

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

DIRECTIONS TO APPLICANTS

Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit copies of qualifications and other relevant documents until further notice, 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 therefore 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 day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted.* Failure to submit all the requested documents will disqualify your 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). 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. Employment equity targets of the department will be adhered to.

SUBMIT APPLICATIONS VIA ONE OF THE OPTIONS BELOW:

Via 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.* **CLOSING DATE: 11 JULY 2025.** APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED

To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to 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.

NOTE: Applicant must register on the e-recruitment system, complete and submit required information and apply for position as advertised following this URL: <http://www.ecprov.gov.za>.

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 Mkwazi Building, Qonce, 5605

AMATHOLE DISTRICT: Enquiries Mr. B. Mbangatha Tel: 043 492 1838/1839

Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201

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.

JOE GQABI DISTRICT: Attention Mr P. Masepe / Ms. Ninifie: 051 492 4806

Hand deliver to: No. 02 Cole Street, Maletswai

ALBANY MUSEUM: MAKANDA Enquiries. Dr. P. Cimi – 046 622 2312 (Qonce) Hand
deliver to 40 Somerset Street, Makanda.

APPLICANTS ARE ENCOURAGED TO USE E-RECRUITMENT SYSTEM

People with disabilities who meet the requirements will be given preference

CHIEF CONSTRUCTION PROJECT MANAGER

Salary Range: An all-inclusive remuneration Salary Level – R 1 266 450 – R 1 446 921 per annum (**OSD**)

CENTRE: HEAD OFFICE - Qonce

Ref: DSRAC 01/06/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: A National Senior Certificate plus A National Higher Diploma (Built Environment Field)/ B-Tech (Built Environment Field)/ Honours Degree in any Built environment field with a minimum of six (6) years post qualification experience. A valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high-performance culture. Communication, problem solving, analytical, decision making and conflict management skills also critical. A valid code 08 driving licence.

DUTIES: Monitor the performance of employees under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with the project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive relevant specifications and details to contracts. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

ENQ. Y. DLAMKILE – 043 492 1386 HEAD OFFICE (Qonce)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

ASSISTANT DIRECTOR: LABOUR RELATIONS

Salary Range: An all-inclusive remuneration R 468 459 – R 551 823 (Level 09)

CENTRE: HEAD OFFICE (Qonce)

Ref: DSRAC 02/06/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6 as recognised by SAQA) Human Resources Management or Labour Relations or Labour Law or Industrial Psychology or Public Administration or Public Management or any relevant tertiary qualifications coupled with at least 3 years relevant experience at supervisory level or SL 7/8 within a Labour Relations environment. A good understanding of the relevant government regulatory framework. Good knowledge of Persal System. Public Service Act, Employment Equity Act, Labour Relations Act, Skill development Act. Basic Conditions of employment Act, COIDA, IOD, OHS Act, PFMA and Establishment. Proven leadership, strategic management, Conflict Management, financial management, problem - solving, people management skills. Excellent in administrative, coordination and organizational skills. Good written and verbal communication skills. Computer skills. Ability to work under pressure and independently. A valid code 08 driving license.

DUTIES: Maintain compliance with the Disciplinary code and Grievance procedure in the Department. Advise Managers and Supervisors on Management of discipline. Investigate misconduct cases reported. Advise managers and Supervisors on the resolution of grievances. Coordinate and facilitate the Labour Management Forum meetings. Coordinate monthly, quarterly and six-monthly reports for various Stakeholders. Represent the Department in cases of disputes arising from unresolved grievances. Co-ordinate awareness programmes on management of discipline, the Code of Conduct and the Grievance Procedure in the Department. Train Managers to preside over disciplinary hearings. Conduct workshops on management of Discipline by managers and supervisors. Render Administration Support. Attend and respond to audit matters. Supervise human resource Staff. Supervise PMDS and training needs for the staff. Supervise leave management. Supervise Procurement administration. Manage staff discipline.

