategy. Management of administration support. Develop strategic, operational and procurement plans. Consolidate and verify monthly and quarterly reports. Manage human and financial resources. Manage performance development and ensure training needs analysis.
<b><u>ENQUIRIES</u></b>	Y Dlamkile Tel No: 043 492 1386 – Head Office (Qonce) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	People with disabilities who meet the requirements will be given preference
<b><u>POST 10/211</u></b>	<b><u>DIRECTOR: RECREATION DEVELOPMENT &amp; MASS PARTICIPATION REF NO: DSRAC 02/03/2023</u></b>
<b><u>SALARY</u></b>	R1 105 383 - R1 302 102 per annum (Level 13), an all-inclusive remuneration

- CENTRE REQUIREMENTS** :
- Head Office (Qonce)
- National Senior Certificate plus an undergraduate qualification (NQF level 7) in Sports Management/ Human Movement Studies or any relevant qualifications 5 years' experience at a middle managerial level/ Senior Management Services. SMS pre-entry certificate (proof of registration will be required for submission prior or on the interview date) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on [www.thensg.gov.za](http://www.thensg.gov.za). Highly diligent, confident candidates with substantial management experience. Sound management of human capacity, financial and assets within the office. Knowledge of government policies and planning systems. project management skills, presentation skills, report writing skills, planning, and organising, problem solving skills, ability to work in a team. able to work under pressure and difficult deadlines. Applicable legislations, polices, prescripts and procedures, government programmes, information management, citizen focus and responsiveness, develop others, applied technology basics, applied strategic thinking, people management, networking and building bonds, diversity management, computer literacy, negotiation, communication and information management, presentation, budget and financial management, project / management, strategic management, motivational. Must have a valid driving licence, must have excellent analytic skills in communication (both written and verbal), strong strategic capability and leadership, public knowledge management skills, people management, diversity management, risk management, corporate governance, client orientation and customer focus. Strong budgeting and financial management change management and service delivery innovation. Excellent facilitation, research, negotiation, presentation, project management, strategic planning and motivations skills.
- DUTIES** :
- Provide strategic leadership in school sport and MPP programmes. Develop and review strategic, business/operational and procurement plans of the directorate. Monitor the implementation and evaluate the compliance with recreation development and mass participation transformation policies. Establish good governance structures of sport as directed by relevant legislation. Monitor and report on sport performance. Produce annual evaluation reports. Development school sport programmes in the province. Ensure establishment of school sport structures. Ensure delivery and support excellence of sport in schools. Support participation in provincial and national sports. Facilitate and manage relations with other relevant institutions in order to enhance the development of school sport. Development of recreation programs in the province. Coordinate the development program as guided by the conditional grant framework. Ensure awareness campaigns/promotion on recreation programs. Management of administration support. Manage and submit monthly, quarterly and annual reports. Manage human and financial resources. Manage performance development and ensure training needs analysis. Manage leave records. Ensure staff discipline.
- ENQUIRIES** :
- Y Dlamkile Tel No: 043 492 1386 – Head Office (Qonce)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)
- NOTE** :
- People with disabilities who meet the requirements will be given preference

#### **OTHER POSTS**

**POST 10/212** : **MUSEUM HEAD (DEPUTY DIRECTOR) REF NO: DSRAC 03/03/2023**

**SALARY** : R908 502 – R1 070 169 per annum (Level 12), an all-inclusive remuneration

**CENTRE** : Albany Museum (Makanda)

**REQUIREMENTS** :

A National Senior Certificate plus a Diploma NQF level 6/ Preferable B degree level 7 qualification in Social Science or any relevant qualifications coupled with at least 3 years at Assistant Director /Jnr Management Level in the field of Cultural Affairs / Level 8 Museum Head / Level 8 Curator at a Province Aided Museum. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Extensive high-level knowledge of Cultural Affairs and interpretation of policies and programs. Analytical and an innovative thinker. Events Management and Project Management. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People

