

ENQUIRIES

- Provide support in the analysis and documentation of the realization of business benefits. Assist in the implementation of the Operations Management Framework.
- Ms T. Nkonyile at 083 8755 707 / Ms. B Ndayi at 060 573 5574 / Ms. N Cloete at 083 7351 092. For technical glitches send an email to: erecruitmentenquiries@ectreasury.gov.za. (NB: For Technical Glitches Only – No CVs).
- EE Target: African Male / Indian Male / Female. This post is earmarked for a person with disability.

NOTE

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

APPLICATIONS

- Applications must be submitted on via one of the options: (1) the provincial e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. The e-recruitment system closes at 23: 59 on the closing date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, details of the issue to erecruitment@ecsrac.gov.za (NB: NOT CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@ecsrac.gov.za and not as specified, your application will be regarded as lost and will not be considered, OR submit via one of the following options: directing to a specific relevant centre:
- Head Office:** Qonce Enquiries – Mr. Y. Dlamkile Tel: 043 492 1386 / Mrs. R. E. Swartbooi Tel: 043 492 0949 / 1400 / Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwai Building, Qonce, 5605
- Amathole Museum:** Qonce Enquiries. F. Kigozi – 043 642 4506 – Amathole Museum (Qonce) Hand deliver to Corner of Alexandra & Albert Road, Qonce
- Amathole District:** Enquiries Mr. B. Mbangatha Tel: 043 492 1838/1839. Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201
- Alfred Nzo District:** Attention Mr M.B. Gugwana: 039 492 0297 Hand deliver to: No 67 Church Street Mt Ayliff.
- OR Tambo District:** Attention Mr. S. Stuma Tel: 047 495 0853 Hand deliver to: Human Resource Management, 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata.
- Bayworld Museum: Gqeberha Enquiries.** Mr. L. Mini Mr. V. Ketelo – 041 584 0650 – Bayworld Museum: Hand deliver to 23 Beach Road, Humewood, Gqeberha
- JOE Gqabi District:** Attention Mr P. Masepe / Ms. Ninifie: 051 492 4806 Hand deliver to: No. 02 Cole Street, Maletswai
- Sarah Baartman District:** Attention Ms. S. Mpafa: 046 492 0223 Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.
- Chris Hani District:** Attention Mr. X. Kwanini / Mr. T. Thomas: 045 492 0030 / 0054 Hand deliver to: Bathandwa Ndondo Building, Komani Hospital.

CLOSING DATE

- 24 March 2025. No Late/ No Faxed/ No e-mailed/ No Posted/ No Hand delivered applications will be accepted.

NOTE

- Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) weeks after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be

subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). NB Please Note: It is the department's objective to address the Employment Equity Affirmative Action Measures to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). Enquiries must be directed to the specified contact person. For e-Recruitment Enquiries, Email: erecruitment@ecsrac.gov.za People with disabilities who meet the requirements will be given preference.

OTHER POSTS

POST 09/163

: **MUSEUM HEAD REF NO: DSRAC 13/03/2025**

SALARY **CENTRE** **REQUIREMENTS**

: R1 003 890 – R1 182 534 per annum (Level 12), (an all-inclusive remuneration)
: Amathole Museum (Qonce)
: National Senior Certificate plus a National Diploma (NQF level 6/7 as recognised by SAQA) in in Social Science or any relevant qualifications coupled with at least 3 years at Assistant Director /Jnr Management Level in the field of Cultural Affairs. Knowledge of Public Service Legislation / Policies / Prescripts and Procedures. Extensive high-level knowledge of Cultural Affairs and interpretation of policies and programs. analytical and an innovative thinker. Events and Project Management. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles. Computer Literacy. Good Communication Skills. Planning Skills. Financial Management and Reporting. Sound Organisational Skills. Project Management Skills. Communication Skills. Report Writing Skills. Presentation Skills. People Management Skills. Strategic Management. Customer / Client orientated approach. Monitoring and Evaluation Expert. Time Management. Self-discipline. Ability to work under pressure. A valid driving licence.

DUTIES

: Management of humanities and natural science collection services. Manage curation of anthropology history and mammalogy collection. Manage research and publication of collection. Management of education, exhibition and taxidermist services. Manage and facilitate education and exhibition services. Manage public outreach programmes. Management of communication, marketing, visitor and library services. Manage marketing and promotion of museum services. Manage public programmes and visits at the museum. Manage provision of library services. Management of auxiliary and corporate services. Ensure provision of building and grounds maintenance. Ensure provision and disposal of waste collection. Manage safety and security of museum and its affiliate missionary museum. Manage fundraising initiatives for the museum. Provide and manage human resource services. Provide and manage supply chain services. Provide and manage finance services. Management of the Board of Trustees. Engage with stakeholders (donors and supporters). Manage agreements of the Board of Trustees. Manage and report on financial matters of the Board. Conduct meetings for the Board of Trustees. Report on Board of Trustees matters. Management of general administration support. Give input in the development of strategic, operational / business and procurement plans. Compile and submit reports. Manage allocation of resources. Manage attendance register and leave records. Manage financial resources

		(procurement of goods and services). Manage EPMDS and staff development training needs.
<u>ENQUIRIES</u>	:	F Kigozi Tel No: (043) 642 4506 e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/164</u>	:	<u>DEPUTY DIRECTOR: RESEARCH & POLICY DEVELOPMENT REF NO: DSRAC 02/03/2025</u>
<u>SALARY</u>	:	R849 702 – R1000 908 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE</u>	:	Head Office - Qonce
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus a National Diploma NQF 6 / Preferably bachelor's degree NQF Level 7 as recognized by in Public/Business Administration, Social Sciences or any relevant qualification coupled with 3 years' experience in the field of developing, implementing policy and overseeing research and or in related field of which 3 years must be at an Assistant Manager level. Strong business acumen. Experience in analysing various types of information and identifying operational direction. Policy development and implementation. Experience of managing a team. Experience of testing and prototyping. Distinguished record of creativity and innovation. A valid driving license. Key Competencies: Extensive high-level knowledge of Research and Policy Development as well as the interpretation of policies. Analytical and an Innovative Thinker. Events and Project Management. Financial Management.
<u>DUTIES</u>	:	Conduct varying internal and external quantitative and qualitative research and ensure accurate interpretation. Undertake and oversee qualitative research to benefit DSRAC's policy development. Oversee research interpretation and disseminate information to leadership and appropriate stakeholders. Work with provincial government counterparts and tertiary institutions in aspects of the delivery of the annual surveys including participating in various research projects and or committees. Oversee and collaborate in the development, administration, delivery of interpretation and analysis of external and internal surveys to inform DSRAC operational and strategy development outcomes. Lead the development of DSRAC's annual research plan. Stay abreast of market and industry trends in research and public policy as it relates to DSRAC. Developing and monitoring implementation of Policy Development and Management Framework in line with provincial and/or national policy frameworks. Developing, monitoring and implementation of departmental Innovation and Knowledge Management Strategy. Identifying policy issues in collaboration with operational areas/business units and horizontal policy coordination working groups; Providing policy advice and recommending policy priorities to senior management and operational areas, where appropriate. Managing, overseeing, coordinating and monitoring policy development, including the initial determination of the type of policy to be developed (strategic and or operational); Providing tools and guidance, including an inventory, for policy development; Ensuring alignment and validating conformity of policy instruments with DSRAC policy requirements and architecture; Convening and coordinating policy review processes; Communicating policy culture and policy management to DSRAC staff; Making editorial and/or administrative changes to policy instruments, as required; Conduct feasibility studies as may be required by the department and report progress to senior management. Manage and submit monthly, quarterly and reports. Manage human and financial resources. Manage EPMDS and staff development training needs. Manage attendance register and leave records.
<u>ENQUIRIES</u>	:	R. Swartbool Tel No: (043) 492 0949 Head Office – (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities

<u>POST 09/165</u>	:	<u>DEPUTY DIRECTOR: HR ADMINISTRATION AND PRACTICE REF NO: DSRAC 03/03/2025</u>
<u>SALARY</u>	:	R849 702 – R1 000 908 per annum (Level 11), (all-inclusive remuneration package). The package includes a basic salary (70% of package), and flexible portion that may be structured in accordance with the rules for Senior Management Services (SMS)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Qonce) A National Senior Certificate plus a National Diploma NQF 6 / Preferably bachelor's degree NQF Level 7 as recognized by SAQA in Human Resource Management or Public Administration or Public Management or any relevant tertiary qualifications coupled with a minimum 3 years relevant experience at AD/ junior management level in the field of Human Resource Management. A valid driving licence. Key Competencies: Knowledge of HR Policies. Knowledge of PERSAL, LOGIS and BAS. Basic knowledge of Financial Administration. Public Service Regulatory Framework. Information and Performance Management. Knowledge of Batho Pele Principles.
<u>DUTIES</u>	:	Manage recruitment and selection processes within the Department. Co-ordinate constitution of recruitment panel. Co-ordinate submissions to PCMT. Manage conditions of service and remuneration. Co-ordinate the appointment, remuneration and staff mobility. Monitor allowance benefits payments. Co-ordinate auditing of service records. Co-ordinate auditing of capped leave. Monitor leave trends and PILIR compliance. Monitor service benefits implementation. Coordinate finalisation HROPT project. Provide advice to the departmental institutions on HRA matters. Coordinate HRM forums. Advise departmental employees on remuneration matters. Coordinate pension awareness sessions. Give guidance and interpretation of prescripts on HRA issues. Analyse reports, determine trends and advise management on corrective measures. Analyse Persal reports. NMIR biographical data capturing. Co-ordinate audited financial statements. Oversee management of personnel records. Ensure the HR registry complies with archiving and disposal of files. Facilitate HR records management. Management of administration support. Give input in the development of strategic, operational, business and procurement plans. Attend to all audit queries. Manage staff discipline. Compile and manage monthly reports. Manage EPMDS and training needs for the staff. Manage staff coaching and mentoring. Manage leave management. Manage Procurement processes. Manage component assets. Manage staff meetings.
<u>ENQUIRIES</u>	:	R. Swartbooi Tel No: (043)492 0949 Head Office – (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/166</u>	:	<u>SENIOR LEGAL ADMIN OFFICER (MR 6) REF NO: DSRAC 01/03/2025</u>
<u>SALARY</u>	:	R556 356 – R625 059 per annum, (OSD), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Qonce
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus a Degree / Diploma (NQF 7) as recognised by SAQA LLB or recognised four-year legal degree or any relevant qualification. A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law/ Labour Law / Contracts Management will be an added advantage. At least 8 years' appropriate post qualification legal experience advisory / civil high court litigation experience. Proof of admission as an Attorney / Advocate. Computer literacy and proficiency is essential. A valid code 08 driving licence.
<u>DUTIES</u>	:	To render legal advisory services to the Department of Sport, Recreation, Arts and Culture (Eastern Cape Province) related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislative drafting services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise on research that will provide information and case law relevant to the legal matter at hand. Constitutional compliance. Present and advise on motivation/proposals how specific cases should be approached to

		obtain a desirable/justifiable outcome. Draft and advise on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to a case / matter, also proposing the approach to be followed to ensure success in this regard. Provide preliminary opinions and advice on legislative drafting; Prepare draft bills and scrutinize subordinate legislation. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the unit. Manage financial resources. Manage human resources. Consolidate and submit monthly and quarterly reports. Manage EPMDS and ensure staff development training needs. Manage attendance register, leave records and discipline.
<u>ENQUIRIES</u>	:	Y. Dlamkile Tel No: (043) 492 1386 Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/167</u>	:	<u>ASSISTANT DIRECTOR: PERFORMING ARTS REF NO: DSRAC 11/03/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081– R650 322 per annum (Level 10), (an all-inclusive remuneration Head Office (Qonce) National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Social Science or any relevant qualification with at least 3 years' experience at supervisory level (SL 7/8) within an arts and culture environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of the visual arts, craft, and design sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving licence.
<u>DUTIES</u>	:	Develop and promote programmes in the institutions. Coordinate preparation of business and project plans in the institutions, music, dance and drama structures. Compile budget expenditure in terms of the business plan in the institutions. Facilitate submission of quarterly, semester and annual reports. Facilitate transfer of funds to the institutions. Facilitate drafting of memoranda of understanding for the institutions. Coordinate and promote events of performing arts. Prepare business plans for the events. Draw project plan for all projects of performing arts. Facilitate tender process for the project. Coordinate the running of the festivals. Facilitate the rolling out of drama, music, films and sector plans. Coordinate development of drama, music and film policy. Coordinate signing of agreements between the (parties) department and the institutions. Coordinate registration of the centre as a non-profit entity. Facilitate registration of record label with music industries. Coordinate collation of reports. Provide administrative support for the component. Give input in the development of strategic, operational and procurement plans for the component. Compile monthly and quarterly reports. Allocation of resources for staff. Manage human resources (attendance register and leave records). Ensure financial resources (procurement of goods and services). Attend to EPMDS and staff development training needs. Perform any other duties related to the work of the Assistant Director: Performing Arts that may arise or tasked by the supervisor and management.
<u>ENQUIRIES</u>	:	M Cezula Tel No: (043) 492 1400 e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/168</u>	:	<u>ASSISTANT DIRECTOR: VISUAL ARTS, CRAFT & CULTURE REF NO: DSRAC 12/03/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081– R650 322 per annum (Level 10), (an all-inclusive remuneration) Alfred Nzo District (Mount Ayliff) National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Social Science or any relevant qualification with at least 3 years' experience at supervisory level (SL 7/8) within an arts and culture environment. Knowledge of public service. Legislation / policies / prescripts and procedures. Departmental management. Knowledge of Batho Pele principles. Knowledge of