ENQ. R. SWARTBOOI – 043 492 0949 - HEAD OFFICE (Qonce)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

INTERNAL AUDITOR

Salary Range: An all-inclusive remuneration R 325 101 – R 382 959 (Level 07)

CENTRE: HEAD OFFICE (Qonce)

Ref: DSRAC 03/06/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: National Senior Certificate plus a National Diploma/B.Tech Degree (NQF level 6 as recognised by SAQA) in Internal Auditing or an Advanced Diploma in Internal Audit or any other relevant tertiary qualifications with at least 1 to 2 years' experience within an internal audit environment. Internal audit experience in public sector, member of the IIA(SA), completed IAT or PIA qualification will be an added advantage.

Competencies: Theory and Practice of Internal Audit, knowledge and application of applicable legislative requirements, Global Internal Audit Standards, Departmental Policies and Procedures, Governance and Risk Management, Budget preparation, and Reporting. Computer skills Excel, Word and PowerPoint. Good organising, verbal, and written communication skills. Excellent human, and interpersonal relations. Sound knowledge of Internal audit stakeholders. A valid code 08 driving license.

DUTIES: To strive for continuous improvement in systems of internal control within the Department. Plans and monitors own daily performance of audit assignments to ensure quality and timeous delivery. Provide support in the preparation of the analytical review of financial data. Collate relevant data. Identify systems risk and controls: Analyse risk associated with each applicable process. Identify key controls in a system. Quantify consequences of a break down/lack of a control. Conduct preliminary evaluation of the controls. Perform compliance tests. Perform audit test as per engagement work program. Document test results on working papers. Submit working papers on time to the supervisor. Provide support in preparation of reports: Conclude on working papers as to the impact of the audit tests performed. Prepare recommendations for the improvement of procedures and controls. Communicate all issues/challenges with the supervisor and client continuously. Engage in continuous professional development activities (tools and techniques) as required / prescribed.

ENQ. M. CEZULA – 043 492 1400 - HEAD OFFICE (Qonce)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

STATE ACCOUNTANT: BUDGET PLANNING

Salary Range: An all-inclusive remuneration R 325 101 – R 382 959 (Level 07)

CENTRE: HEAD OFFICE (Qonce)

Ref: DSRAC 04/06/2025

Persons with disabilities are encouraged to apply.

REQUIREMENTS: 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 (specializing 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 is required.

DUTIES: Implementation of expenditure patterns of the department. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify misallocations of funds. Facilitate loading 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. Facilitate capturing of the budget on the system. Guide and assist programmes on budget utilisation. 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.

ENQ. M. CEZULA – 043 492 1400 - HEAD OFFICE (Qonce)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

PROVISIONING ADMIN OFFICER: DEMAND & ACQUISITION

Salary Range: An all-inclusive remuneration R 325 101 – R 382 959 (Level 07)

CENTRE: JOE GQABI DISTRICT (Maletswai)

Ref: DSRAC 05/06/2025

Persons with disabilities are encouraged to apply.

REQUIREMENTS: National Senior Certificate plus National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management or Public Administration or Public Management or any relevant qualification with at least 1 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 is required.

DUTIES: Check submissions attained documentation according to the prescripts. Facilitate completion of log forms. Implement regulation policies and prescripts. Generate submission and procurement memos. Check alignment of requisitions with Logis regulations. Receive submissions from end-users. Check validity of the accompanying documents. View, capture and authorize requisitions on the system. Check relevant codes and procurement numbers. Facilitate procurement on the system. Receive and capture data of approved procurement submissions. Update and correct reflection of information on the system. Print reports and check status of suppliers. Facilitate registration of suppliers on the database (Central and Logis). Facilitate use and rotation of suppliers. Check required information on the quotations. Register quotation on the system. Register suppliers with active numbers on both systems. Facilitate procurement on ISISELE.

ENQ. P. MASEPE 051 492 4806 – (Maletswai)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

PROVISIONING ADMIN OFFICER: DEMAND & ACQUISITION

Salary Range: An all-inclusive remuneration R 325 101 – R 382 959 (Level 07)

CENTRE: NELSON MANDELA DISTRICT (Gqeberha)

Ref: DSRAC 06/06/2025

Persons with disabilities are encouraged to apply.

REQUIREMENTS: National Senior Certificate plus National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management or Public Administration or Public Management or any relevant qualification with at least 1 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 is required.

