

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE**

APPLICATIONS

: Applications must be submitted as follows: via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or at <https://erecruitment.ecotp.gov.za>. The Provincial e-Recruitment System is available 24/7 and closes at 23: 59 on the Closing Date. To report any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: e-recruitment-bhisho@ecdpw.gov.za. Do not send any applications to this email address; should you do so, your applications/ CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). Hand-delivered/ E-Mailed/ Faxed/ Posted applications will not be accepted.

CLOSING DATE

: 17 August 2026. No late applications will be accepted.

NOTE

: Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. All shortlisted candidates for SMS posts will be subjected to technical exercises and interviews. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behaviourally preferences, emotional intelligence and integrity. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies

using the mandated Full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme> Note: Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews.

MANAGEMENT ECHELON

POST 27/87 : **CHIEF DIRECTOR: FINANCIAL MANAGEMENT REF NO: DPWI 01/07/2026**
This is a re-advertised post. Applicants who previously applied are encouraged to re-apply.

SALARY : R1 554 696 per annum (Level 14)
CENTRE : Bisho
REQUIREMENTS : National Senior Certificate, Bachelor's Degree in B.Com, Management Accounting, Financial Management (NQF L7 as recognised by SAQA, Post graduation qualification in Finance and serving articles will be an added advantage. Five (5) years of experience at a Senior Managerial level (within financial management) Pre Entry SMS or Nyukela Certificate is compulsory and will be 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, Analytical, Budget and Financial Management, Project/Management, Strategic Management, Motivational, Conflict Resolution / Problem Solving.

DUTIES : 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 Areas: 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.

<u>ENQUIRIES</u>	:	Mr.T.Matso at 066 489 6117/Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti at 066 489 6117
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Preference will be given to white male.
<u>POST 27/88</u>	:	<u>DIRECTOR: PROPERTY MANAGEMENT REF NO: DPWI 02/07/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13)
<u>CENTRE</u>	:	Bisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, B Degree/B SC in Property Studies/Real Estate (NQF level 7 as recognized by SAQA) with 5-years of experience at Middle/ Senior Managerial level. Pre-entry certificate for the Senior Management Service (Nyukela) is compulsory and will be required prior appointment. A valid driver's licence. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs the Public Service, In-depth knowledge and understanding of National and Provincial Property legislation, Regulations and Policies. Understanding of public sector governance framework, compliance and accountability mechanisms, In-depth knowledge, understanding and application of GIAMA. Expertise in lease management, state land administration, property valuations and asset optimisation strategies. In-depth knowledge of and understanding of Public Finance Management Act. Applicable legislation and Prescripts. Government Programmes. Information Management. Citizen Focus and Responsiveness. Develop Others. Applied Technology Basics. People Management. Applied Strategic Thinking. Networking and Building Bonds. Diversity Management. Report Writing. Communication and Information Management. Negotiations. Analytica. Strategic Management. Budget and Information Management. Motivational. Conflict Resolution / Problem Solving. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.
<u>DUTIES</u>	:	Ensure Sound Management of Expense Lease. Provide strategic leadership and oversight for the provincial expense lease portfolio to ensure alignment

with departmental accommodation strategies and infrastructure plans. Oversee implementation of Immovable Asset Management Policy related to leasing and ensuring compliance with legislative and governance frameworks. Direct strategic accommodation planning based on User and Custodian Asset Management Plans to optimised leasing decisions. Oversee provincial leasing procurement planning to ensure cost effectiveness, compliance, and responsiveness to client departmental needs. Manage high-level stakeholder relations between landlords, client departments, and government stakeholders to ensure service delivery and value optimisation. Ensure Sound Management of Income Lease. Provide strategic leadership in managing the provincial income lease portfolio to maximise revenue generation and asset utilisation. Oversee development and maintenance of the Provincial Income Lease Register to ensure accuracy, compliance, and strategic decision making. Drive strategies for commercialisation and optimal utilisation of state land and buildings. Provide strategic oversight and support to regional offices to ensure consistent revenue lease management practices. Strengthen stakeholder partnerships with private sector and public institutions to enhance revenue opportunities. Ensure Proper Management of Property Holdings. Provide strategic oversight on management of provincial property holdings to ensure optimal utilization, compliance and asset value preservation. Oversee lease contract governance to ensure compliance, validity, and risk mitigation across the property portfolio. Direct strategic land administration initiatives, including land audits, utilisation assessments, and long-term planning. Facilitate high-level stakeholder engagement with public and private sector entities regarding property matters. Oversee research, reporting, and information management systems to support evidence-based property management decisions. Ensure Effective Management of Municipal Services, Property Rates and Taxes. Provide strategic oversight on the management of municipal services rates, and taxes to ensure compliance with financial and legislative prescripts. Oversee validation and payment processes for municipal accounts to ensure financial accuracy and accountability. Ensure effective management of debtors and creditors relating to municipal services, including risk mitigation and financial reporting. Engage strategically with municipalities to resolve service delivery and billing challenges affecting state properties. Manage Allocated resources services. Manage the allocated resources.

<u>ENQUIRIES</u>	:	Mr. T. Matiso at 066 489 / S. Zazini Tel No: (040) 602 4236 / Mr L Maliti at 066 489 6117
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpgw.gov.za Preference will be given to Coloured male with disability.
<u>POST 27/89</u>	:	<u>DIRECTOR: PROPERTY INVESTMENT AND DEVELOPMENT REF NO: DPWI 03/07/2026</u>
<u>SALARY</u>	:	R1 317 384 per annum (Level 13)
<u>CENTRE</u>	:	Bisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, B Degree/B SC in Property Studies/Real Estate (NQF level 7 as recognized by SAQA) with 5-years of experience at Middle / Senior Managerial level. Pre-entry certificate for the Senior Management Service (Nyukela) is compulsory and will be required prior appointment. A valid driver's licence. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs the Public Service. In-depth knowledge and understanding of National and Provincial Property legislation, Regulations and Polies. Understanding of public sector governance framework, compliance and accountability mechanisms. In-depth knowledge, understanding and application of GIAMA. Expertise in lease management, state land administration, property valuations and asset optimisation strategies. In-depth knowledge and understanding of Public Finance Management Act. Applicable legislation and Prescripts. Government Programmes. Information Management Applicable Council Registration legislation, procedures and conduct. Government Programmes. Information Management. Citizen Focus and Responsiveness. Develop Others. Applied Technology Basics. People Management. Applied Strategic Thinking. Networking and Building Bonds. Diversity Management. Report Writing. Communication and Information Management. Negotiations. Analytica. Strategic Management. Budget and Information Management. Motivational. Conflict Resolution/ Problem Solving. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment.

DUTIES

Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

- : Ensure Efficient Management and Optimal Utilization of State Properties
Provide advice on strategic investment decisions by providing expert technical guidance on valuation methodologies, property research, and market trends to optimise the portfolio's long-term value. Provide strategic oversight of portfolio performance, interpreting performance metrics and market intelligence to guide policy direction and ensure alignment with organisational objectives. Lead comprehensive property research initiatives to identify investment opportunities, assess potential leverage, and inform long-term asset planning. Provide executive oversight on feasibility and viability assessments to guide sustainable revenue-generating property development initiatives. Ensure Development and Implementation of Innovative Frameworks to Enhance Revenue Generation Across the State Portfolio. Lead high-level economic and fiscal research initiatives to identify and priorities property-related revenue streams, using advanced cost-benefit modelling and scenario planning to inform strategic investment decisions across the state portfolio. Manage development and ensure implementation of mechanisms for attraction of property developers and investors for economic improvement of the state portfolio Manage the facilitation and establishment of strategic partnerships with development funders to support the transformation of property sector and expand opportunities for emerging market entrants. Oversee governance and performance of long-term leasing and ensure development of programmes to ensure sustainability and compliance. Ensure Sound Management and Co-ordination of Policy and Guideline Framework for Effective Implementation of Sub-Programme. Provide strategic leadership in the development of policies, guidelines, procedure manuals and processes that regulate property investment and development. Drive strategic approval process for all newly developed policies, guidelines, procedure manuals. Monitor the strategic impact and effectiveness of implemented policy frameworks on the overall performance, compliance and risk profile of the property portfolio. Ensure alignment of property investment policies with provincial socio-economic priorities and infrastructure strategies. Effective Management of Investment Planning Services. Provide strategic guidance on release and utilisation of immovable assets to maximise economic and social returns. Manage development of investment marketing strategies. Evaluate and manage risks and returns of property developments initiatives. Provide advice on financing models, yield optimisation, and investment structuring for property development projects. 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 timeous development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Unit. Manage daily employee performance and ensure timely Performance Assessments of all subordinates Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

- : Mr. T. Matiso at 066 489 6117/ Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti at 066 489 6117
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

NOTE

- : Preference will be given to African Female

POST 27/90

- : **DIRECTOR: INFRASTRUCTURE DELIVERY FOR HEALTH FACILITIES**
REF NO: DPWI 04/07/2026

SALARY

- : R1 317 384 per annum (Level 13)

CENTRE

- : Bisho

REQUIREMENTS

- : National Senior Certificate, B Degree (NQF level 7 as recognized by SAQA) in Civil Engineering/ Quantity Surveying/ Construction Management/ Architecture with 5-years of experience at Middle/ Senior Managerial level in Construction (Building structures). Pre-entry certificate for the Senior Management Service (Nyukela) is compulsory and will be required prior appointment. A valid driver's licence. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs the Public Service, In-depth knowledge

Infrastructure Delivery Management System (IDMS). Understanding of Infrastructure Programme Management Plans (IPMP) and IPIPs. Knowledge of project lifecycle costing and asset management (planning, procurement implementation maintenance. Understanding of life-cycle costing and asset management principles. Knowledge and understanding Government Immovable Asset Management Act (GIAMA). Knowledge and understanding Infrastructure Development Act. Knowledge of National Building Regulations and standards. Knowledge of CIDB processes and tender systems. Citizen Focus and Responsiveness. Develop Others. Applied Technology Basics. People Management. Applied Strategic Thinking. Networking and Building Bonds. Diversity Management. Report Writing. Communication and Information Management. Negotiations. Analytical. Strategic Management. Budget and Information Management. Motivational. Conflict Resolution/ Problem Solving. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

DUTIES

: Lead and govern development of construction procurement strategy and Infrastructure Programme Management Plan (IPMP). Direct development and alignment of IPMP and procurement strategies with DoH priorities. Oversee integration of technical standards, lifecycle planning, and professional inputs. Drive innovation and sustainable infrastructure solutions. Ensure integration of infrastructure planning with budgeting and service delivery priorities. Advise executive management on infrastructure planning strategies. Lead Infrastructure Programme Implementation and Delivery Oversight. Ensure development and alignment of Infrastructure Programme Implementation Plans (IPIPs) with strategic and budget priorities for sign off by DoH. Direct and prepare the procurement plan. Direct development and governance of service delivery agreements. Oversee implementation of infrastructure programmes to ensure alignment with time, cost, and quality. Ensure alignment of IPIPs with budgets and cash flow projections. Oversee validation of infrastructure designs and ensure compliance with National and Municipal Regulations. Oversee Infrastructure Procurement and Contract Management. Ensure appointment of suitable professionals from DoH in collaboration with the Departmental Supply Chain Management Unit (SCM). Direct governance and compliance within SCM processes. Manage preparation of relevant procurement documentation throughout the different phases in the project management cycle. Ensure registration of projects on the CIDB i-tender system. Ensure appointments of competent service providers and contactors. Direct issuing of work and batch orders. Oversee Sector Performance and Infrastructure Programme Reporting. Provide strategic oversight of IPIPs and Project Execution Plans (PEPs) to ensure alignment with DoH Priorities and budgets. Ensure implementation of infrastructure programmes and contracts to ensure delivery within scope, time, cost, and quality standards. Direct management of contract performance, risks, and cost variations to ensure compliance and value for money. Lead programmes monitoring, evaluation, and reporting to inform decision-making and governance structures. Facilitate high-level stakeholder coordination with DoH and implementing agents to resolve challenges and improve delivery outcomes. Lead transition and integration of projects from alternative implementing agents to ensure continuity and accountability. Lead Programme Planning and Performance Planning Management Systems. Oversee budgeting and financial management to ensure efficient and aligned resource utilization. Drive the development and alignment of IPIPs with strategic and funding priorities. Oversee implementation and performance of infrastructure programmes against approved plans. Direct strategic performance reporting to support governance and decision-making. Oversee procurement planning to ensure alignment with delivery plans and compliance. Manage the Allocated Resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality /quantity and timeline. 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 timely development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Manage daily employees' performance and

		ensure timely performance Assessment of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr. T. Matiso at 066 489 6117/Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti at 066 489 6117
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za Preference will be given to Youth White Male.
<u>POST 27/91</u>	:	<u>DIRECTOR: PROVINCIAL INFRASTRUCTURE COORDINATING COMMISSION (PICC) SECRETARIAT REF NO: DPWI 05/07/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 317 384 per annum (Level 13)
	:	Bisho
	:	National Senior Certificate, B Degree (NQF level 7 as recognized by SAQA) in Developmental Studies / Public Management / Public Administration / Engineering (Civil, Electrical, Structural, Mechanical) / Quantity Surveying / Architecture / Urban and Regional Planning / Occupational Construction Health and Safety / Safety Management with 5-years of experience at Middle/ Senior Managerial level in Infrastructure environment. Pre-entry certificate for the Senior Management Service (Nyukela) is compulsory and will be required prior appointment. A valid driver's licence. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs the Public Service, In-depth understanding of the South African infrastructure landscape, public sector governance, and the legislative framework governing infrastructure development. Sound understanding of South African Infrastructure Landscape, Public Sector Governance and Legislative Framework Governing. Sound understanding of South African Infrastructure Landscape, Public Sector Governance, and Legislative Framework Governing Infrastructure Development and Maintenance. Knowledge of project lifecycle costing and asset management (planning, procurement implementation maintenance. In-depth understanding of infrastructure planning frameworks, norms and standards as well as lifecycle costing. In-depth knowledge of provincial and national infrastructure planning, delivery, and maintenance frameworks. Strong understanding of government planning, procurement, financial management (PFMA, Treasury Regulations), and governance systems. Knowledge of Project and Programme Management methodologies, including risk management and monitoring and evaluation frameworks. Understanding of intergovernmental coordination, infrastructure policy, and strategic planning principles. Citizen Focus and Responsiveness. Develop Others. Applied Technology Basics. People Management. Applied Strategic Thinking. Networking and Building Bonds. Diversity Management. Report Writing. Communication and Information Management. Negotiations. Analytica. Strategic Management. Budget and Information Management. Motivational. Conflict Resolution/ Problem Solving. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.
<u>DUTIES</u>	:	Manage and Govern Provincial Infrastructure Coordination Frameworks. Direct the development and institutionalisation of provincial infrastructure governance frameworks, systems, and protocols. Advise PICC, EXCO, and governance structures on infrastructure coordination and governance improvements. Champion intergovernmental coordination to align infrastructure planning and delivery across sectors. Drive alignment of infrastructure programmes with provincial priorities and policy frameworks. Oversee continuous improvement of governance frameworks to enhance accountability and performance. Direct Provision of Strategic Secretariat and Advisory Services to PICC. Lead provision of strategic secretariate services to Provincial governance structures. Ensure consolidation and strategic presentation of infrastructure reports in support of T-PICC and related governance structures, informing high-level decision-making. Advise governance structures on infrastructure performance, risks, and strategic priorities. Ensure effective functioning of governance forums through structured coordination and support. Facilitate informed decision-making through accurate, timely, and integrated reporting Lead Interventions in Resolving Infrastructure Delivery Bottlenecks and Drive Delivery of Provincial Strategics Projects (PSPS) and B5 Programmes. Direct identification and resolution of systemic infrastructure delivery bottlenecks.

Oversee analysis of infrastructure performance trends and recommend strategic interventions. Advise on corrective and preventative measures to address delays and inefficiencies. Escalate high-impact risks and challenges to executive leadership for resolution. Champion collaborative platforms to strengthen coordination and accountability and shared responsibility among stakeholders. Oversee Infrastructure Documents Information and Knowledge Management Systems. Direct the development and management of infrastructure information and reporting systems. Ensure integrity, accuracy, and accessibility of infrastructure data to support decision-making. Champion knowledge management and digital transformation initiatives. Oversee production of strategic reports for executive and governance structures. Facilitate evidence-based planning and decision-making through integrated infrastructure information systems. Lead timeous development and submission of written reports to internal and external structures (EXMA / Top Management, EXCO resolutions, Working Groups, Cluster, Audit Committee, Risk and Ethics Management Committee, Portfolio Committees, Parliamentary Standing Committees, AGSA). Manage 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 timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure effective budget planning and financial management controls for the PICC Secretariat Directorate. Ensure implementation of localization of procurement for the PICC Secretariat Directorate. Manage risk and fraud prevention measures for the PICC Secretariat Directorate.

ENQUIRIES : Mr. T. Matiso at 066 489 6117/ Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti at 066 489 6117

NOTE : e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
Preference will be given to Youth White Male.

OTHER POSTS

POST 27/92 : **DEPUTY DIRECTOR: RECRUITMENT & SELECTION REF NO: DPWI 06/07/2026**

SALARY : R932 292 per annum (Level 11)

CENTRE : Bisho

REQUIREMENTS : National Senior Certificate, B Degree NQF Level 7 (as recognised by SAQA) in Human Resource Management/ Public Administration/ Industrial Psychology with three years' relevant experience in Human Resource Management at an Assistant Director Level. A valid driver's licence. Introduction to PERSAL Certificate is compulsory. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs the Public Services. Knowledge, understanding and application of legislative framework policies and prescripts that govern the Recruitment and Selection process in the Public Service. In-depth knowledge and understanding of Human Resource Management prescripts and legislations. Knowledge of PERSAL System. Knowledge of Financial regulations and instructions and application of financial procedures. Applied strategic thinking. Research skills. Apply 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. Computer literate. Good communication skills (verbal and written). Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.

<u>DUTIES</u>	:	Manage Implementation of Recruitment, Selection and Appointment Process. Develop and ensure implementation of Annual Recruitment Plan. Manage Implementation of Transfers, Translation and Secondments. Monitor and report on transfers of employees from other departments. Monitor and report on secondment of employees. Report on acting appointments of departmental employees. Management Development and Reviewal Recruitment Policies, Strategies & Procedures. Develop long-term strategies to address employee turnover. Present policy to stakeholders for input. Conduct awareness campaigns on developed and reviewed policy and strategies. Monitor and evaluate the effectiveness and implementation of the retention strategies or techniques of the department. Manage Implementation of Pay Progression and Grade progression. Monitor Payments of Pay progression and Grade progression. Request HR status report. Managing area of responsibility. Maintain high standards by ensuring that the team\section produces excellent work in terms of quality and timelines. Resolve problems of motivation and control with minimum guidance from managers. Delegate functions to staff, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage employee performance daily and ensure timely. Ensure development & implementation of work plans for all subordinates.
<u>ENQUIRIES</u>	:	Mr. T. Matiso at 066 489 6117 Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti at 066 489 6117 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Preference will be given to Coloured Female.
<u>POST 27/93</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DPWI 07/07/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, B Degree (NQF level 7 as recognised by SAQA) in Public Administration / Human Resource Management/ Industrial Psychology with three years' relevant experience in Corporate Services at an Assistant Director Level. A valid driver's licence. Introduction to PERSAL Certificate is compulsory. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs the Public Service. In-depth knowledge and understanding of all Acts and Regulating that governs the HRM discipline. Knowledge, understanding and application of legislative framework, policies and prescripts that govern the Recruitment and Selection process in the Public Service. Knowledge and understanding of Archives and Records Management Act etc. Knowledge of PERSAL System. Knowledge of Financial regulations and instructions and application of financial procedures. Applied Strategic Thinking, Research Skills, 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, Computer Literate, Good Communication Skills (verbal and written). Competencies: Strategic Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programmes and Project Management, Results / Quality Management, Decision Making, Knowledge Management, Change Management.
<u>DUTIES</u>	:	Manage Recruitment, selection and placement of employees, Manage and coordinate recruitment, selection, placement and HR Planning. Facilitate and coordinate sitting of Employment Equity committee. Manage compliance with recruitment process. Manage district establishment. Manage Conditions of Services and implementation of employee benefits. Manage leave administration and PILIR. Manage payment of benefits. Manage HR Registry services. Facilitate implementation of COIDA. Manage Human Resource Development. Manage coordination of training and development. Manage coordination of skills audit and workplace skills plan. Manage coordination and implementation of PMDS and development. Manage implementation of Internship and learnership programme. Manage coordination of Training Committee activities. Manage Employee Health and Wellness. Manage HIV/AIDS and TB in the workplace. Monitor Health and Productivity Management. Manage SHERQ services. Manage Wellness programme.

Manage Employment Relations. Advise on labour relations matters. Improve quality of consultations between HR and management. Manage resolutions and outcomes of grievance matters. Manage coordination of discipline and outcomes. Facilitate and coordinate sitting of Regional Labour Forums. Facilitate and implement outcomes of dispute and disciplinary matters. Manage Network and IT Infrastructure. Manage provision of IT services. Manage the provision of IT maintenance services. Manage district back-ups monthly. Manage provision of desk top support. Manage Office Service. Manage opening, closing and archiving of files. Manage proper maintenance of records according to National Minimum Information Requirements (NMIR). Manage movement of files. Manage records/ documents. Manage operations of Registry services. Manage Allocated Resources. Maintain high standard of performance within teams to produce excellent work within stipulated timeframes for achievement of set objectives. Resolve problems of motivation and control. Ensure timeously development of job descriptions, signing of workplan agreements and assessment of employees. Ensure management, procurement, maintenance and safekeeping of assets. Participate in strategic planning sessions to develop district operational plans and ensure accurate implementation and reporting thereof. Provide support on audit findings and risks within the unit.

<u>ENQUIRIES</u>	:	Mr. L. Magqaza at 069 007 4868/ MS. L. Magama at 064 754 8464 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to African Male with Disability.
<u>POST 27/94</u>	:	<u>DEPUTY DIRECTOR: FACILITIES & OPERATIONS MANAGEMENT (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R932 292 per annum (Level 11) East London Ref No: DPWI 08/07/2026 Mount Ayliff Ref No: DPWI 09/07/2026 Gqeberha Ref No: DPWI 10/07/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate, B Degree in Real Estate/ Built Environment/ Facilities Management/ (NQF level 7 as recognized by SAQA), with 3 years' experience as Assistant Director in Facilities Management/ Property Management. A valid driver's license. Knowledge and Skills: In depth knowledge & understanding of Legislative Framework that Governs Public Service: (PSR, PFMA, PSA, SCM prescripts), Knowledge of Facilities & Property Management. Knowledge & understanding of Occupational Health and Safety (OHS) regulations, National Strategic Intelligence Act, Minimum Information Security Standards, Minimum Physical Security Standards, Promotion of Access to Information Act, Departmental Strategic Planning, Departmental Annual Performance Plan, Policies and Procedures, Government Programmes, Provincial Growth & Development Plan for the Eastern Cape, Knowledge and understanding of all other HR related public sector legislation & procedures, Stakeholder and customer relationship management principles, Project and contract management skills, Risk management and compliance knowledge, Strong leadership and decision-making abilities, Communication and stakeholder engagement skills, Citizen Focus and Responsiveness, Applied Technology Basics, Applied Strategic Thinking, People Management, Networking and Building Bonds, Diversity Management, Report Writing, Computer Literacy, Negotiation, Presentation, Analytical, Budget and Financial Management, Strategic Management, Motivational, Conflict Resolution / Problem Solving.
<u>DUTIES</u>	:	Facilitate Provision of Condition Assessments, identify properties to be assessed, Facilitate the process of condition assessment, Receive completed reports from inspectorate, identify properties to be renovated, Ensure the safe keeping of records. Maintain State-Owned Buildings, Compile the list of properties to be maintained, Liaise and forward the list to inspectorate/ maintenance, Facilitate the maintenance process, Ensure completion of projects under facilities section. Manage Provision of Cleaning Services, Manage identification and recommendation of properties requiring cleaning services, Manage facilitation of procurement processes for cleaning service providers in line with SCM prescripts, manage placement and coordination of appointed service providers to ensure effective cleaning service delivery, Manage monitoring of contractor performance, compliance with service level agreements, and approval of payments. Manage Provision of Gardening and Beautification Services, Manage identification and recommendation of

properties requiring gardening and beautification services, Manage facilitation of procurement processes for gardening and related service providers in line with SCM prescripts, Manage placement and coordination of appointed service providers to ensure effective service delivery, Manage monitoring of contractor performance, compliance with service level agreements, and approval of payments. Manage Provision of Office Accommodation to Client Departments, Manage accommodation needs assessments with client departments, Manage identification and optimal utilisation of state and leased properties, including development of C-AMPs and U-AMPs in line with GIAMA, Manage stakeholder relations with user departments regarding office accommodation, Manage monitoring of immovable asset performance and utilization, Manage inspections of office buildings and implementation of corrective measures where necessary, Manage reporting on accommodation provision and asset performance. Manage Implementation of Total Security Management in The District, Manage implementation of physical security measures, policies and procedures, Manage and implement personnel & information security, Manage and investigate security breaches in the district, Manage security services for the district, 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>	:	Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	East London: (Preference will be given to African Male) Mount Ayliff: (Preference will be given to Coloured Male with Disability) Gqeberha: (Preference will be given to Coloured Female)
<u>POST 27/95</u>	:	<u>CONSTRUCTION PROJECT MANAGER: CAPITAL WORKS (X2 POSTS)</u>
<u>SALARY</u>	:	R914 517 per annum, (OSD)
<u>CENTRE</u>	:	East London Ref No: DPWI 11/07/2026 Mount Ayliff Ref No: DPWI 12/07/2026
<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/ B tech (NQF Level 7) in Built Environment Field with 4 years certified managerial experience/ Honours Degree (NQF Level 8) in 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: 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, innovation. Competencies: Programme and project management, Quantity Survey principles and methodologies, Research and development, Computer-aided engineering applications, Knowledge of legal compliance, technical report writing, technical consulting, Creating high performance culture, Professional judgement.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects (1) Guide the project planning. Implementation, monitoring, reporting and evaluation in line with project management methodology; (2) Create and execute project work plans and revise as appropriate to meet changing needs and requirements; (3) Identify resource needed and assign individual responsibilities; (4) Manage day-to-day operational aspects of a project of scope and (5) Effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: (1) Report project progress to Head of Buildings-Capital Works; and (2) Manage Project budget and resources; Office Administration: (1) Provide inputs to other professionals with tender administration; (2) Liaise and interact with service providers, client and management; (3) contribute to the human resources allocated related

		activities; (4) maintain the records management system and the architectural library; and (5) utilize resources allocated effectively. Research and Development: (1) Keep up with new technologies and procedures; (2) research/literature on new developments on projects management technologies; and (3) Liaise with relevant bodies/councils on project management.
<u>ENQUIRIES</u>	:	Mr. L. Magqaza at 069 007 4868/ Mr. Z. Tana at 064 754 8464 for Mount Ayliff posts: Ms O. Mailula at 060 979 3691 / Ms N. Gcabi at 039 254 6942
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za East London (Preference will be given to African Female) Mount Ayliff (Preference will be given to White Male)
<u>POST 27/96</u>	:	<u>QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY FOR EDUCATION FACILITIES REF NO: DPWI 13/07/2026 (X2 POSTS)</u>
<u>SALARY</u>	:	R791 604 per annum, (OSD)
<u>CENTRE</u>	:	Bisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor's Degree (NQF Level 7) with three (3) years post qualification quantity surveyor experience is required. A valid driver's licence. Compulsory Registration with SACQSP as a Professional Quantity Surveyor. Knowledge and Skills: Decision making. Team leadership, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication skills, Computer literacy, Planning and organizing, conflict management, Problem solving and analysis, People management, Change management, innovation. Competencies: Programme and project management, Project principles and methodologies, Research and development, Computer-aided engineering applications, Knowledge of legal compliance, technical report writing, Technical consulting, Creating high performance culture, Networking, Professional judgement.
<u>DUTIES</u>	:	Perform Quantity survey activities on buildings, structures or facilities. Coordinate professional teams on all aspects regarding Quantity Survey. Ensure adherence to Quantity Survey determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure administration and budget planning. Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement of SCM and personnel. Report on delivery expenditure and service. Research and development. Continuous professional development according to council guidelines. Research/literature studies on quantity surveys to improve expertise. Liaise with relevant bodies/councils on quantity survey related matters.
<u>ENQUIRIES</u>	:	Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti at 066 489 6117 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to African Female with Disability and Youth White Female.
<u>POST 27/97</u>	:	<u>TOWN PLANNER: IMMOVABLE ASSET MANAGEMENT REF NO: DPWI 14/07/2026</u>
<u>SALARY</u>	:	R791 604 per annum, (OSD)
<u>CENTRE</u>	:	Aliwal North
<u>REQUIREMENTS</u>	:	Bachelor Degree in Urban / Town and Regional Planning or relevant qualification with three (3) years' post qualification professional experience required. Valid driver's license. Compulsory Registration with SACPLAN. Knowledge and Skills: Decision making. Team leadership, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication skills, Computer literacy, Delegation and development of others, Planning, organizing and execution, Ability to manage conflict, Problem solving and analysis, Insight, People management and Change management. Competencies: Project and Programme Management. T&R Principles and Methodologies. Research and Development. Computer-aided applications. T&R knowledge of legal compliance. Creating high performance culture. Technical consulting. Professional judgement.
<u>DUTIES</u>	:	Ensure the application of Town and Regional Principles in land development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Ensure adherence to legal requirements. Coordinate, evaluate and monitor the implementation of

		development in compliance with applicable legislation and town and regional planning standards and guidelines. Human Capital Development. Mentor, train and develop candidate town and regional planners. Supervise town and regional planning work processes. Office administration and Budget planning. Monitor and control budget. Report on delivery expenditure and service. Research and development. Liaise with relevant bodies/councils on town and regional planning related matters. Research Literature studies on town and regional technology to improve expertise.
<u>ENQUIRIES</u>	:	Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Preference will be given to Youth, White Male.
<u>POST 27/98</u>	:	<u>ASSISTANT DIRECTOR: LEASES (X2 POSTS)</u>
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Queenstown Ref No: DPWI 15/07/2026 Aliwal North Ref No: DPWI 16/07/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6 as recognised by SAQA) in Facilities Management/ Property Management / Horticulture & Landscaping / Real Estate / Building / Construction Management with 3 years' experience at supervisory level or SL7/8 in Facilities Management. A valid driver's licence. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs Public Service. In-depth knowledge and understanding of GIAMA. Knowledge and understanding of PFMA. In-depth knowledge and understanding of Occupational Health and Safety Act and related buildings regulations. Knowledge and understanding of Facilities Management Policies, Procedures and Best Practices. Knowledge of Asset and Maintenance Management. Departmental service delivery principles. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Provincial Growth and Development Plan for the Eastern Cape. Stakeholder and customer relationship management principles. Planning, coordination. Problem-solving and analytical ability. Facilities inspection and compliance monitoring. Report writing and data analysis. Stakeholder engagement and client relations. Communication. Client relationship management. Report writing and presentation. Computer literacy (MS Office, Facilities Management Systems). Project Coordination.
<u>DUTIES</u>	:	Coordinate provision of cleaning services: Coordinate the provision of cleaning services across district facilities. Facilitate development of specifications and procurement processes for cleaning services. Monitor contractor performance and ensure compliance with service standards. Oversee contract administration, including verification of service delivery and certification of payments. Monitor cleanliness of government facilities to ensure adherence to departmental cleaning standards policies. Coordinate provision of gardening and beautification services: Coordinate provision of gardening and landscaping services for state facilities. Facilitate procurement and appointment of service providers in line with SCM processes. Monitor performance and quality of services delivered. Oversee contract implementation and compliance with environmental standards. Ensure alignment of services with departmental maintenance and beautification standards. Coordinate implementation of condition assessments: Coordinate implementation of condition assessments for state owned facilities. Analyse condition assessment reports to inform maintenance planning and prioritization. Facilitate development of maintenance plans and cost estimates based on condition assessment data. Provide reports to inform infrastructure and asset management decisions – making. Ensure proper recordkeeping of condition assessments and maintenance reports. Manage utilization inspection on state-owned buildings: Plan and conduct utilization inspections to assess use of allocated space. Monitor space utilisation and identify underutilized or non-compliant usage of facilities. Analyse inspection findings and compile reports to inform management decisions. Ensure compliance with GIAMA and space management standards. Monitor maintenance of utilisation and inspection records. Coordinate implementation of health and safety audits on state owned facilities: Coordinate implementation of occupational health and safety requirements across facilities. Monitor compliance with relevant OHS legislation and building regulations. Facilitate execution of health and safety inspections and audits. Analyse risks identified and recommended appropriate

		corrective interventions. Promote safe working environments in line with statutory and departmental requirements. Supervise 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. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 657 2151 / Mr S. Mpumlwana at 083 627 2151 e-recruitment Technical Enquires: erecruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Queenstown: (Preference will be given to Youth, White Male) Aliwal North: (Preference will be given to Youth, African Males)
<u>POST 27/99</u>	:	<u>ASSISTANT DIRECTOR: LAND AND PROPERTY DEVELOPMENT REF NO: DPWI 17/07/2026</u>
<u>SALARY</u>	:	R605 742 per annum (Level 10)
<u>CENTRE</u>	:	Mount Ayliff
<u>REQUIREMENTS</u>	:	National Senior Certificates/ National Diploma (NQF level 6 as recognised by SAQA) in Real Estate/Property Management/ Land Administration/ Town Planning with three years' experience at supervisory level in Property Management. Valid driver's licence. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs the public service. Departmental service delivery principles. Knowledge of departmental policies and procedures. Knowledge and application of Property development principles. Knowledge of Land administration and vesting processes. Knowledge and application of GIAMA. Knowledge Deed Registries Act, Surveyor General's office procedures. Knowledge of Deeds Office and Surveyor General procedures. Knowledge of Supply Chain Management Act and procedures. Knowledge of GIS and Land Information Systems. Planning and coordination. Property data analysis. Stakeholder engagement. Report writing. GIS and property systems literacy. Problem-solving.
<u>DUTIES</u>	:	Coordinate development and maintenance of Immovable Asset Register. Coordinate process for collection, verification, and updating of immovable asset data. Facilitate GIS mapping and site verification and desktop research processes. Monitor accuracy, completeness, and integrity of the Immovable Asset Register. Facilitate provision of property information to stakeholders. Liaise with municipalities and relevant stakeholders to validate asset data. Coordinate Acquisition & Disposal of Immovable Assets Coordinate acquisition and disposal processes of immovable assets in line with legislation. Facilitate stakeholder engagement with municipalities, landowners, and relevant authorities. Oversee preparation and submission of acquisition and disposal applications. Monitor compliance with land claim verification and statutory requirements. Coordinate registration, transfer, and safekeeping of property documentation. Monitor updating of asset registers following acquisition or disposal processes. Coordinate implementation of vesting process. Coordinate identification of state properties requiring vesting. Facilitate preparation and submission of vesting applications. Coordinate presentation of vesting cases to relevant committees. Monitor recording of vested properties in relevant systems (LAW & Asset Register). Provide technical support on vesting processes. Coordinate land and audit projects. Coordinate planning and implementation of land audit projects. Provide technical oversight into audit methodologies and processes. Facilitate data collection, verification, and site inspection processes. Consolidate audit findings and ensure integration into asset management planning. Monitor progress and quality of audit outputs. Supervise 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.
<u>ENQUIRIES</u>	:	for Mount Ayliff posts: Ms O. Mailula at 060 979 3691 / Ms N. Gcabi at 060 979 3691
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za Preference will be given to Indian Female with Disability.
<u>POST 27/100</u>	:	<u>CHIEF ARTISAN: GRADE A (X2 POSTS)</u>
<u>SALARY</u>	:	R499 470 per annum, (OSD)
<u>CENTRE</u>	:	Port ST Johns Depot Ref No: DPWI 22/07/2026 Peddie Depot Ref No: DPWI 23/07/2026
<u>REQUIREMENTS</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>DUTIES</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>ENQUIRIES</u>	:	Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za for Mthatha posts: Ms. V Potelwa / Mr. V. Sokhahleleka at 072 567 2584, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Port ST Johns Depot: (Preference will be given to African Female) Peddie Depot: (Preference will be given to African Male)
<u>POST 27/101</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES & OPERATIONS MANAGEMENT REF NO: DPWI 16/07/2026</u>
<u>SALARY</u>	:	R487 197 per annum (Level 09)
<u>CENTRE</u>	:	Aliwal North
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF level 6 as recognised by SAQA in Facilities Management / Property Management/Horticulture & Landscaping / Real Estate / Building / Construction Management / Quantity Surveying with 3 years' experience in supervisory level or SL7/8 in Facilities Management. A valid driver's licence. Knowledge and Skills: In-depth knowledge and understanding of legislative framework that governs Public Service. In-depth knowledge and understanding of GIAMA. Knowledge and understanding of PFMA. In-depth knowledge and understanding of Occupational Health and Safety Act and related buildings regulations. Knowledge and understanding of Facilities Management Policies, Procedures and Best Practices. Knowledge of Asset and Maintenance Management. Departmental service delivery principles. Departmental Strategic Planning. Departmental Annual Performance Plan. Policies and Procedures. Government Programmes. Provincial Growth and Development Plan for the Eastern Cape. Stakeholder and customer relationship management principles. Planning, coordination. Problem-solving and analytical ability. Facilities inspection and compliance monitoring. Report writing and data analysis. Stakeholder engagement and client relations. Communication. Client

DUTIES

relationship management. Report writing and presentation. Computer literacy (MS Office, Facilities Management Systems). Project Coordination.

: Coordinate provision of cleaning services: Coordinate the provision of cleaning services across district facilities. Facilitate development of specifications and procurement processes for cleaning services. Monitor contractor performance and ensure compliance with service standards. Oversee contract administration, including verification of service delivery and certification of payments. Monitor cleanliness of government facilities to ensure adherence to departmental cleaning standards policies. Coordinate provision of gardening and beautification services: Coordinate provision of gardening and landscaping services for state facilities. Facilitate procurement and appointment of service providers in line with SCM processes. Monitor performance and quality of services delivered. Oversee contract implementation and compliance with environmental standards. Ensure alignment of services with departmental maintenance and beautification standards. Coordinate implementation of condition assessments: Coordinate implementation of condition assessments for state owned facilities. Analyse condition assessment reports to inform maintenance planning and prioritization. Facilitate development of maintenance plans and cost estimates based on condition assessment data. Provide reports to inform infrastructure and asset management decisions – making. Ensure proper recordkeeping of condition assessments and maintenance reports. Manage utilization inspection on state-owned buildings: Plan and conduct utilization inspections to assess use of allocated space. Monitor space utilisation and identify underutilized or non-compliant usage of facilities. Analyse inspection findings and compile reports to inform management decisions. Ensure compliance with GIAMA and space management standards. Monitor maintenance of utilisation and inspection records. Coordinate implementation of health and safety audits on state owned facilities: Coordinate implementation of occupational health and safety requirements across facilities. Monitor compliance with relevant OHS legislation and building regulations. Facilitate execution of health and safety inspections and audits. Analyse risks identified and recommended appropriate corrective interventions. Promote safe working environments in line with statutory and departmental requirements. Supervise 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.

ENQUIRIES

: contact Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

NOTE

: Preference will be given to Youth, African Males.

POST 27/102

: **ASSISTANT DIRECTOR: IGR STAKEHOLDER ENGAGEMENT COMMUNICATION (X3 POSTS)**

SALARY CENTRE

: R487 197 per annum (Level 09)
: East London, BCM Ref No: DPWI 18/07/2026
East London (Amathole) Ref No: DPWI 19/07/2026
Aliwal North Ref No: 20/07/2026

REQUIREMENTS

: National Senior Certificate, B-Degree/ National Diploma in Public Management/ Administration, Management/ Social Science, Development Studies, (NQF L6 as recognised by SAQA), with 3 years' experience at supervisory level or SL7/8 and drivers' licence is compulsory. Knowledge and Skills: RSA Constitution – Corporative Governance, Public Service Act; Public Service Regulations, IGR Framework Act, 13 of 2005, National/ Provincial Development Plan, 2011, District Development Model, 2019, Integrated Development Plan, Problem solving skills, Strategic capability and leadership, Management skills, Communication skills, Computer skills, Organizational Skills, Communication, Programme and project management.

DUTIES

: Manage and coordinate Stakeholder Relations, Establish and maintain stakeholder relations, Develop stakeholder database, Generate and

communicate feedback on issues raised by relevant stakeholders, Maintain effective relations with sector departments and Municipalities at District level, Attend and participate in all IGR forums, Coordinate implementation of cluster collaborative, Enhance cooperation between DPWI and relevant, community based stakeholders, Monitor implementation of resolutions, Manage rendering of communication services in the District, Monitor provision of internal and external communications to the stakeholders, Manage maintenance of the brand for the department, Manage marketing and advertising of District events and programmes, Monitor participation in relevant communication forums inside and outside the department, Monitor development of District newsletters, Manage the rendering of effective and efficient customer service to the clientele of the district, Manage handling of complaints, Monitor reference of complaints to relevant officials, Ensure that follow ups are made by telephone, letter, fax or email so as to adhere to turnaround times, Implement and monitor adherence to Batho Pele Principles, Compile weekly, monthly and quarterly customer care reports, Manage distribution of departmental/district publications, Monitor proper handling of incoming and outgoing calls and manage the front line desk, Render administrative functions, Coordinate development of District plans, Report on implementation of project plans, Monitor development of District AOP, Receive and review enquiries regarding services of the Department, Supervise allocated resources, Maintain high standard of performance within team in order to produce excellent work within stipulated timeframes for achievement of set objectives, Resolve problems of motivation and control. Delegate functions to staff based on individual potential, provide necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job descriptions, signing of workplan agreements and assessment of employees. Provide support on audit findings and risks within the unit.

<u>ENQUIRIES</u>	:	Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464 Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdppw.gov.za
<u>NOTE</u>	:	East London, BCM: (Preference will be given to African Male) East London (Amathole): (Preference will be given to Youth African Female) Aliwal North: (Preference will be given to African Male)
<u>POST 27/103</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: DPWI 21/07/2027</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum (Level 09) Gqeberha National Senior Certificate/ National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management / Logistics / Operations Management / Purchase Management / Procurement with three years' experience at supervisory level or salary level 7/8 in Demand Management. A valid driver's licence. Knowledge and Skills: National Treasury Prescripts and Circulars, Provincial Treasury Prescripts and Circulars, SCM Delegations, Policies and Prescripts, Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, CIBD, BBBEE, PPPFA, Policies and Procedures. People Management, Report Writing, Computer Literacy, Negotiation, Communication and Information Management, Presentation, Analytical, Budget and Financial Management, Motivational, Conflict Resolution / Problem Solving.
<u>DUTIES</u>	:	Facilitate the development of procurement plans for the District (threshold below R500 000): Liaise with programme heads to source inputs, Analyse and verify the plans in consultation with the programmes/units, Align the draft procurement plan with the allocated budget, Consolidate the District procurement plan, Monitor, review and assess existing plans and report and check compliance on the submitted RFQS and RFP's, Monitor spending analysis of the procurement plan and submit reports. Conduct needs analysis of the district: Verify past spending of the district, compare stores against procurement plan, advise on District needs planning and spending, and assess District future needs. Perform commodity/industry analysis: Check available commodities in the market to meet the requirements of the district; conduct industry analysis to determine the types of industries; perform life cycle cost analysis for the district; provide an updated price index. Monitor the procurement process for goods and services: Ensure timeous procurement of goods/services; ensure value for money in the procurement of goods/services;

		advise during Bid Specification Committee (BSC) sittings; monitor compliance with SCM prescripts; monitor safekeeping of BID documents; compile monthly, quarterly, and annual reports. Supervise 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 Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.
<u>ENQUIRIES</u>	:	Ms C. Bermoskie at 083 797 8135 / Mr. S.Damane at 083 797 8135
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Preference will be given to White Female.
<u>POST 27/104</u>	:	<u>CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: DPWI 24/07/2026</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Gqeberha
<u>REQUIREMENTS</u>	:	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 licence. 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
<u>ENQUIRIES</u>	:	Ms C. Bermoskie at 083 797 8135 / Mr. S.Damane at 083 797 8135
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Preference will be given to Coloured Male.

<u>POST 27/105</u>	:	<u>CHIEF WORKS INSPECTOR: MECHANICAL (X2 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annual (Level 08)
<u>CENTRE</u>	:	Mthatha Ref No: DPWI 25/07/2026 Queenstown Ref No: DPWI 26/07/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF level 6 as recognised by SAQA), (T/N/S streams), or A N3 and passed trade test in Mechanical within built environment), or Registration as an Engineering Technician with 3 years' relevant experience as a Works Inspector. A valid driver's license. Knowledge and Skills: Buildings Regulations, Quality Control of all buildings works, Management of people, risk, change and promotion of teamwork, Management, OHS, Good verbal, writing and communication skills, Conflict Management skills, Computer literacy, Client orientation and customer focus skills, Report writing skills, Self – Management. Competencies: Model high standards of performance for self and team, Customer service, Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Self – Management, Manages challenges and opportunities, Computer application, Engineering Management.
<u>DUTIES</u>	:	Conduct and supervise quality control of new works and maintenance projects, Supervise and monitor compliance with the National Building Regulations in inspection of properties, Supervise and monitor contracts and in-house construction by providing technical advice and guidance in respect of compliance to regulations, legislation and processes. Attend meetings and submit reports, Conduct condition assessment on government used facilities, Conduct and supervise inspections on DPW used buildings, coordinate condition assessment report with a view of effecting maintenance, Conduct and supervise inspections on client used/leased buildings, coordinate condition assessment report with a view to advise Immovable Assets. Monitor SMMES with respect to quality control, Recommend the appointment of clerk of works for each project where SMMES are appointed, Coordinate resources such that the frequency of inspections is increased on sites where SMMES are involved, Monitor effectiveness of contractors and SMMES in all the projects, Provide assistance to EPWP in development of SMMES, Supervise resources, Identify skills development needs and recommend training and development opportunities, Ensure quality control and effective and efficient workflow by Works Inspectors and report on all work allocated, monitor proper utilization of stores, equipment and expenditure, Administer performance and development system.
<u>ENQUIRIES</u>	:	for Mthatha posts: Ms. V Potelwa at 047 505 2835/ Mr. V. Sokhahleleka Tel No: (047) 505 2768, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za Ms. N. Ndwane at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana at 083 627 2151, e-recruitment Technical Enquires: erecruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Mthatha: Preference will be given to White Female with Disability. Queenstown: Preference will be given to Youth, White Females.
<u>POST 27/106</u>	:	<u>CHIEF WORKS INSPECTOR: GENERAL BUILDINGS: TECHNICAL MAINTENANCE SERVICES (X3 POSTS)</u>
<u>SALARY</u>	:	R413 001 per annum (Level 08)
<u>CENTRE</u>	:	Gqeberha Ref No: DPWI 27/07/2026 Queenstown Ref No: DPWI 28/07/2026 (X2 Posts)
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (T/N/S streams) or equivalent, or A N3 and passed Trade Test in the Built environment or Registration as an Engineering Technician, and A valid driver's license. Minimum of 3 years of experience as a Works Inspector. Knowledge and Skills: Building Regulations, Quality Control of all building works, Management of people, risk, change, and promotion of teamwork, Management, OHS. 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>	:	Conduct and supervise quality control of new works and maintenance projects: Supervise and monitor compliance with the National Building Regulations in inspection of properties, Supervise and monitor contracts and in-house construction by providing technical advice and guidance in respect of compliance with regulations, legislation and processes, attend meetings and submit reports. Conduct condition assessment on government-used facilities:

	Conduct and supervise inspections on DPW-used buildings, coordinate condition assessment report with a view to effecting maintenance, Conduct and supervise inspections on client used/leased buildings, coordinate condition assessment report with a view to advising Immovable Assets, attend meetings and submit reports. Monitor SMMES with respect to quality control: Recommend the appointment of a clerk of works for each project where SMMEs are appointed, coordinate resources such that the frequency of inspections is increased on sites where SMMEs are involved, monitor the effectiveness of contractors and SMMEs in all the projects, and provide assistance to EPWP in the development of SMMEs. Supervise resources: Identify skills development needs and recommend training and development opportunities, ensure quality control and effective and efficient workflow by Works Inspectors and report on all work allocated, monitor proper utilization of stores, equipment and expenditure, administer performance and development system.
<u>ENQUIRIES</u>	: Ms C. Bermoskie at 083 797 8135 / Mr. S.Damane at 083 797 8135, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdppw.gov.za Ms. N. Ndawo at /083 627 2151 Ms. S. Nenene at /083 627 2151 Mr. S Mpumlwana at 083 627 2151, e-recruitment Technical Enquires: erecruitment-bhisho@ecdppw.gov.za
<u>NOTE</u>	: Gqeberha: Preference will be given to Indian Male. Queenstown: Preference will be given to Indian Female with Disability and Indian Male.
<u>POST 27/107</u>	: <u>ARTISAN FOREMAN: GRADE A (X6 POSTS)</u>
<u>SALARY CENTRE</u>	: R397 321 per annum, (OSD) Fort Beaufort Depot Ref No: DPWI 29/07/2026 Maluti Depot Ref No: DPWI 30/07/2026 (X2 Posts) Straundale Depot Ref No: DPWI 31/07/2026 Steynburg Depot Ref No: DPWI 32/07/2026 Mount Fletcher Depot Ref No: DPWI 33/07/2026
<u>REQUIREMENTS</u>	: 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.
<u>DUTIES</u>	: 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.
<u>ENQUIRIES</u>	: Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdppw.gov.za Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdppw.gov.za for Mount Ayliff posts: Ms O. Mailula at 060 979 3691 / Ms N. Gcabi at 060 979 3691, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdppw.gov.za
<u>NOTE</u>	: Fort Beaufort Depot: (Preference will be given to African Male) Maluti Depot: (Preference will be given to Youth Coloured Female with Disability and Youth Indian Female) Straundale Depot: (Preference will be given to White Male) Steynburg Depot: (Preference will be given to African Female)

Mount Fletcher Depot: (Preference will be given to African Female)

POST 27/108 : **SUPPLY CHAIN MANAGEMENT OFFICER: LOSS CONTROL: FINANCIAL MANAGEMENT REF NO: DPWI 34/07/2026**

SALARY : R338 106 per annum (Level 07)
CENTRE : East London
REQUIREMENTS : Matric, National Diploma (NQF level 6 as recognised by SAQA) in Public Administration, Internal Auditing, Accounting / Financial Management with 1-2 years in Supply Chain Management or finance (Compliance, Internal Audit, Loss Control and Risk). Knowledge and Skills: Public Administration, Public Service Legislation, Internal control and risk management framework, Supply Chain Management Framework, Communication, Reporting Skills, Computer Literacy, High ethical standards, confidentiality and integrity.

DUTIES : Loss Identification and Recording, receive cases of losses and theft from Departmental Official, Capture and record loss incidents on relevant registers and systems, Maintain accurate and up-to-date loss control and recovery records. Support in Loss Investigation, Assist with preliminary loss investigations and fact finding, Collect supporting documentation and evidence related to loss cases, Prepare working papers and basic investigation summaries for review, Submission of documents to management and committees, Ensure proper filing and document control in line with public sector requirements, Loss Prevention and Awareness, Support awareness initiatives on loss prevention and internal controls, Assist in monitoring corrective actions implemented to prevent recurrence of losses, Escalate matters to supervisors in a timely and professional manner.

ENQUIRIES : Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

NOTE : Preference will be given to Youth African Male.

POST 27/109 : **SUPPLY CHAIN MANAGEMENT OFFICER: ACQUISITION MANAGEMENT (X5 POSTS)**

SALARY : R338 106 per annum (Level 07)
CENTRE : Bisho Ref No: DPWI 35/07/2026 (X2 Posts)
Mount Ayliff Ref No: DPWI 36/07/2026
Gqeberha Ref No: DPWI 37/07/2026
Queenstown Ref No: DPWI 38/07/2026

REQUIREMENTS : National Senior Certificate/ National Diploma in SCM/Logistics/ Cost & Management Accounting/ Financial Accounting/Financial Information System (NQF Level 06) with 1-2 years' experience in Acquisition Management. A valid driver's license. Knowledge and Skills: National Treasury Prescripts and Circulars, Provincial Treasury Prescripts and Circulars, SCM Delegations, Policies and Prescripts, Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, CIBD, BBBEE, PPPFA, Policies and Procedures. Good Communication Skills (verbal & written), Computer Literate, Planning and Organising.

DUTIES : Render acquisition services, Compile the request for quotation documents, Verify registration of service providers identified on LOGIS, Execute the bidding / quotation process, Publish tender invitations., Send request for quotation documents to the identified service providers, Receive and open bid / quotation documents, Print CSD report, Check compliance, completeness and accuracy of documents received. Evaluate quotations received in line with SCM prescripts and make recommendations, Publish tender award where applicable, Conduct compliance check on documentation, utilize standard checklist to confirm policy compliance regarding quotes, Send complete document for verification, Record the received quotation documents on the quotation register for the end user to collect, Submit complete documentation for further processing at Logistics Management.

ENQUIRIES : Ms S. Zazini at 066 489 6117 / Mr L Maliti at 066 489 6117, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
for Mount Ayliff posts: Ms O. Mailula at 060 979 3691 / Ms N. Gcabi at 060 979 3691, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
Ms. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana at 083 627 2151, e-recruitment Technical Enquires: erecruitment-bhisho@ecdpw.gov.za

<u>NOTE</u>	:	Ms C. Bermoskie at 083 797 8135 / Mr. S.Damane at 083 797 8135, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Bisho: (Preference will be given to Youth Indian Female and Youth White Female) Mount Ayliff: (Preference will be given to White Male with Disability) Gqeberha: (Preference will be given to Coloured Male with Disability) Queenstown: (Preference will be given to Youth White Male)
<u>POST 27/110</u>	:	<u>SUPPLY CHAIN MANAGEMENT OFFICER: ASSET MANAGEMENT (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07) Bisho Ref No: DPWI 39/07/2026 Aliwal North Ref No: DPWI 40/07/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA) in Supply Chain Management / Public Management/Public Administration / Inventory Management / Logistics / Operations / Cost and Management Accounting / Internal Audit with 1-2 relevant experience. A valid driver's licence. Knowledge and Skills: Sound knowledge and understanding of pertinent policies relating to Movable Asset Management. National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS). Excellent verbal and written communication skills, problem solving, analytical skills and computer literacy. An ability to handle information. Personal Attributes: Clientele/customer relations skills, good interpersonal skills; decision making skills; presentation skills (including report writing), hard- working and highly motivated. Ability to work effectively and efficiently under pressure. Willing to adapt to work schedule in accordance with directorate's requirements. Willing to work for long hours.
<u>DUTIES</u>	:	Barcode new assets and update on LOGIS system/spreadsheet. Track and authorize movements of movable assets and make sure that it is captured on LOGIS/spreadsheet. Conduct the regular spot checks and annual verification of movable assets and other satellite offices. Maintenance and updating of the movable Assets Register on LOGIS/spreadsheet. Manage disposals of assets and keep record of redundant, unserviceable and obsolete assets. Manage the repairs process of movable assets. Coordinate inputs for all audit queries within specified time frames. Conduct monthly asset register audit and correct all discrepancies within specified time frame. Interact with Asset Controllers with regards to asset management. Check and verify request forms if SCOA allocations and ICN's are correct when procuring assets. Perform monthly reconciliation of assets between BAS and LOGIS.
<u>ENQUIRIES</u>	:	Ms S. Zazini at 066 489 6117 / Mr L Maliti at 066 489 6117, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Bisho: (Preference will be given to White Male) Aliwal North: (Preference will be given to Youth African Male)
<u>POST 27/111</u>	:	<u>SUPPLY CHAIN MANAGEMENT OFFICER: DEMAND MANAGEMENT REF NO: DPWI 41/07/2026</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum (Level 07) Queenstown
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA) in Supply Chain Management/Public Management/Public Administration/Logistics/Cost & Management Accounting with 1-2 years' relevant experience. A valid Driver's license. Knowledge and Skills: National Treasury prescripts and circulars, Provincial Treasury Prescripts and Circulars, SCM Delegations, Policies and Prescripts, Public Service Act, Public Service Regulations of 2016, Public Finance Management Act (PFMA), Applicable Legislation and Prescripts, CIBD, BBBEE, PPPFA, Policies and Procedures People Management, Report Writing, Computer Literacy, Negotiation, Communication, Information Management, Presentation, Analytical, Budget and Financial Management, Motivational, Conflict Resolution / Problem Solving, KPA'S Render demand management services: Verify correctness and

		completeness of documents submitted, select service providers on CSD (threshold below R30 000), Verify specifications.
<u>DUTIES</u>	:	Compile Tender Documents; Check compliance on submitted documents and issue SCMU number, Review tender documents, Place adverts for tenders, maintain tender register and compile monthly reports on bids advertised, Render secretariat duties, receive requests from programs and draft an agenda, inform members for bid specification committee sitting, Review corrections and advertise on relevant media, Attend briefing sessions where applicable and record minutes. Render administrative functions; Open file for each project approved, copy all documents per checklist, Record and submit to Acquisitions, Record requests; Verify supporting documents, records all request in the incoming register and submit to Acquisitions.
<u>ENQUIRIES</u>	:	Ms. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana at 083 627 2151 e-recruitment Technical Enquires: erecruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Preference will be given to Indian Female.
<u>POST 27/112</u>	:	<u>SUPPLY CHAIN MANAGEMENT OFFICER: LOGISTICS MANAGEMENT</u> <u>REF NO: DPWI 42/07/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Bisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6 as recognised by SAQA) in Supply Chain Management/Public Management/Public Administration/Logistics/Cost and Management Accounting with 1-2 relevant experience. A valid driver's licence. Knowledge and Skills: PFMA, Treasury Regulations, National Treasury Regulations. Planning and Organising. Good interpersonal relation skills. Presentation skills. Computer Literacy. Problem Solving skills.
<u>DUTIES</u>	:	Supervise and undertake logistical support services. Check, place and verify orders for goods. Receive and verify goods from suppliers. Capture and ensure that goods are captured in registers and database. Receive requests for goods from end users. Issue goods to end users. Check and maintain goods registers. Update and ensure the maintenance of the register of suppliers. Supervise human resources. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Ms S. Zazini at 066 489 6117 / Mr L Maliti at 066 489 6117 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Preference will be given to Youth Coloured Male.
<u>POST 27/113</u>	:	<u>SUPPLY CHAIN MANAGEMENT OFFICER: RISK AND SCM</u> <u>PERFORMANCE REF NO: DPWI 43/07/2026</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Bisho
<u>REQUIREMENTS</u>	:	National Senior Certificate/ National Diploma) NQF level 6 as recognized by SAQA) in Supply Chain Management / Public Management / Public Administration / Logistics / Cost and Management Accounting / Internal Auditing. A valid driver's licence. Knowledge and Skills: Treasury regulations. PFMA. Compliance policies & procedures. SCM Policies. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Preferential Procurement Policy Framework Act, 5 of 2000. Performance management principles. Stakeholder and customer relationship management principles. Planning and organizing. Creative thinking. Self-management. Problem analysis.
<u>DUTIES</u>	:	Conduct compliance on supply chain management legislation. Check if terms of reference are in line with regulating policy prescripts. Assist in evaluating bid processes to ensure adherence to prescripts. Attend to tender briefings and give guidance. Receive complaints on terms of reference and acknowledge thereof. Conduct SCM risk management and advice on internal controls. Assist in evaluating the capabilities of service providers. Assist to Investigate the legitimacy of service providers. Responsible for loss control on fixed assets and consumable stores. Register all cases of lost assets and consumables Assist to investigate the circumstances thereof. Make follow up on criminal procedures where required. Supervise 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 at 066 489 6117 / Mr L Maliti at 066 489 6117
<u>NOTE</u>	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za Preference will be given to African Male.
<u>POST 27/114</u>	:	<u>CHIEF REGISTRY CLERK: HUMAN RESOURCE MANAGEMENT (X2 POSTS)</u>
<u>SALARY</u>	:	R338 106 per annum (Level 07)
<u>CENTRE</u>	:	Mthatha Ref No: DPWI 44/07/2025 Queenstown Ref No: DPWI 45/07/2025
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6 as recognized by SAQA) in Records Management/ Public Management/ Human Resource Management with 1-2 years' experience in records management/ HR registry environment. A valid driver's license. Knowledge and Skills: Customer service. Relevant Government policies and Directives. Public Service Regularity Framework. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Attention to detail. Presentation. Working in a team. Ability to work under pressure. Ability to work as a team and alone. Ability to handle correspondence. Good communication skills (verbal and written). Competencies: Professional Ethics. Information management. Time management. Programme and project management. Ability to work with limited supervision. Taking initiative. Contribute positively to the core values and ethics of the department.
<u>DUTIES</u>	:	Maintain efficient and effective record keeping and file management. Implement and maintain the electronic records management system. Ensure that the file plan is up to date in line with changes of the department. Keep control over filing to prevent unnecessary duplicates or bulky items from being placed on files. Custody and safe keeping of register of files opened. Destruction register and register authorities. Responsible for closure of records and tracing of records. Dispatching of outgoing items/ correspondence. Direct supervision and in-service training of registry personnel. Ensure proper archiving documents. Ensure that all files comply with NIMR Requirements.
<u>ENQUIRIES</u>	:	for Mthatha posts: Ms. V Potelwa at 047 564 8011/ Mr. V. Sokhahleleka at 072 567 2584, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za for CH: Queenstown: Ms. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana 083 627 2151
<u>NOTE</u>	:	Mthatha: (Preference will be given to Coloured Male) Queenstown: (Preference will be given to Youth Indian Male)
<u>POST 27/115</u>	:	<u>WORKS INSPECTOR: MECHANICAL REF NO: DPWI 60/07/2026</u>
<u>SALARY</u>	:	R280 278 per annum (Level 06)
<u>CENTRE</u>	:	Queenstown
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma NQF level 6 in Mechanical Engineering (T/N/S Streams) OR N3 and passed trade test Mechanical within built environment), OR Registration as an Engineering Technician (Mechanical). 1-2 years' relevant experience. A valid driver's license. Knowledge and Skills: Buildings Regulations, Quality Control of all buildings works, Management of people. Risk. Change and promotion of teamwork. OHS Act. Good Verbal, written and communication Skills. Conflict Management skills. Computer literacy. Client orientation and customer focus skills. Report writing skills. Self-Management.
<u>DUTIES</u>	:	Conduct Inspections or maintenance on 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 being maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalised

		work. Advice and guide contractors in respect of the compliance to legislation and procedures. Inspect work documents by contractors to determine whether it is in compliance with all relevant prescribed standards. Compile and process variation orders and requests for the extension of deadlines. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the expanded public works programme (EPW). Develop and interpret plans and sketches. Draw up quotation documents and compile specifications, bills of quantities and bid documents. Participate in the adjudication process and provide recommendations quotations. Liaise with relevant stakeholders in respect of technical aspects.
<u>ENQUIRIES</u>	:	Ms. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana 083 627 2151, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Preference will be given to White Female.
<u>POST 27/116</u>	:	<u>ARTISAN CARPENTRY: GRADE A: MAINTENANCE (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R253 341 per annum, (OSD) East London Depot Ref No: DPWI 46/07/2026 Port ST Johns Depot Ref No: DPWI 47/07/2026 Cofimvaba Depot Ref No: DPWI 48/07/2026
<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 serviced 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>	:	for Mthatha posts: Ms. V Potelwa Tel No: (047) 564 8011/ Mr. V. Sokhahleleka at 072 567 2584, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za Ms. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana 083 627 2151, e-recruitment Technical Enquiries: erecruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	East London Depot: (Preference will be given to Coloured Female) Port ST Johns Depot: (Preference will be given to African Female) Cofimvaba Depot: (Preference will be given to White Female)
<u>POST 27/117</u>	:	<u>ARTISAN BRICKLAYING: GRADE A MAINTENANCE (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R253 341 per annum, (OSD) Idutywa Depot Ref No: DPWI 49/07/2026 East London Depot Ref No: DPWI 50/07/2026
<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 serviced 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>	:	Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Idutywa Depot: (Preference will be given to Coloured Female) East London Depot: (Preference will be given to Youth African Male)
<u>POST 27/118</u>	:	<u>ARTISAN PAINTING: GRADE A MAINTENANCE REF NO: DPWI 51/07/2026</u>
<u>SALARY</u>	:	R253 341 per annum, (OSD)
<u>CENTRE</u>	:	Libode Depot
<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: (040) 564 8011/ Mr. V. Sokhahleleka at 072 567 2584 e-recruitment Technical Enquires: erecruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to African Male.
<u>POST 27/119</u>	:	<u>ARTISAN ELECTRICAL: GRADE A MAINTENANCE (X5 POSTS)</u>
<u>SALARY</u>	:	R253 341 per annum, (OSD)
<u>CENTRE</u>	:	Mthatha Depot Ref No: DPWI 52/07/2026 Butterworth Depot Ref No: DPWI 53/07/2026 Graafrinet Depot Ref No: DPWI 54/07/2026 Mount Fletcher Depot Ref No: DPWI 55/07/2026 Straundale Depot Ref No: DPWI 56/07/2026
<u>REQUIREMENTS</u>	:	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. 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) 564 8011/ Mr. V. Sokhahleleka at 072 567 2584, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpgov.gov.za Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpgov.gov.za Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpgov.gov.za Ms C. Bermoskie at 083 797 8135 / Mr. S.Damane at 083 797 8135, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpgov.gov.za
<u>NOTE</u>	:	Mthatha Depot: (Preference will be given to Youth White Male) Butterworth Depot: (Preference will be given to Youth, African Female with Disability) Graafrinet Depot: (Preference will be given to Coloured Female) Mount Fletcher Depot: (Preference will be given to African Female) Straundale Depot: (Preference will be given to Youth, Coloured Male)
<u>POST 27/120</u>	:	<u>ARTISAN AIR CONDITIONING: GRADE A: MAINTENANCE REF NO: DPWI 57/07/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R253 341 per annum, (OSD) Mthatha Depot Appropriate Trade Test Certificate (Air conditioning). 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.
<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) 564 8011/ Mr. V. Sokhahleleka at 072 567 2584 e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpgov.gov.za
<u>NOTE</u>	:	Preference will be given to Youth African Female.
<u>POST 27/121</u>	:	<u>ARTISAN PLUMBING: GRADE A: MAINTENANCE (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R253 341 per annum, (OSD) Graafrinet Depot Ref No: DPW 58/07/2026 Straundale Depot Ref No: DPWI 59/07/2026 Appropriate Trade Test Certificate. 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.
<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

ENQUIRIES : Ms C. Bermoskie at 083 797 8135 / Mr. S.Damane at 083 797 8135, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
NOTE : Graafrinet Depot: (Preference will be given to Youth Coloured Male)
 Straundale Depot: (Preference will be given to Youth White Male)

POST 27/122 : **HR CLERK: RECRUITMENT AND SELECTION (X2 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Bisho Ref No: DPWI 61/07/2026
 Aliwal North Ref No: DPWI 62/07/2026

REQUIREMENTS : 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).

DUTIES : Human Resource Provisioning Services. Process advertising of positions, recruitment, selection and filling of positions. Process validation of qualifications. Process assumption of duties. Process issuing letters of appointment contracts. Process confirmation of probation appointments. Process personnel utilization through transfers, translations in rank, promotions and secondments.

ENQUIRIES : for Bhisho posts: Ms S. Zazini at 066 489 6117 / Mr L Maliti at 066 489 6117, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
 Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

NOTE : Bisho: (Preference will be given to White Male)
 Aliwal North: (Preference will be given to African Male with Disability)

POST 27/123 : **HR CLERK: CONDITIONS OF SERVICE (X3 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Queenstown Ref No: DPWI 63/07/2026 (X2 Posts)
 Gqeberha Ref No: DPWI 64/07/2026

REQUIREMENTS : 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).

DUTIES : 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.

ENQUIRIES : Ms C. Bermoskie at 083 797 8135 / Mr. S.Damane at 083 797 8135, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
 Ms. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana 083 627 2151, e-recruitment Technical Enquires: erecruitment-bhisho@ecdpw.gov.za

NOTE : Queenstown: (Preference will be given to Youth White Male and Youth African Male)
 Gqeberha: (Preference will be given to Youth White Male with Disability)

POST 27/124 : **ADMIN CLERK: COMMUNITY DEVELOPMENT (X6 POSTS)**

SALARY : R237 453 per annum (Level 05)
CENTRE : Aliwal North Ref No: DPWI 65/07/2026 (X3 Posts)

		Mount Alyiff Ref No: DPWI 66/07/2026 (X2 Posts) East London Ref No: DPWI 67/07/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate with no experience required. Knowledge and Skills: 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, bookings, attend to incoming and outgoing correspondence, Writing of minutes, Procurement of accommodation and catering, Arrange transport, Filing, Compile and consolidation of spreadsheet for Appointment and Payment of Participants, Capturing of Participants contracts on system, Assist on distribution of Participants protective clothing.
<u>ENQUIRIES</u>	:	Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za For Mount Alyiff posts: Ms O. Mailula at 060 979 3691 / Ms N. Gcabi at 060 979 3691, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Aliwal North: (Preference will be given to African Male, Youth African Female with Disability and Youth Coloured Male) Mount Alyiff: (Preference will be given to Youth White Female, Indian Female) East London: (Preference will be given to African Female)
<u>POST 27/125</u>	:	<u>ADMIN CLERK: CAPITAL WORKS (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) East London Depot Ref No: DPWI 68/07/2026 Graafrinet Depot Ref No: DPWI 69/07/2026 Libode Depot Ref No: DPWI 70/07/2026
<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. Liaise with District for procurement processes. Ensure safe keeping of all documentation in the office of the Unit.
<u>ENQUIRIES</u>	:	Ms C. Bermoskie at 083 797 8135 / Mr Damane at 083 797 8135, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za Mr. L. Magqaza at 069 007 4868/ Mr Z. Tana at 064 754 8464, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za Ms. V Potelwa Tel No: (047) 564 8011/ Mr. V. Sokhahleleka at 072 567 2584, e-recruitment Technical Enquires: erecruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	East London Depot: (Preference will be given to Youth, African Male) Graafrinet Depot: (Preference will be given to Youth, Indian Female with Disability) Libode Depot: (Preference will be given to Youth, Indian Male with Disability)
<u>POST 27/126</u>	:	<u>ADMIN CLERK: DISTRICT COORDINATION: EPWP REF NO: DPWI 71/07/2026</u>
<u>SALARY CENTRE</u>	:	R237 453 per annum (Level 05) Mount Alyiff
<u>REQUIREMENTS</u>	:	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 Mount Ayliff posts: Ms O. Mailula at 060 979 3691 / Ms N. Gcabi at 060 979 3691, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, Coloured Male.
<u>POST 27/127</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: LOSS CONTROL REF NO: DPWI 72/07/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Mount Ayliff
<u>REQUIREMENTS</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.
<u>DUTIES</u>	:	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 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.
<u>ENQUIRIES</u>	:	for Mount Ayliff posts: Ms O. Mailula at 060 979 3691 / Ms N. Gcabi at 060 979 3691, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, Coloured Male.
<u>POST 27/128</u>	:	<u>ACCOUNTING CLERK: RECONCILIATION REF NO: DPWI 73/07/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Mthatha
<u>REQUIREMENTS</u>	:	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. V Potelwa at 047 564 8011/ Mr. V. Sokhahleleka at 072 567 2584, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, Coloured Female with Disability.
<u>POST 27/129</u>	:	<u>ADMIN CLERK: MONITORING AND EVALUATION: EPWP REF NO: DPWI 74/07/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Aliwal North
<u>REQUIREMENTS</u>	:	National Senior Certificate or NQF Level 4. No experience Required. Knowledge and Skills: Public Finance Management Act (PFMA) DORA, PEPS, Public Service Regulations, BBBEE Act, EPWP Policy. Stakeholder Engagement; Financial Management, Policy Implementation. People Management, Process implementation, customer and quality management, Problem solving skills, Strategic capability and leadership, Self-leadership, Communication skills, Computer skills, Planning and Organization Skills, Programme and project management, Negotiation and Presentation Skills.
<u>DUTIES</u>	:	Assist in evaluating the number of Public Bodies reporting on EPWP within the region: Assist in the implementation of IG project lists and other grants projects from the public bodies. Assist in expenditure of Integrated Grants. Prepare project file for completeness. Monitor the number of monthly file completeness report. Prepare reports for sector and district meetings. Monitor sector and district Resolutions. Consolidate and submit reports. Identify gaps and liaise with EPWP Coordinators. Resolve problems of motivation and control with minimum guidance from manager.
<u>ENQUIRIES</u>	:	Mr. M. Mavotsho at 083 753 9381/Mr. M. Tshwaku at 083 753 9381, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Preference will be given to African Male with Disability.
<u>POST 27/130</u>	:	<u>DATA CAPTURER: INNOVATION AND EMPOWERMENT: EPWP REF NO: DPWI 75/07/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Mount Ayliff
<u>REQUIREMENTS</u>	:	National Senior Certificate or NQF Level 4. No experience Required. Knowledge and Skills: EPWP phase 3 / 5 guidelines, National Development Plan, Ministerial Determination, EPWP recruitment guidelines, Constitution of the Republic of South Africa, Act No.108 of 1996, Skills Development Act, Occupational Health and Safety Act. Good verbal and written communication, Computer skills, Teamwork, Flexibility, Problem solving, Conflict management.
<u>DUTIES</u>	:	Office support; Capture data from available records into the required formats e.g. databases, table, spreadsheet, submit data, verify query missing data and errors observed during data entry, Review and validate all data from the records, Update registers and statistics, Make regular backups of data, Provide information to components, Keep and maintain records and files, Ensure records and files are properly sorted and secured.
<u>ENQUIRIES</u>	:	for Mount Ayliff posts: Ms O. Mailula at 060 979 3691 / Ms N. Gcabi at 060 979 3691, e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, Indian Male with Disability.
<u>POST 27/131</u>	:	<u>SECURITY OFFICER REF NO: DPWI 77/07/2026</u>
<u>SALARY</u>	:	R170 226 per annum (Level 03)
<u>CENTRE</u>	:	Queenstown
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Ms. N. Ndawo at 083 627 2151 / Ms. S. Nenene at 083 627 2151 / Mr. S. Mpumlwana 083 627 2151, e-recruitment Technical Enquires: erecruitment-bhisho@ecdpc.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, African Female.
<u>POST 27/132</u>	:	<u>MESSENGER REF NO: DPWI 77/07/2026</u>
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Queenstown
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	Render effective messenger services Collect and deliver mail to/from the Post Office and other postal/courier services. Collect, sort, and distribute mail and documents from the various institutional components. Collect and deliver documentation and related items in the department or other departments. Keep register of documentation received and delivered. Distribute internal, departmental, and national circulars. Ensure that where applicable, an acknowledgement of receipt is signed for parcels, mail, correspondence, and circulars that are delivered. Prepare packages/parcels for dispatch by the courier or postal service. Copy, shredding and binding of documents. Perform or assist with any other duties assigned within the registry.
<u>ENQUIRIES</u>	:	Ms. N. Ndawo at 0458076676 / Ms. S. Nenene at 0458076677 / Mr. S. Gongqa at 083 627 2151 e-recruitment Technical Enquires: erecruitment-bhisho@ecdpc.gov.za
<u>NOTE</u>	:	Preference will be given to Youth, Indian Female.

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

<u>APPLICATIONS</u>	:	Applications must be submitted via one of the following options: directing to a specific relevant centre: Head Office: Qonce: Enquiries – Ms. S. Mpafa Tel No: (043) 492 1405 / Mrs. R. E. Swartbooi Tel: 043 492 0949 / Mr. M. Cezula 043 492 1400 / Ms. S. Cetywayo 043 492 0936 Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, Qonce, 5605. OR Tambo District: Attention Mr. S. Stuma / Ms. T. Mngoma Tel: 047 495 0853 Hand deliver to: Human Resource Management, 49 Victoria Street, Mthatha Reference Library, Mthatha, 5099. Amathole District: Enquiries Mr. B. Mbangatha / Mr. M. Mboniswa Tel: 043 492 1838 /1839 Hand deliver to: No 16 Commissioner Street, Old Elco Building, Ku-Gompo City, 5201. Albany Museum: Makanda: Enquiries. Dr. P. Cimi – 046 622 2312 (Makanda) Hand deliver to 40 Somerset Street, Makanda. Amathole Museum: Qonce: Enquiries. Ms. S. Cakata – 043 642 4506 (Qonce) Hand deliver to Corner of Alexandra & Albert Roads, Qonce.
----------------------------	---	---

East London Museum: Ku-Gompo City Enquiries. G. Morcom / S. Lamati – 043 743 0686 – EL Museum (Ku-Gompo City) Hand deliver to 319 Oxford Street, Belgravia, Ku-Gompo City.

Bayworld Museum: Gqeberha Enquiries. V. Ketelo – 041 584 0650 – Bayworld Museum (Gqeberha) Hand deliver to Beach Road & Brookes Hill Drive, Humewood, Gqeberha.

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

Nelson Mandela District: Attention Mr. S. Javu / Ms. T. Bosman / Ms. A. Dyalvane: 041 492 1288 / 1232 / 1230 Hand deliver to: 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha.

Alfred Nzo District: Attention Mr M.B. Gugwana / Ms. T. Ntsevu: 039 492 0297 Hand deliver to: No 67 Church Street Mt Ayliff.

Sarah Baartman District: Attention Ms. N. Qumza / Ms. N. Sandi: 046 492 0223 / 0228 Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.

Applicants are encouraged to use e-recruitment system. People with disabilities who meet the requirements will be given preference. The e-Recruitment System is available 24/7 and closes at 23:59 on the closing date. To report any e-recruitment system challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: erecruitment@ecsrac.gov.za. Do not send any applications to this email address; should you do so, your applications/CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). NB: Direct any enquiries to the relevant enquiries' person as provided under each position.

CLOSING DATE

:

NOTE

:

17 August 2026

Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders to HR on or before the interview date. Failure to submit all the required documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/ study verification and previous employment verification). 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. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the advertised posts if by so doing, the best interest of the department will be well served. (Females and People with Disabilities are also requested to apply and

indicate such in their applications). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. All shortlisted candidates for SMS posts will be subjected to technical exercises and interviews. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence and integrity. Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated Full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

MANAGEMENT ECHELON

<u>POST 27/133</u>	:	<u>CHIEF DIRECTOR: CULTURAL AFFAIRS REF NO: DSRAC 01/07/2026</u>
<u>SALARY</u>	:	R1 554 696 – R1 858 821 per annum (Level 14). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an NQF level 7 qualification as recognized by SAQA in Cultural Studies / Arts Management / Public Administration / Public Management/ Management/ Library and Information Science/Archives & Records Management/ Heritage & Museum studies/ Cultural Heritage Management/ History/ Fine Arts/ Performing Arts. 5 years minimum experience at senior managerial level. A successfully completed SMS pre-entry programme Nyukela Certificate is required before appointment. Extensive experience in a relevant managerial field. Experience in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in Government policies and procedures. Excellent communication and analytical skills. Extensive knowledge of Arts and Culture, Libraries and Archives, Museums and Heritage as well as Language Services are essential. Knowledge of and experience in sector needs and business. Extensive knowledge in government prescripts, policies and procedures. Willingness to work extra hours. Computer literacy with an emphasis on Excel and PowerPoint. An independent worker, meeting timeframes. Monitoring and managing compliance of the District with the Statutory Bodies. Must be in possession of a valid code 08 driving licence. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. Knowledge & Skills: Sound understanding of basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook, knowledge of Legislation, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations. SMS pre-entry certificate (completed) is one of the minimum requirements for SMS positions as indicated under paragraph 10.3 of the DPSA Directives as an online course on www.thensg.gov.za . Excellent facilitation, research, negotiation, presentation, project management, strategic planning and motivations skills.
<u>DUTIES</u>	:	Ensure provision of arts and culture services. Create and monitor environment for development of performing arts. Create and monitor environment for development of visual arts and crafts. Manage promotion and preservation of culture and moral regeneration. Control and manage the function of art centres, campsites and funding thereof. Ensure provision of museums and heritage services. Manages the revitalization and development of museum services. Monitor and coordinate the usage of heritage facilities. Manage and coordinate the utilization of heritage institutions. Ensure provision of libraries and information services. Monitor the delivery of efficient library and information services. Oversee library awareness programs for development of community libraries. Facilitate and manage the resource provision to the Municipality libraries. Monitor the provision of archives and repository management

services. Facilitate and monitor the implementation of the budget of the library infrastructure programs. Ensure provision of language development and literature services. Facilitate and monitor provision of language development and literature services in the province. Oversee provision of translation and interpretation services. Manage and coordinate promotion of language development and preservation. Manage and coordinate the development and preservation of indigenous language. 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 Relationships. Facilitation of minimum information security standards (MISS and overall accountability of the Department. Key Government Focus Areas: 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. Promote 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. Organisational Performance: Ensure development, implementation and review of Departmental Strategic Imperatives. Focus on assessing the organisational performance based on the predetermined targets in the Annual Performance Plan (APP). Ensure the audited Annual Report will be used to establish the extent in which the objectives in the APP has been achieved. Ensure management and monitoring of programme risk register.

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

NOTE : Persons with a disability are encouraged to apply.

OTHER POSTS

POST 27/134 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DSRAC 03/07/2026**

SALARY : R932 292 – R1 098 195 per annum (Level 11), an all-inclusive remuneration
CENTRE : Amathole District – (Ku-Gompo City)
REQUIREMENTS : National Senior Certificate plus an appropriate Bachelor's Degree (NQF Level 6) or preferably a Bachelor's Degree (NQF Level 7) as recognised by SAQA, Public Administration / Public Management/ Management/ Human Resource Management, Supply Chain Management/ Financial Management. A minimum of three (3) years' experience at an assistant director level. In-depth knowledge and understanding of corporate services management in public service. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem-solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity. Networking and presentation skills. Computer skills. Excellent, in-depth knowledge of and insight into all applicable policy frameworks governing the public sector. A valid driving licence.

DUTIES : Manage financial administration services. Ensure adherence and compliance to finance legislations. Monitor budget expenditure and statements. Ensure payment of service providers. Monitor banking and revenue services. Manage salary services. Ensure compliance on internal control requirements. Manage supply chain services. Ensure provision of acquisition and demand services. Ensure provision of logistics services. Ensure provision of facilities management services. Provide transport services. Manage district movable assets. Ensure compliance on asset management policy. Ensure disposal of assets. Support and monitor verification of assets. Monitor asset register. Manage the provision of human resource services. Compile and submit input for the annual recruitment plan. Provide and support recruitment process. Provide conditions of service. Ensure provision of registry services. Coordinate human resource development and training services. Ensure provision of integrated employee wellness services. Coordinate labour relations issues. Manage administration support. Give input in the development of policies and operational plans. Attend and respond to audit matters. Compile and submit

		monthly and quarterly reports. Manage human and financial resources. Ensure authenticity of the evidence provided. Maintain staff discipline.
<u>ENQUIRIES</u>	:	Ms. B. Mbangatha Tel No: (043) 492 1838 / 1839, Amathole District Ku-Gompo City
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with a disability are encouraged to apply.
<u>POST 27/135</u>	:	<u>SCIENTIST PRODUCTION: PALAEONTOLOGY REF NO: DSRAC 02/07/2026</u>
<u>SALARY</u>	:	R761 157 – R816 852 per annum, an all-inclusive remuneration, (OSD)
<u>CENTRE</u>	:	Albany Museum (Makanda)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a master's degree in Paleontology / Geology / Geo Science/Zoology, specializing in Eastern Cape Palaeoscience. Compulsory registration with SACNASP as a professional Natural Scientist. A minimum of three (3) years relevant experience in a museum natural science environment. Knowledge of curating paleontology collections, research, fieldwork, fossil preparation and publication of scientific papers. Ability to recognise diagnostic characteristics on which classification systems are based. Computer knowledge, laboratory protocol, word computer packages, paleontology, and financial management. Program and project management. Communication skills, Report writing skills, People management skills, Customer or client orientated approach. Knowledge of public service regulations, legislations/ policies/ prescripts and procedures. Knowledge of Eastern Cape Museum Act. National Heritage Act, Operational standards for natural science museum, South African National Standards for Museums. A valid driving licence.
<u>DUTIES</u>	:	Identify, name and classify fossil species based on morphology, and evolutionary relationships. Conduct field surveys and excavations, perform laboratory analysis (fossil preparation and microscopic analysis), curate paleontology collections, and publish research to support knowledge generation and understanding of changing ecosystems through time, and heritage management. Develop and implement methodologies, policies, systems and procedures. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate program performance. Perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. To perform scientific analysis and regulatory functions. Conduct analysis of scientific data. Gather and interpret data, evaluate results and disseminate information, through both scientific publications and public outreach initiatives. Apply appropriate scientific models to generate information and knowledge. Formulate proposals and compile reports. Develop and customize models and techniques. Conduct research and development. Continuous professional development to keep up with new technologies, procedures and knowledge. Conduct basic and applied research. Research/literature studies to improve expertise. Publicly present research findings. Liaise with relevant bodies/councils on science-related matters. Manage human capital development. Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work processes. Manage performance and development.
<u>ENQUIRIES</u>	:	Dr. P. Cimi Tel No: (046) 622 2312, Albany Museum (Makanda)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with a disability are encouraged to apply.
<u>POST 27/136</u>	:	<u>CHIEF LANGUAGE PRACTITIONER REF NO: DSRAC 04/07/2026</u>
<u>SALARY</u>	:	R605 742 – R713 535 per annum (Level 10), an all-inclusive remuneration
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus a National Diploma NQF Level 6 / Preferably bachelor's degree NQF Level 7 as recognized by SAQA in Linguistic, Socio / Applied -linguistic, Language Planning, Translation and Interpreting Studies, Language Practice / Terminology & Lexicography / Journalism / Communications / Editing or Publishing studies (Languages and Literature

	services) plus a minimum of three (3) years relevant work experience at a supervisory level (SL 7 / 8) in the field of Languages and Literature development, translating documents from English to isiXhosa. Experience in procurement of goods and services will be an added advantage. A valid driving licence.
<u>DUTIES</u>	: Assist in developing language legislation and policy. Formulate language legislation and policy. Facilitate implementation of language policy. Promote the principle of multilingualism in the province. Facilitate establishment of language units in government departments. Coordinate strategic engagements with the Eastern Cape Language Forum. Facilitate translation and interpreting services. Coordinate development of term lists in all official languages of the province. Conduct research on all difficult terms/words on the term list. Terminology development services. Develop terms in conjunction with language role players. Research on difficult terms. Facilitate authentication/verification of difficult terms. Facilitate approval of terms of difficult nature by national term bank. Development of isiXhosa/Sesotho orthography. Provide administrative support for the component. Facilitate the development of Literature. Coordinate engagements with Literature bodies in the province. Facilitate Literature Development programs. Coordinate both literature and language projects. Assist in the development of strategic, operational and procurement, business and projection plans. Manage financial resources. Manage human resources. Compile monthly and quarterly reports. Allocation of resources for staff. Manage EPMDS and provide staff development training needs.
<u>ENQUIRIES</u>	: Ms. S. Mpafa Tel No: (043) 492 1405, Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	: Persons with a disability are encouraged to apply.
<u>POST 27/137</u>	: <u>ASSISTANT DIRECTOR: SCHOOL SPORT REF NO: DSRAC 05/07/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R605 742 – R713 535 per annum (Level 10), an all-inclusive remuneration : Amathole District (Ku-Gompo City) : National Senior Certificate plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies / Recreation Leisure studies / Sport coaching and Human sciences / Sport and Exercise science / Sport and Exercise technology coupled with three (3) years' relevant experience in Sport and Recreation environment at Senior/officer level or SL 7/8 in the field of Sport and Recreation. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills. Presentation skills will be an added advantage. Knowledge of relevant prescripts. A valid driving license is required. Competencies: Project Management will be an added advantage. Knowledge and understanding of the Conditional Grant Framework. Knowledge of relevant pre-scripts acts and regulations that govern sport and recreation. Understanding of policies and regulations that govern school sport Provincially and Nationally. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure. Computer Literacy. A valid driver's licence.
<u>DUTIES</u>	: Co-ordinate the Implementation of School Sport Programmes and District Seasonal School Sport Championships (NSSC). Implement strategic partnership programmes with School Sport Sector. Facilitate the support towards schools participating in leagues, festivals and provision of equipment and attire. Facilitate the establishment of fully fledged school sport structures and the support towards school sport structures. Develop a database of schools in the within zonal and circuits educational areas. Conduct regular meetings with Department of Education to plan, implement and monitor school sport programmes. Formulate key and strategic partnerships with local stakeholders and NPO's/NGO's towards the support of school sport programmes. In conjunction with the DoE and School Sport Structures facilitate the submission of training delegates towards education and training courses in the Province. Provide monthly, quarterly, semester and annual performance

		and expenditure reports on the school sport. Facilitate the annual registration of schools in the school sport programme. Facilitate Stakeholder engagement sessions with the school sport sector to plan for the development of the annual operation plan. Co-ordinate the provision of non-financial support to be provided to schools and school sport structures. Manage the School Sport budget and the procurement of goods and services as per the annual operational plan and conditional grant requirements. Submit all conditional grant reporting requirements as per the conditional grant framework and department reporting requirements. Develop an annual school sport plan in conjunction with all school sport stakeholders. Monitor and evaluate implementation of school sport programmes.
<u>ENQUIRIES</u>	:	Mr. B. Mbangatha Tel No: (043) 492 1839 / 1839, Amathole District Ku-Gompo City
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with a disability are encouraged to apply.
<u>POST 27/138</u>	:	<u>ASSISTANT DIRECTOR: RISK & INTERGRITY MANAGEMENT REF NO: DSRAC 06/07/2026</u>
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09), an all-inclusive remuneration
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Diploma (NQF level 6) as recognised by SAQA) in Risk Management or Internal Auditing or Accounting with at least 3 years' experience at supervisory level or (SL 7/8) in the field of Ethics Management or Anti-Corruption Field. Certification as Ethics Officer will be an added advantage. Project Management and Supervisory Experience. Job related Knowledge of Public Service Regulations and Legislation as well as Integrity Management Framework. Conceptual and Analytical thinking and Problem-solving ability. Good Report Writing skills. Communication skills (written and verbal skills), Staff and Interpersonal Relations. Creative Presentation skills. Interpretation of Policy. Planning and organizing skills. Research capability and Investigation Methodology Skills. Understanding of investigation techniques, tools, and processes. Honesty and Integrity. Time management Skills. Ability to work under pressure. Work independently with minimal supervision for extended periods. Computer literacy in MS Word, Excel and PowerPoint. Willing to travel extensively. A valid driver's license is a requirement. No criminal record or pending cases.
<u>DUTIES</u>	:	Assist in Development and Management of Ethics Management Strategy, Policies and Programmes in the Department. Co-ordinate and assist in the development of departmental ethics and fraud risk registers. Provide continuous support to staff within the Risk Management unit to prevent ethics, fraud and corruption-related risks. Manage and ensure that reported cases of conflict of interest and remunerative work performed without permission are investigated. Assist in Administration and co-ordination of financial declarations by departmental officials. Co-ordinate the implementation of Ethics and Fraud Management strategy. Initiate the development of Ethics and Fraud Implementation Plans. Monitor, evaluate and report on remunerative work performed outside the Public Service. Monitor and report on the ethics performance of the organisation. Monitor and report on integrity systems and processes within the department. Manage and monitor compliance to ethics and fraud policies. Conduct Lifestyle Reviews and/or Lifestyle Audits and draft reports for review by the deputy director. Provide technical support to the departmental Ethics and Fraud Champions. Co-ordinate the sitting of Risk/Fraud/Ethics forum meetings. Liaise with stakeholders. Conduct ethics and fraud/anti-corruption awareness campaigns within the department.
<u>ENQUIRIES</u>	:	Ms. R. Swartbooi Tel No: (043) 492 0949 / 0936, Head Office – (Qonce) e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with a disability are encouraged to apply.
<u>POST 27/139</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: DSRAC 07/07/2026</u>
<u>SALARY</u>	:	R487 197 – R573 897 per annum (Level 09), an all-inclusive remuneration
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus an undergraduate qualification (NQF level 6) in Public Administration, Public Management / Business Management / Strategic Management / Management Sciences / Business Administration /

Development studies/ Policy & Development Management / Monitoring & Evaluation / Project Management / Organizational Development/ Economics / Management Sciences / Governance / Development planning / Operations management / Social Sciences. Minimum of three (3) years' experience at supervisory level 7/8 in strategic management/planning. Knowledge of Public Service Act, (Batho Pele Principles), PFMA, and Framework and Guideline for Departmental Strategic Plans and Annual Performance Plans. Application of planning methodology. Basic project management. Strategic formulation and implementation. Public sector governance framework. Communication (verbal and written). Problem solving and analysis. Planning and organising. Knowledge management. Diversity management. Budgeting and financial management. Basic research skills. Willingness to drive long hours. Computer literacy. Thorough knowledge of Microsoft Office. Incumbent must have worked in strategic planning or monitoring and evaluation. Competencies: Development and operational effectiveness, good people skill & teamwork, results orientated, self-starter, presentation and communication skills. A valid driving license is required.

<u>DUTIES</u>	:	Coordinate operational and strategic planning processes. Facilitate the development, review, and alignment of strategic and operational plans in line with organisational objectives, policies, and legislative requirements. Facilitate planning sessions and provide guidance to business units on strategic planning processes, frameworks, and methodologies. Support the development of performance plans, implementation plans, and related planning documentation. Monitor progress against approved plans and identify risks, challenges, and opportunities for improvement. Compile strategic planning reports, dashboards, and briefing documents for management consideration. Ensure effective coordination between strategic priorities, operational activities, and resource allocation. Facilitate the identification of service delivery challenges and support the development of improvement plans and interventions. Facilitate stakeholder engagement to ensure service delivery initiatives are responsive to organisational and stakeholder needs. Support the implementation, monitoring, and evaluation of service delivery improvement initiatives. Analyse performance information and provide recommendations to enhance efficiency, effectiveness and quality of service delivery. Track implementation progress and prepare reports on improvement initiatives, outcomes, and areas requiring intervention. Promote continuous improvement practices across the organisation. Coordinate and support the implementation of priority programmes /projects. Facilitate the planning, implementation, and monitoring of priority programmes and strategic projects. Provide project coordination support, including tracking milestones, deliverables, risks, and dependencies. Facilitate collaboration among internal and external stakeholders involved in priority initiatives. Monitor project performance against approved objectives, timelines, and outcomes. Prepare progress reports, presentations, and updates for management and relevant governance structures. Support the resolution of implementation challenges to ensure successful delivery of strategic priorities. Management of administration support. Give input in the development of policies and operational plans. Compile and submit monthly and quarterly reports. Determine and verify the authenticity of the evidence provided. Attend and respond to audit matters. Supervise human resources. Maintain staff discipline.
<u>ENQUIRIES</u>	:	Ms. R. Swartbooi Tel No: (043) 492 0949 / 0936, Head Office – (Qonce)
<u>NOTE</u>	:	e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
	:	Persons with a disability are encouraged to apply.

POST 27/140 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DSRAC 08/07/2026**

SALARY : R487 197 – R573 897 per annum (Level 09), an all-inclusive remuneration
CENTRE : Sarah Baartman District (Makanda)
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification (NQF level 6) as recognized by SAQA in Human Resource Management / Personnel Management /Public Administration / Public Management / Business Management / Industrial Psychology. Minimum of three (3) year's functional experience on Senior Personnel Practitioner Level (7/8) in Human Resource Management. Extensive knowledge of PERSAL, ISISELE & Pension Case Management systems. Human Resource Management Methodology, Principles and Strategies. COIDA, DPSA Directives, Customer Service

principles (Batho Pele Principles). Budgeting and Financial Management , Labour Relations Act, Employment Equity Act, Basic Condition of Employment Act, Public Finance Management Act (PFMA), National Treasury regulations, Promotion of Access to Information Act, Promotion of Administrative Justice Act (PAJA), Minimum information security standard (MISS), Protection of Personal Information Act (POPIA) Skills: Coaching and Mentoring, Conflict Management, Critical and Innovative Thinking, Inspire Commitment, People Management, Performance and oversight, Performance/ Project Management, Quality Assurance, Risk Management. Ability to work under pressure and independently. A valid driving license is required.

DUTIES

: Facilitate and monitor Human Resource Management and Personnel Conduct: attend and hold Human Resource meetings. Coordinate HR Reports. Coordinate recruitment, selection and appointment process. Develop and implement recruitment and selection plans in line with approved workforce plans. Champion the advertising, screening, shortlisting, interviewing, and appointment of employees. Ensure compliance with relevant legislation, policies, and recruitment procedures. Provide support to the selection committees during recruitment and selection processes and technical support on recruitment matters. Monitor vacancy rates and recruitment turnaround times. Prepare recruitment reports and maintain accurate recruitment records. Promote employment equity and transformation objectives during recruitment processes. Administer conditions of service. Manage the implementation and administration of employee conditions of service. Understanding of GEFP and Pension Case Management system. Ensure accurate administration of appointments, transfers, promotions, terminations, leave and leave gratuity management, overtime, housing allowance, long-service recognition, and other employee benefits. Provide guidance on human resource policies and applicable legislation. Monitor compliance with service conditions and resolve employee enquiries. Ensure accurate personnel records and HR information management. Liaise with payroll and other stakeholders to resolve personnel administration matters. Coordinate performance management and development services. Provide guidance and training to managers and employees on performance management processes. Monitor compliance with performance planning, reviews, assessments, and development plans. Identify training and development needs based on performance outcomes. Ensure proper record keeping and reporting on performance management activities. Facilitate and monitor Human Resource Development and EPMDS. Monitor the development of Workplace Skills Plan. Monitor development of performance contracts. Conduct quarterly reviews and Validation of Reviews and Assessment. Coordinate the administration of PMDS, Monitor and facilitate Training & Capacitation of employees. Coordinate labour relations services, Facilitate the implementation of labour relations policies and procedures. Give advice to management on labour legislation and collective agreements. Execute disciplinary, grievance and incapacity processes. Promote sound employer-employee relations and conflict resolution. Monitor implementation of labour relations decisions and maintain records. Coordinate wellness programmes services. Plan and implement employee health and wellness programmes (EHWP). Develop and implement wellness initiatives addressing physical, emotional, financial, and psychosocial wellbeing. Organise awareness campaigns on health, wellness, and work-life balance. Facilitate counselling referrals and employee support services. Monitor employee participation and evaluate programme effectiveness. Promote a healthy, safe, and productive work environment. Management of all administration processes. Give input in the development of policies and operational plans. Compile and submit monthly and quarterly reports. Develop and interpret reporting templates. Determine and verify the authenticity of the evidence provided. Attend and respond to audit matters. Supervise human resources. Maintain staff discipline.

ENQUIRIES

: Ms. R. Swartbooi Tel No: (043) 492 0949 / 0936, Head Office – (eQonce)
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE

: Persons with a disability are encouraged to apply.

POST 27/141

: **ASSISTANT DIRECTOR: CORPORATE SERVICES REF NO: DSRAC 09/07/2026**

SALARY CENTRE

: R487 197 – R573 897 per annum (Level 09), an all-inclusive remuneration
: Amathole Museum (Qonce)

<u>REQUIREMENTS</u>	:	National Senior Certificate plus an appropriate Bachelor's degree (NQF Level 6) as recognised by SAQA in Public Administration / Public Management/ Management/ Human Resource Management, Supply Chain Management/ Financial Management. A minimum of three (3) years' experience at supervisory level SL 7/8. In-depth knowledge and understanding of corporate services management in public service. Competencies: Strategic capability and leadership skills. Programme and project management skills. Financial management skills. Change management skills. Knowledge management skills. Service delivery innovation skills. Problem-solving and analysis skills. People management and empowerment skills. Client orientation and customer focus. Communication skills. Honesty and integrity. Networking and presentation skills. Computer skills. Excellent, in-depth knowledge of and insight into all applicable policy frameworks governing the public sector. A valid driving licence. A valid driving license is required.
<u>DUTIES</u>	:	Provide human resource administration services. Submit input for the annual recruitment plan on museum posts. Facilitate the implementation of ARP through recruitment and selection and process. Coordinate the process of conditions of service. Monitor records management system. Facilitate human resource development and training. Render integrated performance management development system. Coordinate integrated employee wellness services. Monitor attendance register and leave records. Maintain staff discipline. Provide financial management services. Give input in the development of procurement plans. Monitor budget expenditure. Monitor and ensure payment of suppliers. Monitor banking and revenue services. Provide supply chain management services. Render demand and acquisition management services. Facilitate logistics and asset disposal management services. Monitor facilities management services. Monitor supply chain compliance. Provide maintenance of museum buildings and grounds. Ensure maintenance of museum buildings. Ensure maintenance of museum grounds. Ensure general cleaning services of museum. Provide secretariat services to the museum board. Compile and manage board files. Compile board documents in preparation for meetings. Prepare invitations for board meetings. Provide secretariat services and minute taking in meetings. Create and update pending items to board members. Compile and submit quarterly reports on board matters. Liaise with museum subscribers, donors and supporters. Provide administration support. Attend and respond to audit matters. Supervise financial and human resources. Manage allocation of staff resources. Compile and submit monthly and quarterly reports. Supervise PMDS and staff development training needs. Supervise attendance register and leave records. Supervise mentoring and coaching of experiential learners and interns. Maintain staff discipline.
<u>ENQUIRIES</u>	:	Ms. S. Cakata Tel No: (043) 642 4506, Amathole Museum – (Qonce)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 27/142</u>	:	Persons with a disability are encouraged to apply.
<u>LIBRARIAN (X2 POSTS)</u>	:	
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07), an all-inclusive remuneration
	:	Nelson Mandela District (Gqeberha) Ref No: DSRAC 10/07/2026
	:	Sarah Baartman District (Humansdorp Library) Ref No: DSRAC 11/07/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma or B.Bibl. Degree/ B Tech (NQF Level 6) in Library and Information Science / Studies or Bachelor of Information Sciences with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies, and prescripts. Basic knowledge of library and information science procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. Understanding of at least four Eastern Cape official languages will be an added advantage. A valid driving license.
<u>DUTIES</u>	:	Conduct awareness campaigns, reading programmes and promotion of library use to all communities. Conduct stock control of all library material. Manage, receive and reconcile library material from the district office. Attend to user needs. Compile monthly user statistics and reports. Participate in drafting of the business plan. Manage library assets and resources. Implement annual recovery of monies. Establish and sustain library structures. Manage mini-lib services. Supervise staff.
<u>ENQUIRIES</u>	:	Ms. T. Sandi – 041 492 1292 / 1231 / 1230, Nelson Mandela District (Gqeberha)

	Ms. N. Qumza 046 492 0223 / 0226, Sarah Baartman District – (Makanda)
	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	Persons with a disability are encouraged to apply.
<u>POST 27/143</u>	<u>SPORT PROMOTION OFFICER: SCHOOL SPORT REF NO: DSRAC 12/07/2026</u>
<u>SALARY</u>	R338 106 – R398 277 per annum (Level 07), an all-inclusive remuneration
<u>CENTRE</u>	Amathole District (Ku-Gompo City)
<u>REQUIREMENTS</u>	National Senior Certificate plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies / Recreation Leisure studies / Sport coaching and Human sciences / Sport and Exercise science / Sport and Exercise technology coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scripts in sport and recreation. Ability to work under pressure. Knowledge and understanding of the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant pre-scripts. Exposure in several codes or federations. A valid driving license is required.
<u>DUTIES</u>	Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with relevant stakeholders. Establish and maintain sport and recreation structures and clubs in schools, wards and local areas. Provide support services to federations, clubs and school sport structures. Provide support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate sustainable capacity development programmes in sport within schools, wards, local areas and districts. Facilitate capacity-building programmes. Create an enabling environment for talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Promote sports and skills management. Implement sport and recreation programmes in the schools, wards, local areas for the development of sport and recreation. Perform events management / coordination activities. Liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programmes to increase and improve relations between sports and recreation stakeholders. Plan, develop and implement school and community sports, school and community mass participation and high-performance programmes. Formulate and administer league-related sports programmes. Promote health and fitness in communities. Provide an oversight role in the implementation of sports academy and recreation council programmes. Encourage all levels of communities to participate in different codes of sport and recreation activities. Coordinate flagship programmes through sport and recreation activities. Monitor and evaluate compliance with sport and recreation transformational policies. Monitor the implementation of all transformation policies and programmes. Promote gender mainstream in sport and recreation. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Provide administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.
<u>ENQUIRIES</u>	Mr. B. Mbangatha Tel No: (043) 492 1839 / 1839, Amathole District – Ku-Gompo City
	e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	Persons with a disability are encouraged to apply.

<u>POST 27/144</u>	:	<u>SPORT PROMOTION OFFICER: RECREATION DEVELOPMENT REF NO: DSRAC 13/07/2026</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07), an all-inclusive remuneration
<u>CENTRE</u>	:	OR Tambo District (Mthatha)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies / Recreation Leisure studies / Sport coaching and Human sciences / Sport and Exercise science / Sport and Exercise technology coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scripts in sport and recreation. Ability to work under pressure. Knowledge and understanding of the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant precripts. Exposure in several codes or federations. A valid driving license is required.
<u>DUTIES</u>	:	Promote and implement healthy lifestyle programmes in communities and wards to increase participation in sport and recreation. Coordinate non-financial and financial support towards community-based sport and recreation forums. Assist in the implementation of interventions to increase the number of participants from specific target groups in sport and recreation activities. Establish local community sport and recreation structures in wards and hubs. Facilitate the provision of equipment and attire resources to Hubs and communities. Conduct coaching clinics and workshops for sport and recreation participants and structures. Promote and Implement Indigenous Games programmes in wards and capacitate stakeholders on the technical guidelines. Collect and consolidate all related data and submission of weekly and monthly reports. Facilitate skills development initiatives in communities and recreational structures. Implement all recreational programmes as per the annual operational plan. Perform events management/coordination activities in recreational programmes and activities. Liaise with Hubs, NPO's, NGOs and sister departments to increase the number of participants in sports and recreation activities. Plan, develop and implement community sports, and community mass participation programme. Conduct monthly meetings with community sport and recreation forums, federations, clubs and schools. Coordinate campaigns with relevant stakeholders and government departments. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Provide administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in recreational activities
<u>ENQUIRIES</u>	:	Mr. S. Stuma Tel No: (047) 495 0853, OR Tambo District – (Mthatha) e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with a disability are encouraged to apply.
<u>POST 27/145</u>	:	<u>ACCOUNTING CLERK (PRODUCTION) REF NO: DSRAC 14/07/2026</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05), an all-inclusive remuneration
<u>CENTRE</u>	:	EL Museum – (Ku-Gompo City)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An NQF level 6 qualification in the Financial Management/Accounting/Financial accounting/ Bookkeeping/ Finance/ Cost & Management Accounting/ Public Finance/ Business Admin with Accounting (Finance subject/ B.com/ Accounting science/ Public Management with accounting/ Finance subject. No work experience, however, exposure in the environment will be an advantage. Job related knowledge: Basic knowledge of financial functions, practices as well as the ability to capture data, operate a computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations procedures and Treasury Regulations (Public Finance Management Act, Division of Revenue Act, Public Service Act, Public Service Regulations, Preferential Procurement Policy Framework Act, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS, etc). Job related skills: Planning and organisational. Computer literacy. Communication (verbal and written). Basic numeracy. A valid driving license will be an added advantage.

<u>DUTIES</u>	:	Verify and capture all salary related transactions on PERSAL system. Receive and verify completeness and 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 applicable. Ensure record keeping and filing of salary related documents.
<u>ENQUIRIES</u>	:	G. Morcom / S. Lamati Tel No: (043) 743 0686 – EL Museum (Ku-Gompo City)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with a disability are encouraged to apply.
<u>POST 27/146</u>	:	<u>RECEPTIONIST REF NO: DSRAC 15/07/2026</u>
<u>SALARY</u>	:	R201 093 – R236 877 per annum (Level 04), an all-inclusive remuneration
<u>CENTRE</u>	:	Bayworld Museum – (Gqeberha)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An NQF level 6 qualification in Office Admin/ Business Admin/ Secretarial Studies in Management Assistant / Public Administration / Tourism management will be an added advantage. No work experience required, however, exposure serving in the Public service office with relevant experience will be an added advantage. Knowledge: Excellent language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy and being able to work with all Microsoft Applications and the related systems. Sound organisational skills. High level of reliability. Excellent written communication skills. Ability to act with tact and discretion. Good grooming and presentation. Remain up to date regarding prescripts/policies and procedures applicable to her/his work terrain. Remain abreast with the procedures and processes that apply in the office.
<u>DUTIES</u>	:	Provide a secretarial support service to the office: Receive, screen and forward incoming calls to correct person while taking accurate messages. Welcome visitors, determine their needs and direct them to the appropriate staff members. Type documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Assist with friends of Museum Subscriptions and Group Bookings. Provide a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the office. Arrange meetings and events for the office. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Handle the procurement of standard items like stationery, refreshments etc.
<u>ENQUIRIES</u>	:	V. Ketelo Tel No: (041) 584 0650 – Bayworld Museum (Gqeberha)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with a disability are encouraged to apply.
<u>POST 27/147</u>	:	<u>RECEPTIONIST REF NO: DSRAC 16/07/2026</u>
<u>SALARY</u>	:	R201 093 – R236 877 per annum (Level 04), an all-inclusive remuneration
<u>CENTRE</u>	:	EL Museum – (Ku-Gompo City)
<u>REQUIREMENTS</u>	:	National Senior Certificate. An NQF level 6 qualification in Office Admin/ Business Admin/ Secretarial Studies in Management Assistant / Public Administration/ will be an added advantage. No work experience required, however, exposure in the environment will be an advantage. Knowledge: Excellent language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy and being able to work with all Microsoft Applications and the related systems. Sound organisational skills. High level of reliability. Excellent written communication skills. Ability to act with tact and discretion. Good grooming and presentation. Remain up to date regarding prescripts/policies and procedures applicable to her/his work terrain. Remain abreast with the procedures and processes that apply in the office.
<u>DUTIES</u>	:	Provide a secretarial support service to the office: Receive, screen and forward incoming calls to correct person while taking accurate messages. Welcome visitors, determine their needs and direct them to the appropriate staff members. Co-ordinate appointments with the Appointments Secretary. Type documents for the staff within the office. Operate office equipment like fax machines and photocopiers. Provide a clerical support service to the office: Liaise with travel agencies to make travel arrangements for the staff of the

		office. Arrange meetings and events for the office. Identify venues, invite role players, and organise refreshments. Process the travel and subsistence claims of the staff of the office. Draft routine correspondence and reports. Handle courier services and telephone accounts. Handle the procurement of standard items like stationery, refreshments etc.
<u>ENQUIRIES</u>	:	G. Morcom / S. Lamati Tel No: (043) 743 0686 – EL Museum (Ku-Gompo City)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with a disability are encouraged to apply.
<u>POST 27/148</u>	:	<u>GENERAL ASSISTANT: LOGISTICS SERVICES REF NO: DSRAC 17/07/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R144 024 – R169 656 per annum (Level 02), an all-inclusive remuneration Amathole District (Ku-Gompo City) Abet Level 4 or grade 10. National Senior Certificate will be an added advantage. No experience required. Exposure to the environment will be an added advantage. Prepared to work after hours. Knowledge: Basic knowledge of work procedures in terms of the working environment. Interpersonal relations and communication skills. A valid driving license.
<u>DUTIES</u>	:	Facilitate receipt of goods and services. Receive, check and record the goods and invoices received from suppliers. Reconcile goods received with requisition forms. Endorse with signature on receipt of goods. Record goods received. Keep goods in a correct and safe place. Facilitate storage, issuing and distributing stores item/inventory. Enter goods in a correct bin allocation. Update bin cards and item records. Liaise with the end user for collection of goods received. Issue and facilitate signing of goods receipt voucher by the end user. Facilitate capturing and submission of payment voucher documents. Compare and check invoice against the order and the goods received. Check validity of the invoice (stamp, signature and banking details). Receive and capture submission on the system. Record outgoing submission. Forward the submission to payments. Conduct and control stocktaking.
<u>ENQUIRIES</u>	:	Mr. B. Mbangatha Tel No: (043) 492 1839 / 1839, Amathole District – (Ku-Gompo City)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za Persons with a disability are encouraged to apply.

DSRAC INTERNSHIP PROGRAMME 2026/27-2027/8 (24 MONTHS)

<u>NOTE</u>	:	The Department of Sport, Recreation, Arts & Culture is offering an internship programme. The programme will be for a non-renewable period of 24 months. Unemployed Graduates are invited to apply and be in possession of the National Diploma / Degree as indicated in the requirements below. Applicants who previously underwent or are currently on an internship programme will not be considered. The objective of the Internship program within the public service, is to address the problem of youth unemployment, especially tertiary (university and Technikon) graduates by providing them with work experience opportunities in the public service. As per the Directive issued by DPSA on the employment of persons to developmental programmes in the public service: Internship, Learnership, Apprenticeship, Graduate recruitment schemes and related programmes, this Internship programme is specifically aimed at the following: Interns need to be graduates and unemployed. Interns need to be within their specific demographic area. The internship should not exceed a period of 24 months, meaning candidates cannot enter into an internship program more than once. During the tenure of the contract, the youth will receive continuous learning and development interventions to improve their skills through on-the-job training initiatives for optimal performance and to equip them for future employment.
--------------------	---	--

OTHER POSTS

<u>POST 27/149</u>	:	<u>INTERN: HUMAN RESOURCE DEVELOPMENT REF NO: DSRAC: 18/07/2026 (X2 POSTS)</u>
<u>STIPEND CENTRE REQUIREMENTS</u>	:	R8 174.75 per month Head Office – Qonce National Senior Certificate/Matric Certificate/Grade 12 with a three-year degree/National Diploma (NQF 6) as recognised by SAQA in Training and

		Development/ Management of Training/ HRM with Training as a Major subject. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Develop and implement the Workplace Skills Program (WSP). Administer bursary programs for all bursary awards. Administer the Graduate Internship, TVET and Work Integrated programmes. Maintenance of the database for all HRD programmes. Perform administrative duties such as preparing for Induction of graduates and learners, writing of appointment and exit letters for external funded students. Monitor Internship reports and attendance registers. Provide assistance in coordinating Compulsory Induction (CIP), Departmental induction, and maintaining of inducted officials and Departmental orientation. Organise Youth Developmental Programme meeting and taking of minutes.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za
<u>POST 27/150</u>	:	<u>INTERN: STRATEGIC PLANNING REF NO: DSRAC: 19/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Head Office – Qonce
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a three-year National Diploma or bachelor's degree (NQF Level 6/7) recognised by SAQA in: Policy Development/ Public Management/ Public Administration/ Strategic Management and Planning/ Social Science/ Business Management. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Assist in organisation of Strategic Planning and Strategic Review Sessions of the Department of Sport, Recreation, Arts and Culture (DSRAC) in order to develop the statutory planning documents of the department. Collect and compile inputs from the managers and unit manager for the development and production of various statutory documents to submit to the Provincial and National Treasury, National Department of Sport, Arts and Culture and Provincial Legislature. Assist with the collection and consolidation of planning inputs from all programmes within the department. Facilitate the distribution of the Strategic Planning Cycle Framework to all programme managers at all Districts and Head Office. Assist all managers in the directorate in the execution of their duties related to strategic planning. Organise sessions with internal and external stakeholders to communicate the approved Strategic and Annual Performance Plan for their knowledge and information. Assist with logistics related to travel and accommodation for strategic management staff. Take minutes and compile reports for strategic management sessions. Undertake any other duties related to strategic management as delegated by managers.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za
<u>POST 27/151</u>	:	<u>INTERN: CULTURAL AFFAIRS (ARTS & CULTURE) REF NO: DSRAC: 20/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	BCM District (Ku-Gompo City)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a three-year degree/National Diploma (NQF 6) as recognised by SAQA in Arts and Culture Studies// Arts Management/ Fine Arts/ Performing Arts. Bachelor of Arts majoring in one of the following or related fields Music, Dance & Drama, Visual Arts. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Coordinate Arts and Culture Programmes. Liaise and facilitate partnership with stakeholders. Keep and update a database of stakeholders. Perform administrative duties of the section.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za

<u>POST 27/152</u>	:	<u>INTERN: CULTURAL AFFAIRS (ARTS & CULTURE) REF NO: DSRAC: 21/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Alfred Nzo District (Mount Ayliff)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a three-year degree/National Diploma (NQF 6) as recognised by SAQA in Arts and Culture Studies// Arts Management / History/ Fine Arts/ Performing Arts. Bachelor of Arts / Social Science majoring in one of the following or related fields Music, Dance & Drama, Visual Arts, Film, Fashion Designing. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Assist in the development of concept documents. Organise meetings and minute-taking. Assist in the development of budget and Implementation of Operational Plan. Assist with Monitoring of Arts and Culture funded Projects. Develop and update District database for Stakeholders. Establish and Maintain working relations with Stakeholders. Compile project reports. Implement Arts & Culture projects. Compile monthly reports for the section. Assist with the implementation of events. Implement outreach programmes. Assist with procurement in the section. Provide general administration support.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za
<u>POST 27/153</u>	:	<u>INTERN: CULTURAL AFFAIRS (ARTS & CULTURE) REF NO: DSRAC: 22/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Chris Hani District (Komani)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a three-year degree/National Diploma (NQF 6) as recognised by SAQA in Arts and Culture Studies// Arts Management/ Fine Arts/ Performing Arts. Bachelor of Arts /Social Science majoring in one of the following or related fields Music, Dance & Drama, Visual Arts, Film. majoring in one other following or related fields: Langue, Music, Dance, Speech & drama, Visual Arts, Film or any relevant field of study. Previous experience in arts administration, event planning, or related fields. Knowledge of arts and culture structures and funding institutions. Strong interest in arts, culture, and community engagement. Excellent written and verbal communication skills. Organisational skills and attention to detail. Ability to work independently and as part of a team. Creativity and willingness to contribute ideas. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Assist with the development of concept documents. Assist in development of budget and implementation of operational plan. Assist with planning and coordination of arts and cultural events, exhibitions, or festivals. Assist with administrative tasks such as scheduling, drafting correspondences, and maintaining databases, organise meeting and minutes taking. Engage with artists, performers, and community partners as needed.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za
<u>POST 27/154</u>	:	<u>INTERN: SCHOOL SPORT & RECREATION REF NO: DSRAC: 23/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Amathole District (Ku-Gompo City)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a National Diploma/Degree (NQF Level 6/7) in Sport Management or Human Movement Science. Understanding of the MPP Conditional Grant framework will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid code 08 driver's licence will be an added advantage. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Program Planning: How to design community sport programs, mass participation events, coaching clinics, school sport support. Facilities

		Management: Basic upkeep of fields, halls, equipment inventory, booking systems. Event Management: Planning, coordinating, and running sport festivals, tournaments, fun walks – including risk management. Social Cohesion & Development: Using sport for youth development, crime prevention, health promotion, inclusion of people with disabilities. Assist in organising and coordination of Sport and Recreation activities. Liaise between DSRAC, Recreation structure and DoE. Compile reports, register athletes in Schools, hubs and clubs participating in sport events. Compile needs analysis and capture data. Assist in the procurement process.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za
<u>POST 27/155</u>	:	<u>INTERN: CULTURAL AFFAIRS (ARTS & CULTURE) REF NO: DSRAC: 24/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Joe Gqabi District (Maletswai)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a three-year degree/National Diploma (NQF 6) as recognised by SAQA in Cultural Studies / Arts Management / Public Administration / Public Management/ Management/ Library and Information Science/Archives & Records Management/ Heritage & Museum studies/ Cultural Heritage Management/ History/ Fine Arts/ Performing Arts/ Cultural studies majoring in one of the following or related fields Music, Dance & Drama, Visual Arts, Film. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Assist in the development of concept documents. Organise meetings and minute-taking. Assist in the development of budget and Implementation of Operational Plan. Assist with Monitoring of Arts and Culture funded Projects. Develop and update District database for Stakeholders. Establish and Maintain working relations with Stakeholders. Compile project reports. Implement Arts & Culture projects. Compile monthly reports for the section. Assist in implementing events. Implement outreach programmes. Assist with procurement in the section. Provide General administration support.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za
<u>POST 27/156</u>	:	<u>INTERN: SPORT & RECREATION REF NO: DSRAC: 25/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Nelson Mandela District (Gqeberha)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a National Diploma / Degree, NQF Level 6 in Sport Management / Human Movement Science. Understanding of the National Sport and Recreation Plan will be added advantage. Must have an understanding of the Sport and Recreation environment/sector within Nelson Mandela Bay. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Assist Sport and Recreation sub sections in the administration and Implementation of programmes/events in the district. Collect data and compile stats on sport and recreation programmes/events in the district. Assist in the delivery of sport and recreation equipment/attire to beneficiaries. Compile Team List. Communicate with communities/clubs and schools on sport and recreation programme requirements and compliance. Assist in the co-ordination of community festivals/coaching clinics and special projects. Develop and compile database of sport and recreation information. Assist sub sections in the compilation of monthly reports and collection of portfolios of evidence. Social Cohesion and Development: using sport and recreation for youth development, crime prevention, health promotion, inclusion of people with disabilities. Assist in organising and coordination of Sport and recreation activities. Liaise between DSRAC and sport and recreation structure and DoE. Compile reports, register athletes in sport and recreation schools, hubs, and club participating in sport and recreation events. Compile needs analysis and capture data. Assist in the procurement process.

<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za
<u>POST 27/157</u>	:	<u>INTERN: MUSEUMS & HERITAGE REF NO: DSRAC: 26/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	OR Tambo District (Mthatha)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a three-year degree/National Diploma (NQF 6) as recognised by SAQA in Anthropology/ Marketing/ History/ Museology / Museum Studies/ Archaeology/ Indigenous Knowledge Systems. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously. Passion for heritage, culture, history, and museum work. Good communication and interpersonal skills. Computer literacy.
<u>DUTIES</u>	:	Museum collections management and documentation. Research and exhibition development. Public education and outreach programmes. Marketing and social media management. Visitor services and guided tours. Heritage preservation and community engagement activities. Administrative support and reporting.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za
<u>POST 27/158</u>	:	<u>INTERN: MUSEUMS & HERITAGE REF NO: DSRAC: 27/07/2026</u>
<u>STIPEND</u>	:	R8 174.75 per month
<u>CENTRE</u>	:	Sarah Baartman District (Makanda)
<u>REQUIREMENTS</u>	:	National Senior Certificate/Matric Certificate/Grade 12 with a National Diploma or Degree (NQF Level 06 as recognized by SAQA) in Tourism Management/History/Social Science, Good communication and interpersonal skills. Computer Literacy. Be a South African citizen. Must have no criminal record. Applicants must be unemployed and never participated in an internship programme previously.
<u>DUTIES</u>	:	Assist in the implementation of projects aimed at identifying, conserving and managing Heritage resources. Assist in implementation of projects aiming at promoting cultural heritage Tourism. Assist in hosting of national days and significant Heritage events. Assist in Auditing of cultural and historically significant Heritage sites and objects in the province. Identification, development and promotion of intangible cultural heritage and indigenous knowledge systems. Co-ordinate the process of strengthening relations with local authorities, traditional, and religious leaders in the district including relevant stakeholders. Provide general administrative tasks in the office necessary to ensure the office functions in its full capacity & plays an effective role in the district. Assist in raising community awareness and development of strategies to promote protection and proper management of heritage resources.
<u>ENQUIRIES</u>	:	can be directed to Ms. Z. Mhloma / Ms. R. Swartbooi Tel No: (043) 492 1338 / 043 492 0949 For e-Recruitment Technical Enquiries email to: erecruitment@ecsrac.gov.za