

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, a fully completed & signed Z83 form and a detailed Curriculum Vitae is compulsory–

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: 14 NOVEMBER 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 Mkwayi Building, Qonce, 5605

**AMATHOLE MUSEUM: QONCE Enquiries. F. KIGOZI – 043 642 4506 – Amathole Museum
(Qonce) Hand deliver to Corner of Alexandra & Albert Road, Qonce.**

**EAST LONDON MUSEUM: East London Enquiries. G. Morcom – 043 743 0686 – EL
Museum (East London) Hand deliver to 319 Oxford Street, Belgravia, East London.**

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

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.

SARAH BAARTMAN DISTRICT: Attention Ms. N. Qumza: 046 492 0223

Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.

CHRIS HANI DISTRICT: Attention Mr. T. Thomas / Ms. A. Phanya: 045 492 0030 / 0054

Hand deliver to: Bathandwa Ndondo Building, Komani Hospital.

NELSON MANDELA DISTRICT: Attention Mr. S. Javu: 041 492 1288

Hand deliver to: 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha.

APPLICANTS ARE ENCOURAGED TO USE E-RECRUITMENT SYSTEM

People with disabilities who meet the requirements will be given preference

DEPUTY DIRECTOR: ADMIN SUPPORT & COORDINATION

Salary Range: An all-inclusive remuneration Salary Level 11 – R 896 436 – R 1 055 958 per annum

CENTRE: HEAD OFFICE – (Qonce)

Ref: DSRAC 01/10/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: National Senior Certificate plus a National Diploma Level 6/7 Preferable appropriate B Degree NQF Level 7 as recognised by SAQA in Office Administration/Public Administration or equivalent relevant qualification coupled with at least 3 years at Assistant Director /Jnr Management Level in the Executive Administrative Support and coordination field. Good command of written and oral English and any other official language. Knowledge of strategic coordination/ planning and professional report writing. Knowledge of formats and routes of documentation throughout the department. Quality control of documents. Knowledge and understanding of hierarchy and management structure of the Executive Authority office. Policies, legislation, and procedures; Public Service and Departmental

procedures and prescripts. In possession of the following skills: Organizing skills; Facilitation skills; Communication skills; Computer literacy and technical writing skills. Ability to communicate with ministries, senior management, officials, and the public in a professional manner. Ability to work individually and in a team. Good interpersonal relations. Ability to work with difficult persons and to resolve conflict. Sense of responsibility and loyalty; Objectiveness; Integrity; Service orientated; Self supervision; Highly developed sense of honesty and protect the confidentiality of documents. A valid driver's licence.

DUTIES: Provide administrative support services in the office of the EA. Perform administrative responsibilities to ensure the smooth running of the MEC's office. Manage physical and financial resources of the MECs Office. Goods and services successfully procured for the Office of the MEC. Ensure that office report is fully compiled. Ensure that the office of the MEC is successfully managed and functional. Organise and facilitate sessions for portfolio questions. Provide registry support services in the office of the EA. Provide registry counter service. Handle incoming and outgoing correspondence. Render an effective filing and record management services. Ensure the safekeeping of all documents for archiving and disposal. Develop and implement records management policies. Provide logistical support for meetings. Setting standards in effective cost control. Cost Control: generate cost control analysis of the office activities quarterly and suggest adjustments to the Chief of Staff. Monitor travel arrangements and accommodation for the Office of the MEC. Make sure that the newspapers are delivered on daily basis. Management of strategic support. Give input in the development of strategic, Business/Operational and procurement plans. Analyse, Identify and Compile monthly and quarterly Reports. Manage administration support. Facilitate management of EPMDS and provide support to all staff. Manage human resources (attendance register & leave records). Monitor financial resources (budget, cash flow projections & in-year monitoring). Ensure performance development and training needs analysis of staff.

ENQ. S. MPAFA – 043 492 1405 HEAD OFFICE (Qonce)

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

SCIENTIST PRODUCTION

Salary Range: An all-inclusive remuneration R 761 157 – R 816 852 (OSD)

CENTRE: ALBANY MUSEUM (Makanda)

Ref: DSRAC 02/10/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: National Senior Certificate plus a NQF Level 8 in Zoology (specialising in freshwater invertebrates) or relevant natural science qualification with a minimum of two (2) years relevant experience in a museum natural science environment. A member of South African Council of Natural Scientific Professionals will be considered as an added advantage. Compulsory registration with SACNASP as a professional Natural Scientist. Knowledge of public service regulations, legislations/ policies/ prescripts and procedures. Occupational Health and Safety prescripts. Knowledge of Eastern Cape Museum Act. National Environmental management: Biodiversity Act, Operational standards for natural science museum, South African National Standards for Museums. Knowledge of Research and dissection microscopes and collection management standards, ability to recognise diagnostic characteristics on which classification system are based. Computer knowledge, laboratory protocol, database and word computer packages, Natural science, financial management. Programme and project management. Communication skills, Report writing skills, People management skills, Customer or client orientated approach. A valid driving licence.

DUTIES: Develop and implement methodologies, policies, systems and procedures. Identify and consolidate needs for methodologies, policies, systems and procedures. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Perform scientific functions that require interpretation in the absence of an established framework. Provide scientific support and advice. Develop working relations with client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. To perform scientific analysis and regulatory functions. Conduct analysis of scientific data. Gather and interpret data, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Formulate proposals and compile reports. Develop and customize models and techniques. Conduct research and development. Continuous professional development to keep up with new technologies and procedures. Conduct basic and applied research. Research/literature studies to improve expertise. Public and present research findings. Liaise with relevant bodies/councils on science-related matters. Management of human capital development Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice. Supervise scientific work processes. Manage the performance and development of staff.

ENQ. P. CIMI – 046 622 2313 – ALBANY MUSEUM (Makanda)

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

LIBRARIAN

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

CENTRE: AMATHOLE MUSEUM (Qonce)

Ref: DSRAC 03/10/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: National Senior Certificate plus a National Diploma or Degree/ B Tech (NQF Level 6) in Library Information Science or any relevant qualification with at least 1 to 2 years working experience in a Library Service environment. Knowledge of Public Library administration, norms and standards of service, Library Policy and

Procedures, Batho Pele Principles, Interpersonal skills and computer literacy. Good computer, organising, communication, and report writing skills, excellent human, and interpersonal relations. Sound knowledge of stakeholders. A valid driving license.

DUTIES: Render effective collection development and provision of museum library material, Analyze content and classify all library materials, maintain integrity of the catalogue through updates and implementation of cataloguing developments, perform library material/book selection and acquisition, liaise and communicate with affiliated libraries on information needs, provide a centralized subject information request service to affiliated libraries and their users, Conduct monitoring and evaluation visits to libraries and make recommendations on service delivery enhancements, Review and recommend published material for selection and reading promotion, research and assist in the development of library collection policies and procedures and public exhibitions, render outreach programmes and public reading, Implement library promotional initiatives in organized events. Compilation of monthly user statistics and report writing. Provide professional guidance on the management of libraries to stakeholders, explore and propose the potential strategic collaborations between museum library and other libraries

These posts are earmarked for persons with disabilities.

ENQ. S. CAKATA – 043 642 4506 – AMATHOLE MUSEUM (Qonce)

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: ALBANY MUSEUM (Makanda)

Ref: DSRAC 04/10/2025

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. P. CIMI – 046 622 2313 – ALBANY MUSEUM (Makanda)

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

GROUNDSMAN

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

CENTRE: EL MUSEUM (East London)

Ref: DSRAC 05/10/2025

Persons with disabilities are encouraged to apply.

MINIMUM REQUIREMENTS: Grade 8 certificate or ABET Level 4 or NQF Level 1–3 with no experience. Experience in gardening, grounds maintenance or general assistant duties will be an added advantage. Must be able to read and write. Good interpersonal, verbal and written communication skills. Self-motivated.

DUTIES: Maintain lawns, flowerbeds, trees and pathways around the museum. Water plants, remove weeds, prune shrubs and trees, mow grass, and sweep outdoor areas. Relocate plants and trees, remove garden refuse, and assist with care and pest control of the cycad collection. Clean paved surfaces using high-pressure equipment. Keep signage, benches, bins, storerooms, and public spaces neat and presentable. Care for gardening tools and equipment; detect and report malfunctioning tools or maintenance issues such as leaks or broken lights. Assist with moving and setting up exhibition materials, showcases, furniture, and display cases. Help with the construction, assembly, and maintenance of museum displays and exhibition structures under supervision. Provide cleaning services in exhibition rooms, workshops, and storage areas. Set up chairs, tables, and equipment for school visits, talks, and community

events. Assist with venue preparation and clean-up before and after functions. Support caretakers and cleaners as required. Perform any other duties related to grounds and facility upkeep or general assistant work as assigned by the supervisor.

ENQ. G. MORCOM – 043 743 0686 – EL MUSEUM (East London)

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

LIBRARIAN X2

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

CENTRE: NELSON MANDELA DISTRICT X2 (Gqeberha) Colchester Library & Kwazekhele Library

Ref: DSRAC 06/10/2025(1) Colchester Library

Ref: DSRAC 06/10/2025(2) Kwazekhele Library

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. JAVU / T. SANDI 041 492 1288 / 1230 / 1231 / 1232 – (Gqeberha)

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

SPORT PROMOTION OFFICER: SPORT DEVELOPMENT X2

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

CENTRE: CHRIS HANI DISTRICT (Komani)

Ref: DSRAC 07/10/2025

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-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. A valid driving license is required.

DUTIES: Coordinate the establishment and provide support to sport and recreation structures in schools, wards and local areas, in conjunction with the stakeholder. Establish and maintain sport and recreation structures and clubs in schools, wards and local areas. Provide support services to federations, clubs and school sport structures. Render support to provincial sport academy and satellites. Implement programmes to increase and improve relations between sport and recreation stakeholders. Establish good governance structures of sport and recreation as dictated by relevant legislation. Facilitate sustainable capacity development programmes in sport within schools, wards, local areas and districts. Facilitate capacity-building programmes. Create an enabling environment for talent identification. Administer coach education in terms of different sporting codes. Monitor and evaluate progress of education and training activities. Promote sports and skills management. Implement sport and recreation programmes in the schools, wards, local areas for the development of sport and recreation. Perform events management/coordination activities. Liaise with hubs, sport federations, sport councils and academy to increase the number of participants in sports and recreation activities. Implement programmes to increase and improve relations between sports and recreation stakeholders. Plan, develop and implement school and community sports, school and community mass participation and high-performance programmes. Formulate and administer league-related sports programmes. Promote health and fitness in communities. Provide an oversight role in the implementation of sports academy and recreation council programmes. Encourage all levels of communities to participate in different codes of sport and recreation activities. Coordinate flagship programmes through sport and recreation activities. Monitor and evaluate the compliance with sport and recreation transformational policies. Monitor the implementation of all transformation policies and programmes. Promote gender mainstream in sport and recreation. Promote integrated programmes of all sector departments and relevant stakeholders. Promote awareness and participation to all ages, gender and capability categories. Render administrative functions in relation

to programmes that are implemented. Collect, analyze, compile and update data in all sport and recreational activities. Provide administrative and technical support with regard to sports and recreation facilities and infrastructure. Administer the system for storage, maintenance issue and return of sport and physical recreation equipment. Examine, compile and monitor transfer payments of funded projects.

ENQ. T. THOMAS 045 492 0030 / 0054 – CHRIS HANI DISTRICT (Komani)

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

DSRAC INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2025/2026 (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 (Institutions of higher learning) 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 on the following:

Interns need to be graduates and unemployed.

Interns need to be within their specific demographic area.

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

TECHNICAL INTERN X 5 – ARCHIVES REPOSITORY (DIGITIZATION)

Directorate – ARCHIVES & RECORDS MANAGEMENT

STIPEND: R7 860.50 per month for graduates.

CENTRE: HEAD OFFICE (Qonce)

REF. DSRAC 08/10/2025

Persons with disabilities are encouraged to apply.

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. Scanning of records and 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

INFORMATION TECHNOLOGY ICT INTERN X 3

Directorate – INFORMATION TECHNOLOGY (DATA ANALYST-SCIENTIST/SYSTEMS' DEVELOPMENT/ SUPPORT)

STIPEND: R7 860.50 per month for graduates.

CENTRE: HEAD OFFICE (Qonce)

REF. DSRAC 09/09/2025

Persons with disabilities are encouraged to apply.

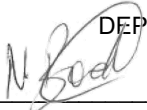
REQUIREMENTS: National Senior Certificate plus a National Diploma (NQF level 6 as recognised by SAQA) in IT; Business Applications; Software Development; Technical Programming. Mathematical Statistics, Computer Science, Applied Mathematics, or other relevant & equivalent qualifications. Advantageous Additional Certificates/ Courses: Big Data; Data Analysis & Modelling (Pandas, NumPy, Matplotlib, seaborn, SciPy); Machine learning and Deep Learning

(Sklearn, TensorFlow, Keras, Pytorch); Data visualization (Power BI, Tableau); Coding/IDEs (Python, Jupyter, Spyder, Pycharm, R programming) will be an added advantage.

DUTIES: Providing functional, technical support and data analysis related services for departmental systems especially Isisele modules, Intranet and Website. Working with the designated applications/systems business functionality; and use technical and analytical expertise to locate and resolve applications/systems related problems. Provide system related advisory service to departmental users and help-desk services. Providing training for users for designated systems. Provide data analytic/analysis related services. Work closely with business to identify issues and use data to propose solutions for effective decision making. Build algorithms and design experiments to merge, manage,

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 – OCTOBER 2025 ADVERT

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DATE: