

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applicants must be submitted 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: erecruitment@ecdoe.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). Direct all enquiries to the specified enquiries person or email Address. Hand-delivered, e-Mailed, Faxed, Posted applications will not be accepted.
- CLOSING DATE** : 23 October 2026. Applications received after closing date will not be considered.
- 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. 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. 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.

OTHER POSTS

<u>POST 36/84</u>	:	<u>SENIOR EDUCATION PSYCHOLOGIST GRADE 1: INCLUSIVE AND RURAL EDUCATION REF NO: DOE01/08/2026</u>
<u>SALARY</u>	:	R1 295 388 – R1 436 913 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Zwelitsha, Head Office
<u>REQUIREMENTS</u>	:	Registration with the Health Professions Council of South Africa (HPCSA) as a psychologist in a relevant registration category (Educational or Counselling), with a master's degree in educational or counselling psychology. A minimum of three (3) years' experience post-registration as an Independent Psychologist. Demonstrated personal attributes: integrity, professionalism, self-motivation, and the ability to function effectively within a team. Strong communication skills, both written and verbal, with a high level of proficiency in English. Added advantage: Experience in both psychotherapy and psycho-educational support services. Experience in project management such as concessions and accommodation and psychosocial support services within an educational context. Knowledge and experience in the development, implementation, and management of data collection systems to inform psychological strategic interventions. Clear understanding of relevant policies and acts relevant to IE such as EWP 6, SIAS policy, and PAM. A valid driver's license.
<u>DUTIES</u>	:	The Senior Psychologist will facilitate the strategic development and implementation of psychoeducational support services, within the context of inclusive education as per relevant policies such as WP6, SIAS, ext. within Full-Service Schools, Public Ordinary schools and Special Schools to meet international standards for specialized support services and inclusivity. Clear understanding of system transformation variables and processes required to establish and sustain an inclusive education system in order to provide support services. Utilize data-driven approaches to guide planning, monitoring, and decision-making within the inclusive education system, such as support and referral data systems. Oversight of resource allocation, budget frameworks, monitoring systems, and supervision processes to ensure effective psychosocial service delivery. The senior psychologist will lead the strategic planning, allocation, and management of budgets related to psychosocial support services. Oversee and monitor of the centralised budgets for Learning and Teaching Support Materials (LTSM) and assistive devices aligned to therapeutic and support needs of learners experiencing barriers to learning. Consideration of Personnel Administrative Measures (PAM) in the planning, allocation, and management of human resources within psychosocial and inclusive education support services. Management of psychologists, psychometrists and counsellors pertaining to project management, tools of trade, training and development and relevant policy development. Development of orientation and training material for psychosocial support services.
<u>ENQUIRIES</u>	:	Mr. L Putter Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdod.gov.za
<u>POST 36/85</u>	:	<u>EDUCATION PSYCHOLOGIST (GRADE 1) LSPID: INCLUSIVE EDUCATION REF NO: DOE02/08/2026</u>
<u>SALARY</u>	:	R907 617 – R995 592 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Chris Hani West District Office
<u>REQUIREMENTS</u>	:	Applicants must be in possession of an appropriate qualification and be registered with the HPCSA as an Educational Psychologist. Current registration as an Educational Psychologist with the HPCSA is required, and proof of this registration must be provided. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in coordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part

	of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The job involves travelling and therefore a valid driver's license is a requirement. The applicant must have advanced computer skills.
<u>DUTIES</u>	: As a member of the transversal team, the incumbent will collaborate with team members in the provision of support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant therapeutic intervention to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on the learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided and ensuring that placement . The Incumbent may also be required to provide support to other learners in the community as and when needed.
<u>ENQUIRIES</u>	: Mr. L Putter Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za
<u>POST 36/86</u>	: <u>EDUCATION THERAPIST SPECIALIST - SPEECH AND LANGUAGE</u>
<u>SALARY CENTRE</u>	: Grade 1: R664 410 – R735 930 per annum, (OSD) : AE (Butterworth) Ref No: DOE03/08/2026 AW (Fort Beaufort) Ref No: DOE04/08/2026 Alfred Nzo West Ref No: DOE05/08/2026 JOE Gqabi Ref No: DOE06/08/2026
<u>REQUIREMENTS</u>	: Bachelor's Degree in Speech-Language Therapy that allows for registration with the Health Professional Council of South Africa (HPCSA). Current registration as a Speech-Language Therapist with the HPCSA is required, and proof of this registration must be provided. Applicants should have at least 5 years of relevant experience as a Speech-Language Therapist following their community service. Experience as an Education Therapist will be considered an added advantage. A valid driver's license is required. Knowledge: Inclusive Education (IE) policies (White Paper 6); Screening, Identification, Assessment and Support (SIAS) policy; Guidelines on the development of Full-service/Inclusive Schools; Guidelines on the development of Special Schools as Resource Centres; Care and Support for Teaching and Learning (CSTL); Integrated School Health Policy. Skills: Therapeutic assessment and techniques; multi-disciplinary teamwork; Preventative and developmental approach; Development of training programmes; Report writing; Analysis of data and trends; Therapeutic research methodology; Communication, consultation and facilitation skills; Computer literacy; Presentation skills and organising and planning.
<u>DUTIES</u>	: To provide therapeutic and educational services to Public Ordinary and Public Special Schools within the Education District. Implement therapeutic capacity-building programmes for early identification of interventions relating to barriers to learning. Train educators, parents and support staff in the early identification of learning barriers particularly barriers to accessing the curriculum.; Conduct assessments; provide short term curriculum interventions to learners experiencing barriers to learning. Provide specialized therapeutic support to strengthen District and School-based Support Teams (DBSTs/SBSTs). Collaborate as multi-disciplinary teams with DBST to support learners experiencing therapeutic barriers to learning. Provide therapeutic support advisory services to SBST. Provide direct therapeutic support services to learners when necessary. Monitor support programmes for learners with high level needs referred and not yet placed in Special Schools or High-Level Support Programmes. Conduct discipline specific research (Speech and Language) and gather information to identify trends and address these needs within the district. Participate in inter- and intra-sectoral networks and collaborations. Collaborate on therapeutic support matters with multi-disciplinary teams at the Special Schools / Resource Centres and Full-Service Schools / Inclusive Schools to include learners who experience curriculum barriers to learning. Provide/manage professional supervision of the therapists in Public Special Schools within the District. Monitor and support the process

of assessment, reporting, referrals and placement of learners according to levels of need. Monitor and support the implementation of administration- and record-keeping processes. Ensure the compliance of Therapists in the special schools to the Health Professions Council of South Africa (HPCSA) Continuous Professional Development (CPD) policy. Report on the implementation of therapeutic support intervention programmes for early identification of barriers to learning, therapeutic participation in and contributions to inter- and intra-sectoral networks, therapeutic interventions. Monitor and manage assistive devices.

<u>ENQUIRIES</u>	:	Mr. L Putter Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za
<u>POST 36/87</u>	:	<u>EDUCATION THERAPIST SPECIALIST - PHYSIOTHERAPIST REF NO: DOE07/08/2026</u>
<u>SALARY</u>	:	Grade 1: R664 410 – R735 930.per annum, (OSD)
<u>CENTRE</u>	:	Chris Hani West District Office
<u>REQUIREMENTS</u>	:	Qualifications: Bachelor's Degree in Physiotherapy allowing for registration with the HPCSA. Valid, current registration with the HPCSA as a Physiotherapist (proof of registration required. A minimum of 5 years of relevant experience post-community service. Experience as an Education Therapist will be an added advantage. A valid driver's license is essential for district-wide travel. Knowledge and Skills: Deep understanding of Inclusive Education policies, including White Paper 6, the SIAS policy, and guidelines for Full-service and Special Schools as Resource Centres. Familiarity with the Integrated School Health Policy and CSTL is required. Technical Competencies: Expertise in therapeutic assessments, preventative approaches, and developmental techniques. Ability to conduct discipline-specific research to identify and address district trends. Proficiency in report writing, data analysis, and computer literacy. Strong presentation, consultation, and organizational skills.
<u>DUTIES</u>	:	Train educators, parents, and staff in early identification of physical barriers to learning. Implement capacity-building programmes for School-based Support Teams (SBSTs). Conduct assessments and provide specialized, short-term curriculum interventions and direct therapeutic support where necessary. Work within a multi-disciplinary team alongside the District-based Support Team (DBST) to support learners with high-level needs. Manage professional supervision of therapists in Special Schools. Ensure all district therapists comply with HPCSA Continuous Professional Development (CPD) policies. Monitor and manage the distribution and use of assistive devices across the district. Gather data and report on the effectiveness of therapeutic interventions and inter-sectoral collaborations.
<u>ENQUIRIES</u>	:	Mr. L Putter Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za
<u>POST 36/88</u>	:	<u>EDUCATION THERAPIST SPECIALIST - OCCUPATIONAL THERAPIST</u>
<u>SALARY</u>	:	Grade 1: R664 410 – R735 930 per annum, (OSD)
<u>CENTRE</u>	:	ANW (MT. Frere CMC) Ref No: DOE08/08/2026 SB (Humansdorp CMC) Ref No: DOE09/08/2026 ORTC (Lusikisiki CMC) Ref No: DOE10/08/2026
<u>REQUIREMENTS</u>	:	RVQ 13/14 qualification in Occupational Therapy recognised by SAQA. Registration with the Health Professions Council of South Africa (HPCSA) as Occupational Therapist. Registration with the South African Council for Educators (SACE) will be an added advantage. Five-years of relevant experience after registration with the Health Professions Council of South Africa (HPCSA). Knowledgeable about a) National and Provincial Education legislation, policies and regulations (e.g. Health Professions Act, Screening Identification Assessment and Support policy (SIAS), South African Schools Act (SASA), Employment of Educators Act (EEA), White Paper 6 (Support for special needs learners), b) Analytic, diagnostic and assessment tools, c) Intervention methods, d) Child development, e) Therapeutic models and techniques, f) Understanding of group dynamics, g) Protocol and professional ethics.
<u>DUTIES</u>	:	Assess the learner's level of functioning to identify barriers to learning based on the Occupational Therapists' scope of practice: Conduct screening for the learners; administer formal and informal assessments. Analyse and interpret

information to make decisions regarding the need for therapeutic intervention, engage in multi-disciplinary team discussions and make recommendations and/or referrals. 2) Provide intervention (direct and indirect therapy) relating to barriers to learning: Provide direct and indirect Occupational Therapy services based on an Occupational Therapy plan to learners in public special schools and public ordinary schools; determine individualized and group Occupational Therapy; prescribe, issue, and maintain assistive devices; maintain records of Occupational Therapy, effective administration practices and report to supervisors as required. 3) Engage in therapeutic capacity-building programmes and skills sharing on related therapy issues/matters: Provide direct and indirect Occupational Therapy services based on an Occupational Therapy plan to learners in public special schools and public ordinary schools; Provide appropriate information regarding programmes offered by therapists to internal and external stakeholders (e.g., School Based Support Team, District Based Support Team, parents etc.). Promote awareness of the different therapy disciplines; participate in awareness campaigns of different disabilities; provide direct or indirect outreach services when required; engage in continuous professional developmental activities based on the relevant programmes offered in the school; supervise undergraduate Occupational Therapy students and therapy assistants as required. 4) Manage Therapy support materials and equipment: Request appropriate and adequate therapy support materials and equipment based on learner needs; safeguard therapy support materials and equipment; maintain records of therapy material, equipment and the issuing of assistive devices and report faults and maintenance needs of the materials and equipment; participate in inter and intra-sectoral networks and collaborations. 5. Participate in inter- and intra-sectoral networks and collaborations. Collaborate and interact with stakeholders (e.g., Department of Health, Department of Social Development, local government, and the broader Community). 6. Management and Administration: Manage effective administration practices of Occupational Therapy interventions; ensure compliance with the code of Ethics of the Health Professions Council of South Africa (HPCSA); practice sound interpersonal relations, engage actively in performance appraisals per requirement.

ENQUIRIES

: Mr. L Putter Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za

POST 36/89

: **CHIEF EDUCATION THERAPIST – SPEECH AND LANGUAGE THERAPIST (LSPID) REF NO: DOE11/08/2026**

SALARY CENTRE REQUIREMENTS

: R598 260 – R664 410 per annum, (OSD)
: JOE Gqabi District Office
: An appropriate recognized qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Speech and Language Therapist. Current, valid registration with the HPCSA in Independent Practice. A minimum of 3 years appropriate experience post-registration with the HPCSA as a Speech and Language Therapist. Driver's License: A valid driver's license is mandatory as the role requires extensive travel within the District. Advanced proficiency in MS Office (Word, Excel, PowerPoint) for grant monitoring and data reporting. Knowledge and skills: In-depth knowledge of Inclusive Education policies (SIAS, White Paper 6). Expertise in Augmentative and Alternative Communication (AAC) and its application for non-verbal learners with profound disabilities. Ability to take initiative, work under pressure, and apply innovative problem-solving in under-resourced care centre environments. Knowledge of safe positioning and modified textures is vital for their safety in care centres. Ability to understand how sensory processing (e.g., tactile defensiveness or auditory hypersensitivity) impacts a learner's ability to communicate in a noisy care centre. Excellent communication skills.

DUTIES

: Transversal Outreach: Provide itinerant therapeutic support to designated Special Care Centres and Special Schools/Resource Centres for learners with LSPID/ Mainstream schools and High level of support Units catering for learners with severe to profound needs. Support the rollout of the Learning Programme for LSPID through screening, specialized assessment, and tailored communication intervention. Function as a key member of the District-based Support Team (DBST), collaborating with Psychologists, Occupational Therapists, Physiotherapists, and Special Needs Teachers. Train and mentor caregivers, parents, and school staff on the implementation of communication strategies and the Learning Programme. Promote the rights of learners with

		disabilities to quality, public-funded education in line with Education White Paper 6 and the SIAS Policy. Maintain accurate learner records, monitor progress, and compile comprehensive reports for the ECDOE and National Department of Basic Education (DBE).
<u>ENQUIRIES</u>	:	Mr. L Putter Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdob.gov.za
<u>POST 36/90</u>	:	<u>SENIOR EDUCATION SPECIALIST (LSPID): EDUCATION SOCIAL SUPPORT SERVICES REF NO: DOE12/08/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R535 146 – R1 183 578 per annum, (OSD) Chris Hani West District Office Applicants must be in possession of a recognised 3- or 4-year qualification which includes a professional teacher qualification. They should be registered with the South African Council of Educators (SACE) as professional educator and have 5 years' experience in the educational field. The incumbent must have in-depth knowledge and understanding of education legislation and policies. The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. They should have experience in working as part of a team and collaborating with stakeholders. They should be able to take initiatives, work under pressure and problem-solve if and when necessary. Experience in co-ordinating education and other support for learners with disabilities will be an added advantage. The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID). The job involves travelling and therefore a valid driver's licence is a requirement. The applicant must have advanced computer skills.
<u>DUTIES</u>	:	As a member of the transversal team, the incumbent will collaborate with team members in the provision of education support to designated schools and care centres on an itinerant basis. Support to be provided will include: Assessment of LSPID enrolled in the schools/ care centres; provision of relevant support to learners and families; monitoring and reporting on these learners' progress; training caregivers on the learning programme for LSPID; monitoring and reporting caregivers' implementation of the learning programme for LSPID; training and supporting teachers on learning programme for LSPID; monitoring and reporting on the implementation of the learning programme in designated schools and care centres; advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided including placement of out of school children in schools. The incumbent may also be required to provide support to other learners in the community as and when needed.
<u>ENQUIRIES</u>	:	Mr. L Putter Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdob.gov.za
<u>NOTE</u>	:	Shortlisted candidates will be required to undergo a test and will be subjected to security clearance.
<u>POST 36/91</u>	:	<u>EDUCATION THERAPIST - SPEECH AND LANGUAGE (X7 POSTS)</u>
<u>SALARY CENTRE</u>	:	Grade 1: R413 121 – R472 359 per annum, (OSD) ANW (Nolutha Special School) Ref No: DOE13/08/2026 BCM (Khayaletu Special School) Ref No: DOE14/08/2026 BCM (ST. Patricks Special Schools) Ref No: DOE15/08/2026 NMB (Northern Light Special School) Ref No: DOE16/08/2026 ORTC (King Ndlovuyezwe Ndamase Special SC.) Ref No: DOE17/08/2026 ORTI (Tsolo Special School) Ref No: DOE18/08/2026 ORTI (Tembisa Special School) Ref No: DOE19/08/2026
<u>REQUIREMENTS</u>	:	Degree in Speech-Language Therapy: A recognized Bachelor's degree in Speech-Language Pathology/Therapy from an accredited institution. HPCSA Registration: Current and valid registration as a Speech-Language Therapist with the Health Professions Council of South Africa (HPCSA) is mandatory. One Year of Relevant Experience: A minimum of one year of experience or relevant clinical experience as a Speech-Language Therapist. Knowledge of Inclusive Education (IE) policies (White Paper 6); Screening, Identification, Assessment and Support (SIAS) policy; Special Schools as Resource Centres; and Integrated School Health Policy. Functionality of SBSTs and DBSTs.

		Inclusive Education (IE) policies (White Paper 6); Screening, Identification, Assessment and Support (SIAS) policy; Special Schools as Resource Centres; and Integrated School Health Policy. Functionality of SBSTs and DBSTs. Therapeutic assessment and techniques; Multi-disciplinary teamwork; Preventative and developmental approach; Development of training programmes for the SBST; Report writing; Analysis of data and trends; Communication, consultation and facilitation skills; Computer literacy; Presentation skills and organising and planning.
<u>DUTIES</u>	:	To conduct thorough assessments of learners' speech, language, and communication difficulties, including evaluation of speech sounds, language comprehension and expression, fluency, and voice in the special schools. To conduct outreach services to Full-Service and Public Ordinary Schools to extend therapeutic support. Administer formal and informal assessments and conduct screenings for learners to identify needs. Develop and implement individualized and group Speech-Language Therapy plans for learners in public special schools and public ordinary schools. Prescribe, issue, and maintain appropriate assistive devices to support communication. Provide relevant information about therapeutic programs to internal and external stakeholders, including School-Based Support Teams, District-Based Support Teams, and parents. Assist in the appropriate placement of learners within special schools based on their communication needs. Ensure strict compliance with the Code of Ethics of the Health Professions Council of South Africa (HPCSA) in all aspects of practice. Oversee effective administrative practices related to Speech and Language Therapy interventions. Analyse and interpret information to make decisions regarding the need for therapeutic intervention, engage in multi-disciplinary team discussions, and make recommendations and/or referrals.
<u>ENQUIRIES</u>	:	Mr. L Putter Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za
<u>POST 36/92</u>	:	<u>EDUCATION THERAPIST – SPEECH-LANGUAGE AND AUDIOLOGIST</u> <u>REF NO: DOE20/08/2026</u>
<u>SALARY</u>	:	Grade 1: R413 121 – R472 359 per annum, (OSD)
<u>CENTRE</u>	:	NMB (Greenwood Primary School)
<u>REQUIREMENTS</u>	:	RVQ 13/14 qualification in Speech Language Therapy and Audiology as recognised by SAQA. Registration with the Health Professions Council of South Africa (HPCSA) as Speech Language Therapist and Audiologist. Registration with the South African Council for Educators (SACE). One-year relevant experience after registration with the Health Professions Council of South Africa (HPCSA). A valid driver's license is required. Knowledge: Inclusive Education (IE) policies (White Paper 6); Screening, Identification, Assessment and Support (SIAS) policy; Guidelines on the development of Full-service/Inclusive Schools; Guidelines on the development of Special Schools as Resource Centres; Care and Support for Teaching and Learning (CSTL); Integrated School Health Policy. Skills: Therapeutic assessment and techniques; multi-disciplinary teamwork; Preventative and developmental approach; Development of training programmes; Report writing; Analysis of data and trends.
<u>DUTIES</u>	:	Assess the learner's level of functioning to identify barriers to learning based on the Speech Language Therapy and Audiology' scope of practice: Conduct speech-language and hearing screening for the learners; administer formal assessments. Analyse and interpret results for better decision making for therapeutic intervention, engage in multi-disciplinary team discussions and make recommendations and/or referrals: 2) Provide intervention (direct and indirect therapy) relating to barriers to learning: Provide direct and indirect services based on Speech-Language and Audiology plan to learners in public special schools and public ordinary schools; prescribe, issue and maintain assistive devices (e.g. Fm Systems and Communication Devices); maintain records of Speech-Language and Audiology services, effective administration practices and report to supervisors as required: 3) Engage in therapeutic capacity-building programmes and skills sharing on related therapy matters: Provide appropriate information regarding programmes offered by therapists to internal and external stakeholders (e.g. School Based Support Team, District Based. Support Team, parents etc.). Promote awareness of the different therapy disciplines; participate in awareness campaigns of different disabilities; provide direct or indirect outreach services when required; engage in

continuous professional developmental activities based on the relevant programmes offered in the school; supervise undergraduate Audiology students as required. 4) Management of Speech Language Therapy and Audiology equipment and assistive devices: Request appropriate and adequate assistive devices and equipment based on learner needs; safeguard assistive devices and equipment; maintain records of material, equipment and the issuing of assistive devices and report faults and maintenance needs of the materials and equipment; participate in inter- and intra-sectoral networks and collaborations. 5) Participate in inter- and intra-sectoral networks and collaborations: Collaborate and interact with stakeholders (e.g., Department of Health, Department of Social Development, Non-Profit Organizations, Non-Governmental Organizations, local government, and the broader Community). Advocate for learners who experience barriers to learning; liaising with therapists from other special schools and sharing best practices and experiences; liaison with relevant professional boards and tertiary institutions; participate in extra-mural and co-curricular activities.

ENQUIRIES

: Mr. L Putter Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 36/93

: **EDUCATION THERAPIST - OCCUPATIONAL THERAPIST (X3 POSTS)**

SALARY CENTRE

: Grade 1: R413 121 – R472 359 per annum, (OSD)
: ORTC (Sigcau Special School) Ref No: DOE22/08/2026
: ORTI (Tsolo Special School) Ref No: DOE23/08/2026

REQUIREMENTS

: Degree in Occupational Therapy: A recognized Bachelor's Degree in Occupational Therapy from an accredited institution. HPCSA Registration: Current and valid registration as an Occupational Therapist with the Health Professions Council of South Africa (HPCSA) is mandatory. One Year of Relevant Experience: A minimum of one year of experience or relevant clinical experience as an Occupational Therapist. Knowledge: Inclusive Education (IE) policies (White Paper 6); Screening, Identification, Assessment and Support (SIAS) policy; Special Schools as Resource Centres; and Integrated School Health Policy. Functionality of SBSTs and DBSTs. Skills: Therapeutic assessment and techniques; Multi-disciplinary teamwork; Preventative and developmental approach; Development of training programmes for the SBST; Report writing; Analysis of data and trends; Communication, consultation and facilitation skills; Computer literacy; Presentation skills and organising and planning.

DUTIES

: To assess the learner's level of functioning; to identify barriers to learning based on the Occupational Therapy' scope of practice. To conduct screening for the learners; administer formal and informal assessments. Analyse and interpret information to make decisions regarding the need for therapeutic intervention, engage in multi-disciplinary team discussions, and make recommendations and/or referrals. Provide direct and indirect Occupational Therapy services based on an Occupational Therapy plan to learners in public special schools and public ordinary schools; determine individualised and group Occupational Therapy Services. Prescribe, issue, and maintain assistive devices; maintain records of Occupational Therapy Services. Provide appropriate information regarding programmes offered by therapists to internal and external stakeholders (e.g. School Based Support Team, District Based Support Team, parents. Manage Therapy support materials and equipment. Manage effective administration practices of Occupational Therapy interventions; ensure compliance with the code of Ethics of the Health Professions Council of South Africa (HPCSA). To assist in the placement of learners in the special schools. To conduct outreach services to other Full-Service and Public Ordinary Schools.

ENQUIRIES

: Mr. L Putter Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

POST 36/94

: **EDUCATION THERAPIST - PHYSIOTHERAPIST REF NO: DOE24/08/2026**

SALARY CENTRE

: Grade 1: R413 121 – R472 359 per annum, (OSD)
: BCM (Parklands Special School)

REQUIREMENTS

: A recognized Bachelor's Degree in Physiotherapy from an accredited institution. Current, valid registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist is mandatory. A minimum of one year of relevant clinical experience (post-community service). Legislative

		Knowledge: Inclusive Education policies (White Paper 6), SIAS Policy (Screening, Identification, Assessment, and Support, Integrated School Health Policy and the functionality of SBSTs and DBSTs. Core Skills: Paediatric therapeutic assessment and rehabilitation techniques, Collaborative multi-disciplinary teamwork, Report writing, data analysis, and trend identification, Advanced communication, facilitation, and computer literacy and Strong organizational planning and presentation skills.
<u>DUTIES</u>	:	Assessment & Identification: Assess learners' physical functioning and mobility to identify barriers to learning within the Physiotherapy scope of practice, Conduct screenings and administer formal/informal physical assessments and Analyse data to determine the necessity of therapeutic intervention or referral. Therapeutic Intervention: Provide direct and indirect Physiotherapy services to learners in both Public Special Schools and Public Ordinary Schools, Develop and implement individualized and group physical therapy plans, and Focus on a preventative and developmental approach to support learner wellness. Assistive Devices and Resource Management: Prescribe, fit, and maintain assistive mobility devices (e.g., walkers, orthotics). Manage therapy equipment and support materials efficiently. Engage in multi-disciplinary team discussions to guide learner placement in special schools, Develop training programs for the School Based Support Team (SBST), and Conduct outreach services to Full-Service and Public Ordinary Schools. Maintain meticulous records of all therapeutic interventions and learner progress, Ensure all practices strictly comply with the HPCSA Code of Ethics, and Provide regular reports and feedback to internal and external stakeholders (DBST, parents, and educators).
<u>ENQUIRIES</u>	:	Mr. L Putter Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecd.gov.za
<u>POST 36/95</u>	:	<u>SCHOOL SOCIAL WORKER: SPECIAL SCHOOLS (X7 POSTS)</u>
<u>SALARY CENTRE</u>	:	R338 208 – R397 668 per annum, (OSD) based on experience
	:	Tsolo Special School, Ref No: DOE25/08/2026
	:	MT Fletcher Special School, Ref No: DOE26/08/2026
	:	Khanyisa Cala Special School, Ref No: DOE27/08/2026
	:	Vukuzenzele Special School, Ref No: DOE28/08/2026
	:	Vukuhambe Special School, Ref No: DOE29/08/2026
	:	ST. Patricks Special School, Ref No: DOE30/08/2026
	:	EFATA Special School, Ref No: DOE31/08/2026
<u>REQUIREMENTS</u>	:	A formal 4-year Bachelor's Degree in Social Work. Current, valid registration with the South African Council for Social Service Professions (SACSSP). (Proof of payment for the current year is mandatory on or before the interview day). Previous experience in a school environment or working with children with disabilities is highly advantageous. A valid driver's license. Deep understanding of the Children's Act and the South African Schools Act. Strong interpersonal, report-writing, and crisis-management skills.
<u>DUTIES</u>	:	To provide professional social work services to learners with special educational needs, their families, and the school community. The successful candidate will address social, emotional, and behavioural barriers to learning to facilitate the holistic development of the child within an inclusive or specialized environment. Psychosocial Support: Provide individual and group counselling to learners with diverse disabilities (physical, intellectual, or neurodivergent). Multidisciplinary Collaboration: Work as part of the School-Based Support Team (SBST) alongside psychologists, occupational therapists, and speech therapists. Home-School Liaison: Conduct home visits and assessments to understand the learner's social context and provide parent-guidance programs. Crisis Intervention: Manage cases of child abuse, neglect, and trauma in accordance with the Children's Act. Advocacy and Placement: Assist with the screening, identification, and assessment (SIAS) process and facilitate referrals to external welfare organizations or medical facilities. Administration: Maintain comprehensive, confidential case files and draft statutory reports for the Department of Social Development or Children's Courts. Participate in inter- and intra-sectoral networks and collaborations. Collaborate and interact with stakeholders (e.g., Department of Health, Department of Social Development, Non-Profit Organizations, Non-Governmental Organizations, local government, and the broader Community). Advocate for learners who experience barriers to learning; liaising with Social Workers from other special schools and sharing best practices and

experiences; liaison with relevant professional boards and tertiary institutions; participate in extra-mural and co-curricular activities. Management and Administration: Manage effective administration practices of Social Work interventions; ensure compliance with the code of Ethics of the SACSSP; practice sound interpersonal relations, engage actively in performance appraisals per requirement.

ENQUIRIES

: Mr. L Putter Tel No: (040) 608 4200
For e-Recruitment Enquiries, Email: erecruitment@ecdoe.gov.za

DEPARTMENT OF HEALTH

APPLICATIONS

: Applications can be submitted via hand delivery/courier to following addresses:
Forensic Pathology Services (Buffalo City Metro) - Hand deliver/courier to: Human Resource Office, Buffalo City Metro District Office, Old Building BKB, No 79 Fitzpatrick Road, Quigney, East London, 5200. Enquires: Ms S Mangoloti Tel No: (043) 708 1720.
Nkqubela Hospital – Hand deliver/ courier to: Human Resource Office, Nkqubela Hospital, Billie Road, Mdantsane Township, 5219. Enquiries: Ms S Mangoloti Tel No: (043) 708 1720.
Frere Tertiary Hospital – Hand deliver/courier to: Human Resource Office, Frere Tertiary Hospital, Amalinda Main Road, East London, 5200. Enquiries: Ms N Mthitshana Tel No: (043) 709 2487/2532.
Greenville Hospital – Hand deliver/courier to: Human Resource Office, Greenville Hospital, Greenville Location, Bizana, 4800, Enquiries: Mr Z Madikizela Tel No: (039) 251 3009.
Sipetu Hospital - Hand deliver/courier to: Human Resource Office, Sipetu Hospital, Isilindini, Tabankulu, 5090. Enquiries: Ms L Mahlathi Tel No: (039) 255 0077.
Maclear Hospital - Hand deliver/courier to: Human Resource Office, Maclear Hospital, No 1 Fourie Street, Maclear, 5480. Enquiries: Ms C Aucamp Tel No: (045) 932 1028.
Nessie Knight Hospital – Hand delivery/courier to: Human Resource Office, Admin Area, Nessie Knight Hospital, Qumbu, 5180. Enquiries: Ms O.N Sotsako Tel No: (047) 553 6007/8/9.
Zithulele Hospital – Hand deliver/courier to: Human Resource Office, Administration Area, Zithulele Hospital, Mqandulil, 5080. Enquiries: Mr K Sobetwa Tel No: (047) 573 8936/073 200 0217
Isilimela Hospital – Hand deliver/courier to: Human Resource Office, Isilimela Hospital, Port St Johns, 5120, Enquiries: Ms Z Nomphandana Tel No: (047) 564 2805/2/3.
Bambisana Hospital – Hand deliver/courier to: Human Resource Office, Bambisana Hospital, Goqwana A/A, Lusikisiki, 4820, Enquiries: Mr S Mahlangeni Tel No: (039) 253 7262.
Dr Malizo Mpehle Hospital – Hand deliver/courier to: Human Resource Office, Dr Malizo Mpehle Memorial Hospital, R56, Main Road, Tsolo, 5170. Enquiries: Ms P Blaai Tel No: (047) 542 6300
Nelson Mandela Academic Hospital – Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: (047) 502 4469.

CLOSING DATE **NOTE**

: 23 October 2026
: Applications must be submitted on a duly new Z83 Form (effective from 01 January 2021), a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference. Applicants are only required to submit a Z83 form and a comprehensive CV. Therefore, only shortlisted candidates for a post will be required to submit certified documents (copies of Qualification(s) inclusive of Matric certificate, Identity document, Proof of registration, proof of citizenship if not RSA citizen) on or before the day of the interview following communication from HR. 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. Applicants must note that further Personnel Suitability checks will be conducted on short-listed candidates and that their appointment is subject to the outcome of these checks which include security clearance, security vetting, qualification verification and criminal record checks. Reference checks will be done on nominated candidate(s). The 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. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. People with disabilities are encouraged to apply for these posts.

OTHER POSTS

<u>POST 36/96</u>	:	<u>CLINICAL MANAGER REF NO: ECHEALTH/CM/APL/NKH/01/10/2026</u>
<u>SALARY</u>	:	R1 479 723 – R1 640 055 per annum, (an all-inclusive package), (OSD). basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Nessie Knight Hospital Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA)), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.
<u>DUTIES</u>	:	Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyse budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms ON Sotsako Tel No: (047) 553 6007/8/9. Alternatively, applications can be submitted electronically via email to: Nombhaso.Gwanqa@echealth.gov.za
<u>POST 36/97</u>	:	<u>CLINICAL MANAGER REF NO: ECHEALTH/CM/APL/DRMMH/01/10/2026</u>
<u>SALARY</u>	:	R1 479 723 – R1 640 055 per annum, (an all-inclusive package), (OSD). Basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Dr Malizo Mpehle Hospital Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as a medical officer after registration with the

		HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA)), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.
<u>DUTIES</u>	:	Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyse budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES</u>	:	Ms P Blaai Tel No: (047) 542 6300
<u>APPLICATIONS</u>	:	Alternatively, applications can be submitted electronically via email to: Phumile.Blaai@echealth.gov.za
<u>POST 36/98</u>	:	<u>CLINICAL MANAGER REF NO: ECHEALTH/CM/APL/ZITH/01/10/2026</u>
<u>SALARY</u>	:	R1 479 723 – R1 640 055 per annum, (an all-inclusive package), (OSD). Basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	OR Tambo District, Zithulele Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.
<u>DUTIES</u>	:	Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital

Authoritatively at provincial and public forums. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyse budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Mr K Sobetwa Tel No: (047) 573 8936/073 200 0217
APPLICATIONS : Alternatively, applications can be submitted electronically via email to: Sobetwak@gmail.com

POST 36/99 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/APL/BAMH/01/10/2026**

SALARY : R1 479 723 – R1 640 055 per annum, (an all-inclusive package), (OSD). Basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : OR Tambo District, Bambisana Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyse budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Mr S Mahlangeni Tel No: (039) 253 7262
APPLICATIONS : Alternatively, applications can be submitted electronically via email to: Songezo.Mahlangeni@echealth.gov.za

<u>POST 36/100</u>	:	<u>CLINICAL MANAGER REF NO: ECHEALTH/CM/APL/NKQTBH/01/10/2026</u>
<u>SALARY</u>	:	R1 479 723 – R1 640 055 per annum, (an all-inclusive package), (OSD). basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Nkqubela TB Hospital
	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA)), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.
<u>DUTIES</u>	:	Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyse budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms S Mangoloti Tel No: (043) 708 1720
	:	Alternatively, applications can be submitted electronically via email to: Simphiwe.Mangoloti@echealth.gov.za
<u>POST 36/101</u>	:	<u>CLINICAL MANAGER REF NO: ECHEALTH/CM/APL/ISL/01/10/2026</u>
<u>SALARY</u>	:	R1 479 723 – R1 640 055 per annum, (an all-inclusive package), (OSD). basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Isilimela Hospital
	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA)), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.
<u>DUTIES</u>	:	Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services.

Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyse budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES : Ms Z Nomphandana Tel No: (047) 564 2805/2/3.
APPLICATIONS : Applications can be submitted electronically via email to: Zukiswa.Nomphandana@echealth.gov.za

POST 36/102 : **CLINICAL MANAGER REF NO: ECHEALTH/CM/APL/SIPH/01/10/2026**

SALARY : R1 479 723 – R1 640 055 per annum, (an all-inclusive package), (OSD). Basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Alfred Nzo District, Sipetu Hospital
REQUIREMENTS : Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.

DUTIES : Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. As the Head of the hospital: To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the

		budgeted in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management. Human Resource Management: To plan, implement and report on Personnel Provisioning, ensure effective utilization and empowerment of Human Resources. Ensure effective management of employee discipline and wellness practices. Ensure effective maintenance of staff through payment of employee benefits.
<u>ENQUIRIES</u>	:	Ms L Mahlathi Tel No: (039) 255 0077
<u>APPLICATIONS</u>	:	Applications can be submitted electronically via email to: Lulama.Mahlathi@echealth.gov.za
<u>POST 36/103</u>	:	<u>CLINICAL MANAGER REF NO: ECHEALTH/CM/APL/MTAH/01/10/2026</u>
<u>SALARY</u>	:	R1 479 723 – R1 640 055 per annum, (an all-inclusive package), (OSD). Basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE</u>	:	Alfred Nzo District, Greenville Hospital
<u>REQUIREMENTS</u>	:	Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.
<u>DUTIES</u>	:	Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. As the Head of the hospital: To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budgeted in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management. Human Resource Management: To plan, implement and report on Personnel Provisioning, ensure effective utilization and empowerment of Human Resources. Ensure effective management of employee discipline and wellness practices. Ensure effective maintenance of staff through payment of employee benefits.
<u>ENQUIRIES</u>	:	Mr Z Madikizela Tel No: (039) 251 3009
<u>APPLICATIONS</u>	:	Alternatively, applications can be submitted electronically via email to: Zolani.Madikizela@echealth.gov.za

<u>POST 36/104</u>	:	<u>CLINICAL MANAGER REF NO: ECHEALTH/CM/APL/MACH/01/10/2026</u>
<u>SALARY</u>	:	R1 479 723 – R1 640 055 per annum, (an all-inclusive package), (OSD). Basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Joe Gqabi District, Maclear Hospital Appropriate qualification that allows registration with the HPCSA as Medical Practitioner. Registration with HPCSA as Medical Practitioner. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Knowledge of relevant legislation such as National Health Act, Mental Health Act, Public Finance Management Act (PFMA), Public Service Act and related regulations and policies. Competencies: Strategic capability and leadership, Program and Project Management, Financial Management, Change Management, People Management and Empowerment, Service Delivery Innovation, Knowledge Management, Problem Solving and Analysis, Communication, Client Orientation and Customer focus. A valid driver's licence.
<u>DUTIES</u>	:	Provide medicine related information to clinical staff as may be required. Undertake on-going care individuals' patients to allow for continuity of care. Maintain accurate health records in accordance with legal ethical considerations. Train and guide staff and health associated professionals in morbidity and mortality reviews. Attend and participate in continuous medical education. Participate in quality improvement programs. Ensure that cost effective services delivery is maintained within the respective department. Attend to administrative matters as required. To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. As the Head of the hospital: To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10-point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management. Human Resource Management: To plan, implement and report on Personnel Provisioning, ensure effective utilization and empowerment of Human Resources. Ensure effective management of employee discipline and wellness practices. Ensure effective maintenance of staff through payment of employee benefits.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. J.S Ndzinde Tel No: (051) 633 9617/0781161958 Alternatively, applications can be submitted electronically via email to: Joseph.Ndzinde@echealth.gov.za
<u>POST 36/105</u>	:	<u>CHIEF ENGINEER GRADE A REF NO: ECHEALTH/APL/CENG/FTH/01/10/2026</u>
<u>SALARY</u>	:	R1 137 108 – R 1 505 797 per annum, (an all-inclusive package), (OSD). Basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro, Frere Tertiary Hospital National Senior Certificate, Degree in Mechanical Engineering (B Eng/BSC (Eng) or relevant qualification. Six (6) years post qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as Professional Engineer. Statutory Certification: Valid Government Certificate of Competency (GCC Factories) is highly mandatory for plants exceeding 3000 kW / 10000 kVA. Competencies: Programme and project management, Engineering design and analysis knowledge, Research and development, Computer-aided engineering applications. Knowledge of legal

	:	compliance, technical report writing, Creating high performance culture, Professional judgment, Networking. Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial Management, Customer focus and Responsiveness, Communication, Computer skills, People Management, Planning and Organising, Conflict Management, Negotiation skills, Change management. Comprehensive knowledge of the Public Service Act, PFMA, and the OHS Act. Strong engineering risk evaluation, root cause analysis, and strategic logic. Exceptional technical report writing and professional communication skills. A valid Driver's licence. Computer literate.												
<u>DUTIES</u>	:	Statutory Compliance: Formally accept the written GMR 2.1 appointment to oversee all machinery maintenance and safety requirements as per the OHS Act regulations and standards. Engineering Governance: Enforce occupational health and safety standards, lead incident investigations, conduct safety risk audits, and liaise with the Department of Employment and Labour inspectors. Maintenance & Asset Management: Develop, manage, and audit preventive, corrective, and predictive engineering maintenance systems to maximize plant and equipment uptime. Budgetary & Project Control: Control Capex and operational budgets, manage site services, maintenance projects and coordinate Maintenance & Repair shutdowns. People Leadership: Supervise technical staff, manage workplace discipline, and monitor performance and development.												
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No: (043) 709 2487/2532												
<u>APPLICATIONS</u>	:	Alternatively, applications can be submitted electronically via email to: Noluthando.Mthitshana@echealth.gov.za												
<u>POST 36/106</u>	:	<table><tr><td>CHIEF</td><td>ENGINEER</td><td>GRADE</td><td>A</td><td>REF</td><td>NO:</td></tr><tr><td colspan="6"><u>ECHEALTH/ARP/NTSG/CENG/NMAH/01/10/2026</u></td></tr></table>	CHIEF	ENGINEER	GRADE	A	REF	NO:	<u>ECHEALTH/ARP/NTSG/CENG/NMAH/01/10/2026</u>					
CHIEF	ENGINEER	GRADE	A	REF	NO:									
<u>ECHEALTH/ARP/NTSG/CENG/NMAH/01/10/2026</u>														
<u>SALARY</u>	:	R1 137 108 – R1 505 797 per annum, (an all-inclusive package), (OSD). Basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.												
<u>CENTRE</u>	:	OR Tambo District, Nelson Mandela Academic Hospital												
<u>REQUIREMENTS</u>	:	National Senior Certificate, Degree in Mechanical Engineering (B Eng/BSC (Eng) or relevant qualification. Six (6) years post qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as Professional Engineer. Statutory Certification: Valid Government Certificate of Competency (GCC Factories) is highly mandatory for plants exceeding 3000 kW / 10000 kVA. Competencies: Programme and project management, Engineering design and analysis knowledge, Research and development, Computer-aided engineering applications. Knowledge of legal compliance, technical report writing, Creating high performance culture, Professional judgment, Networking. Strategic capability and leadership, Problem solving and analysis, Decision making, Team leadership, Creativity, Financial Management, Customer focus and Responsiveness, Communication, Computer skills, People Management, Planning and Organising, Conflict Management, Negotiation skills, Change management. Comprehensive knowledge of the Public Service Act, PFMA, and the OHS Act. Strong engineering risk evaluation, root cause analysis, and strategic logic. Exceptional technical report writing and professional communication skills. A valid Driver's licence. Computer literate.												
<u>DUTIES</u>	:	Statutory Compliance: Formally accept the written GMR 2.1 appointment to oversee all machinery maintenance and safety requirements as per the OHS Act regulations and standards. Engineering Governance: Enforce occupational health and safety standards, lead incident investigations, conduct safety risk audits, and liaise with the Department of Employment and Labour inspectors. Maintenance & Asset Management: Develop, manage, and audit preventive, corrective, and predictive engineering maintenance systems to maximise plant and equipment uptime. Budgetary & Project Control: Control Capex and operational budgets, manage site services, maintenance projects and coordinate Maintenance & Repair shutdowns. People Leadership: Supervise technical staff, manage workplace discipline, and monitor performance and development.												
<u>ENQUIRIES</u>	:	Ms Calaza Tel No: (047) 502 4469												
<u>APPLICATIONS</u>	:	Alternatively, applications can be submitted electronically via email to: Nozidumo.Calaza@echealth.gov.za												

<u>POST 36/107</u>	:	<u>DEPUTY MANAGER NURSING REF NO: ECHEALTH/DMN/APL/ZITH/01/10/2026</u>
<u>SALARY</u>	:	R1 069 215 – R1 219 323 per annum, (an all-inclusive package), (OSD). Basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	OR Tambo District, Zithulele Hospital
	:	Basic R425 qualification Diploma/Degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse General. A postgraduate diploma in Nursing Management/Administration. A minimum of 9 years after registration as a Professional Nurse, at least 4 years' appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA, HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and Patient Rights Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision-making skills. Good verbal and written communication skills are essential requirements. A valid driver's licence.
<u>DUTIES</u>	:	To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stakeholders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Sobetwa Tel No: (047) 573 8936/073 200 0217
	:	Alternatively, applications can be submitted electronically via email to: Sobetwak@gmail.com
<u>POST 36/108</u>	:	<u>MEDICAL OFFICER GRADE 1 -3 REF NO: ECHEALTH/MO/APL/BCM-FPS/01/10/2026</u>
<u>SALARY</u>	:	Grade 1: R1 041 402 – R1 121 241 per annum, (an all-inclusive package), (OSD) Grade 2: R1 188 255 – R1 278 089 per annum, (an all-inclusive package), (OSD) Grade 3: R1 375 245 – R1 713 534 per annum, (an all-inclusive package), (OSD) basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.
<u>CENTRE REQUIREMENTS</u>	:	Buffalo City Metro Forensic Pathology Services (Ku Gombo)
	:	Appropriate qualification that allows registration with the Health Professions Council of South Africa (HPCSA) as Medical Practitioner. Registration with a professional council: Registration with the HPCSA as Medical Practitioner. Experience: Grade 1: None after registration as Medical Practitioner with HPCSA in respect to SA qualified employees. 1-year relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 2: A minimum of 5 years' appropriate experience as Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 6 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Grade 3: A minimum of 10 years' appropriate experience as a Medical Practitioner after registration with the HPCSA as a Medical Practitioner in respect of SA qualified employees. A minimum of 11 years' relevant experience after registration as Medical Practitioner with a recognised foreign Health Professional Council in respect of foreign qualified employees, of whom it is not required to perform Community Service as required in South Africa. Ability to work independently to autopsies

and crime scene investigation. Good practical knowledge of forensic pathology (theory and practice). Knowledge of the relevant legislations. The incumbent to the post is expected to participate in weekend and after-hours work. The incumbent may be required to undergo further training in the medico—legal investigation of un-natural death. Knowledge of applicable parts Of Occupational Health Act and Risk assessment process. Knowledge, Skills, Training and competencies: Ability to perform medico-legal post-mortem examinations and crime scene investigations. Ability to work in multi-disciplinary team setting. A certificate of competence as a forensic medical Officer or work experience in forensic pathology. Excellent communication skills, including computer literacy. Basic knowledge of forensic photography. Ability to make well-founded decisions and conclusions. Resilience and ability to work with fragmented and decomposed remains. Ability to make a positive contribution in a busy department. The incumbent is expected to partake in all the department's academic and training activities. Provision Of a Forensic Pathology Service at a district level as delegated. Produce reports of high quality. Satisfactory level of professional Court attendance. Maintain satisfactory clinical, professional and ethical standards related to Forensic Pathology Services. Attend to administrative matters as required.

DUTIES : To perform medico-legal post-mortem examinations, complete all related investigations and documentation, and finalise post-mortem reports within a 12-week turnaround period. Compile and complete post-mortem reports and all related medico-legal documentation accurately and timeously. Provide conclusion of causes of death based on ancillary investigation reports, as well as efficient expert evidence in court related to all autopsied above cases, including formulating forensic second opinions as requested by the Department of Justice. Attendance of and examination of incident cases. Support to the Heads: Clinical Unit and Department, Medical Specialists and Safe Practices. Personal development and academic contributions: Assist with teaching and training of medical and forensic students, forensic pathology officers in medico-legal autopsies and related investigations.

ENQUIRIES : Ms S Mangoloti Tel No: (043) 708 1720
APPLICATIONS : Alternatively, applications can be submitted electronically via email to: Simphiwe.Mangoloti@echealth.gov.za

POST 36/109 : **MEDICAL PHYSICIST GRADE 1-3 REF NO: ECHEALTH/APL/MED-P/FTH/01/10/2026**

SALARY : Grade 1: R844 128 – R935 049 per annum (an all-inclusive package), (OSD)
 Grade 2: R953 094 - R1 055 292 per annum, (an all-inclusive package), (OSD)
 Grade 3: R1 087 263 - R1 221 843 per annum, (an all-inclusive package), (OSD)
 basic salary consists of 70% or 75% of total package, salary package will be structured according to Middle Management Service guidelines.

CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : An appropriate qualification that allows for registration with the Health Professions Council of South Africa (HPCSA) as a Medical Physicist. Registration with the HPCSA as a Medical Physicist (Independent Practice). Current and active registration with HPCSA as a Medical Physicist Experience: **Grade 1:** None after registration with HPCSA as a Medical Physicist. **Grade 2:** 8 years appropriate experience after registration with the HPCSA as a Medical Physicist. **Grade 3:** 16 years appropriate after registration with the HPCSA as a Medical Physicist. Ability to work under pressure and meet deadlines. Be a highly motivated and methodical individual who pays attention to detail with exceptional standards for accuracy. Capable of using initiative for problem solving, recognizing the need for action, considering possible risks and taking responsibility for results. Good communication, interpersonal relationships, research, development and teaching skills. Knowledge of statutory regulations regarding the medical use of ionizing radiation, particularly concerning diagnostic radiology. Potential to develop management skills. Skills pertaining to the scope of the profession of medical physicists. Understand the physics of radiotherapy, diagnostic X-ray and nuclear medicine equipment, computers and software; and have a thorough knowledge of diagnostic radiology physics.

DUTIES : Routine Medical Physics service delivery activities in Radiotherapy, Nuclear Medicine and Diagnostic Radiology Assisting with departmental administration. Assistance with equipment tender preparation, evaluation and commissioning. Responsibility for the management of the dosimetry, quality assurance and

radiation protection functions of Medical Physics in the Department of Diagnostic Radiology, with support to Radiation Oncology. External Coordination with other institutions in the province or national on Medical Physics activities. Attending and presenting at meetings, workshops and CPD activities. Operation, monitoring of maintenance, record keeping and care of all equipment and accessories. Design and implementation of new protocols. Teaching and training skills, radiation protection and handling, transporting and disposal of radioactive materials. Ability to solve radiotherapy physics problems. Performance of quality control procedures in radiotherapy. Provide medical physics support for radiation oncology treatment unit including Sound knowledge of radiotherapy dosimetry equipment, treatment planning acceptance testing, commissioning, calibration and quality assurance. Provide medical physics support in radiation oncology treatment planning. Participating in the implementation of new treatment techniques. Provide radiation protection services and ensure regulatory compliance for the institution.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532
APPLICATIONS : Alternatively, applications can be submitted electronically via email to: Noluthando.Mthitshana@echealth.gov.za

POST 36/110 : **CONTROL ENGINEERING TECHNICIAN GRADE A REF NO: ECHEALTH/CENGTEC/APL/FTH01/10/2026**

SALARY : R573 552 – R656 298 per annum, (OSD)
CENTRE : Buffalo City Metro, Frere Tertiary Hospital
REQUIREMENTS : National Senior Certificate, National Diploma in Electrical Engineering or relevant qualification. Six (6) years post qualification technical experience, Compulsory registration with ECSA as a professional engineering technician, Valid driver's license. Proven performance in engineering management is essential. Project management, Technical design and analysis knowledge. Research and development. Computer-aided engineering applications (PLC). Knowledge of legal compliance. Technical report writing. Technical consulting, an initiative-taker who is flexible and adaptable to a changing work environment. Problem solving and analysis, Decision making, Teamwork, creativity, Finance management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising, People management. A valid driver's licence.

DUTIES : Manage technical services, Manage technical services and support in conjunction with Engineers, Technologists and associates in field, workshop and technical office activities. Ensure the promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and ensure quality assurance of technical designs with specifications and authorise/make recommendations for approval by the relevant authority. Handle multiple projects and multi-disciplinary consulting and contracting teams. Manage administrative and related functions. Provide input into the budget process. Compile and submit report as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases, and manage, supervise and control technical related personnel and assets. Diagnosing and solving complex problems, Apply solution and design technique, workflow (processes and procedures, Effective development and implementation of policies, procedures and strategies regarding engineering building issues. Research and development, Continuous professional development to keep up with new technology to improve and procedures, Research/literature studies on technical engineering technology to improve expertise and to liaise with relevant/councils on engineering related matters.

ENQUIRIES : Ms N Mthitshana Tel No: (043) 709 2487/2532
APPLICATIONS : Alternatively, applications can be submitted electronically via email to: Noluthando.Mthitshana@echealth.gov.za

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS : Applicants must be submitted 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@ecdhs.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). Direct all enquiries to the specified enquiries person or email Address. Hand-delivered, e-Mailed, Faxed, Posted applications will not be accepted. Where applicants are not able to submit their applications on the e-recruitment system, they must physically bring printed hard copies to Human Resources office at the Head Office, and they will be assisted to capture the hard copy application on the system. The physical address is 31-33 Phillip Frame Road, Chiselhurst, East London.

<u>CLOSING DATE</u>	:	23 October 2026. Applications received after closing date will not be considered.
<u>FOR ATTENTION</u>	:	Or Queries: Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli at 071 606 5941 / Mr M. Sangqu at 071 606 7842
<u>NOTE</u>	:	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. 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. 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.

OTHER POSTS

<u>POST 36/111</u>	:	<u>CHIEF CONSTRUCTION PROJECT MANAGER PRODUCTION GRADE A</u> <u>REF NO: DHS01/09/2026</u> Project Management and Quality Assurance
<u>SALARY</u>	:	R1 317 108 per annum, all-inclusive package, OSD
<u>CENTRE</u>	:	Amathole Region (East London)
<u>REQUIREMENTS</u>	:	Matric/ National Senior Certificate/ NQF level 4, NQF level 7 in Built environment as recognised by SAQA with six (06) years' experience as a registered Professional Construction Project Manager with SACPCMP. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of Human Settlements policies and legislative frameworks. Built environment standards, CIDP regulations, financial and contract management, stakeholder and community engagement. Good communication skills, project management skills, presentation skills, report writing skills, negotiation, facilitation, analytical and critical thinking, conflict management. Ability to work in a team. Computer literate. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Manage Project Initiation and Feasibility processes. Conduct project needs analysis through the review of municipal Integrated Development Plans, Spatial Development Frameworks, feasibility requirements and project costing. Compile and facilitate project funding requests and obtain the necessary approvals. Coordinate the appointment of Professional Service Providers (PSPs), including the development of procurement strategies, Terms of Reference, and liaison with Supply Chain Management processes. Facilitate project inception processes, including stakeholder engagement, contract finalisation, service level agreement, and commencement meetings. Monitor and evaluate feasibility study outputs, provide technical inputs, approve final reports, and facilitate related contractual payments. Manage Project Planning, Design and Procurement processes. Facilitate the procurement and appointment of professional service providers and contractors in accordance with Supply Chain Management requirements. Facilitate stakeholder engagement, contractual agreements and project inception processes. Oversee the preparation, review, approval, and regulatory compliance of project planning and design deliverables. Coordinate project implementation readiness, including National Home Builders Registration Council enrolment, payment administration and site handover processes. Manage project implementation stage. Coordinate stakeholder engagement, site handovers, and the establishment of Project Steering Committee (PSC) and Community Liaison Officers (CLO). Monitor and oversee the construction of services, housing units and rectification works to ensure compliance with project specifications, quality standards and approved implementation plans. Conduct site visits, participate in technical meetings, monitor contractor performance, assess variation requests, and track project progress and cashflow projections. Prepare and present project progress reports and provide support to stakeholders, oversight bodies, and verification teams during project monitoring, evaluation, audit, and compliance processes. Manage project close-out stage. Analyse and validate expenditure against the value created. Verify that all documents, project deliverables are up to date and all issues are resolved. Liaise with the Project Management Unit for the presentation of the project close out file. Submit and present the project close out file to the Technical PACOM. Receive and file the approved project close out resolutions. Manage the allocated resources. Develop employee job descriptions. Develop Standard Operating Procedures. Manage performance of the employees. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of employees. Communication management. Attend to Internal Audit and Auditor General's RFI's. Asset management.
<u>ENQUIRIES</u>	:	Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli 071 606 5941/ Mr M. Sangqu at 071 606 7842 E-Recruitment, email: e-recruitment@ecdhs.gov.za
<u>POST 36/112</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT AND INTEGRITY</u> <u>MANAGEMENT REF NO: DHS02/09/2026</u>
<u>SALARY</u>	:	R932 292 per annum (Level 11), all-inclusive package

<u>CENTRE REQUIREMENTS</u>	:	Head Office (East London)
	:	National Senior Certificate, an undergraduate qualification (NQF level 7) in Public Management/ Business Administration/ Public Administration/ Bachelor of Administration/ Risk Management/ Internal Auditing/ Accounting/ Financial Management/ BCom/ Economics as recognised by SAQA with 3 years' experience at Assistant Director level in the field. Compulsory registration with Institute of Risk Management South Africa. Knowledge of Public Sector governance and legislation, risk management frameworks, internal control assurance systems, financial management and budgeting, ethics, integrity and anti-corruption frameworks, organisational and sector knowledge, information and data management. Good communication skills, project management skills, presentation skills, report writing skills, strategic planning, analytical and critical thinking, ethical judgement and integrity. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's licence.
<u>DUTIES</u>	:	Manage the review of Risk Management Framework and Implementation plan. Obtain, analyse and identify gaps that are in the policy, strategy and charter. Circulate, analyse and identify gaps that are in the policy and strategy for comments from Top Management and Risk Management Committee members. Submit inputs of the Risk Management framework to the risk management committee for discussion. Forward the framework to the Head of Department for approval. Obtain Risk Strategy and operational plan. Identify risk management activities and calendar date. Recommend approval of the risk implementation plan to the Accounting Officer. Facilitate Risk Management Committee (RMC) meetings. Draft minutes for RMC meetings. Compile meeting packs seven days prior RMC meetings. Manage the annual risk assessment process and the maintenance of risk register. Issue a notification letter with dates to Senior Management Service. Provide support to programmes on the identification, evaluation and assessment of risks. Record all identified strategic/operational risk, controls and actions to improve management of risk. Monitor the implementation of risk plan. Record all actions taken on the risk control plan. Compile quarterly reports. Promote the risk awareness culture and risk appetite throughout the department. Arrange risk awareness sessions for the department. Facilitate the promotion of risk awareness programme to various stakeholders. Manage Business Continuity Plan (BCP) within the department. Facilitate the review and maintenance of the BCP and all other relevant documents. Facilitate appointment and functioning of BCP. Facilitate the implementation of BCP when disasters occur. Monitor and report on the implementation of BCP until the situation subside and operations come to normality. Coordinate the BCP task team. Report to the departmental Governance Committee. Monitor resources within the sub-directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Manage asset of the Directorate. Monitor the development and the implementation of the Directorate Standard Operating Procedures. Attend to Internal Audit, Auditor Generals RFIs, Audit Outcomes and Findings.
<u>ENQUIRIES</u>	:	Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli at 071 606 5941/ Mr M. Sangqu at 071 606 7842 E-Recruitment, email: e-recruitment@ecdhs.gov.za
<u>POST 36/113</u>	:	<u>CONSTRUCTION PROJECT MANAGER GRADE A REF NO: DHS03/09/2026 (X2 POSTS)</u> Project Management and Quality Assurance
<u>SALARY CENTRE REQUIREMENTS</u>	:	R914 517 per annum, all-inclusive package, OSD
	:	Chris Hani Region (Queenstown)
	:	National Senior Certificate, National Higher Diploma (Built environment field) with a minimum of four (4) years' and six months certified experience or a BTech (Built environment field) with a minimum of four (4) years' certified managerial experience or Honours Degree in any Built Environment with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of Human Settlements policies and legislative frameworks. Built environment

DUTIES

standards, CIDP regulations, financial and contract management, stakeholder and community engagement. Good communication skills, project management skills, presentation skills, report writing skills, negotiation, facilitation, analytical and critical thinking, conflict management. Ability to work in a team. Computer literate. Must possess a valid driver's licence.

: Co-ordinate the project initiation stage. Open the project file. Provide input during the development of the procurement strategy. Provide input in the development of the Terms of Reference (T.O.R). Prepare Professional Service Provider's (PSP) payment certificate for the feasibility report. Co-ordinate the project planning and design stage. Organise meetings with the appointed PSP and district/local municipalities to communicate and agree on the requirements. Prepare the submission payment certificate for Supply Chain Management (SCM) returnable schedules. Provide input during the development of Service Level Agreement (SLA). Organise meetings with the professional services. Provide input during the first draft of planning and design deliverables. Prepare payment certificate to the PSP for Geotech, Environmental Impact Assessment, house plans and design reports. Submit project enrolment file to the Project Management Unit. Provide input during the development of the Procurement Strategy for contractors required. Provide inputs during the development of (TOR) and present to the Bid Specification Committee for approval. Organise meetings with the appointed contractors and district/local municipalities to communicate and agree on the requirements. Provide inputs during the development of the SLA. Liaise with PSP's for the site handover. Coordinate the project implementation stage. Facilitate the construction of services. Facilitate the construction of housing units. Facilitate the rectification of housing units. Draft invitation letters for the introduction of stakeholders to municipalities. Liaise with the contractor in preparation for handing over of documents. Issue the copies of building drawings, milestone breakdown, PIPs and specifications to the Control Works Inspector. Liaise with Social Facilitation and Beneficiary Administration units for the establishment of Project Steering Committees and appointment of the Community Liaison Officer. Conduct progress and technical meetings. Conduct site visits to monitor progress on site. Verify value created on site, validate and process project claims. Make follow-ups with District support services on the payment claims. Submit copies of the payment stubs and payment reconciliation to the PSP and file. Prepare and submit quarterly contractor performance reports. Analyse and validate expenditure against the value created. Provide input during the preparation of variation orders. Prepare motivation for the issuing of non-performance notices. Prepare and present reports to various stakeholders. Provide support to the various stakeholders during project visits and verifications. Coordinate project Close-Out stage. Facilitate the submission of the close out report. Validate required documents in the project file. Source any outstanding required documents in the project file. Submit the project file to CCPM for project close out. File the approved project close out resolutions.

ENQUIRIES

: Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli at 071 606 5941/ Mr M. Sangqu at 071 606 7842
E-Recruitment, email: e-recruitment@ecdhs.gov.za

POST 36/114

: **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DHS04/09/2026**

SALARY CENTRE REQUIREMENTS

: R487 197 per annum (Level 09)
: Head Office (East London)
: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Risk Management/ Internal Auditing/ BCom Accounting/ BCOMPT as recognised by SAQA with 3 years supervisory level experience in the field. Compulsory registration with the Institute of Internal Auditors South Africa. Knowledge of Public Sector governance and legislation. Knowledge of departmental policies and operational procedures, internal auditing principles, methodologies and practices, risk management principles and frameworks, financial management and accounting principles, performance information auditing and compliance auditing. Ability to analyse data. Good communication skills, project management skills, presentation skills, report writing skills, internal audit, analytical and critical thinking, investigation and evaluation. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Must possess a valid driver's licence.

<u>DUTIES</u>	:	Facilitate the audit planning process. Identify Internal Audits planned to be conducted using the Internal Audit Plan. Request relevant Auditors for the relevant Audit assignments. Organise team briefing meetings. Create audit file on teammate. Conduct preliminary survey. Prepare memorandum for draft audit planning. Conduct pre-engagement meeting with clients. Guide and review Internal Auditors on preparation of systems descriptions, risk matrix and audit programme. Facilitate the execution of audit programme. Review the design of working paper. Monitor the day-to-day execution and completed working papers. Review exception standard report. Lead discussion of audit findings with Auditee. Supervise Internal Audit team on execution of the Audit programme. Facilitate the reporting phase of the audit. Prepare internal audit report. Present draft Internal Audit reports to the manager and attend relevant reviews. Organise closing meetings with Auditee. Communicate audit results of engagement. Review project file. Facilitate the monitoring of agreed action plans. Review and guide Internal Auditors on the implementation of agreed action plans. Update the Internal Audit Finding Register. Present draft Internal Audit reports to manager and attend relevant reviews. Draft a follow-up Internal Audit report. Communicate audit result with Auditee and Internal Audit Management. Manage resources within the directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Manage asset of the Directorate. Attend to Internal Audit, Auditor Generals RFIs, Audit Outcomes and Findings. Draft Audit Committee Chairperson Forum (ACCF) and Chief Audit Executive (CAE) reports. Update of quality assurance improvement programme.
<u>ENQUIRIES</u>	:	Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli at 071 606 5941/ Mr M. Sangqu at 071 606 7842 E-Recruitment, email: e-recruitment@ecdhs.gov.za
<u>POST 36/115</u>	:	<u>FINANCE CLERK PRODUCTION REF NO: DHS05/09/2026 (X3 POSTS)</u> Grant Management
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Head Office (East London)
<u>REQUIREMENTS</u>	:	National Senior Certificate/NQF level 4 with accounting as a subject and no experience. Knowledge of Public Finance and Grants Frameworks, Human Settlements policy and legislative environment. Good communication skills, report writing, financial and analytical as well as the ability to work in a team.
<u>DUTIES</u>	:	Provide clerical support in the management of Human Settlements Conditional Grants. Receive payments for capturing. Verify payments for compliance. Capture claims on Basic Accounting System. Submit project payments for authorisation. Provide clerical support in the compilation of Compliance Reports. Compile journals. Capture the journals on Basic Accounting System. Draw BAS expenditure reports. File journals after processing. Provide clerical support in the reconciliation of BAS and project payments. Receive payment stubs. Verify the correctness of amounts and banking details. Attach stubs and sort in numerical order. Reconcile BAS paid payments with Housing Subsidy System. Records management. Request for Electronic Bank Transfers (EBT) payment lists. Sort payments numerically. File the payments. Receive RFI's and provide information to auditors, Internal and/or External stakeholders.
<u>ENQUIRIES</u>	:	Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli at 071 606 5941/ Mr M. Sangqu at 071 606 7842 E-Recruitment enquiries: e-recruitment@ecdhs.gov.za
<u>POST 36/116</u>	:	<u>ADMINISTRATION CLERK: HOUSING SUBSIDY SYSTEMS REF NO: DHS06/09/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Head Office (East London)
<u>REQUIREMENTS</u>	:	National Senior Certificate/NQF level 4 with no work experience. Must have good communication skills (verbal and written), job knowledge, interpersonal relations and ability to work in a team. Computer literate and the ability of planning and organisation.
<u>DUTIES</u>	:	Render general clerical support services to the Human Settlements Subsidy Systems unit. Record, organise, store, capture and retrieve correspondence

		and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive correspondence. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES</u>	:	Contact Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli at 071 606 5941 / Mr M. Sangqu at 071 606 7842 E-Recruitment enquiries: e-recruitment@ecdhs.gov.za
<u>POST 36/117</u>	:	<u>ADMINISTRATION CLERK: HOUSING PROPERTY MANAGEMENT REF NO: DHS07/09/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	OR Tambo Region (Mthatha)
<u>REQUIREMENTS</u>	:	National Senior Certificate/ NQF level 4 with no work experience. Must have good communication skills (verbal and written), job knowledge, interpersonal relations and ability to work in a team. Computer literate and the ability of planning and organisation.
<u>DUTIES</u>	:	Render general clerical support services (Line function). Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive correspondence. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES</u>	:	Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli at 071 606 5941/ Mr M. Sangqu at 071 606 7842 E-Recruitment enquiries: e-recruitment@ecdhs.gov.za
<u>POST 36/118</u>	:	<u>HR CLERK PRODUCTION: HRP INFORMATION SYSTEMS AND HRA SERVICES REF NO: DHS08/09/2026</u>
<u>SALARY</u>	:	R237 453 per annum (Level 05)
<u>CENTRE</u>	:	Head Office (East London)
<u>REQUIREMENTS</u>	:	National Senior Certificate/NQF level 4 with no experience. Knowledge of government policies and prescripts, recruitment and selection process, conditions of service and employee benefits, personnel administration, electronic HR systems, records and document management and performance management. Ability to handle confidential information with discretion. Good interpersonal relationships and ability work in a team. Computer literate and time management.
<u>DUTIES</u>	:	Administer the recruitment, selection and appointments. Receive and verify applications for compliance with advertisement requirements. Maintain and update recruitment master lists and vacancy tracking systems. Prepare documents and provide secretariat support for shortlisting and interview

processes. Conduct reference checks, qualifications verifications and other screening activities. Prepare appointment and regret letters. Capture and process approved personnel transaction on PERSAL. Maintain accurate recruitment and appointment records. Administer conditions of service and employee benefits. Process salary structuring, allowances, pay progression and related benefits on PERSAL. Provide advice and guidance to employees on conditions of service and remuneration matters. Process housing, travel, acting and other approved employment benefits. Monitor compliance with applicable collective agreements, directives and policies governing conditions of service. Administer movements and service transactions. Administer transfers, relocations, secondments, promotions and other employee movements. Process appointments, terminations and service status changes on PERSAL. Verify the accuracy and completeness of supporting documentation for service transactions. Administer the implementation of approved employee movements and related personnel actions. Administer Human Resource information and records. Capture, update and maintain employee information on PERSAL. Prepare and submit HR documentation for record management and audit purposes. Maintain proper filing and safekeeping of all personnel records and transaction documents.

ENQUIRIES : Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli at 071 606 5941/ Mr M. Sangqu at 071 606 7842
E-Recruitment enquiries: e-recruitment@ecdhs.gov.za

POST 36/119 : **HR REGISTRY CLERK PRODUCTION: HRP INFORMATION SYSTEMS AND HRA SERVICES REF NO: DHS09/09/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate/ NQF level 4 with no experience. Knowledge of registry administration, records management and archival practices. Knowledge of filing systems, document classification, indexing and retrieval processes. Ability to maintain confidentiality and handle sensitive information. Computer literate and the ability to work under pressure and meet deadlines.

DUTIES : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered files. Handle incoming and outgoing correspondence. Receive all HR related correspondence. Sort, register and dispatch correspondence. Render an effective filing and record management service. Open and close files according to record classification system. File/store, trace (electronically/manually) and retrieve documents and files. Complete index cards for all files. Attend to auditors, internal/external stakeholders request for information. Process documents for archiving and disposal. Scan files electronically. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES : Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli at 071 606 5941/ Mr M. Sangqu at 071 606 7842
E-Recruitment enquiries: e-recruitment@ecdhs.gov.za

POST 36/120 : **ADMINISTRATIVE CLERK PRODUCTION: ORGANISATIONAL DESIGN AND SERVICE EXCELLENCE REF NO: DHS10/09/2026**

SALARY : R237 453 per annum (Level 05)
CENTRE : Head Office (East London)
REQUIREMENTS : National Senior Certificate, NQF level 4 with no experience. Knowledge of office administration procedures and record management, confidentiality and handling of official information. Good communication skills (written and verbal) and computer literate. Ability to work in a team and with collaborations, attention to detail, time management and customer care.

DUTIES : Provide clerical support to the unit. Draft routine memoranda, letters, submissions and administrative reports. Maintain registers, filing systems and administrative records for the unit. Photocopy, scan, print and distribute documents as required. Follow up on outstanding documents and provide feedback to the supervisor. Render records and information management support services to the unit. Open, update and maintain physical and electronic files in line with records management requirements. Capture and update information relating to structures, job descriptions, job evaluation and service

		excellence activities. Maintain databases, spreadsheets and tracking tools for the unit. Retrieve records and provide information to officials when required. Ensure safekeeping and confidentiality of official records. Provide logistical and secretariat support. Arrange meetings, venues, attendance registers and related logistical requirements. Prepare and distribute agendas, meeting packs and supporting documents. Records minutes, decisions and action items during meetings when required. Follow up on action items and update tracking registers. Render support with the coordination of workshops, awareness sessions and stakeholder engagements. Provide general office, procurement and stakeholder support. Render support with requisitions, stationery requests and basic procurement administration. Receive and direct enquiries from internal and external stakeholders. Maintain office equipment usage records and report faults to the relevant unit. Render support in the circulation, signing and filing of job descriptions, plans, reports and submissions. Compile routine administrative updates for the supervisor.
<u>ENQUIRIES</u>	:	Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli at 071 606 5941/ Mr M. Sangqu at 071 606 7842 E-Recruitment enquiries: e-recruitment@ecdhs.gov.za
<u>POST 36/121</u>	:	<u>DRIVER/MESSENGER: WORK ENVIRONMENT MANAGEMENT REF NO: DHS11/09/2026</u>
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Head Office (East London)
<u>REQUIREMENTS</u>	:	NQF level 2 as recognised by SAQA with no experience. Valid drivers' licence with PDP. Knowledge of Road traffic laws and regulations, government transport policies and procedures, geographical knowledge, vehicle maintenance and safety, document handling and records management. Good communication skills. Confidentiality and ethical conduct. Physical fitness and alertness, customer service and time management.
<u>DUTIES</u>	:	Render transport and driving services. Fairly employees to various destinations. Transport material and equipment. Apply road safety and precautionary measures. Complete logbooks and trip sheets. Conduct basic vehicle checks and report faults. Provide transport administrative services. Close daily and weekly kilometre readings and facilitate the recording of readings. Complete vehicle logbook and trip authorisations. Consolidate monthly vehicle returns. Load and offload goods/equipment. Submit accident reports. Maintenance of motor vehicles. Inspect motor vehicles and report defects. Login calls to Government Motor Financial Services (GFMS) for motor vehicle service, repairs and maintenance. Clean and lubricate machinery equipment. Book vehicles for wash and cleaning. Render clerical support/messenger duties. Sort and arrange correspondence. Collect, distribute and circulate correspondence. Records and control correspondence. Facilitate that the recipients sign on the delivery book/register. Safekeeping of logbooks, petrol cards and trip authorisations. Deliver documents between head office, sister departments and institutions. Ascertain parcels and files are properly sealed and addressed. Maintain confidentiality of government information. Prevent damage, loss or unauthorised access during transportation.
<u>ENQUIRIES</u>	:	Contact Mr M. Kana at 071 606 8112/Mrs N. Mhlawuli at 071 606 5941 /Mr M. Sangqu at 071 606 7842 E-Recruitment enquiries: e-recruitment@ecdhs.gov.za
<u>POST 36/122</u>	:	<u>DRIVER/MESSENGER: ADMIN SUPPORT SERVICES REF NO: DHS12/09/2026</u>
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Buffalo City Metro Region (East London)
<u>REQUIREMENTS</u>	:	NQF level 2 as recognised by SAQA with no experience. Valid drivers' licence with PDP. Knowledge of Road traffic laws and regulations, government transport policies and procedures, geographical knowledge, vehicle maintenance and safety, document handling and records management. Good communication skills. Confidentiality and ethical conduct. Physical fitness and alertness, customer service and time management.
<u>DUTIES</u>	:	Render transport and driving services. Fairly employees to various destinations. Transport material and equipment. Apply road safety and precautionary measures. Complete logbooks and trip sheets. Conduct basic vehicle checks and report faults. Provide transport administrative services. Close daily and

		weekly kilometre readings and facilitate the recording of readings. Complete vehicle logbook and trip authorisations. Consolidate monthly vehicle returns. Load and offload goods/equipment. Submit accident reports. Maintenance of motor vehicles. Inspect motor vehicles and report defects. Login calls to Government Motor Financial Services (GFMS) for motor vehicle service, repairs and maintenance. Clean and lubricate machinery equipment. Book vehicles for wash and cleaning. Render clerical support/messenger duties. Sort and arrange correspondence. Collect, distribute and circulate correspondence. Records and control correspondence. Facilitate that the recipients sign on the delivery book/register. Safekeeping of logbooks, petrol cards and trip authorisations. Deliver documents between head office, sister departments and institutions. Ascertain parcels and files are properly sealed and addressed. Maintain confidentiality of government information. Prevent damage, loss or unauthorised access during transportation.
<u>ENQUIRIES</u>	:	Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli at 071 606 5941/ Mr M. Sangqu at 071 606 7842 E-Recruitment enquiries: e-recruitment@ecdhs.gov.za
<u>POST 36/123</u>	:	<u>DRIVER MESSENGER: ADMIN SUPPORT SERVICES REF NO: DHS13/09/2026</u>
<u>SALARY</u>	:	R201 093 per annum (Level 04)
<u>CENTRE</u>	:	Nelson Mandela Bay Region (Gqeberha)
<u>REQUIREMENTS</u>	:	NQF level 2 as recognised by SAQA with no experience. Valid drivers' licence with PDP. Knowledge of Road traffic laws and regulations, government transport policies and procedures, geographical knowledge, vehicle maintenance and safety, document handling and records management. Good communication skills. Confidentiality and ethical conduct. Physical fitness and alertness, customer service and time management.
<u>DUTIES</u>	:	Render transport and driving services. Fairly employees to various destinations. Transport material and equipment. Apply road safety and precautionary measures. Complete logbooks and trip sheets. Conduct basic vehicle checks and report faults. Provide transport administrative services. Close daily and weekly kilometre readings and facilitate the recording of readings. Complete vehicle logbook and trip authorisations. Consolidate monthly vehicle returns. Load and offload goods/equipment. Submit accident reports. Maintenance of motor vehicles. Inspect motor vehicles and report defects. Login calls to Government Motor Financial Services (GFMS) for motor vehicle service, repairs and maintenance. Clean and lubricate machinery equipment. Book vehicles for wash and cleaning. Render clerical support/messenger duties. Sort and arrange correspondence. Collect, distribute and circulate correspondence. Records and control correspondence. Facilitate that the recipients sign on the delivery book/register. Safekeeping of logbooks, petrol cards and trip authorisations. Deliver documents between head office, sister departments and institutions. Ascertain parcels and files are properly sealed and addressed. Maintain confidentiality of government information. Prevent damage, loss or unauthorised access during transportation.
<u>ENQUIRIES</u>	:	Contact Mr M. Kana at 071 606 8112/Mrs N. Mhlawuli at 071 606 5941 /Mr M. Sangqu at 071 606 7842 E-Recruitment enquiries: e-recruitment@ecdhs.gov.za
<u>POST 36/124</u>	:	<u>CLEANER: ADMIN SUPPORT SERVICES REF NO: DHS14/09/2026</u>
<u>SALARY</u>	:	R144 024 per annum (Level 02)
<u>CENTRE</u>	:	Amathole Region (East London)
<u>REQUIREMENTS</u>	:	ABET level 4 with no experience. Knowledge of cleaning methods and procedures as well as the safe handling of cleaning material and equipment, hygiene, waste management and sanitation practices. Ability to identify and report health and safety hazards. Time management and ability to follow instruction accurately.
<u>DUTIES</u>	:	Provide cleaning services to office corridors, offices, elevators and boardrooms. Dust and wax office furniture. Sweep, scrub and wax floors. Vacuum and shampoo floors. Clean walls, windows and doors. Empty and clean bins. Collect and remove waste papers. Freshen office areas. Provide general kitchen cleaning services. Clean basins. Clean cupboards. Wash and keep stock of kitchen utensils. Sweep and mop the floor. Empty and clean bins. Clean eating utensils for all employees in the district office. Provide cleaning

services to ablution facilities. Refill handwash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Sweep and mop the floors. Maintain cleaning material and equipment. Report broken cleaning machines and equipment. Clean machines (microwaves, vacuum cleaners, fridges, etc) and equipment after use. Request cleaning materials. Safe storing of the cleaning material.

ENQUIRIES : Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli at 071 606 5941/ Mr M. Sangqu at 071 606 7842
E-Recruitment enquiries: e-recruitment@ecdhs.gov.za

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

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

APPLICATIONS : Applicants must be submitted 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). Direct all enquiries to the specified enquiries person or email Address. Hand-delivered, e-Mailed, Faxed, Posted applications will not be accepted.

CLOSING DATE : 23 October 2026. Applications received after closing date will not be considered.

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. 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. 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.

OTHER POSTS

POST 36/125 : **CONTROL ENGINEERING TECHNOLOGIST: INFRASTRUCTURE DELIVERY FOR EDUCATION FACILITIES REF NO: DPWI 01/09/2026**

SALARY : R958 776 per annum, (OSD)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, Bachelor of Technology in Engineering (B Tech), or a relevant qualification, with six (6) years' post-qualification Engineering Technologist experience required. A valid driver's license. Compulsory registration with ECSA as an Engineering Technologist. Knowledge And Skills: Strategic capability and leadership, problem-solving and analysis, decision-making. Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organizing, Conflict management, Negotiation skills, and Change management. Competencies: Programme and project management. Engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Creating high-performance culture. Technical consulting. Engineering and professional judgement.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory; co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability; monitor maintenance efficiencies according to organisational goals to direct b or redirect engineering services for the attainment of organisational objectives. Governance: Allocate, control, monitor and report on all resources; compile risk logs and manage significant risk according to sound risk management practice and organizational requirements; provide technical consulting services for the operation on engineering-related matters to minimize possible engineering risks; manage and implement knowledge sharing initiatives, e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services, manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives, manage the commercial value add of the discipline-related programmes and projects, facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles, allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People Management: Manage the development, motivation and utilization of human resources for discipline to ensure a competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting

		and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Mr. T. Matiso at 066 489 6117/Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272
	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>POST 36/126</u>	:	<u>CONTROL ARCHITECTURAL TECHNOLOGIST: INFRASTRUCTURE DELIVERY FOR HEALTH FACILITIES REF NO: DPWI 02/09/2026</u>
<u>SALARY</u>	:	R958 776 per annum, (OSD)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor of Technology in Architecture (B Tech) or relevant qualification with six (6) years of post-qualification Architectural Technologist experience required. A valid driver's license. Compulsory registration with SACAP as an Architectural Technologist. Competencies: Project Management, Problem solving and analysis, Decision making, Team leadership, Creativity, Change management, financial management, Customer focus and responsiveness, Communication, Computer skills, Planning and organizing, and People management.
<u>DUTIES</u>	:	Manage technological advisory services: Plan technical support to architects and associate professionals in site surveying, preparing measured drawings of existing buildings, collecting practical information relating to the proposed project, and preparing presentation drawings and models of the design. Manage and lead the design process, landscape design and presentation, and preparation of working drawings that will serve as legal instruction to the building contractor to ensure that the building is built according to the working drawings and other legal documents. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly defined technological challenges through application of proven techniques and procedures, and develop, maintain, and manage current technologies. Monitoring and Evaluation of technological designs: Evaluate and monitor existing technical manuals, standard drawings, and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority, and identify and optimize technical solutions by applying architectural principles. Manage administrative and related functions: Provide input into the budgeting process, compile and submit reports as required, provide and consolidate inputs to the technological/ architectural operational plan, ensure the development, implementation, and maintenance of the database, and manage and supervise technological and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures, Research/literature studies on architectural technology to improve expertise and liaise with relevant bodies/ councils on architectural-related matters.
<u>ENQUIRIES</u>	:	Mr. T. Matiso at 066 489 6117/Ms S. Zazini Tel No: (040) 602 4236/ Mr L Maliti Tel No: (040) 602 4272
	:	e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za
<u>POST 36/127</u>	:	<u>ARCHITECTURAL TECHNOLOGIST: INFRASTRUCTURE DELIVERY FOR HEALTH FACILITIES REF NO: DPWI 03/09/2026</u>
<u>SALARY</u>	:	R471 720 per annum, (an all-inclusive remuneration package), (OSD)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	National Senior Certificate, Bachelor of Technology in Architecture (B Tech) or relevant qualification with three (3) years post-qualification Architectural Technologist experience required. A valid driver's license. Compulsory registration with SACAP as an Architectural Technologist. Competencies: Project Management, Problem Solving and analysis, Decision making, Team leadership, Creativity, Change management, financial management, Customer focus and responsiveness, Communication, Computer skills, Planning and organizing, and People management.
<u>DUTIES</u>	:	Manage technological advisory services: Plan technical support to architects and associate professionals in site surveying, preparing measured drawings of existing buildings, collecting practical information relating to the proposed project, and preparing presentation drawings and models of the design. Manage and lead the design process, landscape design and presentation, and preparation of working drawings that will serve as legal instruction to the

building contractor to ensure that the building is built according to the working drawings and other legal documents. Ensure the adherence and promotion of safety standards in line with statutory and regulatory requirements. Solve broadly defined technological challenges through application of proven techniques and procedures, and develop, maintain, and manage current technologies. Monitoring and Evaluation of technological designs: Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant authority and identify and optimize technical solutions by applying architectural principles. Manage administrative and related functions: Provide input into the budgeting process, compile and submit reports as required, provide and consolidate inputs to the technological/ architectural operational plan, ensure the development, implementation, and maintenance of the database, and manage and supervise technological and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures, Research/literature studies on architectural technology to improve expertise and liaise with relevant bodies/ councils on architectural-related matters.

ENQUIRIES : Mr.T. Matiso at 066 489 6117/Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272
: e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpcw.gov.za

POST 36/128 : **ENGINEERING TECHNOLOGIST: INFRASTRUCTURE FOR EDUCATION FACILITIES AND OTHER DEPARTMENTS (X2 POSTS)**

SALARY CENTRE : R471 720 per annum, (OSD)
: Bhisho:
Ref No: DPWI 04/09/2026
Ref No: DPWI 05/09/2026

REQUIREMENTS : National Senior Certificate, Bachelor of Technology in Engineering (B Tech) or relevant qualification with three (3) years' post-qualification Engineering Technologist experience required. A valid driver's license. Compulsory registration with ECSA as an Engineer Technologist. Knowledge and Skills: Strategic capability and leadership, problem-solving and analysis, decision-making. Team leadership, Creativity, Financial management, Customer focus and responsiveness, Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills, and Change management. Competencies: Programme and project management. Engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Creating high-performance culture. Technical consulting. Engineering and professional judgement.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory, Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology, Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability, monitor maintenance efficiencies according to organisational goals to direct b or redirect engineering services for the attainment of organisational objectives. Governance: Allocate, control, monitor and report on all resources; compile risk logs and manage significant risk according to sound risk management practice and organizational requirements; provide technical consulting services for the operation on engineering-related matters to minimize possible engineering risks; manage and implement knowledge sharing initiatives, e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to

meet the MTEF objectives within the engineering environment/services, manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives, manage the commercial value add of the discipline-related programmes and projects, facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles, allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People Management: Manage the development, motivation and utilisation of human resources for the discipline to ensure a competent knowledge base for the continued success of engineering services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr.T. Matiso at 066 489 6117/Ms S. Zazini Tel No: (040) 602 4236 / Mr L Maliti Tel No: (040) 602 4272
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

APPLICATIONS : Applicants must be submitted via one of the following options: directing to a specific relevant Centre:
Head Office: Qonce Enquiries – Ms. S. Mpafa Tel: 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 Mkwai 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.
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.
Chris Hani District: Attention Mr. T. Thomas / Ms. O. Ngambu-Mabandla: 045 492 0030 / 0054 Hand deliver to: Bathandwa Ndondo Building, Komani Hospital.
Joe Gqabi District: Attention Mr. P. Masepe / Ms. Ninifie / Ms. Fiki: 051 492 4806 Hand deliver to: No. 02 Cole Street, Maletswai.
Through 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: recruitment@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). Direct all enquiries to the specified enquiries person or email Address. Hand-delivered, e-Mailed, Faxed, Posted applications will not be accepted.

CLOSING DATE : 23 October 2026. Applications received after closing date will not be considered.

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: 83 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. 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. 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.

OTHER POSTS**POST 36/129**

: **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: DSRAC 01/09/2026**

**SALARY
CENTRE
REQUIREMENTS**

: R932 292 – R1 098 195 per annum (Level 11)
: Head Office (Qonce)
: National Senior Certificate plus a National Diploma (NQF L6) or preferably a B Degree (NQF L7) as recognised by SAQA in BCom/Human Resource Management / Labour Relations / Labour Law / Industrial Psychology / BAdmin / Public Management, Industrial Relations / LLB (Law). A minimum of 3 years' relevant Labour Relations related experience at Assistant Director / Junior Management level. In-depth knowledge of the following legislative prescripts: Labour Relations Act, Basic Conditions of Employment Act, Employment Equity Act, Disciplinary Code, Public Service Regulations, Public Service Act, 1994 as amended by Act 30 of 2007, PFMA, Industrial Policy and other related policies and procedures. Must further possess the following skills and

		attributes: Communication skills, Report Writing skills, Computer Literacy, Project Management, Financial management, Management and leadership skills, Planning and Organising. 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 department with the Statutory Bodies. Must be in possession of a valid code 08 driving license. Knowledge & Skills: Sound understanding of Labour Laws. Employee and Employer Rights. Collective Bargaining and Trade Unions. Disciplinary Procedures. Grievance Handling. Dispute Resolution. Workplace Policies and Compliance. Misconduct, incapacity and poor performance matters, public sector employee relations policies and delegation. Communication Skills. Negotiation Skills. Conflict Resolution. Knowledge of Labour Laws. Problem Solving Skills. Emotional Intelligence. Investigation Skills. Policy Development and Interpretation. Organisational and Administrative Skills. Integrity and Ethics. Patience and Tolerance. Attention to Detail. Professionalism. Self-Discipline. Ability to work under pressure. Ability to chair meetings. Teamwork. Managing the development of labour relations policies and guidelines. Review and quality assure labour relations policies and procedures annually. Research best practices regarding labour relations policies and procedures. Develop and implement labour relations policies, procedures and strategies. Interpret and monitor compliance with applicable labour legislation and collective agreements. Provide strategic guidance on labour relations matters for management. Managing consultation and negotiation processes. Promoting sound employer-employee relations. Represent the department at conciliation or arbitration processes. Represent the department in the provincial and sector chamber. Providing advisory service to employees in respect of grievances and poor performance. Advising management on consultation strategies and processes. Managing the grievance procedure and dispute resolution processes. Coordinating the resolution of employee grievances in accordance with policies and procedures. Handle labour disputes and represent the department at forums. Monitor trends in disputes and recommend corrective actions. Empower managers and supervisors to understand their roles and responsibilities as well as the employee relations strategies. Providing technical support to line managers on the handling of grievance procedures. Monitor the utilisation of the grievance procedures and advise on possible solutions to resolve grievances. Investigating grievances and act as a mediator in resolving grievances. Representing the department in the Dispute Resolution Platforms. Managing provision of disciplinary processes. Engaging with trade unions, employees and management regarding misconduct and disciplinary matters. Providing guidance and technical support to management on handling of disciplinary codes and collective agreements. Conducting disciplinary investigations in conjunction with relevant managers regarding allegations. Review investigation reports and recommend appropriate actions. Oversee the provision of technical assistance during disciplinary investigations. Oversee that investigations are conducted fairly, objectively and in accordance with organisational procedures. Monitor progress of disciplinary cases to ensure timely resolution. Managing collective bargaining and stakeholder relations. Coordinate labour relations matters with organised labour and unions. Supporting departmental participation in collective bargaining processes. Maintaining effective relations with employee representatives and stakeholders. Representing the department in bargaining with council meetings and other labour forums. Leading the implementation of collective agreements and bargaining council resolutions. Promoting sound labour relations with organised labour, employee representatives and other stakeholders. Managing Administration Support. Giving input in the development of policies and operational plans. Attending and responding to audit matters. Compiling and submitting monthly and quarterly reports. Determining and verifying the authenticity of the evidence provided. Managing human and financial resources. Maintaining staff discipline.
<u>DUTIES</u>	:	
<u>ENQUIRIES</u>	:	S. Mpafa – Head Office – (eQonce) Tel No: (043) 492 1405 e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with a disability are encouraged to apply.
<u>POST 36/130</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: DSRAC 02/09/2026</u>
<u>SALARY</u>	:	R487 197 – R 584 370 per annum (Level 09), (an all-inclusive remuneration)

**CENTRE
REQUIREMENTS**

: Nelson Mandela (Gqeberha)
:
National Senior Certificate Plus National Diploma (NQF L6) or preferably a B Degree (NQF L7) as recognised by SAQA in Human Resource Management / Personnel Management / Public Administration / Public Management / Business Management / Industrial Psychology. Minimum of three (3) years' functional experience as Senior Personnel Practitioner Level (7/8) in Human Resource Management. Extensive knowledge of the PERSAL and 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 (Code 8) driving license is required.

DUTIES

: Facilitate and monitor Human Resource Management and Personnel Conduct: attend and convene Human Resource meetings. 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 appointments 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 GEPP 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 confidential 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. 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 N. Dyalvane– Nelson Mandela District Tel No: (041) 492 1230/1232

<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za People with disabilities are encouraged to apply.
<u>POST 36/131</u>	:	<u>ASSISTANT DIRECTOR: SKILLS DEVELOPMENT REF NO: DSRAC 03/09/2026</u>
<u>SALARY</u>	:	R487 197 – R584 370 per annum (Level 09), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Head Office– (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF L6) or preferably a B Degree (NQF L7) in Human Resource Management/ Human Resource Development/ Training and Development/ Public Administration/ Public Management qualification as recognised by SAQA. A minimum of three (3) years' experience in Skills Development and Training coordination, of which three (3) years should be at a supervisory level (SL 7 / 8). Skills Development Facilitator certificate and Train the Trainer certificate will serve as an added advantage. Knowledge and skills: Good interpretation and knowledge of the National Skills Development Strategy, Public Finance Management Act, Skills Development Act, Skills Development Levy Act, Public Service Regulations, knowledge of the compulsory training programmes in the Public Service and training on various programme, knowledge of PERSAL system, planning, coordination, organising, analytical and people management skills, sound verbal and written Communication skills, presentation skills, high sense of responsibility and accountability, interpersonal, time management skills, attention to details, experience in managing long term training programmes (Learnership, Internship, Workplace Integrated Learning), experience in developing and submitting Workplace Skills Plan and various SETA's reports, project management skills and ability to coordinate, manage and closeup training and development projects, computer literacy in the Microsoft package i.e. Word, Excel, PowerPoint, ability to work under pressure and independently and or as part of a team. A valid (Code 8) driving license.
<u>DUTIES</u>	:	Coordinate the development and submission of the workplace skills plan (WSP) and annual training report (ATR). Conduct skills gap analysis and training assessment across the organization. Align skills development plans with strategic objectives and workforce plans. Facilitate consolidation of inputs from business units to inform training priorities. Administer integration of skills development initiatives into departmental plans and budgets. Monitor progress against planned training interventions and recommend adjustments where necessary. Manage and implement skills development initiatives. Coordinate artisans' development programs. Coordinate the implementation of training and development programmes. Develop and maintain the annual training schedule. Facilitate logistics for training interventions. Engage with internal stakeholders and external accredited training providers. Administer nomination and enrolment of employees for training. Monitor and track training delivery against the approved plan. Maintain accurate training records and documents. Coordinate and facilitate comprehensive Induction Programmes. Develop and maintain induction programme schedule. Coordinate logistics and resources for induction sessions. Facilitate delivery of induction session. Engage with internal stakeholders. Track attendance and completion of induction programmes. Evaluate and improve induction effectiveness. Coordinate career path development programmes. Promote the development of leadership and succession programmes targeting emerging leaders, middle management and high potential staff. Promote a culture of continuous learning and promotional growth. Facilitate mentorship relationships. Conduct coaching sessions. Monitor progress and provide feedback. Management of administration support. Give input on the development of policies and operational plans. Attend and respond to audit matters. Compile and submit monthly and quarterly reports. Determine and verify the authenticity of the evidence provided. Supervise human resources. Maintain staff discipline.
<u>ENQUIRIES</u>	:	R. Swartbooi – Head Office – (eQonce) Tel No: (043) 492 0949 e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 36/132</u>	:	<u>ASSISTANT DIRECTOR: TRAINING & CAPACITY REF NO: DSRAC 04/09/2026</u>
<u>SALARY</u>	:	R487 197 – R584 370 per annum (Level 09), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Head Office (Qonce)

<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF L6) or preferably a B Degree (NQF L7) in Human Resource Management/ Human Resource Development/ Training and Development/ Public Administration/ Public Management qualification as recognised by SAQA. A minimum of three (3) years' experience in Skills Development and Training coordination, of which three (3) years should be at a supervisory level (SL 7 / 8). Skills Development Facilitator certificate and Train the Trainer certificate will serve as an added advantage. Knowledge and skills: Good interpretation and knowledge of the National Skills Development Strategy, Public Finance Management Act, Skills Development Act, Skills Development Levies Act, Public Service Regulations, knowledge of the compulsory training programmes in the Public Service and training on various programs, knowledge of PERSAL system, planning, coordination, organising, analytical and people management skills, sound verbal and written Communication skills, presentation skills, high sense of responsibility and accountability, interpersonal, time management skills, attention to details, experience in managing long term training programmes (Learnership, Internship, Workplace Integrated Learning), experience in developing and submitting Workplace Skills Plan and various SETA's reports, project management skills and ability to coordinate, manage and closeup training and development projects, computer literacy in the Microsoft package i.e. Word, Excel, PowerPoint, ability to work under pressure and independently and or as part of a team. A valid(Code 8) driving license.
<u>DUTIES</u>	:	Coordinate and facilitate training programmes for employees. Manage the development, review the training & development policies, frameworks and guidelines. Monitor consolidation of the departmental training needs. Verify alignment with departmental priorities and skills plans. Develop and maintain annual training schedules. Liaise and engage with training providers. Oversee training sessions to ensure quality and adherence to agreed standards. Align human resource development training programs with strategic objectives. Maintain training records and reporting. Facilitate and lead skills audits. Develop a detailed skills audit plan and implementation approach aligned with departmental objectives. Develop, standardize tools and methodologies as per Public Service-Skills Audit Methodology Framework. Engage and consult stakeholders on various HRD matters that needs to be consulted. Analyse and interpret skills audit results. Develop skills audit reports and recommendations. Monitor the implementation of recommendations. Administer the implementation of the bursary scheme policy. Draft bursary advert and submit it to Superior for further processing. Coordinate bursary application processes and submit it to bursary committee for selection. Communicate outcomes with recipients and educational institutions. Monitor bursary contracts. Coordinate payment and financial administration. Monitor academic performance and compliance. Maintain records and compile reports. Implement, monitor and evaluate the Internship and Learnership Programme. Coordinate the screening, recruitment and placement of interns. Supervise the administration of internship contracts. Facilitate the training of mentors for the learnership programme support. Monitor alignment of Learnerships Programmes to SETA, Quality Council for Trades & Occupations and departmental requirements. Monitor, evaluate and report on the progress of the Learnership programmes including coordination of learner-facilitator and learner- mentor contact sessions. Liaise with relevant stakeholders regarding the administration and successful delivery of Learnership Programmes. Management of administration support. Facilitate HRM audit process and ensure timeous submission of information requested by auditors. Give input on the development of policies and operational plans. Compile monthly and quarterly reports. Manage financial and human resources. Maintain staff discipline.
<u>ENQUIRIES</u>	:	R. SWArtbooi – Head Office (eQonce) Tel No: (043) 492 0949 e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 36/133</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (ACQUISITION MANAGEMENT) REF NO: DSRAC 05/09/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 – R584 370 per annum (Level 09), (an all-inclusive remuneration) Head Office (Qonce) National Senior Certificate, plus a National Diploma (NQF L6) or preferably a B Degree (NQF L7) as recognized by SAQA) in Supply Chain Management / Procurement Management / Logistics Management / Purchasing Management

		// Financial Management / Accounting. A minimum of three (3) years' experience in Supply Chain management environment, particularly in acquisition/procurement at a supervisory level (SL 7 / 8). A good understanding of the Public Service Supply Chain Management Framework, PFMA and Treasury Regulations, PPPFA, SCM/Acquisition Management. Good knowledge of financial systems (LOGIS and BAS). Technical proficiency in SCM and Acquisition Management, sound analytical and problem-solving skills, communication and report writing skills, leadership and supervisory skills, strategic management, Conflict Management, financial management, people management skills. Excellent in administrative, coordination and organizational skills. As well as computer skills. Ability to work under pressure and independently. A valid code 08 driving license.
<u>DUTIES</u>	:	Monitor the implementation of demand and acquisition processes: Coordinate the invitation, evaluation and adjudication of quotations. Investigate the availability of the required source in the market. Assess the needs of the end users. Compile Demand Management Plan and Procurement Plan. Promote and ensure compliance with the Broad-Based Black Economic Empowerment Act (BBBEE) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) in the Department. Ensure that optimal sourcing strategies and techniques are used. Establish and maintain a database of suppliers when obtaining quotations. Co-ordinate and facilitate Procurement Committee Meetings Demand and Acquisition Management including overseeing secretariat function of Bid Committees i.e. Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee. Maintenance of up-to-date asset register: Ensure that all assets are recorded in the asset register. Ensure that new acquisitions are recorded in the asset register. Reconcile asset register with BAS. Ensure that asset reconciliation through physical verification is being conducted quarterly. Efficient management of assets: Ensure that assets are marked and bar coded. Manage the movement of assets and the signing of transfer forms. Review asset description. Management of disposal: Championing the disposal of assets to NGOs for districts. Ensure that all assets identified for disposal are bar-coded and listed correctly. Ensure proper keeping of all assets that have been disposed of. Consolidate asset register for all districts. Ensure management, maintenance and safekeeping of assets. Performance of logistics management: Ensure that stock counting is done quarterly. Produce status report on the findings of stock taking. Monitoring of the ordering, receipt and storing of stationery and printing consumables. Implementation of policies to minimize risk of losses: Ensure that all stock items are reported and follow-up is done. Ensure that all officials are aware of the loss control policies. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. 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 Sub directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.
<u>ENQUIRIES</u>	:	R. Swartbooi – Head Office – (eQonce) Tel No: (043) 492 0949
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
	:	Persons with disabilities are encouraged to apply.
<u>POST 36/134</u>	:	<u>STATE ACCOUNTANT: GENERAL PAYMENTS REF NO: DSRAC 06/09/2026</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07) (An all-inclusive remuneration)
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF Level 6) or B. Degree (NQF level 7 as recognised by SAQA) in Financial Accounting/ Cost and Management Accounting/ Financial Management/ Internal Audit qualification with at least 1 to 2 years' experience within the public sector expenditure management field. Knowledge of financial systems (LOGIS and BAS). Knowledge of Public Service Regulations, Legislations/ policies/ prescripts, and procedures. Knowledge of Treasury Regulations, understanding of the Public Finance Management Act (PFMA). Financial Regulations Knowledge of

		Batho Pele principles. Computer literacy (specializing in Advanced EXCEL and PowerPoint Presentation). Good communication and Report writing skills. Sound organisational skills. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence (Code 8) is required.
<u>DUTIES</u>	:	Render financial administration. Process and verify general payment transactions accurately and within prescribed timeframes. Ensure all payment requests are supported by valid documentation and approved in accordance with delegated authority. Capture, review, and authorize payment transactions on the applicable financial management systems. Monitor payment batches to ensure timely settlement of supplier invoices and other financial obligations. Render authorization of electronic transactions for transfers and creditors payments. Verification of captured payment details. Render quality assurance of payments. Facilitate and solve payments queries on time. Facilitate payment of supplier bank rejections. Monitor adherence to internal controls. Authorization of all creditor's payments manually. Ensure compliance with payment documents. Manual authorization and monitor of transfers. Facilitate the authenticity for transfer payments to Public Entities and institutions. Authorization of all transfer payments manually. Facilitate confirmation for receipt of fund transferred by different Institutions and Public Entities. Compile register of transfers monthly and quarterly submit for disclosure in the Interim/ Annual financial statements. Facilitate reconciliation of transfers to budget for In Year Monitoring. Ensure that we disclose correct information on transfers for quarterly Interim Financial Statement and Annual Financial Statement. Compilation of accruals and payables reports. Request reports from system controller. Facilitate compilation of accruals and payables reports. Verification of payments age analysis of the Accruals and payables. Verification, analysing and reconciliation of accruals and payables. Consolidation of accruals and payables monthly. Presentation of accruals and payables reports in the In-Year-Monitoring meetings. Ensure that accurate information is disclosed on accruals and payables for quarterly Interim Financial Statement and Annual Financial Statements.
<u>ENQUIRIES</u>	:	M. Cezula – Head Office – (eQonce) Tel No: (043) 492 1400 e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 36/135</u>	:	<u>STATE ACCOUNTANT: CASH & REVENUE MANAGEMENT REF NO: DSRAC 07/09/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07), (an all-inclusive remuneration) Head Office (Qonce) National Senior Certificate plus a National Diploma (NQF Level 6) or B. Degree (NQF level 7 as recognised by SAQA) in Accounting/ Cost & Management Accounting/ Financial Management/ Internal Audit qualifications with at least 1 to 2 years' experience within the public sector expenditure management field and payment of employee benefits. Public sector finances experience in budgeting and revenue management will be added advantage. Knowledge of financial systems (LOGIS, PERSAL and BAS) and be able to interpret NERF and Standard Chart of Accounts (SCoA). Knowledge of Public Service Regulations, Legislations / policies / prescripts, and procedures. Knowledge of Treasury Regulations and Division of Revenue Act (DORA), understanding of the Public Finance Management Act (PFMA) and Appropriation Act. Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy specializing in Advanced EXCEL and PowerPoint Presentation. Good communication and report writing skills. Sound organisational skills. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence (Code 8) is required.
<u>DUTIES</u>	:	Ensure Collection and Deposit of Revenue. Receive and account for all revenue collected by the department. Verify the accuracy and completeness of revenue collection documentation. Ensure that all revenue is deposited into the relevant bank account within prescribed timeframes. Capture and record revenue transactions on the relevant financial management systems. Monitor outstanding revenue and follow up on unpaid amounts. Ensure compliance with the Public Finance Management Act (PFMA), Treasury Regulations and departmental policies relating to revenue collection. Maintain proper records and support documentation for all revenue transactions. Identify and classify

departmental revenue sources in accordance with applicable legislation. Monitor revenue trends and analyse revenue generated from various sources. Verify that all revenue received is correctly allocated to the appropriate revenue codes. Assist in identifying opportunities to improve revenue collection processes. Compile reports on revenue generated from different revenue streams. Ensure accurate recording and reporting of departmental revenue. Render cash flow Management. Monitor daily cash balances and cash movements. Prepare cash flow forecasts and projections. Monitor cash availability to ensure operational requirements are met. Compile periodic cash flow reports for management. Liaise with relevant stakeholders regarding cash flow requirements. Identify potential cash flow risks and recommend corrective measures. Ensure effective management of cash resources in accordance with Treasury guidelines. Render Cash Reconciliation. Perform daily, weekly and monthly cash reconciliations. Reconcile bank statements with departmental financial records. Investigate and resolve cash and banking discrepancies. Reconcile suspense accounts and outstanding transactions. Maintain complete reconciliation records and audit trails. Prepare reconciliation reports for management review. Assist with internal and external audit requests relating to cash and revenue transactions.

ENQUIRIES

: M. Cezula – Head Office – (eQonce) Tel No: (043) 492 1400
e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

NOTE

: Persons with disabilities are encouraged to apply.

POST 36/136

: **STATE ACCOUNTANT: TAX RECONCILIATION REF NO: DSRAC 08/09/2026**

SALARY CENTRE REQUIREMENTS

: R338 106 – R398 277 per annum (Level 07), (an all-inclusive remuneration)
: Head Office (Qonce)
: National Senior Certificate plus a National Diploma (NQF Level 6) or B. Degree (NQF level 7 as recognised by SAQA) in Accounting/ Cost & Management Accounting/ Financial Management/ Internal Audit qualifications with at least 1 to 2 years' experience within the public sector expenditure management field and payment of employee benefits. Public sector finances experience in budgeting and revenue management will be added advantage. Knowledge of financial systems (LOGIS, PERSAL and BAS). Knowledge of Tax Administration Act, Public Service Regulations, Legislations / policies / prescripts, and procedures. Knowledge of Treasury Regulations and the Public Finance Management Act and Financial Regulations. Knowledge of Batho Pele principles. Computer literacy specializing in Advanced EXCEL and PowerPoint Presentation. Good communication and report writing skills. Sound organisational skills. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence (Code 8) will be an added advantage.

DUTIES

: Render Tax Rebates Services. Receive, assess and process tax rebate applications in accordance with relevant legislation, policies and procedures. Verify the completeness and -accuracy of supporting documentation submitted by taxpayers and stakeholders. Validate taxpayer information against financial and tax records. Capture, update and maintain tax rebate information on the relevant financial management systems. Calculate and process approved tax rebates accurately and within prescribed turnaround times. Prepare payment schedules for approved tax rebates. Resolve tax rebate-related queries from taxpayers and internal stakeholders. Liaise with relevant internal and external stakeholders regarding outstanding information and tax rebate matters. Perform Tax Reconciliation. Reconcile tax rebate accounts and identify discrepancies. Investigate and resolve reconciliation differences promptly. Match payments, refunds and adjustments with supporting documentation. Reconcile general ledger accounts relating to tax rebates. Ensure that reconciliations are completed within prescribed timeframes. Maintain complete reconciliation records and audit trails. Escalate unresolved discrepancies to the supervisor. Financial Administration and Reporting. Compile monthly, quarterly and annual reconciliation reports. Prepare management information on tax rebate transactions. Monitor outstanding tax rebate claims and recommend corrective actions. Maintain accurate financial records in accordance with record management policies. Assist with audit requests by providing supporting documentation and explanations. Promote Stakeholder and Customer Service. Provide professional advice and guidance to taxpayers and stakeholders regarding tax rebate procedures. Respond to enquiries within prescribed

		service standards. Build and maintain productive working relationships with internal and external stakeholders. Participate in awareness sessions and provide support on tax rebate processes.
<u>ENQUIRIES</u>	:	M. Cezula – Head Office (eQonce) Tel No: (043) 492 1400
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 36/137</u>	:	Persons with disabilities are encouraged to apply.
		<u>STATE ACCOUNTANT: BUDGET PLANNING REF NO: DSRAC 09/09/2026</u>
<u>SALARY</u>	:	R338 106 – R 398 277 per annum (Level 07), (an all-inclusive remuneration)
<u>CENTRE</u>	:	OR Tambo District
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF level 6) or B. Degree (NQF level 7) as recognised by SAQA in Accounting/ Cost & Management Accounting/ Financial Management/ Internal Audit qualifications with at least 1 to 2 years' experience within the public sector expenditure management field and payment of employee benefits. Public sector finances experience in budgeting and revenue management will be added advantage. Knowledge of financial systems (LOGIS, PERSAL and BAS) and be able to interpret NERF and Standard Chart of Accounts (SCoA). Knowledge of Public Service Regulations, Legislations / policies / prescripts, and procedures. Knowledge of Treasury Regulations and Division of Revenue Act (DORA), understanding of the Public Finance Management Act (PFMA) and Appropriation Act. Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy (specializing in Advanced EXCEL and PowerPoint Presentation. Good communication and report writing skills. Sound organisational skills. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence (Code 8) is required.
<u>DUTIES</u>	:	Monitor the Implementation of expenditure patterns of the department. Prepare expenditure report documents as per responsibility codes of the programmes. Identify misallocations of funds. Facilitate loading and capturing of budget on the system. Collection of inputs from programs for budget in line with the operational plans. Preparation of final balancing of budget for each following financial year. Facilitate submission of budget database from the programs. Facilitate consolidation of operational budget. Guide and assist programmes on budget utilization. Facilitate logistical arrangements for the workshops. Minute taking for workshops. Facilitate implementation of virements. Receive and check availability of funds in budget proposals. Check and maintain commitment registers. Forward commitment registers to relevant programmes.
<u>ENQUIRIES</u>	:	S. Stuma Tel No: (047) 495 0853 – OR Tambo District (Mthatha)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 36/138</u>	:	Persons with disabilities are encouraged to apply.
		<u>STATE ACCOUNTANT: INTERNAL CONTROL (PRE -AUDIT) (X2 POSTS)</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Nelson Mandela (Gqeberha) Ref No: DSRAC 10/09/2026
<u>REQUIREMENTS</u>	:	BCM District (KU Gomo City) Ref No: DSRAC 11/09/2026
	:	National Senior Certificate plus a National Diploma (NQF Level 6) or B Degree (NQF level 7 as recognised by SAQA) in Accounting/ Cost & Management Accounting/ Financial Management/ Internal Audit qualifications with at least 1 to 2 years' experience within the public sector expenditure management field and payment of employee benefits. Public sector finances experience in budgeting and revenue management will be added advantage. Knowledge of financial systems (LOGIS, PERSAL and BAS) and be able to interpret NERF and Standard Chart of Accounts (SCoA). Knowledge of Public Service Regulations, Legislations / policies / prescripts, and procedures. Knowledge of Treasury Regulations and Division of Revenue Act (DORA), understanding of the Public Finance Management Act (PFMA) and Appropriation Act. Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy specializing in Advanced EXCEL and PowerPoint Presentation. Good communication and report writing skills. Sound organisational skills. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence (Code 8) is required.
<u>DUTIES</u>	:	Provide / render internal control services. Ensure compliance with statutory and regulatory requirements, governing procurement and expenditure. Monitor

		compliance with government prescripts, policies and procedures. Perform administrative duties for the unit. Provide support in the implementation of effective financial management and Internal Control measures within the department. Ensure proper filling safekeeping of financial records. Perform reconciliations where required and compile weekly and monthly reports. Laise with relevant stakeholders to facilitate timely investigations, corrections and resolutions of identified control weaknesses and audit findings.
<u>ENQUIRIES</u>	:	T. Bosman Tel No: (041) 492 1230 / 1232 – Nelson Mandela District (Gqeberha) Mr. B. Mbangatha Tel No: (043) 492 1839 / 1839 Amathole District – (East London) e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 36/139</u>	:	<u>STATE ACCOUNTANT: EXPENDITURE MANAGEMENT REF NO: DSRAC 12/09/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07), (an all-inclusive remuneration) BCM District (Ku Gombo City) National Senior Certificate plus a National Diploma (NQF Level 6) or B. Degree (NQF level 7 as recognised by SAQA) in Accounting/ Cost & Management Accounting/ Financial Management/ Internal Audit qualifications with at least 1 to 2 years' experience within the public sector expenditure management field and payment of employee benefits. Public sector finances experience in budgeting and revenue management will be added advantage. Knowledge of financial systems (LOGIS, PERSAL and BAS) and be able to interpret NERF and Standard Chart of Accounts (SCoA). Knowledge of Public Service Regulations, Legislations / policies / prescripts and procedures. Knowledge of Treasury Regulations and Division of Revenue Act (DORA), understanding of the Public Finance Management Act (PFMA) and Appropriation Act. Preferential Procurement Policy Framework Act (PPPFA), Financial Regulations Knowledge of Batho Pele principles. Computer literacy specializing in Advanced EXCEL and PowerPoint Presentation. Good communication and report writing skills. Sound organisational skills. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence (Code 8) is required.
<u>DUTIES</u>	:	Render and implement payment services. Facilitate receipt of invoices from Supply Chain Management and identify misclassification of commitments on isisele and Logis System. Verify authenticity of attachments on both isisele and Logis Systems. Laise with internal audit and external stakeholders. Capture payments on Logis System. Pre-authorize payments on Logis and Isisele. Forward pre-authorized payments to internal control for verification and authenticity of the documents on Logis systems. Ensure proper filling of documents and submit to internal control for safekeeping. Compile weekly and monthly reports. Implementation of expenditure patterns of the department. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify record and submit to supervisor misallocations of funds.
<u>ENQUIRIES</u>	:	MR. B. Mbangatha Tel No: (043) 492 1839 / 1839 Amathole District – (East London) e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>POST 36/140</u>	:	<u>ADMIN CLERK SUPERVISOR: LOGISTICS AND STORES MANAGEMENT REF NO: DSRAC 13/09/2026</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 – R398 277 per annum (Level 07), (an all-inclusive remuneration) Head Office (Qonce) National Senior Certificate Plus National Diploma (NQF Level 6) or B. Degree (NQF level 7 as recognized by SAQA) in Supply Chain Management/Logistics/Purchasing Management/ Financial Management /Public Management/Purchasing Management, Financial Management with at least 1 - 2 years relevant experience within a Supply Chain Management environment, logistics, stores, Provisioning Administration. Knowledge of PFMA, Treasury Regulations, PPPFA, Treasury Circulars, and instruction notes relating to SCM Management. Computer literacy. Knowledge of transversal systems BAS and LOGIS (LOGIS certificate is compulsory and will be required on or before the interview date). Knowledge of Batho Pele principles. Ability to work under pressure and prioritize work. Knowledge and understanding of Supply Chain Management Framework. Computer Literacy.

		Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Conflict Management, problem-solving, people management skills. Excellent administrative, coordination and organizational skills. A valid driving license (Code 8) is required.
<u>DUTIES</u>	:	Management of Logistics and Stores in accordance with departmental policies and applicable prescripts. Management of Inventory and stock control. Management of receipt, storage and distribution of goods. Provide sound logistic Administration. Ensure compliance with internal controls. Render proper record and information management. Responsible for monitoring, reporting and reconciliation. Render effective asset and resource management, supervision of staff, as well as stakeholder and service delivery support. Provide general administration for the stores and warehouse management unit.
<u>ENQUIRIES</u>	:	M. Cezula – Head Office (eQonce) Tel No: (043) 492 1400 e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 36/141</u>	:	<u>PROVISIONING ADMIN OFFICER: SCM CLERK SUPERVISOR (SCM-DEMAND & ACQUISITION) REF NO: DSRAC 14/09/2026</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Nelson Mandela District
<u>REQUIREMENTS</u>	:	National Senior Certificate plus National Diploma (NQF Level 6) or a B.Degree (NQF level 7 as recognized by SAQA) Supply Chain Management, Public Management, Logistics, Purchasing Management, Financial Management. 1 to 2 years' relevant experience within a Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem-solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid driving license (Code 8) is required.
<u>DUTIES</u>	:	Provide for Procurement of goods and services for the district. Ensure compliance with procurement regulations and prescripts. Ensure suppliers utilized are properly registered with Central Supplier Database and LOGIS. Assist end users in creating requisitions on LOGIS. Ensure requisitions are linked to the procurement memorandums and are accompanied by clear specifications and/or terms of reference. Receive and issue Request for Quotations and ensure correct evaluation process of RFQ's is done in line with the prescripts. Ensure specifications and terms of reference are properly done and aligned with the prescripts. Verify and re-calculate quotations received for completeness and accuracy. Ensure correct validity periods are set according to the nature of procurement. Facilitate the compilation and consolidation of District Demand Management Plan. Assist and ensure the demand plan is implemented. Assist in conducting market analysis of the commodities utilized by the department. Assist in monitoring and reporting on the commitments of the district. Provide support and assistance to end users in clearing the commitments for the district. Ensure manual orders created are timeously converted into LOGIS. Monitor the update of the manual order register. Assist in the compilation of specifications where necessary. Provide secretariat services to the relevant committees where necessary.
<u>ENQUIRIES</u>	:	Ms. T. Bosman Tel No: (041) 492 1230 / 1232 / 1292 Nelson Mandela District – (Gqeberha) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 36/142</u>	:	<u>CULTURAL OFFICER: SOKAPASA ARTS CENTRE REF NO: DSRAC 15/09/2026</u>
<u>SALARY</u>	:	R338 106 – R398 277 per annum (Level 07), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Amathole District – (Ku Gomo City)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF Level 6) or B. Degree (NQF Level 7) in Arts and Culture/ Performing Arts/ Visual Arts/ Fine Arts/ Craft

	Design as recognized by SAQA with 1 to 2 years' relevant experience in an Arts & Culture environment. Extensive high-level knowledge of arts and culture and interpretation of policies. Excellent knowledge about cultural programs. People management and empowerment. Financial and knowledge management. Client orientation. Further knowledge of Local authorities, Departmental management and officials, General public/community, Academic institutions and learners, Private Sectors, Executing authority (Political Bearers), Municipalities (local and districts). Cultural and Creative Industries Master Plan. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement. A valid (Code 8) driving licence.
<u>DUTIES</u>	: Assist in the drafting of the Art center business plan. Coordinate Arts and Culture Provincial Programmes. Organise logistics and attend meetings. Organise festival equipment for artists. Facilitate and implement art centre programs. Craft roster for activities. Organise arts centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submissions. Facilitate access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Provide institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administrative support. Consolidate and compile quarterly and annual reports. Monitor budget expenditure and revenue collection. Coordinate procurement submission. Organise and monitor visitor's register.
<u>ENQUIRIES</u>	: Mr. B. Mbangatha Tel No: (043) 492 1839 / 1839 Amathole District – (East London) e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	: Preference will be given to applicants who speak, read and write at least two (2) official languages, including English and any of the following: isiXhosa, Sesotho, Afrikaans and South African Sign Language (SASL) Persons with disabilities are encouraged to apply.
<u>POST 36/143</u>	: <u>HR OFFICER: HR CLERK SUPERVISOR REF NO: DSRAC 16/09/2026</u>
<u>SALARY</u>	: R338 106 – R398 277 per annum (Level 07), (an all-inclusive remuneration)
<u>CENTRE</u>	: Bayworld Museum
<u>REQUIREMENTS</u>	: National Senior Certificate Plus National Diploma (NQF Level 6) or B. Degree qualification (NQF level 7) as recognised by SAQA in Human Resource Management / Personnel Management /Public Administration / Public Management / Business Management / Industrial Psychology with at least 1 to 2 years functional experience in a Human Resource Management environment. Extensive knowledge of the PERSAL and 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 (Code 8) driving license.
<u>DUTIES</u>	: Coordinate and monitor leave and PERSAL administration in the museum. Assist with the implementation of Recruitment and Selection. Capture appointments, confirmation of probations, promotions and services terminations on PERSAL. Assist on confirmation of probationary appointment. Assist in implementing services termination and processing the benefits. Capture appointments and promotion of employees on PERSAL. Assist in the implementation of HR policies. Process employee service benefits (housing allowance, S&T, Long services, grade & pay progression, medical and IOD. Assist in implementation of service benefits (Housing and personnel provisioning. Must be able to capture personnel information on PERSAL and

	:	on PCM. Provide good administration. Ensure that personnel files meet the required standard.
<u>ENQUIRIES</u>	:	V. Ketelo Tel No: (041) 584 0650 – Bayworld Museum, (Gqeberha)
	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 36/144</u>	:	<u>LIBRARIAN (X3 POSTS)</u> (Re-advertisement)
<u>SALARY CENTRE</u>	:	R338 106 – R398 277 per annum (Level 07), (an all-inclusive remuneration)
	:	Sarah Baartman District (Loerie Public Library) Ref No: DSRAC 17/09/2026
	:	Joe Gqabi District (Steynsburg Public Library) Ref No: DSRAC 18/09/2026
	:	Chris Hani District (Cradock Public Library) Ref No: DSRAC 19/09/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma (NQF Level 6) or Bipl. Degree / B Tech (NQF Level 7) as recognized by SAQA 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. A valid driving (Code 8) license.
<u>DUTIES</u>	:	Implement awareness campaigns, reading programmes and promotion of library use to all communities. Implement stock control of all library material. Manage, receive & reconcile library material from the district office. Attend to user needs. Compilation of monthly user statistics and report writing. Participate in crafting of the business plan. Management of library assets and resources. Implement annual recovery of monies. Establish & sustainment of library structures. Management of mini-lib services. Supervision of staff.
<u>ENQUIRIES</u>	:	T. Thomas / O. Ngampu Tel No: (045) 492 0030 / 0054 – Chris Hani District (Komani)
	:	MS. N. Qumza Tel No: (043) 492 1839 / 1839 Sarah Baartman District (Makanda)
	:	P. Masepe / N. Fiki Tel No: (051) 492 4806 – Joe Gqwabi District (Maletswai)
	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Preference will be given to applicants who speak, read and write at least two (2) official languages, including English and any of the following: isiXhosa, Sesotho, Afrikaans and South African Sign Language (SASL), depending on the dominant language in the district where the post is located.
<u>POST 36/145</u>	:	<u>HR OFFICER: HR CLERK PRODUCTION (HRM) (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R237 453 – R 279 708 per annum (Level 05), (an all-inclusive remuneration)
	:	Alfred Nzo District Ref No: DSRAC 20/09/2026
	:	Sarah Baartman District Ref No: DSRAC 21/09/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a Diploma (NQF Level 6) or Degree (NQF level 7) as recognized by SAQA in Human Resource Management or Public Management or Public Administration or Industrial Psychology. Exposure in the field will be an added advantage. Knowledge of PERSAL and Pension Case Management (PCM) will be an added advantage. Sound knowledge of Conditions of Service and other HR-related prescripts. Good written and verbal communication. Computer literacy. Ability to ensure maximum level of confidentiality. A valid (Code 8) driving license will be an added advantage.
<u>DUTIES</u>	:	Monitor leave management in district. Control leave books and leave registers. Assist with the implementation of Recruitment and Selection. Assist on confirmation of probationary appointment. Assist in implementing services termination and processing the benefits. Capture appointments, transfers and promotion of employees on PERSAL. Assist in the implementation of HR policies. Assist in implementation of service benefits (Housing and personnel provisioning. Must be able to capture personnel information on PERSAL and on PCM. Provide good administration. Ensure that personnel files meet the required standard. Monitor leaves in the office and at institutions (i.e. libraries and museums). Reconcile and capture all leaves.
<u>ENQUIRIES</u>	:	Ms. N. Qumza Tel No: (046) 492 0227 Sarah Baartman District – (Makanda)
	:	Mr. G. Gugwana Tel No: (039) 492 0297 Alfred Nzo District – (Mount Ayliff)
	:	e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.

<u>POST 36/146</u>	:	<u>ADMIN CLERK REF NO: DSRAC 22/09/2026</u>
<u>SALARY</u>	:	R237 453 – R279 708 per annum (Level 05), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Bayworld Museum (Gqeberha)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a Diploma (NQF Level 6) or Degree (NQF Level 7) as recognised by SAQA in Supply Chain Management/ Public Management/ Public Administration/Inventory Management/Stores/Logistics Management. Exposure in the field will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer will also be an added advantage. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid (Code 8) driving license will be an added advantage.
<u>DUTIES</u>	:	Facilitate receipt of goods and services. Receive, check and record the goods and invoice received from supplier. Compare goods received with requisition forms. Endorse 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. Keep and maintain the asset register of the museum. Assist in the Administration of the Museum fleet. 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. Stock control and stocktaking.
<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 disabilities are encouraged to apply.
<u>POST 36/147</u>	:	<u>GENERAL ASSISTANT: LOGISTICS SERVICES REF NO: DSRAC 23/09/2026</u> Re-advertisement
<u>SALARY</u>	:	R144 024 – R 169 656 per annum (Level 02), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Amathole District (Ku-Gompo City)
<u>REQUIREMENTS</u>	:	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 (Code 8) driving license.
<u>DUTIES</u>	:	Assist in receiving, loading, and offloading goods in the district. Assist in stock taking and verification of assets. Ensure prompt delivery of documents to provincial office, other departments and safe keeping of information/documents whilst in transit. Photocopying of documents. Collection of delivery items/ correspondence to various offices in the district. Ferry officials to departmental events, i.e., workshops and meetings. Collect and deliver mail to registry office. Paste notices in the district notice boards. Assist in any general assistant's duties as and when required to do so. Provide cleaning services of offices, boardroom, and walkways. Keep and maintain cleaning materials and equipment. Prepare venue for functions and meetings. Prepare tea during meetings. Assist during functions.
<u>ENQUIRIES</u>	:	Mr. B. Mbangatha Tel No: (043) 492 1839 / 1839 Amathole District – (Ku-Gompo City)
<u>NOTE</u>	:	e- Recruitment Technical Enquiries: erecruitment@ecsrac.gov.za Persons with disabilities are encouraged to apply.
<u>POST 36/148</u>	:	<u>LIBRARY ASSISTANT (X9 POSTS)</u>
<u>SALARY</u>	:	R201 093 – R236 877 per annum (Level 04), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Amathole District (Bezuidenhout Library) Ref No: DSRAC 24/09/2026 OR Tambo District (Ruze Community Library) Ref No: DSRAC 25/09/2026 OR Tambo District (Qumbu Community Library) Ref No: DSRAC 26/09/2026 Alfred Nzo District (Cerdaville Public Library) Ref No: DSRAC 27/09/2026

		Chris Hani District (Dodrecht Public Library) Ref No: DSRAC 28/09/2026
		Sarah Baartman District (Tsitsikam Library) Ref No: DSRAC 29/09/2026
		Sarah Baartman District (Kroonvalle Public Library) Ref No: DSRAC 30/09/2026
		JOE Gqabi District (Sterkspruit Public Library) Ref No: DSRAC 31/09/2026
		JOE Gqabi District (Burgersdorp Library) Ref No: DSRAC 32/09/2026
<u>REQUIREMENTS</u>	:	National Senior Certificate. A National Senior Certificate with relevant experience or Diploma/B. Degree (NQF level 6/7) as recognized by SAQA in Library & Information Science will be an added advantage. Good command of at least two (2) official languages will be an added advantage. Knowledge of library systems and relevant government prescripts. Exposure in the field will be an added advantage. Computer literacy. Good verbal and written skills. A valid (Code 8) driving licence will be an added advantage.
<u>DUTIES</u>	:	Perform all circulations duties in the library. Join and assist in renewal library membership. Shelving of all library reading material. Attend to reference queries brought by users. Maintain good public relations with stakeholders. Accompany librarian in attending meetings when necessarily. Compile statistics of the library. Assist in organising and/ or be involved in awareness programmes (Advocacy and Marketing). Assist in the formation/establishment of a library structure & book clubs. Responsible for orientation and children's programmes. Assist in the management of library donations, and other programmes in the library including ICT and mini-lib services. These posts are earmarked for persons with disabilities.
<u>ENQUIRIES</u>	:	MR. B. Mbangatha Tel No: (043) 492 1839 / 1839 Amathole District S. Stuma Tel No: (047) 495 0853 – OR Tambo District (Mthatha) M. Gugwana Tel No: (039) 492 0297 – Alfred Nzo District (Mount Ayliff) T. Thomas / O. Ngampu Tel No: (045) 492 0030 / 0054 – Chris Hani District (Komani) Ms. N. Qumza Tel No: (043) 492 1839 / 1839 Sarah Baartman District (Makanda) P. Masepe / N. Fiki Tel No: (051) 492 4806 – JOE Gqwabi District (Maletswai) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Preference will be given to applicants who speak, read and write at least two (2) official languages, including English and any of the following: isiXhosa, Sesotho, Afrikaans and South African Sign Language (SASL), depending on the dominant language in the district where the post is located. Persons with disabilities are encouraged to apply.
<u>POST 36/149</u>	:	<u>HANDYMAN (X2 POSTS)</u> East London Museum & Amathole Museum)
<u>SALARY CENTRE</u>	:	R170 226 – R200 523 per annum (Level 03), (an all-inclusive remuneration)
	:	EL Museum Ref No: DSRAC 33/09/2026
	:	Amathole Museum Ref No: DSRAC 34/09/2026
<u>REQUIREMENTS</u>	:	Grade 8 certificate / ABET level 4 or NQF level 1 – 3 with no experience. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated. The following will serve as added advantage: Performing General Assistant duties, exposure in the field will be an added advantage and a valid (Code 8) driving licence.
<u>DUTIES</u>	:	Safeguard all master and spare keys belonging to the institution. Attend to all defects in the building. Assists with emergency situations such as elevator breakdowns; building evacuations etc. Perform a stock take of areas of responsibilities such as keys, office equipment etc. Ensure that all equipment is provided with the locking facilities. Binding of Departmental immense documents.
<u>ENQUIRIES</u>	:	G. Morcom / S. Lamati Tel No: (043) 743 0686 – EL Museum (Ku-Gompo City)
	:	S. Cakata Tel No: (043) 642 4506 – Amathole Museum (Qonce)
	:	e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	Persons with disabilities are encouraged to apply.
<u>POST 36/150</u>	:	<u>GROUNDSMAN REF NO: DSRAC 35/09/2026 X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R144 024 – R169 656 per annum (Level 02), (an all-inclusive remuneration)
	:	Bayworld Museum
<u>REQUIREMENTS</u>	:	Grade 8 certificate / ABET level 4 or NQF level 1 – 3 with no experience. The following will be an added advantage: experience in gardening, grounds maintenance or general assistant duties & exposure in the field. Must be able

	to read and write. Good interpersonal, verbal and written communication skills. Self-motivated.
<u>DUTIES</u>	: Maintain lawns, flowerbeds, trees and pathways around the museum. Water plants, remove weeds, prune shrubs and trees, mow grass, and sweep outdoor areas. Relocate plants and trees, remove garden refuse, and assist with care and pest control of the cycad collection. Clean paved surfaces using high-pressure equipment. Keep signage, benches, bins, storerooms, and public spaces neat and presentable. Care for gardening tools and equipment; detect and report malfunctioning tools or maintenance issues such as leaks or broken lights. Assist with moving and setting up exhibition materials, showcases, furniture, and display cases. Help with the construction, assembly, and maintenance of museum displays and exhibition structures under supervision. Provide cleaning services in exhibition rooms, workshops, and storage areas. Set up chairs, tables, and equipment for school visits, talks, and community events. Assist with venue preparation and clean-up before and after functions. Support caretakers and cleaners as required. Perform any other duties related to grounds and facility upkeep or general assistant work as assigned by the supervisor.
<u>ENQUIRIES</u>	: V. Ketelo Tel No: (041) 584 0650 – Bayworld Museum (Gqeberha) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	: Persons with disabilities are encouraged to apply.
<u>POST 36/151</u>	: <u>CLEANER REF NO: DSRAC 36/09/2026</u>
<u>SALARY</u>	: R144 024– R169 656 per annum (Level 02), (an all-inclusive remuneration)
<u>CENTRE</u>	: Bayworld Museum
<u>REQUIREMENTS</u>	: Grade 8 certificate or ABET level 4 or NQF level 1 - 3 with no experience. One (1) year experience as a cleaner will be an added advantage. Good interpersonal skills. Good verbal communication skills. Self – motivated. Exposure in the field will be an added advantage.
<u>DUTIES</u>	: Provisioning of cleaning services. Cleaning offices corridors, elevators, and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing, and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows, and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by: Cleaning of bins. Wash and keep stock of kitchen utensils. Cleaning the rest rooms by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning materials and equipment. Cleaning of machines (microwaves, vacuum cleaners etc) and equipment after use
<u>ENQUIRIES</u>	: V. Ketelo Tel No: (041) 584 0650 – Bayworld Museum, (Gqeberha) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	: Persons with disabilities are encouraged to apply.

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 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.
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OTHER POST

<u>POST 36/152</u>	:	<u>INTERN: CULTURAL AFFAIRS (ARTS & CULTURE) REF NO: DSRAC: 37/09/2026</u> Re-Advertisement
<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 recognized 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. Organizational 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 in the development of concept documents. Assist in the development of budget and Implementation of Operational Plan. Assist with Monitoring of Arts and Culture funded Projects. Compile project reports. Assist with planning and coordination of arts and culture events, exhibitions or festivals. Compile monthly reports for the section. Implement outreach programmes. Assist with procurement in the section. Assist with administrative tasks such as scheduling, drafting correspondence, maintaining database, organize meeting and minutes taking. Engage with artists, performers, and community partners as needed.
<u>ENQUIRIES</u>	:	Mr. L Putter Tel No: (040) 608 4200 For e-Recruitment Enquiries, Email: erecruitment@ecdodoe.gov.za