

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
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> (Click: Jobs, to view vacancies without logging-in). 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 problem 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. Hand-Delivered/ Emailed/ Faxed/ Posted applications will not be accepted.

CLOSING DATE
NOTE

: 06 March 2026. No Late applications will be accepted.

: Applications must be submitted on a Z83 form (an unsigned Z83 form will disqualify an application, however, the Z83 in the e-recruitment system is currently unsingable – applicants applied via the system must scan and upload the signed Z-83), obtainable from any Public Service Department or on the internet at <http://www.ectransport.gov.za/documents/Z83%20FORM.pdf> which must be signed and should be accompanied by a recently updated, comprehensive CV. The applicant must submit copies of qualifications, identity documents and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. 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 security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. All shortlisted candidates 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. The department welcomes applications from all racial groups. However, in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Women and people with disabilities are encouraged to apply.

OTHER POSTS

POST 06/77

: **DEPUTY DIRECTOR: MUNICIPAL INFRASTRUCTURE PERFORMANCE MANAGEMENT REF NO: PT 01/02/2026**

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

**SALARY
CENTRE
REQUIREMENTS**

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

: Bhisho

: Degree (NQF level 7 as recognised by SAQA) in Civil Engineering. A minimum of 5 years' work experience in the Municipal Infrastructure Delivery (municipal

conditional infrastructure grant) 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 Intergrated 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 at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Mr Z. Mahambi at 065 689 0216
For e-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za

POST 06/78 : **ASSISTANT DIRECTOR: LOGIS TRAINER REF NO: PT 02/02/2026**
Purpose: To provide LOGIS training and support services.

SALARY CENTRE REQUIREMENTS : R468 459 per annum (Level 09)
: Bhisho
: A Degree (NQF level 7 as recognised by SAQA) in Information Systems / Financial Management / Supply Chain Management coupled with Minimum of 3 years' work experience in LOGIS Training related environment at an Officer level (Level 7 or higher). LOGIS Train-The-Trainer certificate will be added

advantage Skills And Competencies: LOGIS system Controller, LOGIS order, payment/BAS, Automated transit and posting, cost centre manager, Asset management and asset miscellaneous. LOGIS management reporting, LOGIS Train the Trainer, User profile Management, Advanced Excel, Microsoft Access / SQL. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Others. Diversity Management. Impact and Influence. Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising. Problem Solving and Decision Making, Project Management. Team Leadership and Computer literacy. Knowledge of Microsoft Office products (i.e. Excel, Word, Powerpoint, Access, etc) and Acrobat reader. Knowledge on the use of virtual meeting platforms (i.e. Microsoft Teams, Zoom, etc).

- DUTIES** : Provide Training Programmes for Transversal Logis System Users: Develop training plans and communicate to all departments. Prepare and update LOGIS training material. Conduct LOGIS training on all modules within LOGIS for client departments. Compile practical exercises and assessments. Mark the assessments and collate scores and submit results for review by training manager. Prepare and submit monthly and quarterly reports on the number of users trained and users passed. Co-ordinate National Treasury training/workshops. Maintain the user profile, group profiles and workflow management of the training environment. Produce monthly training statistics. Provide Training Anaylsis for Continuous Improvement For Logis Transversal System Users: Compile, prepare and maintain LOGIS guidelines and training materials Develop standardise attendance registers. Provide mentorship and development for other trainers. Conduct Training Evaluation And Impact Analysis: Conduct review to class with regards to competency on the training conducted by means of a training exit survey. Bench-marking on best practice with National Treasury and other provincial departments with regard LOGIS training delivery. Conduct training impact analysis. Incorporate lessons learned in improvements to training programme. Conduct Training Need Analysis: Conduct training needs assessments and analysis. Determine LOGIS skills gaps in the relevant departments.
- ENQUIRIES** : Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Mr Z. Mahambi at 065 689 0216
For e-Recruitment Enquiries, send an email to: erecruitmentenquiries@ectreasury.gov.za

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women, Youth and persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- 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> (Click: Jobs, to view vacancies without logging-in). 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 problem to: e-recruitment-bhisho@ecdpw.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.
- CLOSING DATE** : 06 March 2026. No Late applications will be accepted.
- NOTE** : Applications must be submitted on a Z83 form (an unsigned Z83 form will disqualify an application, however, the Z83 in the e-recruitment system is currently unsingable – applicants applied via the system must scan and upload the signed Z-83), obtainable from any Public Service Department or on the internet at <http://www.ectransport.gov.za/documents/Z83%20FORM.pdf> which must be signed and should be accompanied by a recently updated, comprehensive CV. The applicant must submit copies of qualifications, identity documents and driver's license (where appropriate) and any other relevant documents. Such copies need not be certified when applying for a post. The communication from HR regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day

of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. 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 security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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. The department welcomes applications from all racial groups. However, in making appointments preference for these posts will be given to the designated groups in pursuit of departmental EE targets. Women and people with disabilities are encouraged to 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 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

<u>POST 06/79</u>	<u>CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: DPWI 01/02/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R1 494 900 per annum (Level 14)
	Bhisho
	National Senior Certificate, Bachelor's degree in B.Com, Management Accounting, Financial Management (NQF L7 as recognized by SAQA, Post graduation qualification in Finance and serving articles will be an added advantage. Five (5) years' experience in Senior Management Level (within financial management). Pre Entry SMS or Nyukela Certificate is required prior appointment. A valid driver's licence. Knowledge And Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Public Service Act. Results/ Quality Management, Decision Making, Knowledge Management, Knowledge and understanding of legislative framework that governs the public service, Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury/Practice Notes, Treasury & DPSA Circulars, General Accounting Principles (GRAP), SCM Guidelines and Frameworks, Understanding Financial Management best practices, Financial Management Systems (PERSAL, BAS & LOGIS). Budget formulation and control, Financial reporting and audit coordination, Risk management and internal controls, Infrastructure funding frameworks and financial modelling, Government programmes, Information management, Citizen Focus and Responsiveness, Develop others, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation,

DUTIES

Analytical, Budget and Financial Management, Project/Management, Strategic Management, Motivational, Conflict Resolution/Problem Solving.

: Oversee the management and provision of management accounting services: Ensure appropriate management, planning and compilation of the MTEF budget and adjustment estimates for the department. Oversee budget preparation process and budget monitoring for the department. Oversee the final draft budget preparation process and provide support to internal stakeholders' prior submission. Manage compilation and implementation of monthly forecasts. Oversee compilation and timely submission of monthly, quarterly and annual financial performance reports and provide recommendations and advice programmes to address significant variances. Ensure financial statements are submitted timeously in accordance with applicable standards and legislative requirements. Oversee provisioning Financial Accounting and Administration Services: Ensure development, monitoring and implementation of financial administration and accounting policies, systems and processes. Ensure the management of salary payments and rebates. Ensure the management of expenditure and general payments services. Oversee expenditure control systems to prevent over/under-expenditure and unauthorized, irregular, fruitless and wasteful expenditure (UIFW). Ensure provision of asset liability and debt management services. Oversee development, implementation, and monitoring of revenue management frameworks, systems, and processes to ensure effective billing, collection, and accounting of revenue generated by the department. Ensure management and provisioning of bookkeeping and financial accounting services. Oversee the provisioning of supply chain and asset management services: Oversee the development and monitoring on the implementation of supply chain management internal policies, systems and processes. Ensure the management of demand management services. Manage the provision of asset management services. Manage rendering services to and advise internal units with regards to demand and acquisition of services and goods. Ensure sound provisioning of supply and logistics management services. Ensure sound management and provisioning of procurement performance and compliance monitoring services. Ensure management of assets and fleet management services. Ensure accuracy, completeness and validity of financial reporting on departmental assets and accurate departmental asset register. Ensure the provision of internal control and compliance management services: Manage coordination on the implementation of audit recommendations. Oversee management of Fraud and loss in the department. Oversee management of Fraud Prevention. Ensure implementation of governance framework across the department. Ensure compliance monitoring in relation to policies, processes and procedures. Ensure implementation of corrective measures and preventative controls in respect of all financial risk and audit findings as per reports of the Auditor General and Internal Audit Unit. Ensure monitoring of operations on accounting systems, controls and procedures to ensure the integrity of financial information. Promote good corporate governance. Employee Performance: implementation and monitoring of the policy focused priorities as pronounced in the Departmental Policy Speech, Promote intergovernmental relations, integrated governance and sound stakeholder relationship, Management of Provincial transversal programs, Facilitation of minimum information security standards (MISS) and overall accountability of the Department. Key Government Focus Arears: Develop and implement an effective and efficient supply chain management system, Support international and regional integration programmes and commitments, Promote diversity and Transformation management Priorities, Promoted integrated Governance. Auditor General: Focus on the measurement of the extent of the departmental financial and legislative compliance, Ensure no material findings on non-compliance with legislation, Ensure financial statement is free from material misstatements. Organizational Performance: Ensure the development, implementation and review of the Departmental Strategic Imperatives, Focus on assessing the organizational performance based on the predetermined targets in the Annual Performance Plan, Ensure the audited Annual Report (AR) will be used to establish the extent in which the objective in the APP has been achieved.

ENQUIRIES

: Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

NOTE

: Preference will be given to White Male

OTHER POSTS

<u>POST 06/80</u>	:	<u>CHIEF ENGINEER: INFRASTRUCTURE DELIVERY FOR HEALTH FACILITIES REF NO: DPWI 02/02/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 266 450 per annum, (OSD) Bhisho
	:	National Senior Certificate, Engineering degree (B Eng/ BSC Eng) or equivalent qualification with six (6) years post qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A valid driver's license. Knowledge And Skills: Strategic capability and leadership, Problem solving and analysis, Decision making. Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organizing, Conflict management, Negotiation skills and Change management. Competencies: Programme and project management. Engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Creating high performance culture. Technical consulting. Engineering and professional judgement.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory, Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology, Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources, Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability, Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Governance: Allocate, control, monitor and report on all resources, Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements, Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks, Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services, Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives, Manage the commercial value add of the discipline-related programmes and projects, Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles, Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements, Manage subordinate's key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to African Female
<u>POST 06/81</u>	:	<u>CONTROL ARCHITECTURAL TECHNOLOGIST: INFRASTRUCTURE DELIVERY FOR EDUCATION FACILITIES REF NO: DPWI 03/02/2026</u>
<u>SALARY CENTRE</u>	:	R933 396 per annum, (OSD) Bhisho

<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor of Technology in Architecture (B Tech) or relevant qualification with six (6) post qualification Architectural Technologist experience required. Compulsory registration with SACAP as an Architectural Technologist. A valid driver's licence. Competencies: Project Management, Problem solving and analysis, Decision making, Team leadership, Creativity, Change management, Financial management, Customer focus and responsiveness, Communication, Computer skills, Planning and organizing and People management.
<u>DUTIES</u>	:	Manage technological advisory services: Plan technical support to architectures and associate professionals in site surveying, preparing measured drawings of existing building, collecting of practical information relating to the proposed project and prepare presentation drawings and model of the design. Manage and lead the design process, landscape design and presentation and preparation of working drawings that will serve as legal instruction to the building contractor to ensure that the building is built according to the working drawings and other legal documents. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly defined technological challenges through application of proven techniques and procedures, and Develop, maintain and manage current technologies. Monitoring and Evaluation of technological designs: Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority and Identify and optimize technical solutions by applying architectural principles. Manage administrative and related functions: Provide inputs into the budgeting process, Compile and submit reports as required, Provide and consolidate inputs to the technological/ architectural operational plan, Ensure the development, implementation and maintenance database, and Manage and supervise technological and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures, Research/literature studies on architectural technology to improve expertise, To liaise with relevant bodies/ councils on architectural-related matters.
<u>ENQUIRIES</u>	:	Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Preference will be given to Youth, Coloured Female
<u>POST 06/82</u>	:	<u>DEPUTY DIRECTOR: ADMIN SUPPORT AND COORDINATION REF NO: DPWI 05/02/2026</u> (Office of the MEC)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R896 436 per annum
	:	Bhisho
	:	National Senior Certificate, National Diploma in Public Management/ Public Administration (NQF level 6 as recognized by SAQA). Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. 3 years' experience at Assistant Director level and Working experience/knowledge of Ministry operations. A valid driver's license. Knowledge And Skills: Broad knowledge and understanding of the functional areas covered by the Executive Authority's portfolio. Working knowledge of the political and parliamentary processes in South Africa. Understanding of administrative procedures. In-depth understanding of public sector policies, regulations, and governance frameworks. Strategic and operational planning principles. Monitoring and evaluation. Government policies and planning systems. Government programme of action. Departmental mandates, programs, and service delivery imperatives. Political and public service dynamics within provincial and national government contexts. Presidency policies and procedures. Information management. Performance management. Planning and good Organizing skills. Good communication and interpersonal relations. Problem solving skills, Research, Report writing, Negotiation, Interpersonal relations, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, working in a team, Driving, Good verbal and written communication skills.
<u>DUTIES</u>	:	Manage administrative and coordination activities within the office of the Member of the Executive Council. Develop, implement and maintain systems, registers and databases to monitor and manage the flow of documents to, from

and within the office of the Executive Council. Compile correspondence, submissions and cabinet memoranda as required. Study, edit and comment on submissions to be submitted to the Executive Authority for consideration. Manage procurement, maintenance of equipment and administer budget allocation in the office of the Executive Council. Manage logistical support in the office of the Executive Council. Develop, implement and maintain a filing system for the office of the Executive Council. Manage registry in the office of Executive Council. Ensure documents are classified in accordance with the MIS prescripts and are handled in accordance with their classification. Liaise with internal and external stakeholders with regards to matters relating to Public Works Portfolio. Brief the Head of Office on matters regarding the Executive Authority's portfolio on the agenda of Executive Council. Liaise with senior managers in the institutions within the Executive Authority's portfolio. Co-ordinate the activities of the Executive Authority's office. Provide support services to the Executive Authority: Manage the distribution of memoranda to executive council members. Manage the distribution of documents and submissions to the relevant legislature and standing/portfolio committees. Keep record of decisions of executive council and alert Head of Office and Executive Authority of actions to be taken and due dates. Manage the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

<u>ENQUIRIES</u>	:	Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to African male
<u>POST 06/83</u>	:	<u>PROFESSIONAL ENGINEER PRODUCTION: INFRASTRUCTURE DELIVERY FOR PROVINCIAL DEPARTMENTS REF NO: DPWI 04/02/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R879 342 per annum, (OSD) Bhisho National Senior Certificate, Engineering degree (B Eng/BSC Eng) or relevant qualification with three (3) years post qualification engineering experience is required. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Knowledge And Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable council registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution. Competencies: Programme and project management, Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organizing, Conflict management, Problem solving and analysis, People management, Change management and Innovation.
<u>DUTIES</u>	:	Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects, Develop effective cost solutions according to standards, Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, Develop tender specifications, Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice, and Approve engineering works according to prescribed norms and standards. Human capital development: Ensure training and development of technicians, technologists and candidates engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice, Supervise the engineering work and processes, and Administer performance management and development. Office administration and budget planning:

	Manage resources and prepare and consolidate inputs for the facilitation of resource utilization, Ensure adherence to regulations and procedures for procurement and personnel administration, Monitor and control expenditure, and Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures, Research/literature studies on engineering technology to improve expertise and Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	: Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	: Preference will be given to Youth, Indian Female with Disability
<u>POST 06/84</u>	: <u>CONSTRUCTION PROJECT MANAGER: CAPITAL WORKS REF NO: DPWI 06/02/2026</u>
<u>SALARY</u>	: R879 342 per annum
<u>CENTRE</u>	: Mthatha
<u>REQUIREMENTS</u>	: National Senior Certificate, National Higher Diploma (NQF Level 6) in Built Environment Field with a minimum of 4 years and 6 months' certified experience/ Btech (NQF Level 7) in Built Environment Field with a minimum of 4 years certified managerial experience/ Honours Degree (NQF Level 8) in any Built Environment Field with a minimum of 3 years' experience. A valid driver's license. Compulsory registration with the SACPCMP as Professional Construction Project Manager. Knowledge and Skills: Public Service Regulations, Public Service Act. Departmental service delivery principles, PFMA. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Occupational Health & Safety. Provincial Growth and Development Plan for the Eastern Cape All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project Management. Strategic Management. Motivational Skills. Conflict Resolution / Problem Solving Skills. Competencies: Leadership skills. Client management. Analytical skills. Project management. Research and development. Computer literacy. Change management. Knowledge of legal compliance. Technical report writing. Networking. Problem solving and analysis. Solutions-oriented. Planning, Organizing and execution. Decision making. Teamwork.
<u>DUTIES</u>	: Manage and co-ordinate all aspects of projects: Guide the project planning. Implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resource needed and assign individual responsibilities; Manage day-to-day operational aspects of a project of scope and effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: Report project progress to Head of Buildings-Capital Works; and manage project budget and resources. Office Administration: Provide inputs to other professionals with tender administration; Liaise and interact with service providers, client and management; contribute to the human resources allocated related activities; maintain the records management system and the architectural library; and utilize resources allocated effectively. Research and Development: Keep up with new technologies and procedures; research/literature on new developments on projects management technologies; and liaise with relevant bodies/councils on project management.
<u>ENQUIRIES</u>	: Ms. V Potelwa Tel No: (047) 505 2835/ Mr. V. Sokhahleka Tel No: (047) 505 2768 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	: Preference will be given to African Female.
<u>POST 06/85</u>	: <u>CHIEF ARTISAN: GRADE A (X3 POSTS)</u>
<u>SALARY</u>	: R480 261 per annum, (OSD)
<u>CENTRE</u>	: Queenstown Depot Ref No: DPWI 07/02/2026 (Preference will be given to Youth, Indian Female)

<u>REQUIREMENTS</u>	Whittlesea Depot Ref No: DPWI 08/02/2026 (Preference will be given to Youth, White Female) Cala Depot Ref No: DPWI 09/02/2026 (Preference will be given to Youth, White Male with Disability)
<u>DUTIES</u>	Appropriate Trade Test Certificate within the built environment with ten (10) years post qualification experience required as an Artisan/Artisan Foreman. A valid driver's licence. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.
<u>ENQUIRIES</u>	Manage technical services. Lead and guide the rendering of technical services in field and workshops. Facilitate and monitor promotion of safety in line with statutory and regulatory requirements. Provide quality assurance services in line with specifications. Manage maintenance of technical services. Manage servicing of all makes of technical equipment and facilities. Maintain the technical infrastructure. Manage and monitor undertaking daily preventative and maintenance work. Manage administrative and related functions. Provide input into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical operational plan. Manage updating of database. Manage human and physical resources. Coach and mentor subordinates. Compile job profiles. Develop work plans. Conduct performance reviews. Identify training needs. Financial Management Control and monitor expenditure trends. People Management. Maintain and advance expertise.
<u>APPLICATIONS</u>	Ms. N. Ndawo Tel No: (045) 807 6676 / Ms. S. Nenene Tel No: (045) 807 6677 / Ms. S. Gongqa Tel No: (045) 087 6706 e-recruitment Technical Enquires: erecruitment-bhisho@ecdpw.gov.za
<u>POST 06/86</u>	<u>CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: DPWI 10/02/2026 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	R397 116 per annum East London A National Diploma (T/N/S streams) or equivalent, or a N3 and passed trade test in electrical, or registration as an Engineering Technician. 3-5 years of appropriate experience. A valid driver's license. Knowledge And Skills: Building Regulations, Quality Control of all building works, Management of people, risk, change and promotion of teamwork, Management, OHS. Competencies: Good verbal, writing and communication skills, conflict management skills, computer literacy, client orientation and customer focus skills, report writing skills, self-management.
<u>DUTIES</u>	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required through inter alia the following: Prepare specifications for unplanned maintenance and minor new work, develop a bill of quantities, develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures, through inter alia the following: Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained, compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken, develop, implement and maintain an electronic record system for work being done and work that was finalized, develop progress reports on outstanding and finalized work. Analyze and compile relevant project documentation for new and existing structures, through inter alia the following: develop and interpret plans and sketches, draw-up quotation documents and compile specification, bills of quantities and bid documents, adjudicate and provide recommendations on quotations and bids, liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites through inter alia the following: Advice and guide contractors in respect of the compliance to legislation and procedures, verify invoices and certify progress of payments, check and process variation orders and make recommendations on requests for extension of deadlines, brief contractors and consultants on projects and certify

claims for fees, ensure effective contract administration, facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the extended public works programme. Supervise the performance and conduct of Works Inspectors through inter alia the following: Identify skills development needs and provide training and development opportunities for Works Inspectors, provide advice and guidance on the interpretation and application of legislation, policies and procedures, ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated, monitor the proper utilization of equipment, stores and expenditure, administer the departmental performance management and development system.

ENQUIRIES : Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 7115763

NOTE : e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
Preference will be given to African Male and Indian Female.

POST 06/87 : **ARTISAN FOREMAN: GRADE A (X2 POSTS)**

SALARY CENTRE : R382 047 per annum, (OSD)
Zwelitsha Depot Ref No: DPWI 11/02/2026 (Preference will be given to African Male)

Peddie Depot Ref No: DPWI 12/02/2026 (Preference will be given to African Female)

REQUIREMENTS : Trade Test Certificate in any Built environment with five (5) years' post qualification experience required as an Artisan. A valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.

DUTIES : Design: Supervise and produce designs according to client specifications and within limits of production capability. Production: Conduct quality assurance of produced objects, produce projects with material and equipment according to job specification and recognized standards. Maintenance: Inspect equipment and / or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and / or facilities against specification. Quality assured service and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports, Ensure adherence to safety standards, requirements and regulations. Human and capital resource management: Supervise and mentor staff. Planning of resources. Scheduling of works. Maintain and advance expertise: continuous individual development to keep up with new technologies and procedures. Research/Literature studies on technical/engineering technology to improve expertise.

ENQUIRIES : Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 7115763
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 06/88 : **LEGAL ADMIN OFFICER (MR1) REF NO: DPWI 13/02/2026**

SALARY CENTRE : R252 855 per annum, (OSD)

REQUIREMENTS : Bhisho

National Senior Certificate, LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). No previous postgraduate legal experience is required. Knowledge And Skills: Knowledge of the Constitution, PFMA, Civil Procedure, PAJA, PAIA, POPIA, computer literacy, analytical thinking, legal drafting, dispute resolution, negotiation skills, legal research, good verbal and written communication skills, willingness to learn, take initiative and contribute to unit's objectives.

DUTIES : Display an understanding of drafting legal documents that provide clear motivation/justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Understand and have a basic knowledge of legal research principles. Display an understanding of case law relevant to the legal matter at hand and be guided in presenting motivation/proposals on how the specific case should be approached to obtain desirable/justifiable outcome. Display knowledge and

		understanding of interviewing principles for the purpose of determining client's goals and objectives. Suggest possible course of action in relation to legal entitlements and client instructions and discuss these with a supervisor. Accurately document an interview/ advice given.
<u>ENQUIRIES</u>	:	Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to White Female with Disability.
<u>POST 06/89</u>	:	<u>ARTISAN CARPENTRY: GRADE A: MAINTENANCE (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum, (OSD) Libode Depot Ref No: DPWI 14/02/2026, (Preference will be given to Youth, White Female) Port STJohns Depot Ref No: DPWI 15/02/2026, (Preference will be given to Youth, Coloured Male) Fort Beaufort Depot Ref No: DPWI 16/02/2026 (Preference will be given to African Male) East London Ref No: DPWI 17/02/2026 (Preference will be given to African Female)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate (Carpentry). A valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, knowledge of legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, planning & organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	:	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specification. Quality assured service and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports. Keep and maintain job record. Provide input into operational plans. Supervise and mentor staff. Maintain expertise: continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	:	Mthatha posts: Ms. V Potelwa Tel No: (047) 505 2835/ Mr. V. Sokhahleleka Tel No: (047) 505 2768 East London posts: Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: (043) 711 5763 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 06/90</u>	:	<u>ARTISAN BRICKLAYING: GRADE A MAINTENANCE REF NO: DPWI 18/02/2026</u>
<u>SALARY CENTRE</u>	:	R243 597 per annum, (OSD)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate (Bricklaying). A valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, knowledge legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	:	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specification. Quality assured service and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports.

<u>ENQUIRIES</u>	Keep and maintain job record. Provide input into operational plans. Supervise and mentor staff. Maintain expertise: continuous individual development to keep up with new technologies and procedures. Ms. V Potelwa Tel No: (047) 505 2835/ Mr. V. Sokhahleleka Tel No: (047) 505 2768
<u>NOTE</u>	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Preference will be given to White Male.
<u>POST 06/91</u>	<u>ARTISAN PAINTING: GRADE A MAINTENANCE (X3 POSTS)</u>
<u>SALARY CENTRE</u>	R243 597 per annum, (OSD) Mthatha Depot Ref No: DPWI 19/02/2026 (Preference will be given to Youth, Indian Female) Fort Beaufort Ref No: DPWI 20/02/2026 (Preference will be given to Youth, African Female with Disability) Queenstown Depot Ref No: DPWI 21/02/2026 (Preference will be given to Youth, Indian Female with Disability)
<u>REQUIREMENTS</u>	Appropriate Trade Test Certificate (painting) with valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, knowledge legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specification. Quality assured service and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports. Keep and maintain job record. Provide input into operational plans. Supervise and mentor staff. Maintain expertise: continuous individual development to keep up with new technologies and procedures.
<u>ENQUIRIES</u>	Ms. V Potelwa Tel No: (047) 505 2835/ Mr. V. Sokhahleleka Tel No: (047) 505 2768 Fort Beaufort posts: Ms. L. Magama Tel No: (043) 711 5853/ Ms T. Vooi Tel No: 043 711 5763 Queenstown posts: Ms. N. Ndawo/ Ms. S. Nenene/ Ms. S. Gongqa Tel No: (045) 807 6676/ 6677 /6706 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 06/92</u>	<u>ARTISAN ELECTRICAL: GRADE A MAINTENANCE REF NO: DPWI 22/02/2026</u>
<u>SALARY CENTRE</u>	R243 597 per annum, (OSD)
<u>REQUIREMENTS</u>	Mthatha Appropriate Trade Test Certificate (electrical) with valid driver's license. General Knowledge: Public Service Regulations, Public Service Act. Project Coordination, Technical Design and Analysis Knowledge, Research and development. Technical Competencies: Technical design and analysis knowledge, technical report writing, technical consulting, computer aided technical applications, legal compliance, production process knowledge and skills, teamwork, interpersonal skills, communication skills. problem solving and analysis, decision making, Planning & Organizing, computer skills, management, customer focus and responsiveness.
<u>DUTIES</u>	Design: Produce designs according to client specifications and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance: Inspect equipment and/ or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specification. Quality assured service and maintained equipment. Perform administrative and related functions: Update register of maintained and repaired faults. Compile and submit reports.

<u>ENQUIRIES</u>	Keep and maintain job record. Provide input into operational plans. Supervise and mentor staff. Maintain expertise: continuous individual development to keep up with new technologies and procedures. Ms. V Potelwa Tel No: (047) 505 2835/ Mr. V. Sokhahleleka Tel No: (047) 505 2768
<u>NOTE</u>	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Preference will be given to Youth, African Female.
<u>POST 06/93</u>	<u>HR CLERK: RECRUITMENT AND SELECTION (X2 POSTS)</u>
<u>SALARY CENTRE</u>	R228 321 per annum (Level 05) Bhisho Ref No: DPWI 23/02/2026 (Preference will be given to Indian Female) Queenstown Ref No: DPWI 24/02/2026 (Preference will be given to Youth, Indian Male)
<u>REQUIREMENTS</u>	National Senior Certificate with no experience required. Knowledge & Skills: Basic Conditions of Employment Act. Batho Pele Principles, Interpersonal skills, Problem Solving and Organizing skills. Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS Outlook and PowerPoint).
<u>DUTIES</u>	Human Resource Provisioning Services. Process advertising of positions, recruitment, selection and filling of positions. Process validation of qualifications. Process assumption of duties. Process issuing of letters of appointment contracts. Process confirmation of probation appointments. Process personnel utilization through transfers, translations in rank, promotions and secondments.
<u>ENQUIRIES</u>	Bhisho posts: Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Queenstown posts: Ms. N. Ndawo/ Ms. S. Nenene/ Ms. S. Gongqa Tel No: (045) 807 6676/ 6677 /6706 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 06/94</u>	<u>HR CLERK: CONDITIONS OF SERVICE (X3 POSTS)</u>
<u>SALARY CENTRE</u>	R228 321 per annum (Level 05) Bhisho : Ref No: DPWI 25/02/2026 (Preference will be given to White Female) Mthatha : Ref No: DPWI 26/02/2026 (Preference will be given to White Male with Disability) Mount Ayliff : Ref No: DPWI 27/02/2026 (Preference will be given to Youth, White Male with Disability)
<u>REQUIREMENTS</u>	National Senior Certificate with no experience required. Knowledge And Skills: Basic Conditions of Employment Act. Batho Pele Principles Interpersonal, Problem Solving and organizing skills. Decision Making and Conflict Resolution skills; Written and Oral Communication skills; Demonstrate the ability to use the following IT Software: MS Office Package (MS Word, MS Excel, MS Outlook and PowerPoint).
<u>DUTIES</u>	Execute functions relating to: Conditions of service for DPWI and Public Service staff, e.g. Leave administration. Rendering an exit management service. Render general administrative duties regarding service benefits. General administrative duties.
<u>ENQUIRIES</u>	Bhisho posts: Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272 Mthatha posts: Ms. V Potelwa Tel No: (047) 505 2835/ Mr. V. Sokhahleleka Tel No: (047) 505 2768 Mount Ayliff posts: Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 06/95</u>	<u>ADMIN CLERK: CAPITAL WORKS REF NO: DPWI 28/02/2026</u>
<u>SALARY CENTRE</u>	R228 321 per annum (Level 05)
<u>REQUIREMENTS</u>	National Senior Certificate with no experience required.
<u>DUTIES</u>	Assist in rendering administrative support to the Unit, assist in collating and compilation of Unit reports, and ensure the effective flow of information and documents. Assist with the leave management of the Unit to assist the district.

<u>ENQUIRIES</u>	: Liaise with District for procurement processes. Ensure safe keeping of all documentation in the office of the Unit.
<u>NOTE</u>	: Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 903 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 06/96</u>	: <u>ADMIN CLERK: DISTRICT COORDINATION: EPWP REF NO: DPWI 29/02/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R228 321 per annum (Level 05) : Aliwal North : National Senior Certificate. No experience required. Knowledge: Public Finance Management Act (PFMA); Prescripts; DORA, PEPs, Public Service Regulations, BBBEE Act, EPWP Policy. EPWP phase 3 guidelines National Development Plan. Ministerial Determination. Constitution of the Republic of South Africa, Act No.108 of 1996. Occupational Health and Safety Act. Computer literacy skills. Diagnostic skills. Analytical skills. Problem solving skills. Policy development skills.
<u>DUTIES</u>	: Office Support-Organize venue for meetings, and bookings. Attend to incoming and outgoing correspondence. Writing of minutes. Liaise with Public bodies regarding general administrative-related issues. Provide support to the secretariat for the functional steering committees in accordance with EPWP norms & standards. Facilitate the Data capturing of DPW&I and Public Bodies in the EPWPRS -Liaise and engage with Municipalities and Public Bodies within the O.R Tambo Region. Verify information for accuracy, compliance, and completeness. Execute the filling system for the unit. Conduct monthly monitoring of information captured versus information in the system. Implementation of Performance Information-Conduct site verification visits to check compliance with EPWP guidelines and information captured in the EPWP RS. Collections of Attendance and Payment Registers Copies, Employment Contracts of Participants. Conduct file verification of DPWI Projects. Check compliance of information and create a compliance template for each project. Create individual files for each EPWP Project. Procurement Service to EPWP Directorate- Facilitate the Shifting of funds and monitor Budget to prevent under- and overspending. Execution of a procurement system for accommodation, venues, stationery, fuel claims, and other goods and services for the programme. Control of procurement process to ensure that all documentation and signatures are correct. Control and ensure that Incurred Expenditure is kept up to date.
<u>ENQUIRIES</u>	: for Aliwal North posts: contact Mr. M. Tshwaku/Ms. H. Galeni Tel No: (051) 611 9800 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	: Preference will be given to Youth, Coloured Male.
<u>POST 06/97</u>	: <u>SCM CLERK: LOGISTICS (X2 POSTS)</u>
<u>SALARY CENTRE</u>	: R228 321 per annum (Level 05) : Mount Ayliff Ref No: DPWI 30/02/2026 (Preference will be given to Youth, Coloured Male with Disability)
<u>REQUIREMENTS</u>	: Aliwal North Ref No: DPWI 31/02/2026 (Preference will be given to Youth, African Male with Disability)
<u>DUTIES</u>	: Grade 12 or equivalent qualification. No experience required. Knowledge & Skills: Public Service Regulations, 2001 as amended, Public Finance Management Act (PFMA), Constitution of the Republic of South Africa, Act no 108 of 1996, Preferential Procurement Policy Framework Act (PPPFA), Broad-Based black Economic Empowerment (B-BBEE), Public Administration, Public Services Legislation, Management of diversity, Supply Chain Management Framework. Communication, Teamwork, Reliability. : The utilization of LOGIS module to generate Commitment: Authorize requisitions on selection RQAT, Teamwork on approved on Logis and provision advise generated. Render logistical support services: Place orders for goods, receive goods from supplies, Capture goods in registers databases, Receive request for goods from end users, Maintain goods register, Update and maintain register of suppliers. Reconciling requisition to orders: Ensure that the requisition captured on Procurement Integration, Ensure that information is correctly captured, Ensure that the captured allocations, is according to the Budget (BAS report), Verify if the correct supplier is captured and the approved

<p>quotation, Receive and return of Goods and Services: The commitments are kept in the 0-9 file awaiting on delivery, Upon delivery, services are confirmed to be rendered, Receipt and issuing on the Logis system are captured and verified, Documents are recorded on a register, and forward to payments.</p>	
<u>ENQUIRIES</u>	: Mount Ayliff posts: Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942
	: Aliwal North posts: Mr. M. Tshwaku/ Ms. H. Galeni Tel No: (051) 611 9800 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>POST 06/98</u>	<u>REGISTRY CLERK: CORPORATE SERVICES REF NO: DPWI 32/02/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R228 321 per annum (Level 05) Queenstown
	: Grade 12 or equivalent qualification. No Experience required. Knowledge & Skills: National Archives guide and Record Service, Basic Conditions of Employment Act. Batho Pele Principles. Department Policy occupational health and safety. Public Finance Management Act. Legislative Requirement: COIDA. Public Service Act. PFMA and National Treasury Regulations. Public Service Act. Public Service Regulations. Skills: Verbal and written Communication. Interpersonal relation Problem solving. Organizing skills.
<u>DUTIES</u>	: Provide registry counter services: Attend to clients. Handle telephone 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 effective filing and record management services: Opening and closing 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>	: Ms. N. Ndawo Tel No: (045) 807 6676 / Ms. S. Nenene Tel No: (045) 807 6677 / Ms. S. Gongqa Tel No: (045) 087 6706 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	: Preference will be given to Youth, Coloured Female.
<u>POST 06/99</u>	<u>DRIVER: HEAVY DUTY REF NO: DPWI 33/02/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R163 680 per annum (Level 03) Port ST Johns
	: NQF level 3 (Grade 10 certificate or equivalent). A valid driver's licence (minimum of code EC). Five (5) years' driving experience. General Competencies: Communication, ability to read and write, good eyesight and teamwork. Technical competencies: Operation of the equipment, physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles, Interpret and follow operating manuals, maintenance manuals and service charts.
<u>DUTIES</u>	: Drive Heavy duty vehicles: Transportation of work teams and materials/equipment, detect and repair minor mechanical problems on the vehicles and take steps to have it repaired (check level and condition of oil, fuel, tyres and water), inspection of vehicles/equipment and report defects, complete vehicle logbook, trip authorization for the vehicle.
<u>ENQUIRIES</u>	: Ms. V Potelwa Tel No: (047) 505 2835/ Mr. V. Sokhahleleka Tel No: (047) 505 2768 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	: Preference will be given to Youth, White Female.
<u>POST 06/100</u>	<u>SECURITY OFFICER REF NO: DPWI 34/02/2026</u>
<u>SALARY</u>	: R163 680 per annum (Level 03)

<u>CENTRE REQUIREMENTS</u>	: <p>Mount Frere Depot National Senior Certificate. Basic security officer's course. Grade C registration with PSIRA. No experience required. Knowledge And Skills: Knowledge of the access control procedure Knowledge of measures of control and movement of equipment & stores Prescribes security procedures e.g MIS, NISA, Protection of Information Act, Emergency Procedures. Communication skills, Read and write.</p>
<u>DUTIES</u>	: <p>Perform access control functions Determine appointments/ or services that the visitors require Contact relevant employee to confirm appointment or refer visitor to the relevant service delivery point Complete or ensure that the admission control register is completed Issue admission control documents/cards as required Escort visitors to relevant employees/venues where Lock and unlock entrances Ensure that unauthorized persons and dangerous objects do not enter the building/premises Follow-up on incidence Undertake building/premises patrols Identify and check doors are locked or unlocked as required Check water leaks and that taps are closed Identify and check fire hazards, exposed electrical contacts and other fire hazards Check lights, switch on and off as required Check suspicious objects and packages and report Apply emergency procedures Ensure safe keeping of equipment, documents and stores of the Department Complete registers to control the movement of equipment, stores and documents Confirm that no equipment, stores and assets of the department leave the building/premises unauthorized Inspect vehicles entering and leaving the premises Gather information and report on missing and stolen equipment and stores Handle documents at points of entry according to classification and the prescript.</p>
<u>ENQUIRIES</u>	: <p>Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za</p>
<u>NOTE</u>	: <p>(Preference will be given to Youth, Indian Male with Disability)</p>
<u>POST 06/101</u>	: <p><u>CLEARNER: FACILITIES MANAGEMENT REF NO: DPWI 35/02/2026 (X2 POSTS)</u></p>
<u>SALARY CENTRE REQUIREMENTS</u>	: <p>R138 486 per annum (Level 02) Mount Ayliff ABET Level 4 or NQF Level 1. No experience required. Knowledge & Skills: Knowledge of general work and cleaning services. Communication skills. Be able to read and write.</p>
<u>DUTIES</u>	: <p>Provision of cleaning services: Cleaning office 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, collecting and removing of waste papers, freshening of the office arears. Clean general kitchens by: cleaning basins, wash and keep stock of kitchen utensils. Cleaning the restrooms 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 machines and equipment, cleaning of machines (microwaves, vacuum cleaners etc.) and equipment after use, request cleaning materials.</p>
<u>ENQUIRIES</u>	: <p>Ms O. Mailula Tel No: (039) 254 6795 / Ms N. Gcabi Tel No: (039) 254 6942 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za</p>
<u>NOTE</u>	: <p>Preference will be given to Youth, White Male and African Female with Disability.</p>