<b><u>DUTIES</u></b>	:	Management Skills. Strategic Management. Customer / Client orientated approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid driving license.
	:	Management of humanities and natural science collection services. Manage curation of anthropology, archaeology and history collection. Manage curation of freshwater invertebrates, entomology, earth science, and herbarium collections. Manage research and publication of collection. Management of education, exhibition and taxidermy services. Manage public outreach programmes. Management of communication, services. Manage marketing and promotion of museum services. Manage public programmes and visits at the museum. Manage provision of library services. Management of auxiliary and corporate services. Ensure provision of building and grounds maintenance. Ensure provision and disposal of waste collection. Manage safety and security of seven museum sites. Manage fundraising initiatives for the museum. Provide and manage human resource services. Provide and manage supply chain services. Provide and manage finance services. Liaison with the Board of Trustees and engage with stakeholders (donors and supporters). Manage agreements and contracts on behalf of the museum. Manage and report on financial matters to the Board. Coordinate meetings for the Board of Trustees. Management of general administration support. Give input in the development of strategic, operational / business and procurement plans. Compile and submit reports. Manage allocation of resources.
<b><u>ENQUIRIES</u></b>	:	Y Dlamkile Tel No: 043 492 1386 – Head Office (Qonce)
<b><u>NOTE</u></b>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za People with disabilities who meet the requirements will be given preference
<b><u>POST 10/213</u></b>	:	<b><u>DEPUTY DIRECTOR: SPORT &amp; RECREATION REF NO: DSRAC 04/03/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R908 502 – R1 070 169 per annum (Level 12), an all-inclusive remuneration Joe Gqabi District A National Senior Certificate plus a Diploma NQF level 6/ Preferable B degree level 7 qualification in Sports Management/ Human Movement studies or any relevant qualifications coupled with at least 3 years at Assistant Director /Jnr Management Level in the field of Sport and Recreation. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Extensive high-level knowledge of Cultural Affairs and interpretation of policies and programs. analytical and an innovative thinker. Events and Project Management. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client orientated approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid driving license.
<b><u>DUTIES</u></b>	:	Promote school sport programmes. Coordinate development of project plan for school sport. Ensure development and implementation of school sport projects. Facilitate implementation of capacity building projects. Support school sport structures. Promote and implement recreation and mass participation programmes. Coordinate development of project plan for recreation programmes. Ensure implementation of capacity building programmes. Encourage participation of communities in recreation programmes. Encourage creativity in recreation programmes. Coordinate federation affairs (sport development). Coordinate development of project plan for federations. Develop and support federations. Facilitate development of establishment of clubs and leagues. Ensure implementation of capacity building programmes. Coordinate partnerships with local municipalities. Manage and monitor budget for projects. Management of administration support. Give input in the development of strategic, operational, procurement, business and projection plans. Manage administration of sport academy matters. Compile, consolidate and submit monthly and quarterly reports. Manage financial and human resources. Ensure EPMDs and staff development training needs. Manage attendance and leave records. Give guidance and maintain staff discipline.
<b><u>ENQUIRIES</u></b>	:	D. Nzongwana Tel No: 051 492 4757 – Joe Gqabi District (Maletswai)
<b><u>NOTE</u></b>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za People with disabilities who meet the requirements will be given preference

**POST 10/214** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DSRAC 05/03/2023**

**SALARY** : R766 584 – R903 006 per annum (Level 11), An all-inclusive remuneration  
**CENTRE** : Alfred Nzo District  
**REQUIREMENTS** : A National Senior Certificate plus a Diploma NQF level 6/ Preferable B degree level 7 qualification in Public Administration / Management or any relevant tertiary qualification coupled with at least 3 years at Assistant Director /Jnr Management Level in the field of Corporate Services. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Extensive high-level knowledge of interpretation of policies and programs, analytical and an innovative thinker. Events and Project Management. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client orientated approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid driving licence.

**DUTIES** : Management of financial administration services. Ensure adherence and compliance to finance legislations. Monitor budget expenditure and statements. Ensure payment of service providers. Monitor banking and revenue services. Manage salary services. Ensure compliance on internal control requirements. Management of supply chain services. Ensure provision of acquisition and demand services. Ensure provision of logistics services. Ensure provision of facilities management services. Provide transport services. Management of assets. Ensure compliance on asset management policy. Ensure disposal of assets. Support and monitor verification of assets. Monitor asset register. Management of human resources. Compile and submit inputs for the annual recruitment plan. Provide and support recruitment process. Provide conditions of service. Ensure provision of registry services. Coordinate human resource development and training services. Ensure provision of integrated employee wellness services. Coordinate labour relation issues. Coordinate change management matters. Management of administration support. Give input in the development of strategic, operational, business and procurement plans. Compile, consolidate and submit monthly and quarterly reports. Manage financial and human resources. Ensure EPMSD and staff development training needs. Manage attendance and leave records. Give guidance and maintain staff discipline.

**ENQUIRIES** : M. Gugwana Tel No: 039 492 0297 – Alfred Nzo District (Mount Ayliff)  
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

**NOTE** : People with disabilities who meet the requirements will be given preference

**POST 10/215** : **PERSONAL ASSISTANT: CORPORATE SERVICES REF NO: DSRAC 06/03/2023**

**SALARY** : R269 214 – R317 127 per annum (Level 07), an all-inclusive remuneration  
**CENTRE** : Head Office (Qonce)  
**REQUIREMENTS** : National Senior Certificate plus a secretarial NQF level 6 diploma or in Office Administration / Public Administration or other relevant qualification with at least 1 to 2 years working experience in a secretarial / office administration field. Knowledge of public service legislation, policies and prescripts. 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 driving license.

**DUTIES** : Provide secretarial /receptionist support service to the director. Receive and direct telephone calls. Perform advanced typing work. Operate and ensure that office equipment is in good working condition. Record the engagements of the director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings. Coordinate with and sensitize/advise the director regarding engagements. Compile realistic schedules of appointments. Render administrative support service. Ensure effective flow of information and documents to and from the office of the director. Ensure safe keeping of all documentation in the office of the director in line with relevant legislation and policies. Obtain inputs, collate and compile reports. Scrutinize routine

submissions/reports and make notes and/or recommendations for the director. Respond to queries received from internal and external stakeholders. Draft documents as required. Collect, analyse and collates information requested by the director. Clarify instructions and notes on behalf of the director. Ensure travel arrangements are well coordinated. Handle procurement for the office of the director. Provide support to the director regarding meetings. Scrutinize documents to determine actions / information / other documents required for meetings. Collect and compile all necessary documents for the director to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the director as required. Coordinate logistical arrangements for meetings when required. Supports the director with the administration of the budget. Collect and coordinate all documents related to the director's budget. Assist the director in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alerts the director of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the director and compile draft memos for that purpose. Compare MTEF allocation with the requested budget and inform the director on changes. Studies the relevant public service and departmental prescripts / policies and procedures. Remain up to date with regard to the prescripts /policies and procedures. Remains abreast with the procedures and processes that apply in the office of the director.