DUTIES: Check submissions attained documentation according to the prescripts. Facilitate completion of log forms. Implement regulation policies and prescripts. Generate submission and procurement memos. Check alignment of requisitions with Logis regulations. Receive submissions from end-users. Check validity of the accompanying documents. View, capture and authorize requisitions on the system. Check relevant codes and procurement numbers. Facilitate procurement on the system. Receive and capture data of approved procurement submissions. Update and correct reflection of information on the system. Print reports and check status of suppliers. Facilitate registration of suppliers on the database (Central and Logis). Facilitate use and rotation of suppliers. Check required information on the quotations. Register quotation on the system. Register suppliers with active numbers on both systems.

This post is earmarked for persons with disabilities.

ENQ. S. JAVU / T. SANDI 041 492 1230 / 1231 / 1232 – (Gqeberha)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

STATE ACCOUNTANT: BUDGET PLANNING

Salary Range: An all-inclusive remuneration R 325 101 – R 382 959 (Level 07)

CENTRE: OR TAMBO DISTRICT (Mthatha)

Ref: DSRAC 07/06/2025

This post is earmarked for persons with disabilities.

REQUIREMENTS: 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 (specializing 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 is required.

DUTIES: Implementation of expenditure patterns of the department. Prepare expenditure report documentation as per responsibility codes of the programmes. Identify misallocations of funds. Facilitate loading 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. Facilitate capturing of the budget on the system. Guide and assist programmes on budget utilisation. 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.

ENQ. S. STUMA – 047 495 0853 – OR TAMBO DISTRICT (Mthatha)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

REGISTRY CLERK: OFFICE OF THE MEC

Salary Range: An all-inclusive remuneration R 228 321 – R 268 950 (Level 05)

CENTRE: HEAD OFFICE (Qonce)

Ref: DSRAC 08/06/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: 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.

DUTIES: 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.

ENQ. M. CEZULA – 043 492 1400 - HEAD OFFICE (Qonce)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

ACCOUNTING CLERK: EXPENDITURE AND GENERAL PAYMENTS

Salary Range: An all-inclusive remuneration R 228 321 – R 268 950 (Level 05)

CENTRE: HEAD OFFICE (Qonce)

Ref: DSRAC 09/06/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Financial Accounting or Financial Management or other relevant qualifications will be an added advantage. Knowledge of financial systems (LOGIS & BAS), payment policies and procedures, and Public Sector Modified Cash Standards on Accrual Basis of Accounting will be an added advantage. Knowledge of public service regulations. Knowledge of Batho Pele principles. Knowledge of Provincial Treasury Guidelines / Regulations and Public Finance Management Act (PFMA). Computer literacy. Knowledge and application of Microsoft excel and Word. Time management skills. Good communication skills. Sound organisational skills, Customer / client orientated approach, problem solving skills, good acumen skills, ability to work well under pressure, ability to work well within a team and independently. A valid driving license will be an added advantage.

DUTIES: Processing and payment of all valid invoices submitted at payments section within 30days compliance period. Receive, check and capture all compliant payment related documents on LOGIS on time. Check and capture approved sundry payments and bank rejections on BAS. Timeously submit payment documents for Pre-authorisation. Follow-up and clear all payment related queries with End-users and suppliers on time. Promptly communicate any payment related queries identified with the supervisor. Perform reconciliation of supplier accounts. Request supplier statements and draw BAS supplier reports for creditors reconciliation. Follow-up and clear all outstanding Accruals and Payables not recognised timeously. Provide feedback to the supervisor on clearance of Accruals and Payables not recognised timeously. Maintain proper filing system of all payment documents and supplier reconciliations.

ENQ. M. CEZULA – 043 492 1400 - HEAD OFFICE (Qonce)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

CHIEF LANGUAGE PRACTITIONER

Salary Range: An all-inclusive remuneration Salary Level 10 – R 582 444– R 686 091

CENTRE: HEAD OFFICE (Qonce)

Ref: DSRAC 10/06/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: A National Senior Certificate plus a National Diploma NQF 6 / Preferably bachelor's degree NQF Level 7 as recognized by SAQA in Linguistic / Socio-linguistic or any relevant tertiary qualifications with a minimum 3 years relevant work experience at AD level/Junior management level in the field of Arts and Culture (Languages) environment. A valid driving licence.

