

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be submitted via one of the following options: eRecruitment system which is accessible at <https://erecruitment.ecotp.gov.za/> OR email to [HODrecruitment@otp.ecprov.gov.za](mailto:HODrecruitment@otp.ecprov.gov.za) and quote the reference number and the post name in the subject of the email. To report technical glitches, for assistance regarding the system, and/or for activation of your profile, Password issues, email address issues, send an email with your ID Number, your profile email address, details of the issue to: [nolungalungisa.nelani@ecotp.gov.za](mailto:nolungalungisa.nelani@ecotp.gov.za) (NB: For Technical Support only – Not CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: [nolungalungisa.nelani@ecotp.gov.za](mailto:nolungalungisa.nelani@ecotp.gov.za) and not as specified – your application will be regarded as lost and will not be considered.
- CLOSING DATE** : 04 August 2023 at 16:00, and at 23:59 via the e-Recruitment System. Applications received after closing date will not be considered. No faxed 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](http://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) 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. Successful candidates will be appointed on a probation period of twelve (12) months. 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). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) prior to appointment as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Applicants are urged to use the e-recruitment system.

## MANAGEMENT ECHELON

- POST 25/76** : **HEAD OF DEPARTMENT: DEPARTMENT OF EDUCATION REF NO: ECDOE001/07/2023**  
(Five Year Performance Based Contract)
- SALARY** : R2 158 533 - R2 428 830 per annum (Level 16), (an all-inclusive remuneration) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.
- CENTRE REQUIREMENTS** : Head Office: Zwelitsha  
: A Senior Certificate, an undergraduate qualification (NQF level 7) and a postgraduate (NQF level 8) qualification as recognized by SAQA. Must have 8 to 10 years' experience at senior management level, of which 3 years must have been at Executive Management level and 3 years must have been with any organ of state as defined in the Constitution, Act 108 of 1996. Qualifications and experience related to the Education sector will be advantageous. The suitable candidate will also be visionary, stable, innovative, excellence - oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy. Pre-entry Certificate for Senior Management Services is a requirement for appointment in the post. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, People Management and Empowerment and Empowerment, Service Delivery Innovation, Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as the Public Service Finance Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.
- DUTIES** : Manage departmental operations and support functions. Align planning to the national and provincial planning framework. Ensure the implementation of national and provincial policies, legislation and education priorities. Promoting a culture of education and facilitating delivery of quality teaching and learning. Facilitating the setting up of mechanisms for strengthening the department and building the skills and human resources base of the Eastern Cape. Ensuring the efficient utilisation and management of education resources, the promotion of investment in education and the strategic deployment of the human and financial resources at its disposal. Facilitating the realignment and streamlining of the Department to increase its efficiency and effectiveness. Ensuring the implementation of the National Curriculum Statement and Early Childhood Development. Implement good governance systems and the compliance-monitoring framework, including sound financial management, risk assurance management services, customer and stakeholder participation in health planning and sound environmental practices. Ensuring cooperation and collaboration with relevant institutions, such as parliamentary committees, provincial and national inter-and intra-governmental structures and external stakeholders.
- ENQUIRIES** : Ms N. Ntantiso at 072 346 8577 / Z Mapipa at 060 872 9662 / N Mgdle at 073 617 1567  
e-Recruitment Enquiries: [nolungalungisa.nelani@ecotp.gov.za](mailto:nolungalungisa.nelani@ecotp.gov.za)

## DEPARTMENT OF SOCIAL DEVELOPMENT

- APPLICATIONS** : Submit applications via one of the following options: For Provincial Office: KWT: Hand Deliver at: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Ms. A Njaba or post to the Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605. Applications for districts are to be sent to the following:  
**Alfred Nzo:** The District Director, Department of Social Development, Private Bag X 401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Mr S Shweni. Enquiries may be directed to Mr S Shweni Tel No: (039) – 254 0900  
**Amathole:** The District Director, Department of Social Development, Private Bag X9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe Tel No: (043) 711 6626  
**Buffalo City Metro:** The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes

Building, No 172 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Ms P. Kula Tel No: (043) 705-5675.