- ENQUIRIES** : M. Cezula Tel No: 043 492 1400 – Head Office (Qonce)  
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : People with disabilities who meet the requirements will be given preference
- POST 10/216** : **PERSONAL ASSISTANT: DISTRICT OPERATIONS REF NO: DSRAC 07/03/2023**
- SALARY CENTRE REQUIREMENTS** : R269 214 – R317 127 per annum (Level 07), an all-inclusive remuneration  
: Head Office (Qonce)  
: National Senior Certificate plus a secretarial NQF level 6 diploma or in Office Administration / Public Administration or other relevant qualification with at least 1 to 2 years working experience in a secretarial / office administration field. Knowledge of public service legislation, policies and prescripts. 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 driving license.
- DUTIES** : Provide secretarial /receptionist support service to the director. Receive and direct telephone calls. Perform advanced typing work. Operate and ensure that office equipment is in good working condition. Record the engagements of the director. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings. Coordinate with and sensitize/advise the director regarding engagements. Compile realistic schedules of appointments. Render administrative support service. Ensure effective flow of information and documents to and from the office of the director. Ensure safe keeping of all documentation in the office of the director in line with relevant legislation and policies. Obtain inputs, collate and compile reports. Scrutinize routine submissions/reports and make notes and/or recommendations for the director. Respond to queries received from internal and external stakeholders. Draft documents as required. Collect, analyse and collates information requested by the director. Clarify instructions and notes on behalf of the director. Ensure travel arrangements are well coordinated. Handle procurement for the office of the director. Provide support to the director regarding meetings. Scrutinize documents to determine actions / information / other documents required for meetings. Collect and compile all necessary documents for the director to inform him/her on the contents. Record minutes/decisions and communicates to relevant role players, follow-up on progress made. Prepare briefing notes for the director as required. Coordinate logistical arrangements for meetings when required. Supports the director with the administration of the budget. Collect and coordinate all documents related to the director's budget. Assist the director in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alerts the director of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the director and compile



draft memos for that purpose. Compare MTEF allocation with the requested budget and inform the director on changes. Studies the relevant public service and departmental prescripts / policies and procedures. Remain up to date with regard to the prescripts /policies and procedures. Remains abreast with the procedures and processes that apply in the office of the director.

- ENQUIRIES** : M. Cezula Tel No: 043 492 1400 – Head Office (Qonce)  
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : People with disabilities who meet the requirements will be given preference
- POST 10/217** : **INTERNAL AUDITOR REF NO: DSRAC 08/03/2023**
- SALARY** : R269 214 – R317 127 per annum (Level 07), an all-inclusive remuneration  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Senior Certificate plus a Degree / Diploma in Accounting / Internal Auditing. (NQF level 6) or equivalent qualification with at least 1 to 2 years working experience in an Internal Audit environment. Knowledge Requirements: Theory and Practice of Internal Audit, knowledge and application of applicable legislative requirements, Departmental Policies and Procedures, Standards for Professional Practice of Internal Auditors, Internal Audit regulatory framework and policies, Governance and Risk Management, Budget preparation, Monitoring and Reporting. Good computer, organising, verbal, and written communication skills. Excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid code 08 driving license. Added Advantage: Completed internal audit or external audit articles, member of the IIA(SA), completed IAT or PIA qualification.
- DUTIES** : To strive for continuous improvement in systems of internal control within the Department. Plans and monitors own daily performance of audit assignments to ensure quality and timeous delivery. Provide support in the preparation of the analytical review of financial data. Collate relevant data. Identify systems risk and controls: Analyse risk associated with each applicable process. Identify key controls in a system. Quantify consequences of a break down/lack of a control. Conduct preliminary evaluation of the controls. Perform compliance tests. Perform audit test as per programme prepared by supervisor. Document test results on working papers. Submit working papers on time to the supervisor. Provide support in preparation of reports: Conclude on working papers as to the impact of the audit tests performed. Prepare recommendations for the improvement of procedures and controls. Communicate all issues with the supervisor and client continuously.
- ENQUIRIES** : M. Cezula Tel No: 043 492 1400 – Head Office (Qonce)  
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : People with disabilities who meet the requirements will be given preference
- POST 10/218** : **LANGUAGE PRACTITIONER: LANGUAGE DEVELOPMENT REF NO: DSRAC 09/03/2023**
- SALARY** : R269 214 – R317 127 per annum (Level 07), an all-inclusive remuneration  
**CENTRE** : Head Office  
**REQUIREMENTS** : National Senior Certificate plus a B. A. Degree/ National Diploma at (NQF level 6) in Linguistic/ Socio-Linguistic and Language being a major and another at a lower level. A Post graduate qualification in translation / interpreting. At least 1 -2 years of experience in translation, interpreting and working in language matters. Ability to translate technical and legal documents in at least two of the Eastern Cape provincial languages preferably English and Afrikaans. Competencies: Experience and knowledge in publishing and creative writing. Ability to translate technical and legal documents in at least two of the Eastern Cape Official Languages, preferably Sesotho and English, Knowledge of language policy and its implementation plan is needed. Computer literacy and driver's license a must have. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement. Knowledge of sign language or willingness to learn the language would be an added advantage. A valid code 08 driving license.
- DUTIES** : Render language services duties such as translation of official documents from and into Sesotho, 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>	:	M. Cezula Tel No: 043 492 1400 – Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference
<b><u>POST 10/219</u></b>	:	<b><u>STATE ACCOUNTANT REF NO: DSRAC 10/03/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 – R317 127 per annum (Level 07), an all-inclusive remuneration Amathole Museum National Senior Certificate plus a National Diploma (NQF level 6) as recognized by SAQA in Internal Audit unit or Accounting /Cost & Management Accounting / Financial Information system. Or relevant qualifications with at least 1 to 2 years' experience within the Public Sector internal control/pre-audit unit. Knowledge of financial system (Patel Accounting). Knowledge of Public Service. Legislations/Policies/Prescripts and Procedures. Knowledge of Batho Pele Principles. Computer literacy. Good Communication skills. Sound organizational skills. People Management. Customer/Client orientated approach ability to work under pressure and independently. A valid code 08 driving license.
<b><u>DUTIES</u></b>	:	Render financial administration Responsible for financial reports/statements of the Board of Trustees. Responsible for the revenue of the museum. Handle payment of creditors. Prepare Income Expenditure reports. Render pre-audit services Prepare documents for auditors. Ensure availability of commitment register. Responsible for creditors monthly reconciliation. Responsible for the spreadsheet of purchased assets. Administer movement and disposal of assets. Account for daily cash balancing. Administer cashbook and petty cash. Handle petty cash. Daily bank reconciliation. Render general administration Responsible for electronic funds transfer and cash subscriptions. Responsible for Bookings. Responsible for Grant in aid/rates applications. Facilitate subsidy applications. Museum shop stock taking. Update and record unauthorized irregular fund and gift reports.
<b><u>ENQUIRIES</u></b>	:	S. Cakata Tel No: 043 642 4506 – Amathole Museum (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<b><u>POST 10/220</u></b>	:	<b><u>LIBRARIAN (CONDITIONAL GRANT) REF NO: DSRAC 11/03/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 – R317 127 per annum (Level 07), an all-inclusive remuneration Sarah Baartman District (Hillview Library Willowmore) National Senior Certificate plus a Bibl. Degree/ B Tech in Library Information Studies / National Diploma in Library and Information Studies (NQF level 6/7) 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. Must be able to speak and write at least two of the Eastern Cape provincial languages. A valid code 08 driving license.
<b><u>DUTIES</u></b>	:	Implement the provisioning of library materials to community/ members. Implement awareness campaigns, outreach programmes and promotion of library use to the community. Implement stock control of all library material in the library. Processing of library material received from district office. Supervision of staff in the library. Collect and analyse user needs and submit to District office. Compilation and consolidation of monthly user statistics and reports. Facilitate establishment of library committees and book clubs in the library.
<b><u>ENQUIRIES</u></b>	:	N. Qumza Tel No: 046 492 0227 Sarah Baartman District (Makanda) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference
<b><u>POST 10/221</u></b>	:	<b><u>LIBRARIAN REF NO: DSRAC 12/03/2023 (X8 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R269 214 – R317 127 per annum (Level 07), an all-inclusive remuneration Sarah Baartman District (Community Libraries)

<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>	:	N. Qumza Tel No: 046 492 0227/0228 – Sarah Baartman District (Makanda) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference
<b><u>POST 10/222</u></b>	:	<b><u>SPORT PROMOTION OFFICER REF NO: DSRAC 13/03/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R269 214 – R317 127 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. 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.
<b><u>DUTIES</u></b>	:	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>	:	N. Qumza Tel No: Sarah Baartman District (Makanda) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference
<b><u>POST 10/223</u></b>	:	<b><u>LIBRARY ASSISTANT (CONDITIONAL GRANT) (X2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R181 599 – R213 912 per annum (Level 05), an all-inclusive remuneration OR Tambo District (Mthatha) Ref No: DSRAC 13/02/2023 Alfred Nzo District (Matatiele Local Municipality) Ref No: DSRAC 14/03/2023
<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 neighbourhood 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>	:	S. Stuma Tel No: 047 495 0853 – OR Tambo District (Mthatha) M. Gugwana Tel No: 039 492 0297 – Alfred Nzo District (Mount Ayliff) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

<b><u>POST 10/224</u></b>	:	<b><u>MPP SPORT ADMIN CLERK REF NO: DSRAC 16/03/2023</u></b> (Conditional Grant Contract ending 31 March 2025)
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05), an all-inclusive remuneration, 37% in lieu of benefits)
<b><u>CENTRE</u></b>	:	Sarah Baartman District (Makanda)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science, understanding of MPP Conditional Grant Framework will be an added advantage. 1 – 2 years' work experience within a sport and recreation environment will be an added advantage. Ability to work independently. Good verbal and written communication skills. Computer skills. Working with the recognised Sport and Recreation Federations will be an added advantage. A valid code 08 driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Assist in the organisation of Sport and Recreation events. Assist in the procurement processes. Assist in the convening of meetings, workshops and Sport and Recreation indabas seminars. Assist in the execution of all Conditional Grant compliance matters. Performing all general admin support including filing, compilation of reports and capturing of data.
<b><u>ENQUIRIES</u></b>	:	M. Cezula Tel No: 043 492 1400 – Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<b><u>POST 10/225</u></b>	:	<b><u>CLUB DEVELOPMENT COORDINATOR REF NO: DSRAC 17/03/2022</u></b> (Conditional Grant Contract ending 31 March 2025)
<b><u>SALARY</u></b>	:	R181 599 – R213 912 per annum (Level 05), an all-inclusive remuneration, 37% in lieu of benefits)
<b><u>CENTRE</u></b>	:	OR Tambo District (Mthatha)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, (NQF Level 4) with no work experience required. Degree / Diploma in Sport Management or Human Movement Science and understanding of MPP Conditional Grant framework will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid code 08 driver's licence will be an added advantage.
<b><u>DUTIES</u></b>	:	Assist in the organising and coordination of all Community Sport and Recreation activities. Liaise between DSRAC and Sport Federation and Recreation Councils. Compile reports register participants and clubs in Community Sport events. Compile need analysis and capture data. Serve as support in planning of club development programs. To assist in the communication with club development structures regarding the implementation of programs. Assist in the compilation of expenditure and performance reports. To capture and record data in relation to participation. To assist implement club development programs as planned.
<b><u>ENQUIRIES</u></b>	:	M. Cezula Tel No: 043 492 1400 – Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<b><u>POST 10/226</u></b>	:	<b><u>GENERAL ASSISTANT – LOGISTICS AND SUPPLY SERVICES REF NO: DSRAC 15/03/2023</u></b>
<b><u>SALARY</u></b>	:	R107 196 – R126 270 per annum (Level 02), an all-inclusive remuneration
<b><u>CENTRE</u></b>	:	Head Office (Qonce)
<b><u>REQUIREMENTS</u></b>	:	Grade 8 certificate or ABET qualification. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated. A valid code 8 driving licence.
<b><u>DUTIES</u></b>	:	Perform general assistant work. Load and off load furniture, equipment and other goods to relevant destination. Movement of assets within offices and warehouse. Assist in packing delivery the delivered items to the storeroom and offices. Delivery of goods and documents within the department. Photocopying and faxing documents. Assist during stocktaking and stock control. Render logistics transport services. Report all defects to the relevant officials. Perform any other duties related to general assistant work that may arise or tasked by the supervisor.
<b><u>ENQUIRIES</u></b>	:	M. Cezula Tel No: 043 492 1400 – Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<b><u>NOTE</u></b>	:	People with disabilities who meet the requirements will be given preference

