

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM
DEDEAT in the Eastern Cape is an equal opportunity, affirmative action employer.

<u>APPLICATIONS</u>	:	Applications must be submitted only via the provincial e-Recruitment system available at: https://ecprov.gov.za (under Careers) and/or at https://erecruitment.ecotp.gov.za . The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: Recruitment@dedea.gov.za . Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. NO Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.
<u>CLOSING DATE</u>	:	07 November 2025
<u>NOTE</u>	:	Applications must be submitted on a duly completed new Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents . Applicants are not required to submit copies of their qualifications and other relevant documents with their application, but must submit a fully completed, signed Z83 form and a 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 their qualifications and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualifications Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will result in the disqualification of the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks 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). In addition, Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event that the candidate has already been appointed. The Recruiting 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. The department's objective is to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and achieve equitable representation across all races and genders. In filling these posts, gender equity and people living with disability will be highly considered. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts prior appointment 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 months. The competency assessment will test generic managerial competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

<u>POST 39/99</u>	:	<u>ASSISTANT DIRECTOR: COMPLIANCE AND RISK MANAGEMENT REF NO: DEDEAT/2025/10/01</u>
<u>SALARY</u>	:	R468 459 – R551 823 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma/ B Degree/ (NQF L6/7), preferably B Degree (NQF 7) in Risk Management /or a relevant equivalent

		qualification. 3 years' relevant experience at supervisory level or salary level 7/8. The following skills, knowledge, and attributes are required: Investigations, Policy Development, Application of Relevant Legislative Procedures, and Fraud and Corruption Prevention. Problem Analysis, Influence, Communication, Interpersonal Relations and Networking, Time Management, Planning and Organising, Report Writing. A valid driver's licence is required.
<u>DUTIES</u>	:	Provide technical support with the development and maintenance of DEDEAT's Risk Management Governance Structure, framework, policies and instruments. Implement DEDEAT's enterprise-wide risk management framework. Supervise administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za / for attention Mr. O. Desi/ Mr. P. Makhele.
<u>NOTE</u>	:	Employment Equity target: Coloured Male/PWD
<u>POST 39/100</u>	:	<u>LEGAL ADMIN OFFICER – GRADE 5 REF NO: DEDEAT/2025/10/02</u>
<u>SALARY</u>	:	R464 634 – R1 111 323 per annum (OSD). Appropriate salary will be determined according to the regulatory framework (based on OSD)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an LLB Degree (NQF L7) or equivalent qualification. At least 8 years' appropriate post-qualification legal experience. Admission as an Attorney / Advocate will be an added advantage. The following skills, knowledge, and attributes are required: National Environmental Management Act, Public Service Regulations, Public Service Act, NEMBA, Computer literacy and skills, good writing, and communication skills. A valid driver's licence is required.
<u>DUTIES</u>	:	Provide legal, legal drafting and compliance advisory services. Coordinate the provisioning of litigation, appeal, contract development and specialised environmental law advisory and support services. Manage allocated resources and ensure compliance with governance and planning frameworks. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at Tel No: 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za / for attention Mr. O. Desi/ Mr. P. Makhele.
<u>NOTE</u>	:	Employment Equity Target: White Female/PWD
<u>POST 39/101</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER GRADE A: CLIMATE CHANGE REF NO: DEDEAT/2025/10/03</u>
<u>SALARY</u>	:	R612 480 – R700 620 per annum, (OSD). An appropriate salary will be determined according to the regulatory framework (based on OSD).
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Relevant Honours Degree (NQF Level 8) as recognised by SAQA in Natural Sciences, Environmental Management, Nature Conservation, Environmental Law, Climate Change, or Renewable Energy Studies. A minimum of 6 years' post-qualification experience in the climate change environment or related field. A valid driver's licence is required. The following skills, knowledge, and attributes are required: Knowledge of Relevant legislation and frameworks (National Environmental Management Act, Climate Change Act, NEMBA, Public Service Act, Public Service Regulations, PFMA and Treasury Regulations), Policy development processes and implementation, and Climate change mitigation and adaptation issues, including South Africa's Greenhouse Gas (GHG) emission profile, Just Transition policy priorities, and energy transition frameworks. Skills and competencies: Well-developed communication and reporting skills, Strong planning, coordination, and project management skills, Financial and budgeting knowledge, including technical and financial reporting, Good interpersonal relations, ability to work independently and in a team, ability to work under pressure, and Computer literacy. Added advantage: Experience in integrating climate change considerations into municipal planning and development frameworks.
<u>DUTIES</u>	:	Provide and coordinate integrated climate change management planning and development practices. Develop and maintain integrated climate change management policy, legislation and regulations. Coordinate the implementation of climate change management-related policies and regulations, monitor, evaluate and report on the impact thereof. Develop and

		maintain an integrated climate change information management system. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za / for attention Mr. O. Desi/ Mr. P. Makhele.
<u>NOTE</u>	:	Employment Equity Target: Coloured Male / Persons with Disability.
<u>POST 39/102</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: COMPLIANCE & ENFORCEMENT (X6 POSTS)</u>
<u>SALARY</u>	:	R498 816 – R690 237 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework (based on OSD)
<u>CENTRE</u>	:	Alfred Nzo Region Ref No: DEDEAT/2025/10/04 Chris Hani Region Ref No: DEDEAT/2025/10/05 (Re-advertisement) Joe Gqabi Region Ref No: DEDEAT/2025/10/06 O.R Tambo Region Ref No: DEDEAT/2025/10/07 (X2 Posts) Sarah Baartman Region Ref No: DEDEAT/2025/10/08
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a Relevant Honours Degree (NQF 8) in Natural Sciences or relevant qualification. No experience as per OSD requirements; however, 1-2 years' relevant experience will be an added advantage. The following skills, knowledge and attributes are required: NEMA and all its subsidiary acts. Natural Scientific Professions Act, Public Service Act, Computer literacy and skills; Good writing and communication skills; Knowledge of Public Service Regulations. A valid driver's licence is required.
<u>DUTIES</u>	:	Provide environmental enforcement services. Conduct enforcement promotion awareness processes in the district. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za / for attention Mr. O. Desi/ Mr. P. Makhele.
<u>NOTE</u>	:	Employment Equity target: Alfred Nzo Region: Coloured Male/PWD Employment Equity target: Chris Hani Region: Indian Male/Coloured Male/PWD Employment Equity target: Joe Gqabi Region: White Female/PWD Employment Equity target: O.R Tambo Region: Coloured Male/ Coloured Female/PWD Employment Equity target: Sarah Baartman Region: Coloured Female/PWD
<u>POST 39/103</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION:</u> <u>ENVIRONMENTAL EMPOWEREMENT SERVICES REF NO:</u> <u>DEDEAT/2025/10/09</u>
<u>SALARY</u>	:	R498 816 – R690 237 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework (based on OSD)
<u>CENTRE</u>	:	Chris Hani Region
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a Relevant Honours Degree (NQF 8) in Environmental Management / Natural Sciences/ Nature Conservation/ Environmental Law and or /related qualification. Experience as per OSD requirements; however, 1- 2 years' experience will be an added advantage. The following skills, knowledge and attributes are required: National Environmental Management Act, Public Service Regulations, Public Service Act, NEMBA, Computer literacy and skills; Good writing and communication skills.
<u>DUTIES</u>	:	Participate in the implementation of environmental education programs to assist with the integration of Environmental Education into formal education structures (schools, SETA, ABET, higher education, etc.). Implement environmental capacity-building programs for the general public and relevant stakeholders. Promote and implement environmental awareness programs. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za / for attention Mr. O. Desi/ Mr. P. Makhele.
<u>NOTE</u>	:	Employment Equity Target: African Male

<u>POST 39/104</u>	:	<u>ENVIRONMENTAL OFFICER SPECIALISED PRODUCTION: BIODIVERSITY REF NO: DEDEAT/2025/10/10</u>
<u>SALARY</u>	:	R498 816 – R690 237 per annum. Appropriate salary will be determined according to the regulatory framework (based on OSD)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani Region National Senior Certificate plus a Relevant Honours Degree (NQF L8) in Environmental Management / Natural Sciences and or /related qualification. Experience as per OSD requirements; however, 1-2 years' experience will be an added advantage. A valid driver's licence is required. The following skills, knowledge and attributes are required: National Environmental Management Act, Public Service Regulations, Public Service Act, NEMBA, Computer literacy and skills; Good writing and communication skills.
<u>DUTIES</u>	:	Provide specialised technical support and input with the development, maintenance and implementation of the district's biodiversity management plan. Provide specialised technical advisory services to ensure institutional and development compliance with coastal management legislation. Evaluate complex biodiversity and Coastal Zone authorisation applications and supervise compliance adjudication processes. Provide specialised technical and procedural biodiversity and Coastal Zone advisory services within the area of operation. Perform administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za / for attention Mr. O. Desi/ Mr. P. Makhele.
<u>NOTE</u>	:	Employment Equity Target: Coloured Male
<u>POST 39/105</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: BIODIVERSITY (X5 POSTS)</u>
<u>SALARY</u>	:	R343 842 – R380 145 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework (based on OSD)
<u>CENTRE</u>	:	OR Tambo Region Ref No: DEDEAT/2025/10/11 Sarah Baartman Region Ref No: DEDEAT/2025/10/12 (X2 Posts) Chris Hani Region Ref No: DEDEAT/2025/10/13 (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF level 6) in Environmental Management/Natural Sciences. No experience as per OSD requirements; however, 1-2 years' relevant experience will be an added advantage. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. Knowledge and experience in Community-Based Natural Resource and Biological Diversity Management. The following skills, knowledge and attributes are required: Computer literacy, good writing and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). Valid driver's licence is required.
<u>DUTIES</u>	:	Provide technical assistance with the development and implementation of the district's biodiversity management plan in line with provincial policy, norms, and standard imperatives. Evaluate biodiversity authorisation applications and conduct compliance adjudication processes. Provide technical and procedural biodiversity advisory services within the area of operation. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za / for attention Mr. O. Desi/ Mr. P. Makhele.
<u>NOTE</u>	:	Employment Equity target: O.R. Tambo: African Female/PWD Employment Equity target: Chris Hani: White Female/PWD Employment Equity target: Sarah Baartman: African Male, Coloured Male/PWD
<u>POST 39/106</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: COASTAL ZONE MANAGEMENT REF NO: DEDEAT/2025/10/14</u>
<u>SALARY</u>	:	R343 842 – R380 145 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework (based on OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo Region National Senior Certificate plus a National Diploma (NQF level 6) in Environmental Management/Natural Sciences. No experience as per OSD

		requirements; however, 1-2 years' relevant experience will be an added advantage. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. Knowledge and experience in Community-Based Natural Resource and Biological Diversity Management. The following skills, knowledge and attributes are required: Computer literacy, good writing and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). A valid driver's licence is required.
<u>DUTIES</u>	:	Provide technical support and advisory services to ensure institutional and development compliance with coastal management legislation, norms and standards. Evaluate coastal authorisation applications and perform compliance adjudication processes. Provide technical and procedural coastal management and utilisation advisory services within the area of operation. Implement Special Programs. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za / for attention Mr. O. Desi/ Mr. P. Makhele.
<u>NOTE</u>	:	Employment Equity target: African Male/PWD
<u>POST 39/107</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: CLIMATE CHANGE REF NO: DEDEAT/2025/10/15 (X2 POSTS)</u>
<u>SALARY</u>	:	R343 842 – R380 145 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework (based on OSD)
<u>CENTRE REQUIREMENTS</u>	:	Bhisho National Senior Certificate plus a relevant national diploma (NQF level 6) or equivalent qualification in Natural Sciences/Environmental Management/Nature Conservation/Environmental Law/Climate Change or Renewable Energy Studies. No experience is required as per OSD provisions; however, 1–2 years' relevant experience in a climate change or related field will be an added advantage. The following skills, knowledge and attributes are required: Knowledge of Environmental legislation (National Environmental Management Act, Climate Change Act, NEMBA, Environmental Impact Assessment Regulations, etc.), Public sector frameworks (Public Service Act, Public Service Regulations, PFMA). Skills and competencies: Sound communication, reporting and coordination skills, with good writing ability. Computer literacy. A valid driver's licence is required.
<u>DUTIES</u>	:	Provide technical support with the coordination of integrated climate change management planning and development practices. Provide technical support with the development and maintenance of integrated climate change management policy, legislation and regulations. Provide technical support with the implementation of climate change management-related policies and regulations, monitor, evaluate and report on the impact thereof. Technically support the development and maintenance of an integrated climate change information management system. Perform and manage administrative and related functions
<u>ENQUIRIES</u>	:	Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za / for attention Mr. O. Desi/ Mr. P. Makhele.
<u>NOTE</u>	:	Employment Equity target: White Male, African Male/PWD
<u>POST 39/108</u>	:	<u>ENVIRONMENTAL OFFICER PRODUCTION GRADE A: ENVIRONMENTAL EMPOWERMENT SERVICES (X3 POSTS)</u>
<u>SALARY</u>	:	R343 842 – R380 145 per annum, (OSD). Appropriate salary will be determined according to the regulatory framework (based on OSD)
<u>CENTRE</u>	:	Chris Hani Region Ref No: DEDEAT/2025/10/16 (X2 Posts) Joe Gqabi Region Ref No: DEDEAT/2025/10/17
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF level 6) in Environmental Management/Natural Sciences/ Nature Conservation and/or any relevant qualification No experience as per OSD requirements; however, 1-2 years' relevant experience will be an added advantage. The following skills, knowledge and attributes are required: Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Computer literacy and skills; Good writing and communication skills; Knowledge of applicable environmental legislation (National Environmental

	Management Act, NEM Protected Areas Act). A valid driver's licence is required.
<u>DUTIES</u>	: Implement environmental empowerment programmes to facilitate the integration of environmental education into formal education structures (schools, institutions of higher learning, etc.) Identify and implement environmental capacity-building programs for the general public and relevant stakeholders. Promote and implement environmental awareness programmes. Perform and manage administrative and related functions.
<u>ENQUIRIES</u>	: Mr. O. Desi at 078 026 7383 For e-Recruitment Enquiries: recruitment@dedea.gov.za / for attention Mr. O. Desi/ Mr. P. Makhele.
<u>NOTE</u>	: Employment Equity target: Chris Hani African Female/PWD Employment Equity target: Joe Gqabi African Male/PWD

DEPARTMENT OF HEALTH

<u>APPLICATIONS</u>	: Applications must be submitted only via the provincial e-Recruitment system available at: https://ecprov.gov.za (under Careers) and/or at https://erecruitment.ecotp.gov.za . The system is available 24/7 throughout, and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: RecruitmentHeadOffice@echealth.gov.za . Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.
<u>CLOSING DATE</u>	: 07 November 2025

OTHER POSTS

<u>POST 39/109</u>	: <u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/ANZO/S16/01/10/2025 (X3 POSTS)</u> (5 months contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: Grade 1: R549 192 – R629 121 per annum, (OSD) : Alfred Nzo District : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
<u>DUTIES</u>	: Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.
<u>ENQUIRIES</u>	: Mr K Praim Tel No: (039) 797 6070 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/110</u>	: <u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/AMA/S16/02/10/2025 (X4 POSTS)</u> (5 months contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: Grade 1: R549 192 – R629 121 per annum, (OSD) : Amathole District : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council

		(SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
<u>DUTIES</u>	:	Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.
<u>ENQUIRIES</u>	:	Ms Njokweni Tel No: (043) 709 2487/2532 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/111</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/BCM/S16/03/10/2025 (X3 POSTS)</u> (5 months contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R549 192 – R629 121 per annum, (OSD)
	:	Buffalo City Metro District
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
<u>DUTIES</u>	:	Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.
<u>ENQUIRIES</u>	:	Ms N Jaceni Tel No: (043) 7433 006/057 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/112</u>	:	<u>CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/CH/S16/04/10/2025 (X4 POSTS)</u> (5 months contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	Grade 1: R549 192 – R629 121 per annum, (OSD)
	:	Chris Hani District
	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.
<u>DUTIES</u>	:	Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs

initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.

ENQUIRIES : Mr L Solomane Tel No: (045) 8071110/1101 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/113 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/JGQ/S16/05/10/2025 (X3 POSTS)**
(5 months contract)

SALARY : Grade 1: R549 192 – R629 121 per annum, (OSD)
CENTRE : Joe Gqabi District
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

DUTIES : Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.

ENQUIRIES : Mr JS Ndzinde Tel No: (051) 633 9631 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/114 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/NMM/S16/06/10/2025 (X3 POSTS)**
(5 months contract)

SALARY : Grade 1: R549 192 – R629 121 per annum, (OSD)
CENTRE : Nelson Mandela Metro District
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

DUTIES : Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.

ENQUIRIES : Ms D Davids Tel No: (041) 391 8164 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/115 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/ORT/S16/07/10/2025 (X4 POSTS)**
(5 months contract)

SALARY : Grade 1: R549 192 – R629 121 per annum, (OSD)
CENTRE : OR Tambo District
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

DUTIES : Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.

ENQUIRIES : Ms A Sokutu Tel No: (047) 502 9000 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/116 : **CLINICAL PROGRAMME COORDINATOR GRADE 1 (HAST) REF NO: ECHEALTH/CPC/SB/S16/08/10/2025 (X3 POSTS)**
(5 months contract)

SALARY : Grade 1: R549 192 – R629 121 per annum, (OSD)
CENTRE : Sarah Baartman District
REQUIREMENTS : Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the South African Nursing Council (SANC) as Professional Nurse. (This dispensation is only applicable to posts of Clinical Programme Coordinator where it is an inherent requirement of the post incumbent to Maintain registration with the SANC). Registration with the SANC as a Professional Nurse. A minimum of 7 years appropriate/recognisable experience in nursing after registration as Professional Nurse with SANC in General Nursing.

DUTIES : Provide program, technical, and clinical support to sub-structure, District hospitals and PHC teams to implement in the district in line with strategic plans. Support Community Orientated Primary Care (COPC) and Population Hubs initiatives aligned with the 2030 vision. Analyze HIV and TB data to strengthen and monitor HAST programs. Deliver in-service training on annual registers, indicators, and relevant stationery. Conduct clinical support visits, audits, and assist internal compliance for General Auditor preparations. Develop SOPs and support Quality Improvement Plans (QIPs) to enhance HAST services. Monitor and evaluate program goals, including IPC, staff wellness, HIV/AIDS/STI/TB, mental health, chronic disease management, and Ideal Clinic status. Lead health and wellness events and foster partnerships with community stakeholders and NPOs.

ENQUIRIES : Ms A Sokutu Tel No: (047) 502 9000 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/117 : **PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/ANZO/S16/09/10/2025 (X18 POSTS)**
(5 months contract)

SALARY : Grade 1: R324 384 - R382 107 per annum, (OSD)
Grade 2: R396 132 - R466 623 per annum, (OSD)

		Grade 3: R476 367 - R610 662 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo District
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Mr K Praim Tel No: (039) 797 6070 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/118</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/AMA/S16/10/10/2025 (X19 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	Grade 1: R324 384 - R382 107 per annum, (OSD) Grade 2: R396 132 - R466 623 per annum, (OSD) Grade 3: R476 367 - R610 662 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms Njokweni Tel No: (043) 709 2487/2532 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/119</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/BCM/S16/11/10/2025 (X18 POSTS)</u>
<u>SALARY</u>	:	Grade 1: R324 384 - R382 107 per annum, (OSD) Grade 2: R396 132 - R466 623 per annum, (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Grade 3: R476 367 - R610 662 per annum, (OSD) Buffalo City Metro
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms N Jaceni Tel No: (043) 7433 006/057 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/120</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/CH/S16/12/10/2025 (X19 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	Grade 1: R324 384 - R382 107 per annum, (OSD) Grade 2: R396 132 - R466 623 per annum, (OSD) Grade 3: R476 367 - R610 662 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District
	:	Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Mr L Solomane Tel No: (045) 807 1110/1101 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/121</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/JGQ/S16/13/10/2025 (X18 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	Grade 1: R324 384 - R382 107 per annum, (OSD)

		Grade 2: R396 132 - R466 623 per annum, (OSD) Grade 3: R476 367 - R610 662 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi District Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Mr JS Ndzinde Tel No: (051) 633 9631 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/122</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PNG/MM/S16/14/10/2025 (X18 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	Grade 1: R324 384 - R382 107 per annum, (OSD) Grade 2: R396 132 - R466 623 per annum, (OSD) Grade 3: R476 367 - R610 662 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms D Davids Tel No: (041) 391 8164 or email to: RecruitmentHeadOffice@echealth.gov.za

<u>POST 39/123</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO:</u> <u>ECHEALTH/PNG/ORT/S16/15/10/2025 (X19 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	Grade 1: R324 384 - R382 107 per annum, (OSD) Grade 2: R396 132 - R466 623 per annum, (OSD) Grade 3: R476 367 - R610 662 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms A Sokutu Tel No: (047) 502 9000 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/124</u>	:	<u>PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO:</u> <u>ECHEALTH/PNG/SB/S16/16/10/2025 (X19 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	Grade 1: R324 384 - R382 107 per annum, (OSD) Grade 2: R396 132 - R466 623 per annum, (OSD) Grade 3: R476 367 - R610 662 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Sarah Baartman District Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required, Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate/ recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
<u>DUTIES</u>	:	Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care are implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.
<u>ENQUIRIES</u>	:	Ms Z Sulo Tel No: (041) 408 8509 or email to: RecruitmentHeadOffice@echealth.gov.za

<u>POST 39/125</u>	:	<u>INFORMATION</u>	<u>OFFICER</u>	<u>REF</u>	<u>NO:</u>
		<u>ECHEALTH/INFOFF/ANZO/S16/17/10/2025 (X3 POSTS)</u>			
		(5 months contract)			
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)			
<u>CENTRE</u>	:	Alfred Nzo District			
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISA), DHMIS. Leadership and supervisory skills. A valid driver's licence.			
<u>DUTIES</u>	:	Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.			
<u>ENQUIRIES</u>	:	Mr K Praim Tel No: (039) 797 6070 or email to: RecruitmentHeadOffice@echealth.gov.za			
<u>POST 39/126</u>	:	<u>INFORMATION</u>	<u>OFFICER</u>	<u>REF</u>	<u>NO:</u>
		<u>ECHEALTH/INFOFF/AMA/S16/18/10/2025 (X3 POSTS)</u>			
		(5 months contract)			
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)			
<u>CENTRE</u>	:	Amathole District			
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISA), DHMIS. Leadership and supervisory skills. A valid driver's licence.			
<u>DUTIES</u>	:	Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data			

		quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.
<u>ENQUIRIES</u>	:	Ms Njokweni Tel No: (043) 709 2487/2532 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/127</u>	:	<u>INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/BCM/S16/19/10/2025 (X2 POSTS)</u> (5 months contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07) Buffalo City Metro National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISA), DHMIS. Leadership and supervisory skills. A valid driver's licence.
<u>DUTIES</u>	:	Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.
<u>ENQUIRIES</u>	:	Ms N Jaceni Tel No: (043) 7433 006/057 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/128</u>	:	<u>INFORMATION OFFICER REF NO: ECHEALTH/INFOFF/CH/S16/20/10/2025 (X2 POSTS)</u> (5 months contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07) Chris Hani District National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISA), DHMIS. Leadership and supervisory skills. A valid driver's licence.
<u>DUTIES</u>	:	Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs.

		Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.			
<u>ENQUIRIES</u>	:	Mr L Solomane Tel No: (045) 807 1110/1101 or email to: RecruitmentHeadOffice@echealth.gov.za			
<u>POST 39/129</u>	:	<u>INFORMATION</u>	<u>OFFICER</u>	<u>REF</u>	<u>NO:</u>
		<u>ECHEALTH/INFOFF/JGQ/S16/21/10/2025 (X2 POSTS)</u>			
		5 months contract			
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)			
<u>CENTRE</u>	:	Joe Gqabi District			
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISA), DHMIS. Leadership and supervisory skills. A valid driver's licence.			
<u>DUTIES</u>	:	Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.			
<u>ENQUIRIES</u>	:	Mr JS Ndzinde Tel No: (051) 633 9631 or email to: RecruitmentHeadOffice@echealth.gov.za			
<u>POST 39/130</u>	:	<u>INFORMATION</u>	<u>OFFICER</u>	<u>REF</u>	<u>NO:</u>
		<u>ECHEALTH/INFOFF/NMM/S16/22/10/2025 (X2 POSTS)</u>			
		(5 months contract)			
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)			
<u>CENTRE</u>	:	Nelson Mandela Metro			
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISA), DHMIS. Leadership and supervisory skills. A valid driver's licence.			
<u>DUTIES</u>	:	Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel.			

		Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.												
<u>ENQUIRIES</u>	:	Ms D Davids Tel No: (041) 391 8164 or email to: RecruitmentHeadOffice@echealth.gov.za												
<u>POST 39/131</u>	:	<table><tr><th>INFORMATION</th><th>OFFICER</th><th>REF</th><th>NO:</th></tr><tr><td colspan="4"><u>ECHEALTH/INFOFF/ORT/S16/23/10/2025 (X3 POSTS)</u></td></tr><tr><td colspan="4">(5 months contract)</td></tr></table>	INFORMATION	OFFICER	REF	NO:	<u>ECHEALTH/INFOFF/ORT/S16/23/10/2025 (X3 POSTS)</u>				(5 months contract)			
INFORMATION	OFFICER	REF	NO:											
<u>ECHEALTH/INFOFF/ORT/S16/23/10/2025 (X3 POSTS)</u>														
(5 months contract)														
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)												
<u>CENTRE</u>	:	OR Tambo District												
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISA), DHMIS. Leadership and supervisory skills. A valid driver's licence.												
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<u>ENQUIRIES</u>	:	Ms A Sokutu Tel No: (047) 502 9000 or email to: RecruitmentHeadOffice@echealth.gov.za												
<u>POST 39/132</u>	:	<table><tr><th>INFORMATION OFFICER REF NO:</th><th>ECHEALTH/INFOFF/SB/S16/24/10/2025</th></tr><tr><td colspan="2"><u>(X3 POSTS)</u></td></tr><tr><td colspan="2">(5 months contract)</td></tr></table>	INFORMATION OFFICER REF NO:	ECHEALTH/INFOFF/SB/S16/24/10/2025	<u>(X3 POSTS)</u>		(5 months contract)							
INFORMATION OFFICER REF NO:	ECHEALTH/INFOFF/SB/S16/24/10/2025													
<u>(X3 POSTS)</u>														
(5 months contract)														
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)												
<u>CENTRE</u>	:	Sarah Baartman District												
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA as in Information Management/ Public Administration or relevant qualification coupled with 1- 2 years' experience in information management or Health Information. Knowledge of DHIS software, Tier.net. and EDR WEB. Good computer skills especially Microsoft Excel, Word, Access, PowerPoint. Familiarity with policies and principles of National Health Information Systems in South Africa (NHISA), DHMIS. Leadership and supervisory skills. A valid driver's licence.												

<u>DUTIES</u>	:	Compiling of HAST monthly report, quarterly and Dora data of facilities. Maintaining and monitoring timeous submission of data and compile data Quality Indices which measure Timeliness, Submission, Completeness submission and quality. Provincial Tier Key Implementer and Tier.Net Provincial Technical personnel, troubleshooting Tier.Net technical challenges and liaising with NDoH. Provincial Health Information EDRWeb support personnel. Assisting EDR sites with capturing challenges. Provincial Tier.Net and EDR trainer. Training all stakeholders on the use of the systems. Assist in supporting Districts and Sub-districts personnel with data related issues and ETR technical problems. Assist with management of data, identifying outliers, missing and incorrectly reported data. Data analysis of all HAST programs. Assisting facilities readiness for Audit. Strengthening implementation, use and adherence of Standard Operating Procedures. Assist in giving feedback on analysed data and reports to Districts on a regular basis. Measure indicators against set targets. Monitoring of Tier Progress on a monthly basis at district and facility level. Assist in compiling Pre-Submission report addressing data quality issues from Districts monthly. Assist in communicating with Districts and Sub-Districts on trainings and feedback of trainings conducted by the Provincial office. Coordinating of meetings and trainings on data management issues.
<u>ENQUIRIES</u>	:	Ms Z Sulo Tel No: (041) 408 8509 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/133</u>	:	<u>INFORMATION TECHNOLOGY PRACTITIONER REF NO:</u> <u>ECHEALTH/ITP/ANZO/S16/25/10/2025 (X4 POSTS)</u> (5 months contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07)
	:	Alfred Nzo District
	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.
<u>DUTIES</u>	:	Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
<u>ENQUIRIES</u>	:	Mr K Praim Tel No: (039) 797 6070 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/134</u>	:	<u>INFORMATION TECHNOLOGY PRACTITIONER REF NO:</u> <u>ECHEALTH/ITP/AMA/S16/26/10/2025 (X4 POSTS)</u> (5 months contract)
<u>SALARY CENTRE</u>	:	R325 101 – R382 959 per annum (Level 07)
	:	Amathole District

<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.
<u>DUTIES</u>	:	Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
<u>ENQUIRIES</u>	:	Ms Njokweni Tel No: (043) 709 2487/2532 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/135</u>	:	<u>INFORMATION TECHNOLOGY PRACTITIONER REF NO: ECHEALTH/ITP/BCM/S16/27/10/2025 (X4 POSTS)</u> (5 months contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07) Buffalo City Metro District
	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.
<u>DUTIES</u>	:	Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

ENQUIRIES : Ms N Jaceni Tel No: (043) 7433 006/057 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/136 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO:**
ECHEALTH/ITP/CH/S16/28/10/2025 (X4 POSTS)
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Chris Hani District
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

DUTIES : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

ENQUIRIES : Mr L Solomane Tel No: (045) 807 1110/1101 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/137 : **INFORMATION TECHNOLOGY PRACTITIONER REF NO:**
ECHEALTH/ITP/JGQ/S16/29/10/2025 (X4 POSTS)
(5 months contract)

SALARY : R325 101 – R382 959 per annum (Level 07)
CENTRE : Joe Gqabi District
REQUIREMENTS : National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1-2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.

DUTIES : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology

		Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
<u>ENQUIRIES</u>	:	Mr JS Ndzinde Tel No: (051) 633 9631 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/138</u>	:	<u>INFORMATION TECHNOLOGY PRACTITIONER REF NO:</u> <u>ECHEALTH/ITP/NMM/S16/30/10/2025 (X4 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Nelson Mandela Metro District
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1 -2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.
<u>DUTIES</u>	:	Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
<u>ENQUIRIES</u>	:	Ms D Davids Tel No: (041) 391 8164 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/139</u>	:	<u>INFORMATION TECHNOLOGY PRACTITIONER REF NO:</u> <u>ECHEALTH/ITP/ORT/S16/31/10/2025 (X5 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	OR Tambo District
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1-2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve

		problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.
<u>DUTIES</u>	:	Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
<u>ENQUIRIES</u>	:	Ms A Sokutu Tel No: (047) 502 9000 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/140</u>	:	<u>INFORMATION TECHNOLOGY PRACTITIONER REF NO:</u> <u>ECHEALTH/ITP/SB/S16/32/10/2025 (X4 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Sarah Baartman District
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) as recognized by SAQA in Information Technology/Computer Science with 1-2 years' experience in the field. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem-solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver's license.
<u>DUTIES</u>	:	Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.
<u>ENQUIRIES</u>	:	Ms Z Sulo Tel No: (041) 408 8509 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/141</u>	:	<u>STAFF NURSE GRADE 1 -3 REF NO:</u> <u>ECHEALTH/SN/ANZO/S16/33/10/2025 (X4 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	Grade 1: R220 614 - R250 500 per annum, (OSD) Grade 2: R262 287 - R298 932 per annum, (OSD) Grade 3: R306 798 – R382 107 per annum, (OSD)
<u>CENTRE</u>	:	Alfred Nzo District

<u>REQUIREMENTS</u>	:	Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. Grade 3: A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.
<u>DUTIES</u>	:	To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
<u>ENQUIRIES</u>	:	Mr K Praim Tel No: (039) 797 6070 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/142</u>	:	<u>STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/AMA/S16/34/10/2025 (X5 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	Grade 1: R220 614 - R250 500 per annum, (OSD) Grade 2: R262 287 - R298 932 per annum, (OSD) Grade 3: R306 798 – R382 107 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Amathole District
	:	Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. Grade 3: A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.
<u>DUTIES</u>	:	To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
<u>ENQUIRIES</u>	:	Ms Njokweni Tel No: (043) 709 2487/2532 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/143</u>	:	<u>STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/BCM/S16/35/10/2025 (X5 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	Grade 1: R220 614 - R250 500 per annum, (OSD) Grade 2: R262 287 - R298 932 per annum, (OSD) Grade 3: R306 798 – R382 107 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro
	:	Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: A minimum of 10 years' appropriate experience in Nursing after

		registration as a Staff Nurse. Grade 3: A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.
<u>DUTIES</u>	:	To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
<u>ENQUIRIES</u>	:	Ms N Jaceni Tel No: (043) 743 3006/057 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/144</u>	:	<u>STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/CH/S16/36/10/2025 (X4 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	Grade 1: R220 614 - R250 500 per annum, (OSD) Grade 2: R262 287 - R298 932 per annum, (OSD) Grade 3: R306 798 – R382 107 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Chris Hani District
	:	Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. Grade 3: A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.
<u>DUTIES</u>	:	To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
<u>ENQUIRIES</u>	:	Mr L Solomane Tel No: (045) 8071110/1101 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/145</u>	:	<u>STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/JGQ/S16/37/10/2025 (X5 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	Grade 1: R220 614 - R250 500 per annum, (OSD) Grade 2: R262 287 - R298 932 per annum, (OSD) Grade 3: R306 798 – R382 107 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi District
	:	Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. Grade 3: A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.

<u>DUTIES</u>	:	To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
<u>ENQUIRIES</u>	:	Mr JS Ndzinde Tel No: (051) 633 9631 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/146</u>	:	<u>STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/NMM/S16/38/10/2025 (X5 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	Grade 1: R220 614 - R250 500 per annum, (OSD) Grade 2: R262 287 - R298 932 per annum, (OSD) Grade 3: R306 798 – R382 107 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro
	:	Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. Grade 3: A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.
<u>DUTIES</u>	:	To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.
<u>ENQUIRIES</u>	:	Ms D Davids Tel No: (041) 391 8164 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/147</u>	:	<u>STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/ORT/S16/39/10/2025 (X5 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	Grade 1: R220 614 - R250 500 per annum, (OSD) Grade 2: R262 287 - R298 932 per annum, (OSD) Grade 3: R306 798 – R382 107 per annum, (OSD)
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District
	:	Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. Grade 3: A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.
<u>DUTIES</u>	:	To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well

defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Ms A Sokutu Tel No: (047) 502 9000 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/148 : **STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/SB/S16/40/10/2025 (X5 POSTS)**
(5 months contract)

SALARY : Grade 1: R220 614 - R250 500 per annum, (OSD)
Grade 2: R262 287 - R298 932 per annum, (OSD)
Grade 3: R306 798 – R382 107 per annum, (OSD)

CENTRE REQUIREMENTS : Sarah Baartman District
Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. **Grade 1:** No experience required. **Grade 2:** A minimum of 10 years' appropriate experience in Nursing after registration as a Staff Nurse. **Grade 3:** A minimum of 20 years' appropriate experience in Nursing after registration as a Staff Nurse.

DUTIES : To execute duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Ms Z Sulo Tel No: (041) 408 8509 or email to: RecruitmentHeadOffice@echealth.gov.za

POST 39/149 : **DATA CAPTURER REF NO: ECHEALTH/DC/ANZO/S16/41/10/2025 (X30 POSTS)**
(5 months contract)

SALARY : R193 359 – R227 766 per annum (Level 04)

CENTRE REQUIREMENTS : Alfred Nzo District
National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.

DUTIES : Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update

		and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Mr K Praitel Tel No: (039) 797 6070 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/150</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/AMA/S16/42/10/2025 (X30 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Amathole District
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms Njokweni Tel No: (043) 709 2487/2532 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/151</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/BCM/S16/43/10/2025 (X30 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Buffalo City Metro District
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms N Jaceni Tel No: (043) 7433 006/057 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/152</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/CH/S16/44/10/2025 (X30 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Chris Hani District
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on

		computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Mr L Solomane Tel No: (045) 8071110/1101 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/153</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/JGQ/S16/45/10/2025 (X29 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Joe Gqabi District
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Mr JS Ndzinde Tel No: (051) 633 9631 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/154</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/NMM/S16/46/10/2025 (X30 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R193 359 – R 227 766 per annum (Level 04)
<u>CENTRE</u>	:	Nelson Mandela Metro District
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms D Davids Tel No: (041) 391 8164 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/155</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/ORT/S16/47/10/2025 (X30 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	OR Tambo District
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register

		and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms A Sokutu Tel No: (047) 502 9000 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/156</u>	:	<u>DATA CAPTURER REF NO: ECHEALTH/DC/SB/S16/48/10/2025 (X30 POSTS)</u> (5 months contract)
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Sarah Baartman District
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience. Basic knowledge of administration processes. Communication skills, Numeracy, Computer Literacy and ability to draw data. Self-propelled. Responsive person with positive attitude.
<u>DUTIES</u>	:	Provide administrative support services: Capture and update data on computer. Generate spread sheets. Update the system on all data sets. Validate data (for quality purpose) to ensure correctness, completeness and consistency. Compile routine statistical information/reports. Receive, register and track records or documents submitted for further processing in the administration component of the institution. Capture routine transactions on computer such as the transfer of information from manual records to electronic documents. Provide routine and administrative maintenance services: Update and file records. Continuous updating of information on computer for reporting purposes. Maintain DHIS database. Retrieve information required.
<u>ENQUIRIES</u>	:	Ms Z Sulo Tel No: (041) 408 8509 or email to: RecruitmentHeadOffice@echealth.gov.za
<u>POST 39/157</u>	:	<u>CHAIRMANSHIP / CHAIRPERSON REF NO: ECHEALTH/ECCC/CHP/02/10/2025</u>
<u>SALARY</u>	:	The appointed individual will be remunerated according to scales approved by the National Treasury and the policy on the remuneration of Council members of Public Technical and Vocational Education and Training Councils.
<u>CENTRE</u>	:	Nelson Mandela Metro, Eastern Cape College of Emergency Care
<u>REQUIREMENTS</u>	:	An independent non-executive of the college and be free from conflicts of interest. A sound understanding of the higher education environment and experience in higher education/institution of higher learning activities ensuring availability of functional college council committees; Broad understanding of financial management, good governance as per King IV report and ability to support the college in ensuring availability of adequate resources including finances; A visionary and open-minded on critical matters of an academic institution, Excellent leadership, communication, negotiation and interpersonal skills and demonstrable ability to exercise fiduciary responsibilities without any self-interest; Ability to account to stakeholders for college performance. Commitment to the institution and its well-being with solid grasp of strategic and other forms of institutional planning; Understanding of the funding environment of higher education institution; Ability to analyse and interpret budgets and financial statements; Ability to re-prioritise institutional goals and targets in light of changed circumstances; Understanding of the audit and risk context within which higher education institutions function; Grasp of the legislative and regulatory environment and general legal processes within which higher education institutions operate; Sound understanding of human resource systems and processes; Understanding of the role IT plays in all institutional facets; Experience in multiple project management; Ability to interpret changing social situations impacting on the institution; Clear understanding of the distinction between governance and management in large.
<u>DUTIES</u>	:	Provide good governance and leadership to the college community. Prepares the agenda with the Principal and Registrar: Administration. Chairs the meeting and ensures proceedings run smoothly. Ensure meetings are properly organised and quorum is met. Ensure there is full and balanced participation of members in meeting. Facilitates voting on motions at the meetings. Ensure

		resolutions of council are implemented and all council meetings are properly attended.
<u>ENQUIRIES</u>	:	Mr K Plaatjie Tel No: (041) 453 0911 or email to: Khaya lethu.Plaatjie@echealth.gov.za
<u>APPLICATIONS</u>	:	Applications to be sent to the following email addresses: Khaya lethu.Plaatjie@echealth.gov.za
<u>NOTE</u>	:	Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (only shortlisted candidates will be required to submit certified copies) a comprehensive CV, indicating three current reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Please do not send any original certificates, diplomas, or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. Additional Note: The committee will report directly to the Member of the Executive Council (MEC) of the Department of Health. Sitting allowance will be paid to non-official external council members for attending four (4) meetings per year, plus not more than three (3) special or emergency meetings, where such meetings will be meant for resolving matters of the public TVET college. Eastern Cape College of Emergency Care invites applications from interested people to serve in the Emergency Care College Council in various portfolios for a period of 3 years.
<u>CLOSING DATE</u>	:	07 November 2025
<u>POST 39/158</u>	:	<u>COMMUNITY REPRESENTATIVE (LEGAL) REF NO:</u> <u>ECHEALTH/ECCC/CHP/02/10/2025</u>
<u>SALARY</u>	:	The appointed individual will be remunerated according to scales approved by the National Treasury and the policy on the remuneration of Council members of Public Technical and Vocational Education and Training Councils.
<u>CENTRE</u>	:	Nelson Mandela Metro, Eastern Cape College of Emergency Care
<u>REQUIREMENTS</u>	:	An independent non-executive of the college and be free from conflicts of interest. Must be involved in the recognised local government structures in his/her community for easy integration. Must have understanding of how the council operates and be able to participate and continue towards sustainability on emergency care education activities in the area where he/she comes from. Must possess good communication and interpersonal skills. A committed individual who is prepared to support emergency care education activities across the Eastern Cape Province.
<u>DUTIES</u>	:	Represents the views of the wider college community. Offers advice on a range of topics about the college. Comes to other functions and meetings, like the AGM or end of year assemblies (as needed/appropriate). Actively takes part in discussions about the governance of the institution.
<u>ENQUIRIES</u>	:	Mr K Plaatjie Tel No: (041) 453 0911 or email to: Khaya lethu.Plaatjie@echealth.gov.za
<u>APPLICATIONS</u>	:	Applications to be sent to the following email addresses: Khaya lethu.Plaatjie@echealth.gov.za
<u>NOTE</u>	:	Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (only shortlisted candidates will be required to submit certified copies) a comprehensive CV, indicating three current reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Please do not send any original certificates, diplomas, or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest.

Additional Note: The committee will report directly to the Member of the Executive Council (MEC) of the Department of Health. Sitting allowance will be paid to non-official external council members for attending four (4) meetings per year, plus not more than three (3) special or emergency meetings, where such meetings will be meant for resolving matters of the public TVET college. Eastern Cape College of Emergency Care invites applications from interested people to serve in the Emergency Care College Council in various portfolios for a period of 3 years.

CLOSING DATE : 07 November 2025

POST 39/159 : **COMMUNITY REPRESENTATIVE (FINANCE) REF NO: ECHEALTH/ECCC/FIN/02/10/2025**

SALARY : The appointed individual will be remunerated according to scales approved by the National Treasury and the policy on the remuneration of Council members of Public Technical and Vocational Education and Training Councils.

CENTRE REQUIREMENTS : Nelson Mandela Metro, Eastern Cape College of Emergency Care
: An independent non-executive of the college and be free from conflicts of interest. Must be involved in the recognised local government structures in his/her community for easy integration. Must have understanding of how the council operates and be able to participate and continue towards sustainability on emergency care education activities in the area where he/she comes from. Must possess good communication and interpersonal skills. A committed individual who is prepared to support emergency care education activities across the Eastern Cape Province.

DUTIES : Represents the views of the wider college community. Offers advice on a range of topics about the college. Comes to other functions and meetings, like the AGM or end of year assemblies (as needed/appropriate). Actively takes part in discussions about the governance of the institution.

ENQUIRIES : Mr K Plaatjie Tel No: (041) 453 0911 or email to: Khayaletu.Plaatjie@echealth.gov.za

APPLICATIONS : Applications to be sent to the following email addresses: Khayaletu.Plaatjie@echealth.gov.za

NOTE : Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (only shortlisted candidates will be required to submit certified copies) a comprehensive CV, indicating three current reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Please do not send any original certificates, diplomas, or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. Additional Note: The committee will report directly to the Member of the Executive Council (MEC) of the Department of Health. Sitting allowance will be paid to non-official external council members for attending four (4) meetings per year, plus not more than three (3) special or emergency meetings, where such meetings will be meant for resolving matters of the public TVET college. Eastern Cape College of Emergency Care invites applications from interested people to serve in the Emergency Care College Council in various portfolios for a period of 3 years.