DUTIES: Assist in developing language legislation and policy. Formulate language legislation and policy. Facilitate implementation of language policy. Promote the principle of multilingualism in the province. Facilitate establishment of language units in the government departments. Coordinate strategic engagements with the Eastern Cape Language Forum. Facilitate translation and interpreting services. Coordinate development of term lists in all official languages of the province. Conduct research on all difficult terms/words on the term list. Terminology development services. Develop terms in conjunction with language role players. Research on difficult terms. Facilitate authentication / verification of difficult terms. Facilitate approval of terms of difficult nature by national term bank. Development of isiXhosa/Sesotho orthography. Provide administrative support for the component. Facilitate the development of Literature. Coordinate engagements with Literature bodies in the province. Facilitate Literature Development programs. Coordinate both literature and language projects. Assist in the development of strategic, operational and procurement, business and projection plans. Manage financial resources. Manage human resources. Compile monthly and quarterly reports. Allocation of resources for staff. Manage EPMDS and provide staff development training needs.

ENQ. R. SWARTBOOI – 043 492 0949 - HEAD OFFICE (Qonce)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

CULTURAL OFFICER

Salary Range: An all-inclusive remuneration R 325 101 – R 382 959 (Level 07)

CENTRE: AMATHOLE DISTRICT (East London)

Ref: DSRAC 11/06/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: National Senior Certificate plus a National Diploma (NQF Level 6) in Arts and Culture or any relevant qualification with 1 to 2 years relevant experience at production level. Extensive high-level knowledge of arts and culture and interpretation of policies. Excellent knowledge about 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.

DUTIES: Coordinate Arts & Culture Provincial Programmes. Organise logistics and attend meetings. Responsible for groups and designer artists. Organise festival equipment for artists. Facilitate and implement art centre programs. Craft rooster for activities. Organise arts centre structures. Consult with relevant stakeholders. Identify beneficiaries. Coordinate approval of submissions. Facilitate access of the art centre. Market the institution to the communities. Monitor day to day operations of the art centre. Responsible for art centre material. Develop database for artists. Provide institutional support. Maintain working relations with the stakeholders. Give support to developing artists. Monitor progress of artists. Provide administrative support. Draft art centre business plan. Consolidate and compile quarterly and annual reports. Monitor budget expenditure and revenue collection. Coordinate procurement submission. Organise and monitor visitor's register.

ENQ. B. MBANGATHA 043 492 1838 / 1839 - (East London)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

HERITAGE OFFICER

Salary Range: An all-inclusive remuneration R 325 101 – R 382 959 (Level 07)

CENTRE: JOE GQABI DISTRICT (Maletswai)

Ref: DSRAC 12/06/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: National Senior Certificate plus a National 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.

DUTIES: 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 rooster 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.

This post is earmarked for persons with disabilities.

ENQ. P. MASEPE – 051 492 4806 – JOE GQABI DISTRICT (Maletswai)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

ARTISAN: ELECTRICAL

Salary Range: An all-inclusive remuneration R 243 597 – R 270 357 (**OSD**)

CENTRE: ALBANY MUSEUM (Makanda)

Ref: DSRAC 13/06/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: National Senior Certificate or NQF level 4 with no work experience. An appropriate trade test certificate; computer literacy; good communication and research skills will be an added advantage. A valid driving licence.

DUTIES: Render design services. Produce designs according to client specification and within limits of production capability. Render Production services. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Render maintenance services. Inspect equipment and or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and or facilities against specifications. Service equipment and or facilities according to schedule. Quality assure serviced and maintenance equipment and or facilities. Perform administrative and related functions. Compile and submit report. Keep and maintain job record / register. Mentor staff.

ENQ. P. CIMI – 046 622 2312– ALBANY MUSEUM (Makanda)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

GENERAL ASSISTANT

Salary Range: An all-inclusive remuneration R 138 486 – R 163 131 (Level 2)

CENTRE: OR TAMBO DISTRICT (Mthatha – Reference Library)

Ref: DSRAC 14/06/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: Grade 8 certificate or ABET level 4 or NQF level 1 - 3 with no experience. Performing General Assistant duties will be an added advantage. Must be able to write and read. Good interpersonal skills. Good Verbal and written communication skills. Self – motivated. A valid driving licence will be an added advantage.

DUTIES: Ensure prompt delivery and safe keeping of information. Delivery of documents within and other departments. Photocopying and faxing documents. Render transport services for provincial library staff. Ferry officials and stakeholders to departmental events. Report all defects to the relevant official. Perform general assistant work. Load and off load furniture, equipment, and any other goods to relevant destination. Collection and delivery of items and correspondence. Collect and deliver mail to various offices. Load and offload furniture, equipment, and any other goods to relevant destinations. Assist in making photocopies. Paste notices on notice board. Provide cleaning services. Clean offices, boardroom, and walkways. Clean relevant workstations (workshops and exhibition rooms). Clean general kitchen. Clean restrooms (check toilet paper). Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Clean machines (microwaves, vacuum) and equipment after use. Request cleaning material. Prepare venue for functions and meetings. Prepare and wash all utensils to be used (kettle, cups, saucers, glasses, and jugs). Prepare tea during meetings. Assist during functions. Perform any other duties related to general assistant work that may arise or tasked by the supervisor.

ENQ. S. STUMA – 047 495 0853 – OR TAMBO DISTRICT (Mthatha)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

LIBRARIAN X 3

Salary Range: An all-inclusive remuneration R 325 101 – R 382 959 (Level 07)

CENTRE: OR TAMBO DISTRICT X1 (Mthatha), Port St. Johns Community Library

Ref: DSRAC 15/06/2025

CENTRE: NELSON MANDELA DISTRICT X2 (Gqeberha) Kuyga Library

Ref: DSRAC 16/06/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: 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. DUTIES: 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

These posts are earmarked for persons with disabilities.

ENQ. S. STUMA – 047 495 0853 – OR TAMBO DISTRICT (Mthatha)

ENQ. S. JAVU / T. SANDI 041 492 1230 / 1231 / 1232 – (Gqeberha)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

ASSISTANT DIRECTOR: MPP – CONDITIONAL GRANT

Salary Range: An all-inclusive remuneration R 582 444– R 686 091 (Level 10)

CENTRE: HEAD OFFICE (Qonce)

Ref: DSRAC 17/06/2025

Persons with disabilities are encouraged to apply.

REQUIREMENTS: National Senior Certificate plus National Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration/Human Movement Studies/Human Resource Management/Business Management or any relevant qualification coupled with 3 years' experience at supervisory level or SL 7/8 in the field of Sport and Recreation. Knowledge and understanding of the Division of Revenue Act (DORA) and Conditional Grant Framework. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid driver's licence.

DUTIES: Give support on the adherence / compliance of conditional grant matters. Collect inputs for the development of business plan. Analyse and verify and submit performance and financial reports received from programs. Compile and submit POE for the monthly and quarterly reports. Facilitate submission of the annual evaluation report. Maintain stakeholder relations. Engage in national grant meetings. Update the relevant stakeholders on new developments. Collect inputs for the development of conditional grant framework. Provide guidance on all human resource matters regarding MPP staff. Facilitate development of profiles for advertisement of contract posts. Facilitate process of recruitment for contract posts. Facilitate employment contracts and submission to the relevant office. Provide administration support. Distribute operational documents to relevant stakeholders. Coordinate budget allocation. Coordinate procurement process. Coordinate meetings and workshops for contract posts. Supervise human resource of contract posts.

ENQ. R. SWARTBOOI – 043 492 0949 - HEAD OFFICE (Qonce)

ASSISTANT DIRECTOR: SCHOOL SPORT

Salary Range: An all-inclusive remuneration R 582 444– R 686 091 (Level 10)

CENTRE: OR TAMBO DISTRICT (Mthatha)

Ref: DSRAC 18/06/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: National Senior Certificate plus National Diploma (NQF level 6) as recognised by SAQA in Sport Management / Human Movement studies, or any relevant qualification coupled with 3 years' experience at supervisory level or SL 7/8 in the field of Sport and Recreation. Project Management will be an added advantage. Knowledge and understanding of the Conditional Grant Framework. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid driver's licence.

DUTIES: Implement strategic partnership programmes with School Sport Structures. Set up standing meetings with clients and manage the annual school sport calendar. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meeting with clients and manage the annual sport development calendar. Monitor compliance to policies and procedures related to school sport development. Coordinate and organize the training of educators and volunteers. Monitor and evaluate implementation of school sport programmes. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.

ENQ. S. STUMA – 047 495 0853 – OR TAMBO DISTRICT (Mthatha)

e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

ASSISTANT DIRECTOR: SCHOOL SPORT

Salary Range: An all-inclusive remuneration R 582 444– R 686 091 (Level 10)

CENTRE: NELSON MANDELA DISTRICT (Gqeberha)

Ref: DSRAC 19/06/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: National Senior Certificate or equivalent qualification plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies, or any relevant qualification coupled with 2 to 3 years' relevant experience in Sport and Recreation environment at Senior/officer level or SL 7/8 in the field of Sport and Recreation. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. A valid driving license is required.

Competencies: Project Management will be an added advantage. Knowledge and understanding of the Conditional Grant Framework. Knowledge of relevant pre-scripts acts and regulations that govern sport and recreation. Understanding of policies and regulations that govern school sport Provincially and Nationally. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid driver's licence.

DUTIES: Co-ordinate the Implementation of School Sport Programmes and District Seasonal School Sport Championships (NSSC) Implement strategic partnership programmes with School Sport Sector. Facilitate the support towards schools participating in leagues, festivals and provision of equipment and attire. Facilitate the establishment of fully fledged school sport structures and the support towards school sport structures. Develop a database of schools in the within zonal and circuits educational areas. Conduct regular meetings with Department of Education to plan, implement and monitor school sport programmes. Formulate key and strategic partnerships with local stakeholders and NPO's/NGO's towards the support of school sport programmes. In conjunction with the DoE and School Sport Structures facilitate the submission of training delegates towards education and training courses in the Province. Provide monthly, quarterly, semester and annual performance and expenditure reports on the school sport. Facilitate the annual registration of schools in the school sport programme. Facilitate Stakeholder engagement sessions with the school sport sector to plan for the development of the annual operation plan. Co-ordinate the provision of non-financial support to be provided to schools and school sport structures. Manage the School Sport budget and the procurement of goods and services as per the annual operational plan and conditional grant requirements. Submit all conditional grant reporting requirements as per the conditional grant framework and department reporting requirements. Develop a annual school sport plan in conjunction with all school sport stakeholders. Monitor and evaluate implementation of school sport programmes. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.

ENQ. S. JAVU / T. SANDI 041 492 1230 / 1231 / 1232 – (Gqeberha)

e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

SPORT PROMOTION OFFICER: RECREATION DEVELOPMENT

Salary Range: An all-inclusive remuneration R 325 101 – R 382 959 (Level 07)

CENTRE: JOE GQABI DISTRICT (Maletswai)

Ref: DSRAC 20/06/2025

Persons with disabilities are encouraged to apply.

REQUIREMENTS: National Senior Certificate or equivalent qualification. A minimum of three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies, or any relevant qualification coupled with 1 to 2 years' relevant experience in Sport and Recreation environment at Senior/officer level or SL 7/8 in the field of Sport and Recreation. A valid driving license is required.

Competencies: Good communication and organising skills. Knowledge of relevant pre-scripts in sport and recreation. Ability to work under pressure. Knowledge of understanding the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations.

DUTIES: Promote and implement healthy lifestyle programmes in communities and wards to increase participation in sport and recreation. Coordinate non-financial and financial support towards community-based sport and recreation forums. Assist in the implementation of interventions to increase the number of participants from specific target groups in sport and recreation activities. Establish local community sport and recreation structures in wards and hubs. Facilitate the provision of equipment and attire resources to Hubs and communities. Conduct coaching clinics and workshops for sport and recreation participants and structures. Promote and Implement Indigenous Games programmes in wards and

capacitate stakeholders on the technical guidelines. Collect and consolidate all related data and submission of weekly and monthly reports. Facilitate skills development initiatives in communities and recreational structures. Implement all recreational programmes as per the annual operational plan. Perform events management/coordination activities in recreational programmes and activities. Liaise with Hubs, NPO's, NGOs and sister departments to increase the number of participants in sports and recreation activities. Plan, develop and implement community sports, and community mass participation programme. Conduct monthly meetings with community sport and recreation forums, federations, clubs and schools. Coordinate campaigns with relevant stakeholders and sister departments. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in recreational activities

ENQ. P. MASEPE – 051 492 4806 – JOE GQABI DISTRICT (Maletswai)

e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

SPORT PROMOTION OFFICER: RECREATION DEVELOPMENT

Salary Range: An all-inclusive remuneration R 325 101 – R 382 959 (Level 07)

CENTRE: NELSON MANDELA DISTRICT

(Gqeberha)

Ref: DSRAC 21/06/2025

Persons with disabilities are encouraged to apply.

REQUIREMENTS: National Senior Certificate or equivalent qualification. A minimum of three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies, or any relevant qualification coupled with 1 to 2 years' relevant experience in Sport and Recreation environment.

Competencies: Good communication and organising skills. Knowledge of relevant pre-scrips in sport and recreation. Ability to work under pressure. Knowledge of understanding the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid driving license is required.

DUTIES: Promote and implement healthy lifestyle programmes in communities and wards to increase participation in sport and recreation. Coordinate non-financial and financial support towards community-based sport and recreation forums. Assist in the implementation of interventions to increase the number of participants from specific target groups in sport and recreation activities. Establish local community sport and recreation structures in wards and hubs. Facilitate the provision of equipment and attire resources to Hubs and communities. Conduct coaching clinics and workshops for sport and recreation participants and structures. Promote and Implement Indigenous Games programmes in wards and capacitate stakeholders on the technical guidelines. Collect and consolidate all related data and submission of weekly and monthly reports. Facilitate skills development initiatives in communities and recreational structures. Implement all recreational programmes as per the annual operational plan. Perform events management/coordination activities in recreational programmes and activities. Liaise with Hubs, NPO's, NGOs and sister departments to increase the number of participants in sports and recreation activities. Plan, develop and implement community sports, and community mass participation programme. Conduct monthly meetings with community sport and recreation forums, federations, clubs and schools. Coordinate campaigns with relevant stakeholders and sister departments. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation to programmes that are implemented. Collect, analyze, compile and update data in recreational activities

ENQ. S. JAVU / T. SANDI 041 492 1230 / 1231 / 1232 – (Gqeberha)

e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

DSRAC INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2024/2025

(24 MONTHS)

DIRECTIONS TO APPLICANTS

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.

Internship program targets the youth group between the ages of 18 and 35.

Interns need to be within their specific demographic area.

The internship should not exceed a period of 24 months, meaning candidates cannot enter into an internship program more than once. During the tenure of the contract, the youth will receive continuous learning and development interventions to improve their skills through on-the-job training initiatives for optimal performance and to equip them for future employment.

TECHNICAL INTERN – ARCHIVES REPOSITORY (DIGITIZATION) – RE-ADVERTISEMENT

Directorate – ARCHIVES & RECORDS MANAGEMENT

STIPEND: R7 860.50 per month for graduates.

CENTRE: MTHATHA REPOSITORY – OR TAMBO DISTRICT REF. DSRAC 22/06/2025 (1 post)

REQUIREMENTS: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in Archives & Records Management or other relevant qualifications. History as a major subject will be an added advantage.

DUTIES: Evaluate collection, establish order, group related items according to levels – repository, series, file unit and item level. Classify materials based on predefined categories or series. Assign labels to each category and individual item for easy identification. Develop comprehensive lists of the materials, noting their locations and descriptions. Identify and handle duplicate items appropriately. Create detailed descriptions for each item or collection, including relevant information such as dates, creators, and subjects. Develop tools to help users locate and understand the records. Apply standardized metadata to ensure consistency and facilitate searching. Prepare documents for scanning, scan documents according to agreed type of image. Ensure high image resolution and conduct quality assurance checks for every image developed.

These posts are earmarked for persons with disabilities.

ENQ. S. CETYWAYO – 043 492 0936 – DISTRICT & QONCE

e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za



MS. N. BODLANI
DIRECTOR: HRM

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE – MARCH 2025 ADVERT

2025.06.10

DATE: