

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

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

<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@eccogta.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. Hand-Delivered/ Emailed / Faxed / Posted applications will not be accepted.
<u>FOR ATTENTION</u>	:	Mr M. Matebese
<u>CLOSING DATE</u>	:	12 December 2025. No Late applications will be accepted
<u>NOTE</u>	:	Applications must be submitted in the latest Z83 effective from 01 January 2021 obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf (An unsigned Z83 usually disqualifies an applicant, however, the Z83 in the e-recruitment system is currently un-downloadable and therefore unassignable – applicants who apply via the system will therefore not be disqualified). Should an application be received using the incorrect application for employment (Z83)/old such an application will not be considered. A Z83 should be accompanied by a recently updated, comprehensive CV including at least two contactable references as well as copies (copies need not be certified) of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. It is mandatory for manual applications to be signed for in the Register Book. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to a security clearance process. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities and women are encouraged to apply. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessment. 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 recommended candidates, 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).

MANAGEMENT ECHELON

POST 44/114 : **DEPUTY DIRECTOR-GENERAL: DEVELOPMENT AND PLANNING REF NO: COGTA 01/11/2025**

SALARY : R1 813 182 – R2 042 535 per annum (Level 15)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus NQF Level 8 qualification in Social Science / Development Planning / Project Management / Public Administration / Public Management / Administration as recognised by SAQA. A minimum of eight (8) years' experience at Senior Management Level. SMS Pre-entry Certificate (Nyukela) as endorsed by NSG must be submitted prior appointment. A valid Code 8 Drivers' Licence. Competencies: Strategic capability and leadership. Programme and Project Management. Budgeting and Financial Management. Change management. Knowledge Management. Knowledge Management. Service Delivery Innovation. Problem solving and analysis. People Management and Empowerment.

DUTIES : Provide and drive strategic direction for the branch and ensure the formulation and implementation of strategic policies which will enable the branch administration to successfully fulfil its role in supporting the Municipalities. Convene branch quarterly performance review meetings. Convene monthly management meetings. Oversee the execution of the Value Chain for the department. Oversee co-ordination of integrated planning in Municipalities. Supporting land-use management brought effective Spatial planning mechanisms. Oversee co-ordination and facilitation Land Survey and Cadastral information systems. Ensure enhancement of effective land use management. Ensure monitoring and evaluation of provision of Municipal Support and Performance Management. Oversee rendering of Valuation services. Oversee co-ordination and monitoring of integrated Basic and Development Services. Oversee coordination of LED /URP and Small-Town Regeneration. Ensure monitoring and co-ordination of Municipal infrastructure services. Oversee co-ordination and monitoring of the delivery of Free Basic Services. Oversee and monitor Disaster Management and Emergency Services. Ensure establishment and maintenance of Institutional Disaster Management Capacity and implement effective Risk Reduction activities. Oversee coordination of Disaster Recovery (Relief Rehabilitation and Reconstruction). Oversee coordination of provincial fire brigade function and capacitate municipalities in accordance with applicable legislation. Manage the allocated resources of the Branch. Ensure that the preparations of the budget are in line with the strategic plans and objectives of the department. Formulate and manage the component's budget against its strategic objectives. Ensure proper implementation of the budget by monitoring, projecting and reporting expenditure. Ensuring that spending is maximized in line strategic objective. Liaise with budget and account payable sections on monthly basis for budget projection purposes.

ENQUIRIES : Ms. N Mabusela at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 44/115 : **CHIEF DIRECTOR: HOUSE OF TRADITIONAL & KHOI-SAN LEADERS REF NO: COGTA 02/11/2025**
(Re-advertisement: Applicants who have previously applied must re-apply)

SALARY : R1 494 900 – R1 787 328 per annum (Level 14)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus NQF Level 7 in Social Sciences/ Anthropology / Sociology / Public Administration / Public Management. Pre-entry SMS certification for the Senior Management Service as endorsed by National School of Government (NSG) submitted prior to appointment. A minimum of five (5) years' experience at a Senior Management Level. A valid Code 8 Drivers' Licence. Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory framework, including the Public Financial Management Act, Treasury Regulations and Public Service Act Regulations. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project Management Skills. Possess experience in the stakeholder management, negotiation and corporate

DUTIES

governance. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Report writing skills.

: Provide and manage secretariat and culture preservation service for the Provincial House Coordinate and facilitate initiation programme across the province. Render communication and protocol services. Conduct investigations on claims and disputes referred to the House in terms of Legislation. Provide effective secretarial activities services for the Provincial House of Traditional Leaders. Provide administrative support to the House. Manage financial and supply chain management services for the House. Provide library services to the House. Provide advice and guidance to the Provincial House on matters pertaining to the Traditional Institutions. Manage and facilitate dissemination of information pertaining to legislations that affects the institution from other spheres of government. Maintain the compliance to legislative framework. Support the Provincial House Leadership to achieve its statutory mandate. Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality/ quantity and timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support, and afford staff adequate training and development opportunities. Ensure timeous development of job description, implementation of workplans and Personal Development Plans (PDP) for all employees in the section. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets. Provide & drive strategic direction for the Chief Directorate & ensure the formulation and implementation of strategic policies which enable the Chief Directorate /Administration to successfully fulfil its role in the delivering services to the communities/clients. Facilitate the provision of administrative support to the EC Provincial House of Traditional and Khoisan leader. Facilitate the overall operations of the House i.e. House sittings, Committee sittings and EXCO sittings. Facilitate and coordinate the customary male initiation programme provincially. Facilitate the coordination of programmes focusing on the promotion of tradition, culture and custom. Ensure that good relations are maintained between the Chief Directorate and stakeholders such as SALGA, Municipalities, Standing, Standing Committees, Treasury, OTP, NGO's, Traditional Leaders etc. Responsible for efficient management of the Chief Directorate, including the effective utilisation and training of staff, the maintenance of discipline, promotion of sound labour relations, budget management and implementation of action plans and the proper use of state property. Ensure compliance with PFMA Act 103 of 1994, Public Service Act and Public Regulations, Municipal Structures Act, Municipal Systems Act, Traditional and Khoi- San Leadership Act NO.3 of 2019 the Constitution of Republic of South Africa no. 108 of 1996, chapter 12, Eastern Cape Customary Male Initiation Practice Act No. 5 of 2016. Customary Male Initiation Act No. 2 of 2021, Heritage Resource Act no 25 of 1999, and other relevant legislations and mandates that are relevant to the department an also governing local government and traditional leadership institutions.

ENQUIRIES

: Ms. N Mabusela at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

POST 44/116

: **DIRECTOR: VALUATION SERVICES REF NO: COGTA 03/11/2025**
(Re-advertisement: applicants who have previously applied must re-apply)

SALARY CENTRE REQUIREMENTS

: R1 266 714 – R1 492 122 per annum (Level 13)
: Bhisho
: National Senior Certificate plus an undergraduate qualification (NQF Level 7)
: Bachelor's degree in real estate (Property Valuations) as recognised by South African Council for Property Valuers (SACPVP A valid Code 8 Drivers' Licence. Pre-entry SMS certification for the Senior Management Service as endorsed by National School of Government (NSG) submitted prior to appointment. A minimum of five (5) years' experience at Middle/Senior Management Level. A valid driver's license 08 (B). Competencies: Extensive knowledge of legislation, policies and practices that affect property valuation Local Government: Municipal Property Rates Act 2004, as amended and Property Regulations. Knowledge and computer skills in as far as Ms Word and PowerPoint, Presentation, Communication (verbal and written) and report writing.

<u>DUTIES</u>	:	Provide and facilitate intergovernmental relations as well as municipal international (twining arrangements). Manage, coordinate and participate in local district /regional intergovernmental structures. Monitor and coordinate the implementation of intergovernmental activities and policies in municipalities. Assist in the promotion and facilitation of stakeholder relations. Assist in the promotion agreements/ memoranda of understanding between municipalities, sector/departments and other relevant stakeholders. Ensure compliance with IGR Framework Act no 13/ 2005, Local Government Municipal Structure Act. (Act no 117 of 1998) and the Local Government Municipal Structures Act no 32 of 2000. Facilitate the development, consolidation and submission of reports for efficient management of the directorate, including the effective utilization and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.
<u>ENQUIRIES</u>	:	Ms. N Mabusela at 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

OTHER POSTS

<u>POST 44/117</u>	:	<u>CHIEF PROFESSIONAL SURVEYOR GRADE A: MUNICIPAL INFRASTRUCTURE REF NO: COGTA 04/11/2025</u>
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<u>SALARY</u>	:	R1 099 488 – R1 250 907 per annum, (OSD)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Senior Certificate plus BSC Land Survey / Geomatics – NQF Level 7) 4 years post professional registration experience (PLATO); Cadastral, Topographical Survey and Computer aided drafting; Project Management, People Management. South African Geomatics Council MS office, competence in survey data processing; GIS Software, operation of survey equipment, EB, Geographic Information Systems (GIS). Competencies: Extensive knowledge of Cadastral surveys and topographical surveys, local government legislation including but not limited to the Municipal Systems Act (MSA) and the Public Finance Management Act (PFMA) and Land Use Management legislations. Have strong project management, financial management, interpersonal and people management skills. Considerable knowledge in Geographic Information System (GIS).

<u>DUTIES</u>	:	Plan and facilitate cadastral and topographical surveys in the Municipalities. Assist in the formulation and interpretation of Land Survey and Planning legislation, and processes. Assist in the efficient management of the directorate, including effective utilization, mentoring, and training of staff. High maintenance of discipline; promotion of sound labour relations, and proper use of state resources. Assist in the formulation of strategic plans and administration of operational plans of the directorate, ensuring that the goals and objectives determined are achieved. Assist in coordinating and directing programmes of technical support regarding Land Survey services to Local Government structures. Provide information on Land Survey related issues to the Municipalities and other clients.
<u>ENQUIRIES</u>	:	Ms. N Mabusela at 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

<u>POST 44/118</u>	:	<u>DEPUTY DIRECTOR: LOGISTIC MANAGEMENT REF NO: COGTA 05/11/2025</u>
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<u>SALARY</u>	:	R896 436 – R1 055 958 per annum (Level 11)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, plus undergraduate qualification (NQF Level 6/7) in Logistics / Supply Chain Management /BCom/ Cost Management or equivalent appropriate tertiary qualification as recognise by SAQA. A minimum of three years' relevant experience at an Assistant Director Level / Junior Management in Logistics Management environment. Computer Literacy Microsoft Power (Excel, word and PowerPoint). Competencies: Knowledge and understanding of the Supply Chain Management, LOGIS System and Logistics Management processes. Leadership skills, People Management and empowerment skills, change management skills and analysing with problem solving skills. Communication Skills. Writing and Presentation Skills. Stakeholder Management Skills. Knowledge understanding and application of the following prescripts: Public Finance Management Act, PPPFA, National

		Treasury Regulations, Preferential Procurement Regulations 2022. Sound organizational skills. High level of reliability.
<u>DUTIES</u>	:	Manage logistics management through rendering and monitoring generation of orders as well as transit processes. Render and manage requisition, receiving and distribution of goods and services through placement of orders, inventory and transit management. Manage and providing guidance on matching of documents ensuring timeous processing of and submission for payment of invoices. Manage, maintain and report on commitments, accruals and payable monthly and quarterly. Provide guidance and adequate support for development of staff within logistics. Monitor the planning, organising and delegation of work, analyse and evaluate staff performance.
<u>ENQUIRIES</u>	:	Ms. N Mabusela at 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 44/119</u>	:	<u>MESSENGER DRIVER: AMAMPONDOMISE KINGDOM REF NO: COGTA: 06/11/2025</u>
<u>SALARY</u>	:	R193 359 – R227 766 per annum (Level 04)
<u>CENTRE</u>	:	Qumbu
<u>REQUIREMENTS</u>	:	A Grade 10 qualification or 7-12 months relevant experience. Valid code 08 driver's license. Knowledge of the city or (cities) in which the functions will be performed.
<u>DUTIES</u>	:	Drive light and medium motor vehicles to transport passengers and delivery other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logbooks regarding the vehicle and goods handled. Render a clerical support / messenger vehicle in the relevant office. Collect and deliver documentation and related terms in the department. Copy and fax documents. Assist in the registry.
<u>ENQUIRIES</u>	:	Ms. N Mabusela at 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 44/120</u>	:	<u>CLEANER: SECURITY MANAGEMENT & WORK ENVIRONMENT REF NO: COGTA: 07/11/2025 (X8 POSTS)</u>
<u>SALARY</u>	:	R163 680 – R192 810 per annum (Level 03)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	ABET (Level 4 or NQF Level 1-3). No experience. Competencies: Ability to use cleaning material, good communication skills, ability to work in a team and maintain good interpersonal relationships.
<u>DUTIES</u>	:	Clean and create an orderly working environment. Operate cleaning machines. Ensure that boardroom, offices, and kitchen are clean. Emptying dustbins, wipe skirtings and window seals. Wash glasses and dishes Prepare tea and other refreshments.
<u>ENQUIRIES</u>	:	Ms. N Mabusela at 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 44/121</u>	:	<u>GENERAL WORKER: SECURITY & WORK ENVIRONMENT REF NO: COGTA: 08/11/2025</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	Abet Level 4 or NQF Level 1 – 3 with no working experience.
<u>DUTIES</u>	:	Responsible for cleaning the Grounds at COGTA: buildings using variety of tools such as spade etc, assist in removing refuse and other unwanted goods from the building, Loading, off load goods and any material to the relevant destinations and delivering moving of Office equipment and other delegated duties.
<u>ENQUIRIES</u>	:	Ms. N Mabusela at 071 689 6162 e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za
<u>POST 44/122</u>	:	<u>GENERAL WORKER: AMAMPONDOMISE KINGDOM REF NO: COGTA: 09/11/2025</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02)
<u>CENTRE</u>	:	Qumbu
<u>REQUIREMENTS</u>	:	Abet Level 4 or NQF level 1 – 3 with no working experience.

DUTIES : Responsible for cleaning the Grounds at COGTA: buildings using variety of tools such as spade etc, assist in removing refuse and other unwanted goods from the building, Loading, off load goods and any material to the relevant destinations and delivering moving of Office equipment and other delegated duties.

ENQUIRIES : Ms. N Mabusela at 071 689 6162
e-Recruitment Technical Enquiries: recruitment@eccogta.gov.za

PROVINCIAL TREASURY

APPLICATIONS : 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: erecruitmentenquiries@ectreasury.gov.za. (NB: For e-recruitment enquiries: Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: erecruitmentenquiries@ectreasury.gov.za 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.

FOR ATTENTION : Ms T. Nkonyile

CLOSING DATE : 12 December 2025. No Late applications will be accepted.

NOTE : Applications must be submitted in the latest Z83 effective from 01 January 2021 obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> (An unsigned Z83 usually disqualifies an applicant, however, the Z83 in the e-recruitment system is currently un-downloadable and therefore unassignable – applicants who apply via the system will therefore not be disqualified). Should an application be received using the incorrect application for employment (Z83)/old such an application will not be considered. A Z83 should be accompanied by a recently updated, comprehensive CV including at least two contactable references as well as copies (copies need not be certified) of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. It is mandatory for manual applications to be signed for in the Register Book. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to a security clearance process. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities and women are encouraged to apply. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessment. 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 recommended candidates, 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).

MANGEMENT ECHELON

<u>POST 44/123</u>	:	<u>DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE</u> <u>MANAGEMENT REF NO: PT 01/11/2025</u> Purpose: To support, monitor infrastructure performance of municipalities and contribute to funding framework and long-term planning for municipalities.
<u>SALARY</u>	:	R1 266 714 per annum (Level 13), (all-inclusive)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Degree (NQF Level 7 as recognised by SAQA) in Built Environment / Quantity Surveying / Finance / Management Accounting / Commerce / Economics / Project Management coupled with 5 years' experience at middle or senior management level in Finance environment with an emphasis in supporting, monitoring infrastructure performance of municipalities and contribute to funding framework and long-term planning for municipalities. SMS pre-entry submitted prior to appointment. Valid driver's licence is compulsory. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service. Supply Chain Management policies and practices. Risk Management policies and practices. Asset Management policies and practices. Departmental policies and procedures. Understanding local government budgeting, monitoring and reporting system. Understanding of local government financial regulatory framework. Proven knowledge on local government legislation. Knowledge of Policy analysis and developments. Monitoring systems and processes. Strategic Capability and Leadership, Programme and Project Management. Budget and Financial Management. Planning and organising. Technical report writing, Negotiation and facilitation, Change Management. Knowledge Management. Information Management. Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy. Extensive strategic planning.
<u>DUTIES</u>	:	Oversee Technical Advisory Support and make inputs with the Assessment on Integrated Infrastructure Planning Processes for Department and Municipalities in Line with Infrastructure Delivery and Procurement Management: Ensure Assessment of Local Government Infrastructure Asset Management planning processes. Manage and Facilitate institutionalisation of Comprehensive Municipal Infrastructure Plans (CMIP). Analyse and report in infrastructure inputs into CMIP and IDP, (Roads and storm water services, water services, sanitation services, waste disposal services, electricity services, community facilities and municipal buildings). Ensure Strengthening and support infrastructure institutional structures. Manage capacity building sessions in accordance with the approved Provincial IDMS and issued Framework for Infrastructure Delivery and Procurement Management (FIDPM). Oversee Assessment of capacity and training needs. Facilitate and conduct capacitation sessions on IDMS, FIDPM and relevant prescripts. Ensure Monitoring and Evaluation of Assessment Reports on Budget and Expenditure Outcomes Affirmed Through Physical Verification of Infrastructure Projects for Department and Municipalities: Ensure Assessment of Section 71 reports. Ensure Validation and alignment between Municipalities database and sector specific reporting models. Manage Verification of Value for money of project implemented by stakeholders. Assess and collect project data, conduct site visits to determine accuracy and completeness of projects on site. Ensure Monitoring and Review of Construction Procurement Strategy to Ensure Procurement Optimisation in Relation to FIDPM: Manage and reduce real costs with incentive to remove waste from the process and delivery of better underlying value for money. Ensure technical assistance to provincial departments and municipalities in the preparation of PPP/Concession schemes. Monitor technical due diligence and all environmental and social issues. Formulation of appropriate transaction structure and overall support up to financial closure. Oversee and report on DoRA human resources reports. Manage Area of Responsibility: Coordination of Estimate of Capital Expenditure (ECE) for the province. Manage resources and performance of expenditure review reports within the Directorate. Manage the performance,

training and development of officials. Manage the budget, financial resources and physical assets.

ENQUIRIES : Ms T. Nkonyile 083 8755 707 / Ms. B Ndayi 060 573 5574 / Mr Z. Mahambi 065 689 0216

For e-Recruitment Enquiries: send an email to: erecruitmentenquiries@ectreasury.gov.za

NOTE : EE Target: African Male / Coloured Female / Indian Female with disability.

OTHER POST

POST 44/124 : **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: PT 02/11/2025**

Purpose: To support, monitor infrastructure performance of municipalities and contribute to funding framework and long-term planning for municipalities.

SALARY : R896 436 per annum (Level 11), (all-inclusive)

CENTRE : Bhisho

REQUIREMENTS : Degree (NQF level 7 as recognised by SAQA) in Civil Engineering. A minimum of 5 years' work experience in the Municipal Infrastructure Delivery of which 3 years should be at an Assistant Director Level. Previous experience in monitoring or working in municipal infrastructure performance environment is essential. Valid driver's licence is compulsory. Professional registration as Engineer or Technologist or Technician with Engineering Council of South Africa (ECSA) will be an added advantage. Skills and Competencies: In-depth understanding of legislative framework that governs the Public Service, Risk Management policies and practices, Supply chain management policies and practices, Asset Management policies and practices, Departmental policies and procedures, Understanding local government budgeting, monitoring and reporting system, Understanding of local government financial regulatory framework, Proven knowledge on local government legislation, Knowledge of Policy analysis and developments, Monitoring systems and processes. Budget submission. Strategic Capability and Leadership, Programme and Project Management. Budget and Financial Management, Planning and organising, Technical report writing, Negotiation and facilitation, Numeracy, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Creative thinking, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication (verbal & written), Computer Literacy, Extensive strategic planning.

DUTIES : Conduct Technical Advisory Support and Make Inputs with the Assessment on Integrated Infrastructure Planning Processes for Department and Municipalities in Line with Infrastructure Delivery and Procurement Management: Assessment of Local Government Infrastructure Asset Management planning processes. Facilitate institutionalisation of Comprehensive Municipal Infrastructure Plans (CMIP). Analyse and report in infrastructure inputs into CMIP and IDP, (Roads and storm water services, wear services, sanitation services, waste disposal services, electricity services, community facilities and municipal buildings). Strengthen and support infrastructure institutional structures. Facilitate capacity building sessions in accordance with the approved Provincial IDMS and issued Framework for Infrastructure Delivery and Procurement Management (FIDPM). Assessment of capacity and training needs. Facilitate and conduct capacitation sessions on IDMS, FIDPM and relevant prescripts. Produce, Monitoring and Evaluation Assessment Reports on Budget and Expenditure Outcomes Affirmed through Physical Verification of Infrastructure Projects for Department and Municipalities: Assessment of Section 71 reports. Validation and alignment between Municipalities database and sector specific reporting models. Verification of Value for money of project implemented by stakeholders. Assess and collect project data, conduct site visits to determine accuracy and completeness of projects on site. Monitor and Review Construction Procurement Strategy to Ensure Procurement Optimisation in Relation to FIDPM: To reduce real costs with incentive to remove waste from the process and delivery of better underlying value for money. Provide technical assistance to provincial departments and municipalities in the preparation of PPP/Concession schemes. Monitor technical due diligence and all environmental and social issues. Formulation of appropriate transaction structure and overall support up to financial closure. Manage Area of

Responsibility; Coordination of Estimate of Capital Expenditure (ECE) for the province. Manage resources and performance of expenditure review reports within the Directorate. Manage the performance, training and development of officials. Manage the budget, financial resources and physical assets.

ENQUIRIES

: Ms T. Nkonyile 083 8755 707 / Ms. B Ndayi 060 573 5574 / Mr Z. Mahambi 065 689 0216

For e-Recruitment Enquiries: send an email to: erecruitmentenquiries@ectreasury.gov.za

NOTE

: EE Target: African Male with disability / Coloured Female / White Female with disability / Indian Female.

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS

: 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 e-recruitment enquiries: Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/ CV to: 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

: 12 December 2025. No Late applications will be accepted.

: Applications must be submitted in the latest Z83 effective from 01 January 2021 obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> (An unsigned Z83 usually disqualifies an applicant, however, the Z83 in the e-recruitment system is currently un-downloadable and therefore unassignable – applicants who apply via the system will therefore not be disqualified). Should an application be received using the incorrect application for employment (Z83)/old such an application will not be considered. A Z83 should be accompanied by a recently updated, comprehensive CV including at least two contactable references as well as copies (copies need not be certified) of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. It is mandatory for manual applications to be signed for in the Register Book. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) (It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to a security clearance process. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities and women are encouraged to apply. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency-based assessment.

ENQUIRIES

: Mr Y Singqandu Tel No: (043) 605 5042
E-Recruitment Enquiries: recruitment@ecdsd.gov.za

POST 44/125 : **COMMUNITY DEVELOPMENT MANAGER: YOUTH DEVELOPMENT**
GRADE 1 REF NO: DSD 01/11/2025

SALARY : R970 686 – R1 109 877 per annum, (OSD), all-inclusive remuneration package
CENTRE : Provincial Office, Bisho
REQUIREMENTS :

An appropriate three-year tertiary qualification in Community Development/Social Science/Developmental Studies or in any other proven related field. A minimum of 10 years of recognisable experience in Community Development after obtaining the required qualification, of which 5 years must be at a community development supervisory level. A valid driver's license is a prerequisite. Competencies: Comprehensive knowledge of youth development policies and frameworks, including the National Youth Policy, National Development Plan, and Sustainable Development Goals (SDGs). Strong leadership, strategic planning, and Programme management skills. Excellent communication and stakeholder engagement abilities. Proven ability to design, implement, and evaluate youth-focused programmes. Sound understanding of inclusive and rights-based community development practices. Knowledge of public sector financial and human resource management.

DUTIES : Plan, coordinate, and implement youth development programmes that enhance support of youth development initiatives, leadership, skills development, and economic participation. Identify and respond to the needs of youth, especially vulnerable groups, and facilitate partnerships with government, civil society, and private sector stakeholders. The incumbent will promote youth entrepreneurship and cooperative initiatives, skills development programmes, linking youth with socio-economic opportunities and ensure programmes align with national and provincial policies. Develop and monitor policies, strategies and frameworks to evaluate Programme impact, manage resources efficiently, and advocate for youth mainstreaming in all community development initiatives.

ENQUIRIES : Mr. Y Singqandu Tel No: (043) 605 5042/59
e-Recruitment Technical Support: Recruitment@ecdsc.gov.za

NOTE : EE Target: White/Coloured Male & PWD

POST 44/126 : **COMMUNITY DEVELOPMENT MANAGER GRADE 1 REF NO: DSD**
02/11/2025

SALARY : R970 686 – R1 109 877 per annum, (OSD), all-inclusive remuneration package
CENTRE : Chris Hani: District Office, Queenstown
REQUIREMENTS :

An appropriate three-year tertiary qualification in Community Development/Social Science/Developmental Studies or in any other proven related field. A minimum of 10 years of recognizable experience in Community Development after obtaining the required qualification, of which 5 years must be at a community development supervisory level. A valid driver's license is a prerequisite. Competencies: Extensive understanding of theories and systems in community development, including knowledge of individual and group behaviour, community dynamics, and current legislation. Strong leadership, communication, and organizational skills. Ability to manage resources effectively and work collaboratively with various stakeholders.

DUTIES : To manage the identification, planning, and implementation of integrated and transformative social development programs delivered by the unit or sub-directorate in partnership with key stakeholders. The aim is to empower human and social capital through a community development approach towards sustainable livelihoods. Oversee the delivery of community development programs, ensuring they align with national policies and effectively address community needs. Engage with various stakeholders, including government departments, non-governmental organizations, and community groups, to facilitate integrated service delivery. Ensure the effective implementation of policies related to community development, monitoring compliance and evaluating outcomes. Oversee the efficient utilization of human and financial resources within the Community Development Unit. Develop and implement monitoring and evaluation frameworks to assess the impact of community development programs.

ENQUIRIES : Chris Hani enquiries may be directed to Ms N Mzinjana Tel No: (045) 808 3709
e-Recruitment Technical Support: Recruitment@ecdsc.gov.za

NOTE : EE Target: White/Coloured Male & PWD

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:
- (ii) **Head Office: Qonce:** Enquiries – Ms S Mpafa, Mrs. R. E. Swartbooi and Mr M Cezula Tel No: (043) 492 1405/ 0949/ 1400. Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, Qonce, 5605.
- (iii) **OR Tambo District:** Attention Mr. S. Stuma Tel No: (047) 495 0853, Hand deliver to: Human Resource Management, 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata.
- (iv) **Joe Gqabi District:** Attention Mr P. Masepe / Ms. Ninifie/ Ms Fiki Tel No: (051) 492 4806, Hand deliver to: No. 02 Cole Street, Maletswai.
- (v) **Bayworld Museum:** Enquiries: Mr L Mini/ Mr V Ketelo Tel No: (041) 584 0650. Hand deliver to: 23 Beach Road, Humewood, Gqeberha.

Applicants are encouraged to use e-recruitment system. People with disabilities who meet the requirements will be given preference

CLOSING DATE NOTE

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OTHER POSTS

<u>POST 44/127</u>	:	<u>CULTURAL OFFICER REF NO: DSRAC 01/11/2025</u>
<u>SALARY</u>	:	R325 101 – R382 959 per annum (Level 07), an all-inclusive remuneration
<u>CENTRE</u>	:	OR Tambo District – Ngquza Arts Centre (Mthatha)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF Level 6) in Arts and Culture or any relevant qualification with 1 to 2 years relevant experience at production level. Extensive high-level knowledge of arts and culture and interpretation of policies. Excellent knowledge about cultural programs. People management and empowerment. Financial and knowledge management. Client orientation. Further knowledge of Local authorities, Departmental management and officials, General public / community, Academic institutions and learners, Private Sectors, Executing authority (Political Bearers), Municipalities (local and districts). Cultural and Creative Industries MasterPlan. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement. A valid driving licence.
<u>DUTIES</u>	:	Coordinate Arts & Culture Provincial Programmes. Organise logistics and attend meetings. Responsible for groups and performing artists. Organise festival equipment for artists. Facilitate and implement art centre programs. Craft roster for activities. Organise arts centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submissions. Facilitate access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Provide institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administrative support. Draft art centre business plan. Consolidate and compile quarterly and annual reports. Monitor budget expenditure and revenue collection. Coordinate procurement submission. Organise and monitor visitor's register.
<u>ENQUIRIES</u>	:	S. Stuma Tel No: (047) 495 0853 – OR Tambo District (Mthatha)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with disabilities are encouraged to apply.
<u>POST 44/128</u>	:	<u>REGISTRY CLERK: (SCM CLERK) REF NO: DSRAC 02/11/2025</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05), an all-inclusive remuneration
<u>CENTRE</u>	:	Joe Gqabi District (Maletswai)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Records Management will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.

<u>ENQUIRIES</u>	:	P. Masepe Tel No: (051) 492 4806 (Maletswai) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities. Persons with disabilities are encouraged to apply.
<u>POST 44/129</u>	:	<u>ACCOUNTING CLERK: (FINANCE CLERK) SALARIES ADMINISTRATION</u> <u>REF NO: DSRAC 03/11/2025</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05), an all-inclusive remuneration
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Internal Audit or Accounting or Cost & Management Accountant or Financial Management or other relevant qualifications will be an added advantage. Knowledge of financial systems (PERSAL, VULINDLELA & BAS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of Provincial Treasury Guidelines / Regulations and Public Finance Management Act (PFMA) will be an added advantage. Computer literacy. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving license will be an added advantage.
<u>DUTIES</u>	:	Check and capture all salary related transactions on PERSAL system. Receive and check to ensure correctness of all required documents from HR department and other stakeholders. Prepare and capture leave gratuities on PERSAL. Submit documents to internal control for compliance checking. Prepare BAS payments and journals. Recall and Reverse official's salaries where applicable. Capture change of official's banking details. Capturing of fuel reimbursement claims for official's salaries where it is applicable. Ensure record keeping and filing of salary related documents.
<u>ENQUIRIES</u>	:	M. Cezula Tel No: (043) 492 1400 - Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 44/130</u>	:	<u>ACCOUNTING CLERK: (FINANCE CLERK) TAX RECONCILIATION REF</u> <u>NO: DSRAC 04/11/2025</u>
<u>SALARY</u>	:	R228 321 – R268 950 per annum (Level 05), an all-inclusive remuneration
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Internal Audit or Accounting or Cost & Management Accountant or Financial Management or other relevant qualifications will be an added advantage. Knowledge of financial systems (PERSAL & BAS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of Provincial Treasury Guidelines / Regulations and Public Finance Management Act (PFMA) will be an added advantage. Computer literacy. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving license will be an added advantage.
<u>DUTIES</u>	:	Capture journals on BAS. Capture debt take-on. Capture tax accumulations on PERSAL. Capture debt recovery deductions on PERSAL. Capture SARS third-party penalties A88 on PERSAL. Create debt files for newly authorised debts. Prepare the monthly Income Tax EMP201. Facilitate manual pay over to SARS. Capture salary-related payments on both BAS and PERSAL. Distribute payroll reports to cost centres.
<u>ENQUIRIES</u>	:	M. Cezula Tel No: (043) 492 1400 - Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 44/131</u>	:	<u>CLEANER REF NO: DSRAC 05/11/2025</u>
<u>SALARY</u>	:	R138 486 – R163 131 per annum (Level 02), an all-inclusive remuneration
<u>CENTRE</u>	:	Bayworld Museum - Gqeberha

- REQUIREMENTS** : Grade 8 certificate or ABET level 4 or NQF level 1 - 3 with no experience. One (1) year experience as a cleaner will be an added advantage. Good interpersonal skills. Good verbal communication skills. Self – motivated.
- DUTIES** : Provisioning of cleaning services. Cleaning offices corridors, elevators, and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing, and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows, and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by: Cleaning of bins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning materials and equipment. Cleaning of machines (microwaves, vacuum cleaners etc) and equipment after use.
- ENQUIRIES** : V. Ketelo Tel No: (041) 584 0650 – Bayworld Museum, (Gqeberha)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
- NOTE** : Persons with disabilities are encouraged to apply.