CLOSING DATE : 07 November 2025

POST 39/160 : **COMMUNITY REPRESENTATIVE (AUDITING) REF NO: ECHEALTH/ECCC/ADT/02/10/2025**

SALARY : The appointed individual will be remunerated according to scales approved by the National Treasury and the policy on the remuneration of Council members of Public Technical and Vocational Education and Training Councils.

CENTRE REQUIREMENTS : Nelson Mandela Metro, Eastern Cape College of Emergency Care
: An independent non-executive of the college and be free from conflicts of interest. Must be involved in the recognised local government structures in his/her community for easy integration. Must have understanding of how the

		council operates and be able to participate and continue towards sustainability on emergency care education activities in the area where he/she comes from. Must possess good communication and interpersonal skills. A committed individual who is prepared to support emergency care education activities across the Eastern Cape Province.
<u>DUTIES</u>	:	Represents the views of the wider college community. Offers advice on a range of topics about the college. Comes to other functions and meetings, like the AGM or end of year assemblies (as needed/appropriate). Actively takes part in discussions about the governance of the institution.
<u>ENQUIRIES</u>	:	Mr K Plaatjie Tel No: (041) 453 0911 or email to: Khaya lethu.Plaatjie@echealth.gov.za
<u>APPLICATIONS</u>	:	Applications to be sent to the following email addresses: Khaya lethu.Plaatjie@echealth.gov.za
<u>NOTE</u>	:	Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (only shortlisted candidates will be required to submit certified copies) a comprehensive CV, indicating three current reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Please do not send any original certificates, diplomas, or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. Additional Note: The committee will report directly to the Member of the Executive Council (MEC) of the Department of Health. Sitting allowance will be paid to non-official external council members for attending four (4) meetings per year, plus not more than three (3) special or emergency meetings, where such meetings will be meant for resolving matters of the public TVET college. Eastern Cape College of Emergency Care invites applications from interested people to serve in the Emergency Care College Council in various portfolios for a period of 3 years.
<u>CLOSING DATE</u>	:	07 November 2025
<u>POST 39/161</u>	:	<u>COMMUNITY REPRESENTATIVE (HUMAN RESOURCE) REF NO: ECHEALTH/ECCC/HR/02/10/2025</u>
<u>SALARY</u>	:	The appointed individual will be remunerated according to scales approved by the National Treasury and the policy on the remuneration of Council members of Public Technical and Vocational Education and Training Councils.
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Eastern Cape College of Emergency Care
	:	An independent non-executive of the college and be free from conflicts of interest. Must be involved in the recognised local government structures in his/her community for easy integration. Must have understanding of how the council operates and be able to participate and continue towards sustainability on emergency care education activities in the area where he/she comes from. Must possess good communication and interpersonal skills. A committed individual who is prepared to support emergency care education activities across the Eastern Cape Province.
<u>DUTIES</u>	:	Represents the views of the wider college community. Offers advice on a range of topics about the college. Comes to other functions and meetings, like the AGM or end of year assemblies (as needed/appropriate). Actively takes part in discussions about the governance of the institution.
<u>ENQUIRIES</u>	:	Mr K Plaatjie Tel No: (041) 453 0911 or email to: Khaya lethu.Plaatjie@echealth.gov.za
<u>APPLICATIONS</u>	:	Applications to be sent to the following email addresses: Khaya lethu.Plaatjie@echealth.gov.za
<u>NOTE</u>	:	Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (only shortlisted candidates will be required to submit certified copies) a comprehensive CV, indicating three current reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Please do not send any original certificates, diplomas, or testimonials. Applicants must note that further Personnel

Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. Additional Note: The committee will report directly to the Member of the Executive Council (MEC) of the Department of Health. Sitting allowance will be paid to non-official external council members for attending four (4) meetings per year, plus not more than three (3) special or emergency meetings, where such meetings will be meant for resolving matters of the public TVET college. Eastern Cape College of Emergency Care invites applications from interested people to serve in the Emergency Care College Council in various portfolios for a period of 3 years.

<u>CLOSING DATE</u>	:	07 November 2025
<u>POST 39/162</u>	:	<u>COMMUNITY REPRESENTATIVE (POLICY DEVELOPMENT AND TRANSFORMATION) REF NO: ECHEALTH/ECCC/PDT/02/10/2025</u>
<u>SALARY</u>	:	The appointed individual will be remunerated according to scales approved by the National Treasury and the policy on the remuneration of Council members of Public Technical and Vocational Education and Training Councils.
<u>CENTRE REQUIREMENTS</u>	:	Nelson Mandela Metro, Eastern Cape College of Emergency Care
	:	An independent non-executive of the college and be free from conflicts of interest. Must be involved in the recognised local government structures in his/her community for easy integration. Must have understanding of how the council operates and be able to participate and continue towards sustainability on emergency care education activities in the area where he/she comes from. Must possess good communication and interpersonal skills. A committed individual who is prepared to support emergency care education activities across the Eastern Cape Province.
<u>DUTIES</u>	:	Represents the views of the wider college community. Offers advice on a range of topics about the college. Comes to other functions and meetings, like the AGM or end of year assemblies (as needed/appropriate). Actively takes part in discussions about the governance of the institution.
<u>ENQUIRIES</u>	:	Mr K Plaatjie Tel No: (041) 453 0911 or email to: Khayaletu.Plaatjie@echealth.gov.za
<u>APPLICATIONS</u>	:	Applications to be sent to the following email addresses: Khayaletu.Plaatjie@echealth.gov.za
<u>NOTE</u>	:	Applications must be posted on the new Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (only shortlisted candidates will be required to submit certified copies) a comprehensive CV, indicating three current reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Please do not send any original certificates, diplomas, or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. Additional Note: The committee will report directly to the Member of the Executive Council (MEC) of the Department of Health. Sitting allowance will be paid to non-official external council members for attending four (4) meetings per year, plus not more than three (3) special or emergency meetings, where such meetings will be meant for resolving matters of the public TVET college. Eastern Cape College of Emergency Care invites applications from interested people to serve in the Emergency Care College Council in various portfolios for a period of 3 years.
<u>CLOSING DATE</u>	:	07 November 2025

PROVINCIAL TREASURY

APPLICATIONS

: Applications must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> (under Careers) and/or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: erecruitmentenquiries@ectreasury.gov.za. Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.

CLOSING DATE **NOTE**

: 07 November 2025

: Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. e-Recruitment System automatically generates Z83 immediately you apply. 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 have obtained pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> (the SMS pre-entry certificate is not a Requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit copies of qualifications and other relevant documents on application but must fully populate information on the E-Recruitment system and submit a fully completed and signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the E-Recruitment system is currently not signable; so, applicants who submitted applications via the E-Recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In the filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. 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).

OTHER POST

<u>POST 39/163</u>	:	<u>AUDIT COMMITTEE (AC) MEMBER: INFORMATION TECHNOLOGY SPECIALIST REF NO: PT 01/10/2025</u> The Eastern Cape Provincial Treasury calls on all independent, suitably qualified and interested person to serve as member of its Audit Committee for a period of three (3) years.
<u>SALARY</u>	:	Appointment and Remuneration will be in accordance with the Provincial Treasury Instruction Note No.6 of 2014/15 - Framework for Appointment and remuneration of Audit Committee Members.
<u>CENTRE REQUIREMENTS</u>	:	Provincial Office (Bhisho) Member must be independent and be knowledgeable of the status of the position with relevant experience with specific focus on the Information Technology background. Demonstrate experience in participating in governance structures, ability to dedicate time to the activities of the Audit Committee. Analytical reasoning abilities, good communication skills, and a thorough understanding of the regulatory framework within which the government operates in the public sector. Knowledge and understanding of social and infrastructure environments in the public sector. Minimum requirements include a tertiary qualification in Information Technology with at least 5-10 years' experience at a senior level in the public or private sector. Be a member of a recognised professional body. Member must not be employed by the public sector.
<u>DUTIES</u>	:	The Audit Committee is an advisory committee that assist the department in fulfilling its oversight responsibilities with regards to Internal Controls, Risk Management and Governance. The oversight statutory roles of the audit committee are in terms of the PFMA, Treasury Regulations and other applicable Regulatory Frameworks. The Audit committee will be required to conduct its duties in accordance with an approved Audit Committee Charter. Help to strengthen objectivity and credibility of financial and non-financial reporting including Information Technology. Monitor the performance of the Internal Audit Unit. Monitor management's responses to reported weaknesses, control deficiencies and make recommendations for improvement. Review compliance with legal and regulatory provisions. Additional: To ensure the correct level of focus, and to increase opportunities for diversity, the number of memberships held by the member will be reviewed by the department periodically. All applications are welcome. However, in making appointments the department may give preference based on local candidates or equity target groups based on the Employment Equity Plan of the Department; The Audit Committee member will be subject to compulsory vetting procedures. The Audit Committee will report directly to the Head of Department and the Member of the Executive Council (MEC). The Department will hold a minimum of four (4) Audit Committee meetings per financial year. Candidates may apply personally in writing. Audit committee packs are distributed electronically and provided in soft copy only; Audit committee and other departmental meetings may be held via virtual conference platforms. The Audit Committee is required to have access to a secure internet connection, their own device for navigating the audit committee pack and sufficient computer expertise to navigate these documents and conference platforms with limited assistance. Remuneration and appointment will be in accordance with the Provincial Treasury Instruction Note No. 6 of 2014/15 - Framework for Appointment and Remuneration of Audit Committee Members. The Audit Committee members are expected to provide their own working tools and have own processes to embark on Continuous Professional Development to provide sound advice to the department.
<u>ENQUIRIES</u>	:	Ms U. Madia at 083 728 9848 / Email: uzukhanye.madia@ectreasury.gov.za

DEPARTMENT OF SOCIAL DEVELOPMENT

<u>APPLICATIONS</u>	:	Applicants must strictly apply using only the provincial e-Recruitment system which is available on www.ecprov.gov.za , or https://www.ecprov.gov.za or https://erecruitment.ecotp.gov.za/ . The system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to recruitment@ecdsd.gov.za . (NB: For Technical Glitches Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and
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08:00-16:00 on Fri). Should you submit your applications/ CV to: recruitment@ecdsd.gov.za and not as specified, your application will be regarded as lost and not be considered. Refer all application related enquiries to the specified contact person.

CLOSING DATE
NOTE

: 07 November 2025
: 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. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All shortlisted candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to.

OTHER POSTS

POST 39/164

: **DEPUTY DIRECTOR: CONTRACTS MANAGEMENT REF NO: DSD 01/10/2025**

SALARY
CENTRE
REQUIREMENTS

: R896 436 – R1 055 958 annum (Level 11), all-inclusive remuneration package
: Provincial Office, Bisho
: A Senior Certificate plus a three-year qualification (NQF Level 6/7) in Commerce, Law or a related field. 3-5 years related contracts management experience of which 3 must be at an Assistant Director Level (SL 9). A driver's license is a prerequisite. Competencies: Communication, both oral and written. Client orientation and customer focus. Honesty and integrity. Service delivery innovation. Knowledge Management: Financial management. Problem solving and analysis. Strategic capability leadership. Program and project management. People management and empowerment: Change Management. Public Service Regulatory Framework. Policy formulation process within the Government. Business and management principles involved in strategic planning, resource allocation, human resource modelling and leadership techniques. Monitoring and evaluation methods, tools, and techniques. Statistical and data analysis. Policy analysis and research. Analytical Thinker, Report writing, and Presentation. The understanding of Financial Statements will serve as an advantage.

DUTIES

: Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancellations and develop proposals for approval. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes. (f).

		Maintain proper relationships with suppliers within the code of ethics to ensure the delivery of goods/services. Manage the coordination, review and monitoring of contract compliance by determining whether products/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract. Compile and submit all required administrative reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Y Singqandu Tel No: (043) 605 5042/59
	:	e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
<u>POST 39/165</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: DSD 02/10/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 – R1 055 958 annum (Level 11), all-inclusive remuneration package
	:	Provincial Office, Bisho
	:	A recognised three-year qualification (NQF Level 6/7) in Risk Management, Forensic Auditing, Accounting, Business Administration, Law, or any relevant/equivalent qualification. A minimum of 3-5 years' relevant risk management experience, of which 3 years must be at Assistant Director level in a risk management environment. A valid driver's license. Competencies: The ideal candidate must demonstrate in-depth knowledge of risk management principles, methodologies, frameworks and standards such as ISO 31000, COSO ERM, PFMA, Treasury Regulations, King IV principles of corporate governance, as well as public sector risk management guidelines. The role requires strong skills in strategic planning, risk assessment and mitigation, policy development, report writing, analytical thinking, problem-solving, project management, effective communication (both verbal and written), facilitation, and stakeholder engagement. The successful candidate must also display proven leadership abilities, including the capacity to manage and lead a team, foster a risk-aware culture, and institutionalise risk management practices across the organisation. In addition, the candidate should possess personal attributes such as integrity, objectivity, attention to detail, resilience, adaptability, sound decision-making ability, and a commitment to continuous improvement.
<u>DUTIES</u>	:	The successful candidate will be responsible for developing and implementing risk management strategies, systems, policies and the annual risk management plan. Duties will include managing, reviewing and improving the risk management framework; conducting studies and analyses to identify risks; facilitating and advising on the risk assessment process; monitoring and reviewing risk response activities; maintaining the risk register; and compiling reports as required. The candidate will also be expected to facilitate the institutionalisation of risk management by embedding a risk management culture across the organisation and providing capacity development, guidance and advice to employees on risk management matters. In addition, the incumbent will manage the Sub-Directorate: Risk Management by overseeing performance management, discipline, human resource and administrative functions, operational and communication planning, quality control of outputs, procurement and asset management, reporting, and providing functional and technical guidance.
<u>ENQUIRIES APPLICATIONS</u>	:	may be directed to Mr. Y Singqandu Tel No: (043) 605 5042/49
	:	e-Recruitment Technical Support: Recruitment@ecdsd.gov.za
<u>POST 39/166</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DSD 03/10/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 – R551 823 annum (Level 09)
	:	Provincial Office. Bisho
	:	National Senior Certificate plus B Degree/ N Diploma (NQF level 6/7) in Internal Auditing / Accounting/Commerce. A minimum of 3-5 years' relevant work experience in an Auditing environment and 3 years must be at a supervisory Level (level 7/8). IAT/PIA/CIA designation would be an added advantage. Competencies: Theory and Practice of Internal Audit. Knowledge and application of applicable legislative requirements. Departmental Policies and Procedures. Governance & Risk Management. Budget Preparation, Monitoring and Reporting. Problem-solving skills. Analytical Thinker. Communication (verbal & written). Competencies: Knowledge of the Standards for the Professional Practice of Internal Audits and the Code of Ethics developed by the Institute of Internal Auditors. Extensive knowledge of internal auditing and risk management. Extensive knowledge of the Public Finance Management Act and Treasury regulations. Skills required: supervision, Organisational and

		planning, coordination and communication skills (written and spoken), report writing, conflict management and resolution, Programme and project management, good interpersonal relations and decision-making, Organisational and management accounting skills. Personal attributes: innovative and proactive, ability to work under extreme pressure and long hours voluntarily, ability to gather and analyse information, ability to develop and apply policies, ability to work independently and in a team, ability to interpret information and reports.
<u>DUTIES</u>	:	Supervise and participate in the development of strategic internal audit plans. Identify the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Participate in the development of the three-year strategic risk-based audit plans. Participate in the development of the annual audit operational plan. Participate in the coordination with other internal and external service providers of assurance to ensure proper coverage to minimize duplication of effort. Supervise assistance to and assist the accounting officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, to determine their effectiveness and efficiency through internal audits. Develop proposals to determine the scope of allocated internal audits. Collect, analyze and interpret data for the development of the engagement work program. Develop the engagement work program. Supervise and execute the allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Compile and review audit reports for each engagement. Monitor progress on the implementation of agreed-upon action plans. Review, collect information and compile reports to the accounting officer and audit committee. Progress reports against the audit plan. Quarterly reports. Annual reports. Keep up to date with new developments in the internal audit environment. This would, inter alia, entail the following: Study professional journals and publications to ensure that cognisance is taken of new developments. Monitor and study the relevant industry, legislative, standards change, and policy frameworks continuously. Engage in continuous professional development activities relevant to tools and techniques as required/prescribed. Supervise employees to ensure an effective internal audit service. This would, inter alia, entail the following. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Provide inputs for the enhancement of the audit methodologies and technologies.
<u>ENQUIRIES</u>	:	may be directed to Mr. Y Singqandu Tel No: (043) 605 5042/49
<u>APPLICATIONS</u>	:	e-Recruitment Technical Support: Recruitment@ecdsc.gov.za
<u>POST 39/167</u>	:	<u>OFFICE MANAGER: PROGRAMME 2 - REF NO: DSD 04/10/2025</u>
<u>SALARY</u>	:	R468 459 – R551 823 annum (Level 09)
<u>CENTRE</u>	:	Provincial Office. Bisho
<u>REQUIREMENTS</u>	:	National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Management/ Office Management or equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite. Competencies: Wide range of office management and administrative tasks, structure and functioning of the department, conflict management, project management, Communication (written and verbal), policy analysis and development, planning and organizing, people management, financial management, project coordination, problem solving computer literacy, facilitation and presentation, stakeholder and client liaison, monitoring, report writing, people orientated, creative, trustworthy, assertive, hard-working, self-motivated, ability to work independently, ability to work under pressure. Be Computer literate.
<u>DUTIES</u>	:	Manage and oversee logistics within the office of the Programme Manager, manage the workflow of the Programme. Co-ordinate high-level meetings in all aspects. Take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the Programme Manager and other departments and organisations. Compile briefing notes as well as other documentation to adequately prepare the Programme Manager for such meetings. Contribute to the development and promotion of the programmes under the jurisdiction of the Programme Manager. Provide administration

support to the Programme Manager with regards to the management of the Programme activities. Organise and attend certain region meetings. Liaise with relevant stakeholders regarding outstanding information and issues. Manage due dates of correspondence. Prepare documentation for meetings, presentations and reports. Coordinate the preparation and compilation of budget, procurement and cash flow projections for the Programme. Monitor and report on the financial performance of the Programme. Undertake research and develop appropriate policies, strategic programmes to be used to promote the Programme. Ensure effective document management and correspondence flow within the Office of Programme Manager. Consolidate all Director's reports to produce a monthly, quarterly, half yearly and annual Programme reports. Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information from the Office of the Programme Manager this includes Audit Improvement Plan (AIP) and Risk Register of the Programme. Administer office correspondence, documents, reports and advise the Programme Manager on urgent matters to be attended. Manage communication and flow of information in the office. Manage the processing of S&T claims, payments and invoices relevant to the office. Manage budget in the Programme Manager's office. Coordinate and manage projects in the office of the Programme Manager. Supervise employees to ensure an effective service delivery.

ENQUIRIES : may be directed to Mr. Y Singqandu Tel No: (043) 605 5042/49
APPLICATIONS : e-Recruitment Technical Support: Recruitment@ecdscsd.gov.za

POST 39/168 : **ACCOUNTING CLERK: FINANCE REF NO: DSD 05/10/2025**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : NMM
REQUIREMENTS : National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Communication skills (verbal and written), Interpersonal relations. Basic knowledge of Supply Chain duties, Practices as well as ability to capture data and collect statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment.

DUTIES : Perform general clerical duties in the Financial Management unit. Assist with the reconciliation of accounts, ledgers, and bank statements. Maintain financial records and filing systems. Process claims (travel, overtime, subsistence and travel, petty cash, etc.). Assist in the preparation of budget reports and financial statements. Capture and manage financial data and perform routine calculations. Monitor and follow up on outstanding payments. Provide support with asset management and inventory control. Perform administrative tasks such as drafting correspondence, compiling reports, and managing office documentation. Assist with internal and external audit processes. Adhere to financial policies, procedures, and relevant legislation (e.g. PFMA, Treasury Regulations).

ENQUIRIES : NMM enquiries may be directed to Ms L. Thompson Tel No: (041) 406-5750
APPLICATIONS : e-Recruitment Technical Support: Recruitment@ecdscsd.gov.za

POST 39/169 : **ADMIN CLERK: ADMIN SUPPORT (X2 POSTS)**

SALARY : R228 321 – R268 950 per annum (Level 05)
CENTRE : Sarah Baartman: Kouga LSO Ref No: DSD 06/10/2025
 Amathole: Mbashe LSO Ref No: DSD 07/10/2025
REQUIREMENTS : National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collect statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Be Computer Literate.

DUTIES : Render general clerical support services. provide supply chain clerical support services within the service office. Provide personnel administration and clerical support services within the service office. Supervise and provide financial administration support services in the service office. Capturing data on the system.

ENQUIRIES : Sarah Baartman Enquiries may be directed to Mr. M Sipambo at 046 636-1484, Amathole Enquiries may be directed to Ms Z Habe Tel No: (043) 711 6606
APPLICATIONS : e-Recruitment Technical Support: Recruitment@ecdscsd.gov.za

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

APPLICATIONS

: Applications must be submitted via one of the following options: (i) provincial e-Recruitment system available at: <https://ecprov.gov.za> (under Careers) and/or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: erecruitment@ecsrac.gov.za. Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. OR submit via one of the following options: direct to a specific relevant centre:

Head Office: Qonce Enquiries – Mr. Y. Dlamkile Tel: 043 492 1386 / Mrs. R. E. Swartbooi Tel: 043 492 0949 / 1400 / Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, Qonce, 5605

Amathole Museum: Qonce Enquiries. F. Kigozi – 043 642 4506 – Amathole Museum (Qonce) Hand deliver to Corner of Alexandra & Albert Road, Qonce.

East London Museum: East London Enquiries. G. Morcom – 043 743 0686 – EL Museum (East London) Hand deliver to 319 Oxford Street, Belgravia, East London.

Albany Museum: Makanda Enquiries. Dr. P. Cimi – 046 622 2312 – Albany Museum (Makanda) Hand deliver to 40 Somerset Street, Makanda.

OR Tambo District: Attention Mr. S. Stuma Tel: 047 495 0853 Hand deliver to: Human Resource Management, 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata.

Joe Gqabi District: Attention Mr P. Masepe / Ms. Ninifie: 051 492 4806 Hand deliver to: No. 02 Cole Street, Maletswai.

Sarah Baartman District: Attention Ms. N. Qumza: 046 492 0223 Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.

Chris Hani District: Attention Mr. T. Thomas / Ms. A. Phanya: 045 492 0030 / 0054 Hand deliver to: Bathandwa Ndondo Building, Komani Hospital.

Nelson Mandela District: Attention Mr. S. Javu: 041 492 1288 Hand deliver to: 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha. Applicants are encouraged to Use E-Recruitment System. People with disabilities who meet the requirements will be given preference.

CLOSING DATE NOTE

: 14 November 2025

: Directions To Applicants: Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents until further notice, a fully completed & signed Z83 form and a detailed Curriculum Vitae is compulsory–NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will therefore not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted. Failure to submit all the requested documents will disqualify your application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to erecruitment@ecsrac.gov.za

(NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@ecsrac.gov.za and not as specified – your application will be regarded as lost and will not be considered. People with disabilities who meet the requirements will be given preference

OTHER POSTS

POST 39/170 : **DEPUTY DIRECTOR: ADMIN SUPPORT & COORDINATION REF NO: DSRAC 01/10/2025**

SALARY : R896 436 – R1 055 958 per annum (Level 11), (an all-inclusive remuneration)
CENTRE : Head Office – (Qonce)
REQUIREMENTS : National Senior Certificate plus a National Diploma Level 6/7 Preferable appropriate B Degree NQF Level 7 as recognised by SAQA in Office Administration/Public Administration or equivalent relevant qualification coupled with at least 3 years at Assistant Director /Jnr Management Level in the Executive Administrative Support and coordination field. Good command of written and oral English and any other official language. Knowledge of strategic coordination/ planning and professional report writing. Knowledge of formats and routes of documentation throughout the department. Quality control of documents. Knowledge and understanding of hierarchy and management structure of the Executive Authority office. Policies, legislation, and procedures; Public Service and Departmental procedures and prescripts. In possession of the following skills: Organizing skills; Facilitation skills; Communication skills; Computer literacy and technical writing skills. Ability to communicate with ministries, senior management, officials, and the public in a professional manner. Ability to work individually and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty; Objectiveness; Integrity; Service orientated; Self supervision; Highly developed sense of honesty and protect the confidentiality of documents. A valid driver's licence.

DUTIES : Provide administrative support services in the office of the EA. Perform administrative responsibilities to ensure the smooth running of the MEC's office. Manage physical and financial resources of the MECs Office. Goods and services successfully procured for the Office of the MEC. Ensure that office report is fully compiled. Ensure that the office of the MEC is successfully managed and functional. Organise and facilitate sessions for portfolio questions. Provide registry support services in the office of the EA. Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Ensure the safekeeping of all documents for archiving and disposal. Develop and implement records management policies. Provide logistical support for meetings. Setting standards in effective cost control. Cost Control: generate cost control analysis of the office activities quarterly and suggest adjustments to the Chief of Staff. Monitor travel arrangements and accommodation for the Office of the MEC. Make sure that the newspapers are delivered on daily basis. Management of strategic support. Give input in the development of strategic, Business/Operational and procurement plans. Analyse, Identify and Compile monthly and quarterly Reports. Manage administration support. Facilitate management of EPMDS and provide support to all staff. Manage human resources (attendance register & leave records). Monitor financial resources (budget, cash flow projections & in-year monitoring). Ensure performance development and training needs analysis of staff.

ENQUIRIES : S. MPAFA Tel No: (043) 492 1405 Head Office (Qonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with disabilities are encouraged to apply.

POST 39/171 : **SCIENTIST PRODUCTION REF NO: DSRAC 02/10/2025**

SALARY : R761 157 – R816 852 per annum, (OSD), (an all-inclusive remuneration)
CENTRE : Albany Museum (Makanda)
REQUIREMENTS : National Senior Certificate plus a NQF Level 8 in Zoology (specialising in freshwater invertebrates) or relevant natural science qualification with a minimum of two (2) years relevant experience in a museum natural science environment. A member of South African Council of Natural Scientific Professionals will be considered as an added advantage. Compulsory

		registration with SACNASP as a professional Natural Scientist. Knowledge of public service regulations, legislations/ policies/ prescripts and procedures. Occupational Health and Safety prescripts. Knowledge of Eastern Cape Museum Act. National Environmental management: Biodiversity Act, Operational standards for natural science museum, South African National Standards for Museums. Knowledge of Research and dissection microscopes and collection management standards, ability to recognise diagnostic characteristics on which classification system are based. Computer knowledge, laboratory protocol, database and word computer packages, Natural science, financial management. Programme and project management. Communication skills, Report writing skills, People management skills, Customer or client orientated approach. A valid driving licence.
<u>DUTIES</u>	:	Develop and implement methodologies, policies, systems and procedures. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. To perform scientific analysis and regulatory functions. Conduct analysis of scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Formulate proposals and compile reports. Develop and customize models and techniques. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research/literature studies to improve expertise. Public and present research findings. Liaise with relevant bodies/councils on science-related matters. Management of human capital development Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work processes. Manage the performance and development of staff.
<u>ENQUIRIES</u>	:	P. CIMI Tel No: (046) 622 2313 Albany Museum (Makanda) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 39/172</u>	:	<u>LIBRARIAN REF NO: DSRAC 03/10/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration) Amathole Museum (Qonce) National Senior Certificate plus a National Diploma or Degree/ B Tech (NQF Level 6) in Library Information Science or any relevant qualification with at least 1 to 2 years working experience in a Library Service environment. Knowledge of Public Library administration, norms and standards of service, Library Policy and Procedures, Batho Pele Principles, Interpersonal skills and computer literacy. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.
<u>DUTIES</u>	:	Render effective collection development and provision of museum library material, Analyse content and classify all library materials, maintain integrity of the catalogue through updates and implementation of cataloguing developments, perform library material/book selection and acquisition, liaise and communicate with affiliated libraries on information needs, provide a centralized subject information request service to affiliated libraries and their users, Conduct monitoring and evaluation visits to libraries and make recommendations on service delivery enhancements, Review and recommend published material for selection and reading promotion, research and assist in the development of library collection policies and procedures and public exhibitions, render outreach programmes and public reading, Implement library promotional initiatives in organized events. Compilation of monthly user statistics and report writing. Provide professional guidance on the management of libraries to stakeholders, explore and propose the potential strategic collaborations between museum library and other libraries.
<u>ENQUIRIES</u>	:	S. Cakata Tel No: (043) 642 4506 – Amathole Museum (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	These posts are earmarked for persons with disabilities.

<u>POST 39/173</u>	:	<u>LIBRARIAN (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Nelson Mandela District (Gqeberha): Colchester Library Ref No: DSRAC 06/10/2025(1) Kwazekhele Library Ref No: DSRAC 06/10/2025(2)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma or Bibl. Degree/ B Tech (NQF Level 6) in Library Information Studies or any relevant qualification 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 procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.
<u>DUTIES</u>	:	Implement awareness campaigns, reading programmes and promotion of library use to all communities. Implement stock control of all library material. Manage, receive & reconcile library material from the district office. Attend to user needs. Compilation of monthly user statistics and report writing. Participate in crafting of the business plan. Management of library assets. Implement annual recovery of monies. Establish & sustainment of library structures including book clubs. Management of library resources, mini-lib services & ICT equipment. Supervision of staff.
<u>ENQUIRIES</u>	:	S. Javu / T. Sandi Tel No: (041) 492 1288 / 1230 / 1231 / 1232 – (Gqeberha) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	These posts are earmarked for persons with disabilities. Persons with disabilities are encouraged to apply.
<u>POST 39/174</u>	:	<u>SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF NO: DSRAC 07/10/2025 (X2 POSTS)</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Chris Hani District (Komani)
<u>REQUIREMENTS</u>	:	National Senior Certificate or equivalent qualification. A minimum of three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies, or any relevant qualification coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scrips in sport and recreation. Ability to work under pressure. Knowledge of understanding the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid driving license is required.
<u>DUTIES</u>	:	Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with the stakeholder. Establish and maintain sport and recreation structures and clubs in schools, wards and local areas. Provide support services to federations, clubs and school sport structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate sustainable capacity development programmes in sport within schools, wards, local areas and districts. Facilitate capacity-building programmes. Create an enabling environment for talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Promote sports and skills management. Implement sport and recreation programmes in the schools, wards, local areas for the development of sport and recreation. Perform events management/coordination activities. Liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programmes to increase and improve relations between sports and recreation stakeholders. Plan, develop and implement school and community sports, school and community mass participation and high-performance programmes. Formulate and administer league-related sports programmes. Promote health and fitness in communities. Provide an oversight role in the implementation of sports academy and recreation council

programmes. Encourage all levels of communities to participate in different codes of sport and recreation activities. Coordinate flagship programmes through sport and recreation activities. Monitor and evaluate the compliance with sport and recreation transformational policies. Monitor the implementation of all transformation policies and programmes. Promote gender mainstream in sport and recreation. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.

ENQUIRIES : T. Thomas Tel No: (045) 492 0030 / 0054 – Chris Hani District (Komani)
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
NOTE : Persons with disabilities are encouraged to apply.

POST 39/175 : **GENERAL ASSISTANT REF NO: DSRAC 04/10/2025**

SALARY : R138 486 – R163 131 per annum (Level 02), (an all-inclusive remuneration)
CENTRE : Albany Museum (Makanda)
REQUIREMENTS : Grade 8 certificate or ABET level 4 or NQF level 1 - 3 with no experience. Performing General Assistant duties will be an added advantage. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self-motivated. A valid driving licence will be an added advantage.

DUTIES : Ensure prompt delivery and safe keeping of information. Delivery of documents within and other departments. Photocopying and faxing documents. Render transport services for provincial library staff. Ferry officials and stakeholders to departmental events. Report all defects to the relevant official. Perform general assistant work. Load and off load furniture, equipment, and any other goods to relevant destination. Collection and delivery of items and correspondence. Collect and deliver mail to various offices. Load and offload furniture, equipment, and any other goods to relevant destinations. Assist in making photocopies. Paste notices on notice board. Provide cleaning services. Clean offices, boardroom, and walkways. Clean relevant workstations (workshops and exhibition rooms). Clean general kitchen. Clean restrooms (check toilet paper). Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Clean machines (microwaves, vacuum) and equipment after use. Request cleaning material. Prepare venue for functions and meetings. Prepare and wash all utensils to be used (kettle, cups, saucers, glasses, and jugs). Prepare tea during meetings. Assist during functions. Perform any other duties related to general assistant work that may arise or tasked by the supervisor.

ENQUIRIES : P. Cimi Tel No: (046) 622 2313 – Albany Museum (Makanda)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
NOTE : Persons with disabilities are encouraged to apply.

POST 39/176 : **GROUNDSMAN REF NO: DSRAC 05/10/2025**

SALARY : R138 486 – R163 131 per annum (Level 02), (an all-inclusive remuneration)
CENTRE : EL Museum (East London)
REQUIREMENTS : Grade 8 certificate or ABET Level 4 or NQF Level 1–3 with no experience. Experience in gardening, grounds maintenance or general assistant duties will be an added advantage. Must be able to read and write. Good interpersonal, verbal and written communication skills. Self-motivated.

DUTIES : Maintain lawns, flowerbeds, trees and pathways around the museum. Water plants, remove weeds, prune shrubs and trees, mow grass, and sweep outdoor areas. Relocate plants and trees, remove garden refuse, and assist with care and pest control of the cycad collection. Clean paved surfaces using high-pressure equipment. Keep signage, benches, bins, storerooms, and public spaces neat and presentable. Care for gardening tools and equipment; detect and report malfunctioning tools or maintenance issues such as leaks or broken lights. Assist with moving and setting up exhibition materials, showcases, furniture, and display cases. Help with the construction, assembly, and maintenance of museum displays and exhibition structures under supervision.

Provide cleaning services in exhibition rooms, workshops, and storage areas. Set up chairs, tables, and equipment for school visits, talks, and community events. Assist with venue preparation and clean-up before and after functions. Support caretakers and cleaners as required. Perform any other duties related to grounds and facility upkeep or general assistant work as assigned by the supervisor.

ENQUIRIES : G. Morcom Tel No: (043) 743 0686 – EL Museum (East London)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
NOTE : Persons with disabilities are encouraged to apply.

INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2025 - 2027 (24 MONTHS)

CLOSING DATE : 14 November 2025
NOTE : Directions To Applicants: The objective of the Internship program with the public service, is to address the problem of youth unemployment, especially tertiary (Institutions of higher learning) graduates by providing them with work experience opportunities in the public service. As per the Directive issued by DPSA on the employment of persons to developmental programmes in the public service: Internship, Learnership, Apprenticeship, Graduate recruitment schemes and related programmes, this Internship programme is specifically aimed on the following: Interns need to be graduates and unemployed. Interns need to be within their specific demographic area. The internship should not exceed a period of 24 months, meaning candidates cannot enter into an internship program more than once. 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.

OTHER POSTS

POST 39/177 : **TECHNICAL INTERN ARCHIVES REPOSITORY (DIGITIZATION) REF NO: DSRAC 08/10/2025 (X5 POSTS)**
Directorate: Archives & Records Management

STIPEND : R7 860.50 per month for graduates.
CENTRE : Head Office (Qonce)
REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Archives & Records Management or other relevant qualifications. History as a major subject will be an added advantage.

DUTIES : Evaluate collection, establish order, group related items according to levels – repository, series, file unit and item level. Classify materials based on predefined categories or series. Assign labels to each category and individual item for easy identification. Develop comprehensive lists of the materials, noting their locations and descriptions. Identify and handle duplicate items appropriately. Create detailed descriptions for each item or collection, including relevant information such as dates, creators, and subjects. Develop tools to help users locate and understand the records. Apply standardized metadata to ensure consistency and facilitate searching. Prepare documents for scanning, scan documents according to agreed type of image. Scanning of records and ensure high image resolution and conduct quality assurance checks for every image developed. These posts are earmarked for persons with disabilities.

ENQUIRIES : S. Cetywayo Tel No: (043) 492 0936 – District & Qonce
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
NOTE : Persons with disabilities are encouraged to apply.

POST 39/178 : **INFORMATION TECHNOLOGY ICT INTERN REF NO: DSRAC 09/09/2025 (X3 POSTS)**
Directorate: Information Technology (Data Analyst-Scientist/Systems' Development/ Support)

STIPEND : R7 860.50 per month for graduates.
CENTRE : Head Office (Qonce)
REQUIREMENTS : National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in IT; Business Applications; Software Development; Technical Programming. Mathematical Statistics, Computer Science, Applied Mathematics, or other relevant & equivalent qualifications. Advantageous

Additional Certificates/ Courses: Big Data; Data Analysis & Modelling (Pandas, NumPy, Matplotlib, seaborn, SciPy); Machine learning and Deep Learning (Sklearn, TensorFlow, Keras, Pytorch); Data visualization (Power BI, Tableau); Coding/IDEs (Python, Jupyter, Spyder, Pycharm, R programming) will be an added advantage.

DUTIES : Providing functional, technical support and data analysis related services for departmental systems especially Isisele modules, Intranet and Website. Working with the designated applications/systems business functionality; and use technical and analytical expertise to locate and resolve applications/systems related problems. Provide system related advisory service to departmental users and help-desk services. Providing training for users for designated systems. Provide data analytic/analysis related services. Work closely with business to identify issues and use data to propose solutions for effective decision making. Build algorithms and design experiments to manage, merge, manage.

ENQUIRIES : S. Cetywayo Tel No: (043) 492 0936 – District & Qonce
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE : Persons with disabilities are encouraged to apply.

DEPARTMENT OF TRANSPORT: GFMS

APPLICATIONS : Applications must be submitted only via the provincial e-Recruitment system available at: <https://ecprov.gov.za> (under Careers) and/or at <https://erecruitment.ecotp.gov.za>. The system is available 24/7 throughout and closes at 23:59 on the closing date. To report any challenges pertaining e-Recruitment System, send an email with your ID Number, your profile e-Mail Address and the details of the issue to: Yanginkosi.Tetani@ectransport.gov.za. Do not submit any CVs to this email address; should you do so, your application will be regarded as lost and will not be considered. No Hand-Delivered/ No Emailed / No Faxed / No Posted applications will be accepted.

CLOSING DATE : 07 November 2025

NOTE : Applications must be submitted on a duly completed new Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents on application but must fully populate information on the E-Recruitment system and submit a fully completed and signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the E-Recruitment system is currently not signable; so, applicants who submitted applications via the E-Recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Under My Job Applications, system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In the filling of these posts gender equity and people living with disability will be highly considered to adhere to the EE targets of the department. 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).

OTHER POSTS

<u>POST 39/179</u>	:	<u>AUDIT COMMITTEE MEMBER</u> Three (3) Years Contract The Eastern Cape Department of Transport- Government Fleet Management Services Trading Entity calls on all independent, suitably qualified and interested persons to serve as an Audit Committee member for a period of three (3) years.
<u>SALARY</u>	:	Terms of Office and Remuneration: Appointment and Remuneration will be in accordance with the Provincial Treasury Instruction Note No.6 of 2014/15 - Framework for Appointment and remuneration of Audit Committee Members.
<u>CENTRE REQUIREMENTS</u>	:	East London
	:	Grade 12 plus a tertiary qualification in Information and Communication Technology, Law, Risk management, Business Management/Administration or any relevant qualification to the services provided by the Department of Transport – Government Fleet Management Services Trading Entity. A candidate must have operated at an Executive Level of an organization for a minimum of five (5) years in the field relevant to the tertiary qualification. Served in the Audit Committee or any governance structures for the minimum of two (2) years. Be a member of recognized professional body. Understanding of the oversight and regulatory framework governing public sector in terms of PFMA, Treasury Regulations, etc. is required Skills and Competencies: Be independent and knowledgeable with experience in participating in the governance structures. Be able to dedicate time to the activities of the Audit Committee. Have strong analytical abilities, persuasion and good communication skills.
<u>DUTIES</u>	:	Monitor and review performance & effectiveness of the Internal Audit Function including approval of Internal Audit Services Coverage Plans & Policies. Review AGSA's independence, objectivity and the effectiveness of the audit process. Review AFS for abnormal and/or significant transactions of the entity and the disclosures thereof in the AFS and advise accordingly. Consider the Entity's risk and ethics management policies and advise management on strategies to effectively implement these programmes. Monitor and review financial and non-financial performance of the entity against service delivery expectations. Review the adequacy and effectiveness of the internal control and governance systems. Consider ICT infrastructure and systems for adequacy and effectiveness in the delivery of services. Review compliance with legal and regulatory provisions. Audit Committee will report directly to the Head of Department and the Member of the Executive Council (MEC) of the Department of Transport and may be requested to appear and present to other oversight structures. Preference will be given to candidates with experience in the ICT operations, Law and Risk Management.
<u>ENQUIRIES</u>	:	Ms. N Nyalela at 082 6484 972, Nolutando. Nyalela@ectransport.gov.za For e-Recruitment technical support email to: Yanginkosi.Tetani@ectransport.gov.za
<u>POST 39/180</u>	:	<u>INDEPENDENT RISK MANAGEMENT COMMITTEE CHAIRPERSON</u> (Three (3) Years Contract) The Eastern Cape Department of Transport- Government Fleet Management Services Trading Entity calls on suitable qualified and interested persons to serve as the Entity Chairperson of Risk and Ethics Management Committee (REMC) for a period of three (3) years.
<u>SALARY</u>	:	Terms Of Office and Remuneration: This appointment is for a period of three years but may be renewed at the discretion of the Head of Entity. This is not a full-time appointment, Risk and Ethics Management Committee has four statutory meetings per annum, and additional meetings may be convened by the Chairperson as deemed necessary, by the Committee or Head of Entity. Appointment and Remuneration will be in accordance with the Provincial Treasury Instruction Note No.6 of 2014/15.
<u>CENTRE REQUIREMENTS</u>	:	East London
	:	Relevant bachelor's degree and a Post-Graduate Degree in risk management, auditing, governance, law, accounting, or other public sector relevant

qualifications. CA(SA)/CIA/CFE/CRP Prof/ Certified Ethics Officer and Certified Fraud Examiner will be an added advantage. The ideal candidate should have 5 to 10 years' Senior Management experience gained from Strategic Management, Finance, Risk Management/Anti-Fraud and Corruption environment and/or an Auditing / Financial, preferably in the public service. Strong Risk management, Ethics Management, Fraud Risk management, Business Continuity Management, ICT or Audit background, and an intimate knowledge of public sector processes. Skills And Competencies: Be independent and knowledgeable with experience in participating in governance structures. Be able to dedicate time to the activities of the Risk & Ethics Management Committee. Have strong analytical abilities, and good communication skills.

DUTIES

: The Risk & Ethics Management Committee is an oversight committee appointed by the Head of Entity to assist him to discharge his Risk & Ethics Management responsibilities in terms of the approved Terms of Reference. Review the Risk & Ethics Management policies, fraud policies, frameworks, strategies, and plans before recommending approval by Head of Entity. Review the business continuity management policy, strategy, and plans before recommending approval by the Head of Entity. Review the Entity's risk assessment methodologies to obtain reasonable assurance. Report any material change to the risk profile of the Entity to the Head of Entity. Review any material findings and recommendations by assurance providers on the system of risk management, and check that appropriate action is instituted to address identified weakness. Evaluate the effectiveness of monitoring systems pertaining to fraud and corruption and the results of management's investigations into and follow-up of alleged acts of impropriety (fraud, corruption) and related matters. Providing strategic advice to leadership on ethical issues. Provide support to Chief Risk Officer in promoting integration and collaboration of various ethics-related functions (such as anti-fraud and anti-corruption, compliance, internal audit and investigations Attendance of Audit Committee meetings as Chairperson of Risk and Ethics Management Committee.

ENQUIRIES

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