**DSRAC INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR OVER 2023/2024-2024/2025 FINANCIAL YEARS I.E. (24 MONTHS)**

**OTHER POSTS**

- POST 10/227** : **INTERNS - DIGITISATION REF NO: DSRAC 18/2023 (X10 POSTS)**  
Chief Directorate: Library & Information Services (Archives)
- STIPEND** : R6 175.00 per month for graduates.  
**CENTRE** : Head Office (Qonce)  
**REQUIREMENTS** : Minimum Requirements: A NQF Level 6/7 degree /Diploma as recognised by SAQA in Archives and Records Management. Applicants must be from Eastern Cape. Applicants must be unemployed and have never participated in the internship programme. Applicants must have successfully completed the 3 Or 4 years qualification from recognised tertiary Institution.
- ENQUIRIES** : Ms L. Mtiki (043) 492 1017 or Mr. M. Cezula on (043) 492 1400  
M. Cezula Tel No: 043 492 1400 – Head Office (Qonce)  
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- APPLICATIONS** : E-Recruitment, hand delivery or postal  
**NOTE** : The Department of Sport Recreation, Arts and Culture calls for unemployed youth in the 18-35 age bracket and People with Disabilities (PWDs), to apply for this enriching opportunity. During the tenure of the contract, the youth will receive continuous learning and development interventions to improve their skills through on-the-job training initiatives for optimal performance and to equip them for future employment. The fixed term contract for the youth will be for a period of two years. Successful candidates will be placed in the Department's offices in the Qonce repository
- POST 10/228** : **INTERNS – COMMUNICATIONS REF NO: DSRAC 19/2023 (X4 POSTS)**  
Chief Directorate: Communications
- STIPEND** : R6 175.00 per month for graduates.  
**CENTRE** : Head Office (Qonce)  
**REQUIREMENTS** : A NQF Level 6/7 degree /Diploma as recognised by SAQA in journalism, communications, media studies, marketing, PR. Exceptional communication, and interpersonal skills. Strong social media knowledge and management abilities. Passionate about writing and storytelling. Detail oriented. Self-motivated and energetic. Deadline driven and highly adaptable. Applicants must be from Eastern Cape. Applicants must be unemployed and have never participated in the internship programme. Applicants must have successfully completed the 3- or 4-years qualification from recognised tertiary Institution.
- ENQUIRIES** : M. Cezula Tel No: 043 492 1400 – Head Office (Qonce)  
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- APPLICATIONS** : E-Recruitment, hand delivery or postal  
**NOTE** : The Department of Sport, Recreation, Arts and Culture (DSRAC) is looking for young, motivated, techno-savvy and driven marketing communications interns, with a keen interest in working in a creative environment, to join its Communications Directorate and play a key role in delivering fresh ideas, content and engaging stories in an effort to promote and profile the department's programmes.
- POST 10/229** : **INTERNS – INTERNAL AUDIT REF NO. DSRAC 20/2023 (X2 POSTS)**  
Chief Directorate: Internal Audit
- STIPEND** : R6 175.00 per month for graduates  
**CENTRE** : Head Office  
**REQUIREMENTS** : A NQF Level 6/7 degree /Diploma as recognised by SAQA in Internal Audit. Strong analytical, interpersonal and communication skills. Demonstrated integrity, values, principles, and work ethic. Detail oriented. Self-motivated and energetic. Deadline driven and highly adaptable. Applicants must be from Eastern Cape. Applicants must be unemployed and have never participated in the internship programme. Applicants must have successfully completed the 3 or 4 years qualification from recognised tertiary Institution.
- ENQUIRIES** : Mrs. N. Cupido Tel No: (043) 492 1410 or Mr. M. Cezula Tel No: (043) 492 1400  
M. Cezula Tel No: 043 492 1400 – Head Office (Qonce)  
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

**APPLICATIONS**

: E-Recruitment, hand delivery or postal