		the visual arts, craft, and design sectors. Knowledge of government strategies to use the arts to grow the economy. Computer literacy. Good communication skills. Sound organisational skills. Project management. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving licence.
<u>DUTIES</u>	:	Develop and promote programmes in the institutions. Coordinate preparation of business and project plans in the institutions for visual arts, crafts and cultural structures. Compile budget expenditure in terms of the business plan in the institutions. Facilitate submission of quarterly, semester and annual reports. Facilitate transfer of funds to the institutions. Facilitate drafting of memoranda of understanding for the institutions. Facilitate the rolling out of visual arts, craft and culture services. Coordinate development of visual arts, craft and culture policies. Coordinate signing of agreements between the (parties) department and the institutions. Coordinate registration of the artists as a non-profit entity. Coordinate collation of reports. Management of administration support. Give input in the development of strategic, business and procurement plans. Compile monthly and quarterly reports. Facilitate financial resources (procurement of goods and services). Facilitate all administrative related issues for the core business of the unit.
<u>ENQUIRIES</u>	:	M Gugwana Tel No: Alfred Nzo District (Mount Ayliff), e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/169</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: DSRAC 04/03/2025</u>
<u>SALARY</u>	:	R444 036 – R532 602 per annum (Level 09), (an all-inclusive remuneration)
<u>CENTRE</u>	:	OR Tambo District (Mthatha)
<u>REQUIREMENTS</u>	:	A National Senior Certificate plus a National Diploma (NQF 6) as recognised by SAQA in Financial Management, Accounting and Economics Management or any relevant qualification coupled with 3 years relevant work experience in the field of Finance, of which at least 2 years must be at supervisory (SL 7/8) level. Overall understanding of Financial Management database/s. Strong financial modelling skills. Excellent problem-solving and analytical skills. Strong communication and interpersonal skills. Knowledge of financial regulations, laws and policies. Proficiency with Advance MS Excel and PowerPoint Presentation skills. Ability to work under pressure and manage multiple priorities. Leadership and management experience. Ability to give expenditure analysis during the multi-year budget submission and analysis. Customer / Client Orientated Approach. Time and Risk Management bound. A valid driver's licence.
<u>DUTIES</u>	:	Coordinate budget planning services. Monitor medium term expenditure framework. Manage and monitor virements and shifting of funds. Monitor expenditure trend against approved budget. Monitor misallocation and inconsistency classification. Ensure capturing of budget on the system. Ensure compliance of financial management system. Coordinate and monitor expenditure management services Facilitate payment of service providers. Monitor accruals and commitments. Authorise payments of service providers. Monitor credit transfer and monthly limits. Monitor disbursements reports and reconciliation of accounts. Coordinate salary administration services. Ensure compliance on applicable prescripts, policies and processes. Manage payment of salaries and allowances. Manage verification and authorization of benefit to be paid. Manage reconciliation of salary related suspense accounts. Ensure authorization of salaries. Manage distribution of payrolls to respective offices. Coordinate internal control services. Monitor pre-audit and financial control operations. Monitor risk and audit process. Monitor finance record services. Monitor irregular, unauthorized, fruitless and wasteful expenditure. Provide administration support. Give input in the development of strategic, operational and procurement plans. Attend and respond to audit matters. Compile and submit monthly and quarterly reports. Supervise financial and human resources. Supervise allocation of resources. Supervise PMDS and ensure staff development training needs. Supervise attendance register and leave records. Maintain staff discipline. Supervise mentoring and coaching of experiential learners and interns.

<u>ENQUIRIES</u>	:	S. Stuma Tel No: (047) 495 0853 – OR Tambo District (Mthatha) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/170</u>	:	<u>CHIEF ACCOUNTING CLERK: INTERNAL CONTROL & COMPLIANCE REF NO: DSRAC 05/03/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration) Head Office (Qonce) National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Accounting or Cost & Management Accounting or Financial Management or other relevant 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 (specialising in Advanced EXCEL and PowerPoint Presentation. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence.
<u>DUTIES</u>	:	Perform Pre-Audit and Financial Control Operations. Implement and issue the internal control certificate of approval to order goods/services and exercise control on effective and efficient implementation of procurement policies, processes and procedures. Implement and pre-audit payment documents/vouchers for sub-programmes/ various sections of the department and ensure compliance with financial prescripts, treasury regulations, and legislative framework. Ensure order of goods and services are in compliance with Procurement Procedures and Financial Delegations. Ensure salary related payments are pre-audited and paid correctly. Ensure that BAS and Logis payment vouchers are pre-audited and comply with Legislative Framework. Verify budget availability and expenditure allocations in all commitments and payment transactions. Render finance record services. Monitor filing of payment vouchers/documents in the finance registry. Provide support to the finance registry officials. Ensure that information can be identified and retrieved when required, by providing well-structured records classification systems and records keeping systems. Ensure that all records are kept in a safe custody. Facilitation of the risk and audit process. Ensure access to the financial records for the Internal Audit Unit and Auditor General. Assist in the compilation of the Audit Intervention Plan for the department. Assist in the consolidation of the progress report on the Audit Intervention Plan and submit to Provincial Treasury. Assist in the facilitation of risk assessment for the finance directorate. Assist in the development of risk register and action plan of the finance directorate. Ensure proper maintenance of irregular, unauthorised, fruitless & wasteful expenditure. Identify and record irregular, unauthorised, fruitless and wasteful expenditure. Report and compile the register of irregular, unauthorised, fruitless & wasteful expenditure to the accounting officer and provincial treasury. Provide inputs on the preparation of interim and annual financial statements.
<u>ENQUIRIES</u>	:	M. Cezula –Tel No: (043) 492 1400 - Head Office (Qonce) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/171</u>	:	<u>PRINCIPAL PERSONNEL OFFICER REF NO: DSRAC 06/03/2025</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration) Chris Hani District (Komani) National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Human Resource Management or Public Administration or Public Management or other relevant qualifications with at least 1 to 2 years' experience

		within the public sector human resource management field. Knowledge of PERSAL and Pension Case Management (PCM). Relevant PERSAL Certificates will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Knowledge of Batho Pele principles. Computer literacy (PowerPoint Presentation) Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach and ability to work under pressure and independently. A valid driving licence.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of human resource administration practices. HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, probationary periods etc). Implement conditions of services and service benefits (leave, housing, medical, injury on duty, long service recognition, overtime, relocation, pension, allowances, PILIR or etc.) Extensive understanding of the Pension Case Management. Termination of service (indicate the steps). Recommend (approve) transactions on PERSAL according to delegations (final authorization should happen on a higher level preferable at AD or higher level). Prepare reports on human resource administration issues and statistics.
<u>ENQUIRIES</u>	:	XT Kwanini/T Thomas Tel No: (045) 492 0030/0054 – (Komani) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/172</u>	:	<u>IT TECHNOLOGIST REF NO: DSRAC 07/03/2025</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Joe Gqabi District (Maletswai)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a National Diploma/B-Degree (NQF level 6 as recognised by SAQA) in IT; Communications Networks; Desktop Support; Computer Science or other relevant & equivalent qualification. A minimum of 2 years work experience in the ICT environment for server/network infrastructure or ICT Helpdesk/Service support or ICT systems management. Competencies: Proven computer literacy; Planning and coordination skills; Communication (verbal and written) skills; Planning and organizing skills. A valid code 08 driving licence.
<u>DUTIES</u>	:	Providing ICT related first-line support (desktops/computers, printer support & LAN connectivity) and serving as a contact point for IT related issues for the users at the designated libraries and district office. Provide call management on Information Technology Service Management System (ITSM). Applying technical standards/procedures, end user support procedures, operating systems, Active Directory, backup technologies and processes. Manage, monitor network connectivity, servers, network security and performance. Log and troubleshoot all ICT related issues and resolution. Liaise with internal & external including third parties towards resolution of technical issues at the designated libraries and district office. Ensure computer security and anti-virus updates. Control and approve access to server rooms. Monitor servers, racks and cooling systems. Provide administrative support to all ICT related issues. Keep inventory of hardware and maintenance records. Ensure all software are properly licensed. Valid driver's license would be adventitious as maybe required to travel to provide ICT support to other district offices & related institutions (e.g. library, museums, art centres, etc
<u>ENQUIRES</u>	:	P Masepe Tel No: (051) 492 4806 e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/173</u>	:	<u>HERITAGE OFFICER REF NO: DSRAC 14/03/2025</u>
<u>SALARY</u>	:	R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Chris Hani District (Komani)
<u>REQUIREMENTS</u>	:	National Senior Certificate plus a Diploma (NQF Level 6) in Social Science, Museum & Heritage Studies, Tourism Management, Anthropology, Museology or any relevant qualification with 1 to 2 years relevant experience at production

	level. Knowledge of museum and heritage and interpretation of policies. Excellent knowledge about museums and heritage. Programs. Financial management. 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), Parks and tourism board. South African museums association. The candidate must possess good interpersonal relations and ability to work as a team. Must have written and verbal communication skills. Candidate must be able to work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder engagement. A valid driving licence.
<u>DUTIES</u>	: Coordinate and implement museums and heritage projects and events. Promote awareness campaign programmes. Coordinate the process of standardization of name change. Coordinate use of national symbols and orders. Organise preparatory meetings. Organise participation of the stakeholders. Provide secretarial support services to the committee. Provide operational support to the district museum. Maintain working relations with the stakeholders. Craft roster for activities. Render administrative functions in relation to programmes that are implemented. Collect, analyse, compile and update data in all museums and heritage activities. Provide administrative and technical support with regard to museums and heritage facilities. Coordinate financial resources. Coordinate approval of the submissions. Compile, consolidate and submit monthly and quarterly reports.
<u>ENQUIRES</u>	: X.T Kwanini/T Thomas Tel No: (045) 492 0030/0054 (Komani), e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	: This post is earmarked for persons with disabilities.
<u>POST 09/174</u>	: <u>LIBRARIAN (X13 POSTS)</u>
<u>SALARY CENTRE</u>	: R308 154 – R362 994 per annum (Level 07), (an all-inclusive remuneration) : OR Tambo District (Mthatha) Njiveni (Marhubeni) modular Lib. (X4 Posts) Ncise Modular Lib Tombo Modular Lib Ndimakude Modular Lib Ref No: DSRAC 16/03/2025 Amathole District (East London) Nomaka Mbeki Modular Lib Ref No: DSRAC 17/03/2025 (X1 Post) Joe Gqabi District (Maletswai) Venterstad Public. Lib (X3 Posts) Aliwal North Public Lib. Martin Luther Public Lib: Ref No: DSRAC 18/03/2025 Chris Hani District (Komani) Tsomo Public Lib: Ref No: DSRAC 19/03/2025 (X1 Post) Alfred Nzo District (Mount Ayliff) Mount Frere Public Lib: Ref No: DSRAC 20/03/2025 (X1 Post) Sarah Baartman District (Makanda) Humansdorp Public Lib (X3 Posts) Jeffrey's Bay Public Lib Michael Mcebisi Msizi Public Lib Ref No: DSRAC 21/03/2025
<u>REQUIREMENTS</u>	: National Senior Certificate plus a National Diploma or Bibl. Degree/ B Tech (NQF Level 6) in Library Information Studies or any relevant qualification with at least 1 to 2 years working experience in a Library and Information Service field. Knowledge of public service legislation, policies, and prescripts. Basic knowledge of library and information science procedures and processes. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.
<u>DUTIES</u>	: Implement awareness campaigns, reading programmes and promotion of library use to all communities. Implement stock control of all library material. Manage, receive & reconcile library material from the district office. Attend to user needs. Compilation of monthly user statistics and report writing. Participate in crafting of the business plan. Management of library assets. Implement annual recovery of monies. Establish & sustainment of library structures including book clubs. Management of library resources, mini-lib services & ICT equipment. Supervision of staff.
<u>ENQUIRIES</u>	: X. T. Kwanini / T. Thomas Tel No: (045) 492 0030 / 0054 - (Komani)

		M. Gugwana Tel No: (039) 492 0297 – Alfred Nzo District (Mount Ayliff) P. Masepe Tel No: (051) 492 4806 – (Maletswai) S. Stuma Tel No: (047) 495 0853 – OR Tambo District (Mthatha) S. MpafA Tel No: (046) 492 0223 – Sarah Baartman District (Makanda) B. Mbangatha Tel No: (043) 492 1838 / 1839 – Amathole District (East London) XT Kwanini/ T T e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	These posts are earmarked for persons with disabilities.
<u>POST 09/175</u>	:	<u>HR OFFICER REF NO: DSRAC 08/03/2025</u>
<u>SALARY</u>	:	R216 417 – R 254 928 per annum (Level 05), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Alfred Nzo District – Moutny Ayliff
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Human Resource Management or any relevant qualification 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 driving license will be an added advantage.
<u>DUTIES</u>	:	Monitor leave management in districts and at administration. Control leave books and leave registers. Assist with the implementation of Recruitment and Selection. Assist on confirmation of probationary appointment. Assist to implement services termination and process the benefits. Capture appointments 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). Control leave books and leave registers. Reconcile and capture all leaves.
<u>ENQUIRIES</u>	:	M Gugwana Tel No: Alfred Nzo District (Mount Ayliff) e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/176</u>	:	<u>ACCOUNTING CLERK: SALARIES ADMINISTRATION REF NO: DSRAC 09/03/2025</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Internal Audit or Accounting or Cost & Management Accountant or Financial Management or other relevant qualifications will be an added advantage. Knowledge of financial systems (PERSAL & BAS). Knowledge of public service. Legislation / policies / prescripts and procedures. Knowledge of Batho Pele principles. Knowledge of Provincial Treasury Guidelines / Regulations and Public Finance Management Act (PFMA) will be an added advantage. Computer literacy. Good communication skills. Sound organisational skills. Report writing. People management. Customer / client orientated approach Ability to work under pressure and independently. A valid driving license will be an added advantage.
<u>DUTIES</u>	:	Check and capture all salary related transactions on PERSAL system. Receive and check to ensure correctness of all required documents from HR department and other stakeholders. Prepare and capture gratuities on PERSAL. Submit documents to internal control for compliance checking. Prepare BAS payments and journals. Recall and Reverse official's salaries where applicable. Changing of official's banking details. Capturing of fuel reimbursement claims for official's salaries where it is applicable. Check compliance on salary payments. Ensure record keeping and filing of salary related documents.
<u>ENQUIRIES</u>	:	M Cezula Tel No: (043) 492 1400, e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.

<u>POST 09/177</u>	:	<u>REGISTRY CLERK: HOD OFFICE MANAGEMENT SERVICES REF NO: DSRAC 10/03/2025</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Head Office (Qonce)
<u>REQUIREMENTS</u>	:	National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6/7) in Record Management will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.
<u>DUTIES</u>	:	Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.
<u>ENQUIRIES</u>	:	M Cezula Tel No: (043) 492 1400, e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/178</u>	:	<u>RESEARCH ASSISTANT: BAYWORLD MUSEUM REF NO: DSRAC 15/03/2025</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration)
<u>CENTRE</u>	:	Bayworld Museum (Gqeberha)
<u>REQUIREMENTS</u>	:	National Senior Certificate or NQF level 4 with no work experience. A National Diploma (NQF level 6 as recognised by SAQA)/ B.Sc. degree in Zoology or related field; computer literacy; good communication and research skills. Registration with South African Council of Natural Scientific Professionals will be an added advantage. A valid driving licence.
<u>DUTIES</u>	:	Support the Research staff in data collection and processing. Collection of specimens. Assist in Sampling and managing research collections. Field trip preparation and participation. Respond to strandings. Conduct educational outreach work.
<u>ENQUIRIES</u>	:	V Ketelo Tel No: (041) 584 0650 (Bayworld Museum), e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za
<u>NOTE</u>	:	This post is earmarked for persons with disabilities.
<u>POST 09/179</u>	:	<u>LIBRARY ASSISTANT (X9 POSTS)</u>
<u>SALARY</u>	:	R216 417 – R254 928 per annum (Level 05), (an all-inclusive remuneration)
<u>CENTRE</u>	:	OR Tambo District (Mthatha) Nkosimshazi Comm Lib. Mpatisi Nonk Comm Lib Ref No: DSRAC 22/03/2025 (X2 Posts) Amathole District (East London) Ngqushwa Library Ref No: DSRAC 23/03/2025 (X1 Post) Joe Gqabi District (Maletswai) Chief Sejosengoe - Lower Tsitsana modular Lib Burgersdorp Public Lib: Ref No: DSRAC 24/03/2025 (X2 Posts)

		Chris Hani District (Komani) Sabalele Public Library Ref No: DSRAC 25/03/2025 (X1 Post)
		Alfred Nzo District (Mount Ayliff) Mango Public Library Ref No: DSRAC 26/03/2025 (X1 Post)
		Sarah Baartman District (Makanda) Kenton - on - Sea Library: Michael Mcebisi Public Lib Ref No: DSRAC 27/03/2025 (X2 Posts)
REQUIREMENTS	:	National Senior Certificate plus a Diploma (NQF Level 6) in library and information studies 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. Computer literacy. Good verbal and written skills. A valid driving licence will be an added advantage.
DUTIES	:	Perform all circulations duties in the library. Join and renew library membership. Shelving & shelve reading of all library material. Attend reference queries brought by users. Maintain good public relations with stakeholders. Attend meetings where and when necessary. 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.
ENQUIRIES	:	X. T. Kwanini / T. Thomas Tel No: (045) 492 0030 / 0054 - (Komani) M. Gugwana Tel No: 039 492 0297 – Alfred Nzo District (Mount Ayliff) P. Masepe Tel No: (051) 492 4806 – (Maletswai) S. Stuma Tel No: (047) 495 0853 – OR Tambo District (Mthatha) S. MpafA Tel No: (046) 492 0223 – Sarah Baartman District (Makanda) B. Mbangatha Tel No: (043) 492 1838 / 1839 – Amathole District (East London) XT Kwanini/ T T e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

**DEPARTMENT OF TRANSPORT
GFMS**

OTHER POSTS

POST 09/180	:	<u>DEPUTY DIRECTOR: INFORMATION, COMMUNICATION AND TECHNOLOGY</u> <u>REF NO: DOT GFMS 01/02/2025</u>
<u>SALARY</u>	:	R849 702 per annum (Level 11), (all-inclusive remuneration package)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	National Senior Certificate, National Diploma (NQF Level 6) and or Preferably B Degree (NQF level 7) in Computer Science / Information Technology with at least five (5) years' relevant experience in Information Technology Management of which three (3) years must be at an Assistant Director Level/ Junior Management (Salary Level 9). International recognised certificates such as ITIL, COBIT5 and Prince2 will be an added advantage. A valid code 08 driving license is essential. Skills And Competencies: Knowledge of Communication Strategies, Public Relations, Research and Government systems. Good knowledge and understanding of the Corporate Governance of ICT, and Information Communication and Technology system areas such as Infrastructure, ICT solutions, Information Management, ICT Planning and Alignment to business.
<u>DUTIES</u>	:	Facilitate the systems analysis process to GFMS needs and to map functionality requirements. Manage the provision and maintenance of the GFMS ICT infrastructure. User support management: Manage and maintain ICT assets, Manage the ICT sub-unit and Manage area of responsibility. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives
<u>ENQUIRIES</u>	:	Ms. S. Nomnganga Tel No: (043) 731 1249 / Ms. U. Ntshoko or Tel No: (043) 731 1081. For e-Recruitment technical support email to: Khayaletu.Nunu@ectransport.gov.za .
<u>NOTE</u>	:	In terms of Departmental EE targets, African, Coloured, Indian, White males and Coloured, Indian & White females including People with Disabilities are all encouraged to apply.