**Chris Hani:** The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana Tel No: (045) 808 3709

**Joe Gqabi:** The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba Tel No: (051) 633-1616 OR Ms P Tsputse Tel No: (051) 633-1609.

**Nelson Mandela Metro:** The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road Enquiries may be directed to Ms L. Thompson Tel No: (041) 406-5750

**Sarah Baartman:** The District Director, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Mr M Sipambo Tel No: (046) 636-1484

**OR Tambo:** Department of Social Development Private Bag X6000 Mthatha 5099 or hand delivered to office number 10-126 10th floor Botha Sigcawu Building, Corner Leeds and Owen Street, Mthatha, 5099 for attention of Mrs Z Dlanjwa Tel No: (047) 531 2504

The 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, 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: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za) (NB: For Technical Glitches Only – No CVs). Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Should you submit your applications/CVs to: [zukisa.moyeni@ecdsd.gov.za](mailto:zukisa.moyeni@ecdsd.gov.za) and not as specified: your application will be regarded as lost and will not be considered.

**CLOSING DATE**  
**NOTE**

: 04 August 2023  
: 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](http://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) 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. Successful candidates will be appointed on a probation period of twelve (12) months. 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). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) prior to appointment as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. NB: People with disabilities, whites, coloureds and Indians are encouraged to apply for these posts. Applicants are urged to use the e-recruitment system.

### **MANAGEMENT ECHELON**

<b><u>POST 25/77</u></b>	:	<b><u>DIRECTOR: INTERNAL AUDIT REF NO: DSD 01/07/2023</u></b> (Re-advertised)
<b><u>SALARY</u></b>	:	R1 162 200 - R1 365 411 per annum (Level 13)
<b><u>CENTRE</u></b>	:	Bhisho
<b><u>REQUIREMENTS</u></b>	:	An appropriate bachelor's degree OR equivalent qualification in Internal Auditing (NQF 7) with a minimum of (10) Ten years practical experience of which five (5) must be at Deputy Director Level in an internal audit field. Post graduate qualification will be an added advantage. Possession of either one or more professional certificate: Certified Internal Audit (CIA), Certified Government Auditing Profession (CGAP) and Certification in Control Self-Assessment (CCSA) will also an added advantage. Computer Literacy. A valid code 8 driver's license. Competencies: Core SMS management competencies including: Programme and project management, Strategic capability and leadership, Financial Management, Change Management, Knowledge Management, Service Delivery Innovations, Problem Solving and analysis, People Management and Empowerment, Client Orientation and Customer Care, Communication, Honesty and Integrity. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Employment Equity, Skills Development and Labour Relations Acts. Knowledge of International Standards for the Professional Practice on the Internal Auditing, Enterprise Risk Management Framework.
<b><u>DUTIES</u></b>	:	Manage the Provision of Internal Audit Services in the Department; Conduct analysis of departmental goals, risks and objectives and formulate internal audit plans and policies that are effectively executed. Provide strategic leadership on assurance and consulting services delivered to clients to improve governance, risk management and internal controls in compliance with International Standards for Professional Practice on Internal Auditing (IPPPA). Develop a 3-year rolling audit plan, Ensure availability of appropriate resources for completion of the audit plan, Institute Audits as requested or as deemed appropriate, Ensure the development / refinement and approval of audit programmes, Monitor progress and completion of the audit plan, Ensure provision of reports to relevant Management, Follow-up to ensure that appropriate action is taken by relevant Departmental Managers. Develop and maintain a Quality Assurance and Improvement Programme for the Internal Audit unit. Manage the Provision of Administrative and Technical Support to Audit Committee; Execute CAE responsibilities and report to the Audit Committee functionally as per the IIA Standards; Ensure annual approval of the Internal Audit Plans & Charters by the Audit Committee; Plan and execute the annual Audit Committee meetings' plan/ schedule in consultation with the Audit Committee and Management. Assist Audit Committee to develop Audit Committee reports; Supervise and coordinate the effective and efficient running and management of the Unit; Develop and implement service delivery improvement programmes. Ensure the implementation and management of Risk, HR, Finance and Supply-chain Management protocols and prescripts in the area of responsibility.
<b><u>ENQUIRIES</u></b>	:	Ms A Njaba at Tel No: (043) 605 5110/ 5101 e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>

<b><u>POST 25/78</u></b>	:	<b><u>DISTRICT DIRECTOR: ALFRED NZO REF NO: DSD 02/07/2023</u></b>
<b><u>SALARY</u></b>	:	R1 162 200 - R1 365 411 per annum (Level 13)
<b><u>CENTRE</u></b>	:	King Williams Town
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate, Senior Certificate, B. Degree (NQF Level 7) in Social Science or Social Work or Community Development or Public Administration with at least 5 years proven managerial (Deputy Director) experience. Sound Knowledge of Public Management Framework will serve as a recommendation. A valid driver's license is a prerequisite. Competencies: Previous exposure to, inter alia, good staff management. Project Management skills, budget utilization, quality assurance and customer care. Report writing skills. Stakeholder management.
<b><u>DUTIES</u></b>	:	Coordinate and manage activities within the district office. Design strategies and mechanism for service delivery that are area specific, operations and management of programmes and projects delivery at service centre in the area. Co-ordinate administrative support to service centres within the metro district. Conduct district profiling and analyse emerging trends. Develop business plans that are area specific and aligned with the municipal IDPS. Evaluate outcomes of service at community level. Manage communication office. Facilitate the development of District plans that are aligned with a departmental strategic plan. Manage administrative support services for capacitating service centre. Develop strategy for partnership collaboration and management of such network. Oversee implementation of Departmental Transformation plan within the District. Provide strategic direction, operation and leadership to ensure implementation of key policies and programme in aligning with Provincial Policy directives. Manage District and Area Offices as focus points of service delivery. To provide strategic leadership to ensure that services are delivered in a coherent and integrated manner to communities. Monitor and ensure full operations at all levels in the Chris Hani District. A clear understanding of both the provincial and departmental priorities as espoused in the NDP, PGDP, SOPA and the MEC'S Policy Speech. To ensure the institutionalization and establishment of an operational organizational performance information management systems and practices in the department.
<b><u>ENQUIRIES</u></b>	:	A Njaba at Tel No: (043) 605 5101/5110 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za

#### **OTHER POSTS**

<b><u>POST 25/79</u></b>	:	<b><u>MANAGER COMMUNITY DEVELOPMENT GRADE 1 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R878 778 per annum, (OSD)
<b><u>CENTRE</u></b>	:	BCM: District Office Ref No: DSD 03/07/2023 Joe Gqabi: District Office Ref No: DSD 04/07/2023
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus an appropriate three-year tertiary qualification. A minimum of 10 years recognisable experience in Community Development after obtaining the required qualification. A valid South African driver's license. Competencies: Understanding of principles: Must understand, be able to apply and advice on principles applied in community work. Impact and influence: Must be able to influence individuals and groups to achieve a specific objective. Innovation: Must be able to generate ideas and innovative approaches in order to contribute solutions to problems. Valuing diversity: Must be able to manage and work effectively and co- operatively with persons of diverse backgrounds. Communication: Must be able to write formal documentations (i.e., reports) and communicate verbally through the selection of relevant delivery mechanisms. Problem solving: Must be able to identify, define problems and develop solutions. Teamwork and collaboration: Must be able to work co-operatively with others, build and manage cohesive work teams to achieve the required outputs. Applied strategic thinking: Must be able to operationalize and implement the strategic imperatives and policies. Financial management: Must be able to plan the work- unit's budget required to achieve unit objectives. Developing others: Must be able to develop, coach and foster long term learning of others in the work unit. Conflict management: Must be able to handle conflict situations and help others to work through conflicts and find solutions in a constructive manner. Networking and building bonds: Must be able to build and maintain a network of professional relations. Planning and

organizing: Must be able to plan and organize own work and the work of the work unit and groups. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Continuous improvement: Must keep up to date with new developments in the community development and management fields to enhance service delivery. Be Computer literate.

**DUTIES** : Understanding community development programs: Must be able to manage the identification, facilitation and implementation of integrated development interventions/ programs in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate. Understanding community development legislation: Must be able to interpret, advice, develop proposals on legislation and policies and determine whether the legislation and policies are still relevant and comply with current requirements. Community development research: Must be able to undertake/facilitate complex community development research.

**ENQUIRIES** : BCM Ms P. Kula Tel No: (043) 705-5675  
Joe Gqabi Enquiries: Ms N. Duba at Tel No: (051) 633-1616  
e-Recruitment Technical Support: ukisa.Moyeni@ecdsd.gov.za

**POST 25/80** : **SOCIAL WORK MANAGER GRADE 1 REF NO: DSD 05/07/2023**

**SALARY** : R878 778 per annum, (OSD)

**CENTRE** : NMM: District Office

**REQUIREMENTS** : National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 10 (ten) years appropriate/ recognizable experience in Social Work after registration as a Social Worker with the SACSSP. A valid South African driver's license. Competencies: Expert knowledge of the: Social Service Profession's Act 110 of 1978, White Paper for Social Welfare 1997, Quality Assurance Framework for Social Welfare Services, Social Welfare Services Framework 2013, Supervision Framework with its Revised Generic Intervention process tools and a good understanding of Guidelines for the Management of workload of Social Service Practitioners (SSPs). Knowledge of Legislations of all Core Programmes of the Department such as Children's Act 38, 2005 as amended, Older Person's Act 13, 2006, Prevention of and Treatment for Substance Abuse Act, 2008, Child Justice Act, 2008. Innovative: Must be able to generate ideas and innovative approaches in order to contribute solutions to problems. Problem solving and analysis: Must be able identify, define, and solve problems by analyzing situations and applying critical thinking. Diversity management: Must be able to work effectively and co- operatively with persons of diverse backgrounds. Communication: Must be able to write formal documentations (i.e., reports) and communicate verbally through the selection of relevant delivery mechanisms. Teamwork and collaboration: Must be able manage and build cohesive work teams, work effectively within teams including social work teams, multidisciplinary teams and multi- sectoral teams. Applied strategic thinking: Must be able to operationalize and implement the strategic imperatives and policies. Financial management: Must be able to plan the work- unit's budget required to achieve unit objectives. Developing others: Must be able to develop, coach and foster long term learning of others. Conflict management: Must be able to resolve disagreements and conflicts in a constructive manner. Networking and building bonds: Must be able to build and maintain a network of professional relations. Planning and organizing: Must be able to plan and organize the work of the work unit and groups. Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Be Computer literate.

**DUTIES** : Strengthen developmental social welfare service delivery through legislative and policy reforms. Manage the development, review and monitor the implementation of policies, strategies, guidelines and legislation for regulation of Social Service Practitioners. Capacity Building and monitoring the implementation of the framework for social welfare in line with the White Paper for Social Welfare (1997). Develop, review, capacity building and monitoring the implementation of the Quality Assurance Framework for social welfare services (2012). Capacity Building and monitoring the implementation of the

Social Service Professions Act no. 110 of 1978. Conduct capacity building and monitoring the implementation of the framework for social welfare services. Monitor the implementation of Supervision for social welfare service as well as guidelines for workload management. Establish and strengthen collaborations for Social Welfare Services. Establish an effective and efficient institutional framework for regulation of Social Service Practitioners. Develop and implement programmes for professional support services. Develop and monitor the implementation of induction policy and induction programme for Social Service Practitioners in line with the Social Service Professions Act no. 110 of 1978. Manage and empower Social Service Practitioners employed by the Department in line with the Public Service Act and in adherence to Code of Conduct and Course of Ethics. Conduct developmental quality assurance assessments to NGOs funded by the Department of Social Development. Ensure alignment of plans and budgets. Formulate and Analyze policies and provide guidance to the provision of social work service of the highest, most advanced, and specialized nature within defined area(s) of specialization regarding the relevant legislations and programmes in partnership with stakeholders. Attend and give professional guidance to any other matters that could result in, or stem from, social instability in any form. Coordinate and Facilitate access to accredited training with continuous personnel development (CPD) points acquired by Social Service Practitioners. Coordinate and facilitate the establishment of various national and provincial fora to engage Social Work Supervisors. Manage database, provision of reports on recruitment and retention of social service practitioners. Evaluate the impact of the programmes, submit project plan, budget proposals and make recommendations for programmes.

**ENQUIRIES** : NMM: Ms L. Thompson Tel No: (041) 406-5750  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 25/81** : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DSD 06/07/2023**

**SALARY** : R811 560 - R952 485 per annum (Level 11)  
**CENTRE** : Chris Hani: District Office  
**REQUIREMENTS** : National Senior Certificate plus B. Degree / National Diploma (NQF level 7) in Public Administration/Public Management or equivalent qualification with 3-5 years relevant experience of which 3 years must have been at the level of an Assistant Director. Postgraduate degree will be an added advantage. Computer literacy. A valid code 8 driver's license. Competencies: Sound financial management background and in-depth knowledge of PFMA, Supply Chain Management. Comprehensive knowledge of HR and Strategic planning. Good planning, organisation and decision-making skills. Willingness to work after hours when needed and the ability to work under pressure.

**DUTIES** : Coordinate all corporate services for Chris Hani District. Monitor district finance, budget and expenditure trends. Oversee the implementation of HR services for the district. Coordinate Supply Chain Management functions and Asset and Infrastructure needs in the district. Manage the provision of communication and events management, information technology management services in the District. Consolidate programme 1 reports. Analyse and report on emerging trends.

**ENQUIRIES** : Chris Hani: Ms Mzinjana Tel No: (045) 808 3709  
e-Recruitment Technical Support: [Zukisa.Moyeni@ecdsd.gov.za](mailto:Zukisa.Moyeni@ecdsd.gov.za)

**POST 25/82** : **SOCIAL WORK SUPERVISOR GRADE 1 REF NO: DSD 07/07/2023**

**SALARY** : R432 348 per annum, (OSD)  
**CENTRE** : OR Tambo: KSD LSO  
**REQUIREMENTS** : National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. Minimum of 7 (seven) years appropriate experience in Social Work after registration as a Social Worker with the SACSSP. A valid South African driver's license. Competencies: Communication: Must demonstrate effective communication at all levels, be able to adapt content according to recipient and compile complex reports. Teamwork and collaboration: Must be able manage and work effectively within teams including social work teams, multi-disciplinary teams, and multi- sectoral teams. Valuing Diversity: Must be able to manage and work effectively at a supervisory level with persons of diverse intellectual, cultural, racial, or

		religious differences. Planning and organizing: Must be able to plan, organize and prioritize own work and work of the work unit/ group and to ensure proper social services. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Trustworthiness: Must be able to build a positive relationship of trust with all stakeholders. Problem solving: Must be able to solve problems and apply critical thinking.
<b><u>DUTIES</u></b>	:	Understanding social dynamics: Must ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination, and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of more complex and advanced human behaviour and social systems. Social work Intervention: Must ensure that supervisees intervene efficiently and effectively at points where people interact with their environments in order to promote social well-being. Social empowerment: Must ensure that supervisees assist, advocate, and empower individuals, families, groups, organisations, and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resources, effectively and efficiently. Protecting vulnerable individuals: Must ensure that supervisees provide social work services towards protecting people who are vulnerable, at risk and vulnerable to protect themselves. Social work research: Must be able to conduct social work research. Monitoring and evaluation: Must be able to monitor, evaluate and assess the effectiveness of social work interventions and give recommendations. Understanding social work legislation: Must demonstrate an understanding, be able to interpret, apply and provide guidance on social work policies, legislation and related legal and ethical social work practices.
<b><u>ENQUIRIES</u></b>	:	OR Tambo: Mrs Z Dlanjwa Tel No: (047) 531 2504 E-Recruitment Technical Enquiries: zukisa.moyeni@ecdsd.gov.za
<b><u>POST 25/83</u></b>	:	<b><u>ASSISTANT DIRECTOR: ICT REF NO: DSD 08/07/2023</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R424 104 - R496 467 per annum (Level 09) Alfred Nzo: District Office National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in ICT /international recognized certification such as A+, N+, CCNA or MCSE / Equivalent qualification. 3-5years relevant experience at supervisory level (Level 7/8). A driver's license is a prerequisite Competencies: Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, VoIP, converged network, LAN design including core, distribution and access layer infrastructure, data storage, business continuity practices, cabling standards, information security system and related policies and legislation. Hands on experience and knowledge of resolving the problems of desktop users. Hands on experience and knowledge of configuring equipment in LAN, such as desktops, switches, Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software relate problems in ICT user equipment. Hands on experience and knowledge in configuring equipment in LAN such as Desktops, switches, serves and routers.
<b><u>DUTIES</u></b>	:	Co-ordinate and manage all ICT user technical support and preventative maintenance services in the district. Plan all infrastructure ICT projects, manage infrastructure projects, consolidate procurement needs and submit information to the relevant managers. Render VCX and Security System administration services. Co-ordinate and monitor maintenance of all ICT equipment/ infrastructure. Implement, install, and technically support software operating systems and systems software packages, PCs and file servers. Offer specialist technical support with regard to access and system disk space problems. Perform strategic leadership, general administration, co-ordination, HR management and financial management functions.
<b><u>ENQUIRIES</u></b>	:	Alfred Nzo Mr S Shweni Tel No: (039) 254 0900 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za
<b><u>POST 25/84</u></b>	:	<b><u>SOCIAL WORKER GRADE 1 (X11 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R294 411 per annum, (OSD) Alfred Nzo: Winnie Madikizela Mandela (Bizana) LSO (Ref No: DSD 09/07/2023)



BCM: Mdantsane 2 LSO (Ref No: DSD 10/07/2023)  
EL LSO (Ref No: DSD 11/07/2023)  
Chris Hani: Ngcobo LSO (Ref No: DSD 12/07/2023) (X2 Posts)  
Sakhisizwe LSO (Ref No: DSD 13/07/2023)  
Joe Gqabi: Aliwal North (Ref No: DSD 14/07/2023)  
Maclear LSO (Ref No: DSD 15/07/2023)  
NMM: PE LSO (Ref No: DSD 16/07/2023)  
OR Tambo: Port St Johns (Ref No: DSD 17/07/2023)  
Libode LSO (Ref No: DSD 18/07/2023)

**REQUIREMENTS**

: National Senior Certificate plus Bachelor of Social Work. Latest proof of registration with the South African Council for Social Service Professions (SACSSP) as Social Worker. A valid driver's license is a prerequisite, however, successful candidates who are not in the possession of driver's license will be required to submit the proof within six (6) months from the date of assumption of duty. Competencies: Communication: Must be able to exchange information in a clear and concise manner with clients and supervisors including report writing. Teamwork and collaboration: Must be able to work effectively within teams including social work teams and multidisciplinary teams. Valuing diversity: Must be able to work effectively, cooperatively, amicable with persons of diverse intellectual, cultural, racial or religious differences. Planning and organizing: Must be able to plan and organize own work. Computer literacy: Must demonstrate basic computer literacy as a support tool to enhance service delivery. Trustworthiness: Must be able to build a positive relationship of trust with colleagues and clients. Empathy: Must demonstrate compassion, be able to respect and build positive relationships with clients. Understanding social work values and principles: Must demonstrate social work values and the principles of human rights and social justice. Developing others: Must be able to develop, coach and foster long term learning of others.

**DUTIES**

: Understanding social dynamics: Must be able to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Understanding human behaviour and social systems: Must have knowledge and understanding of human behaviour and social systems Social Work Intervention: Must be able to intervene at the points where people interact with their environment in order to promote social wellbeing. Social empowerment: Must be able to assist and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capabilities. Social support: Must be able to promote, restore, maintain and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Protecting vulnerable individuals: Must understand and be able to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Understanding social work legislation: Must demonstrate an understanding of social work policies, legislation and related legal and ethical social work practices.

**ENQUIRIES**

: Alfred Nzo Enquiries: Mr S Shweni Tel No: (039) 254 0900  
BCM Enquiries: Ms P. Kula Tel No: (043) 705-5675  
Chris Hani Enquiries: Ms Mzinjana Tel No: (045) 8083709  
Joe Gqabi Enquiries: Ms N. Duba Tel No: (051) 633-1616  
OR Ms P Tsuputse Tel No: (051) 633-1609  
NMM Enquiries: Ms L. Thompson Tel No: (041) 406-5750  
OR Tambo Enquiries: Mrs Z Dlanjwa Tel No: (047) 531 2504  
For e-Recruitment Enquiries, eMail to: Zukisa.Moyeni@ecdsgd.gov.za

**POST 25/85**

: **STATE ACCOUNTANT: BOOKKEEPING REF NO: DSD 19/07/2023 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS**

: R294 321 - R343 815 per annum (Level 07)  
: King Williams Town  
: National Senior Certificate plus B Degree/N Diploma (NQF Level 6/7) in Accounting /Financial Management/ Internal Auditing/ BCom/ Equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of Public Finance Management Act and Public Service Legislation, Regulations and Policies. Knowledge in the application of Accounting Computer Systems. Communication skills (verbal and written), Report writing. Facilitation Skills. Coordination Skills. Liaising Skills. Networking and Decision-Making Skills. Accounting Skills. Computer literacy.

- DUTIES** : Clear all suspense accounts. Clear disallowance dishonored cheque, disallowance miscellaneous accounts and interdepartmental claims and payables. Compile monthly, intermediate and Annual Financial Statements. Register and keep safely authorities granted by the treasury. Compile and capture debt take-on and compile and capture journal. Write letters to debtors to recover those debts. Ensure files are open with sufficient supporting documents. Monitor and cleaning of debt accounts. Respond to queries.
- ENQUIRIES** : Ms A Njaba Tel No: (043) 605 5101/5110  
For e-Recruitment Enquiries, eMail to: Zukisa.Moyeni@ecdsd.gov.za
- POST 25/86** : **ADMIN OFFICER: DEMAND REF NO: DSD 20/07/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 - R343 815 per annum (Level 07)  
: King Williams Town  
: National Senior Certificate plus B Degree/ N Diploma (NQF Level 6/7) in Public Administration/ Public Management/ Business Management/ Office Administration/ Equivalent qualification. 2-3 years relevant experience. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment. Be Computer Literate.
- DUTIES** : Supervise and render general clerical support services. Supervise and provide supply chain clerical support services within the component. Supervise and provide personnel administration clerical support services within the component. Supervise and provide financial administration support services in the component. Capturing data on the system.
- ENQUIRIES** : Ms A Njaba Tel No: (043) 605 5101/5110  
For e-Recruitment Enquiries, eMail to: Zukisa.Moyeni@ecdsd.gov.za
- POST 25/87** : **CHIEF SECURITY OFFICER REF NO: DSD 21/07/2023**
- SALARY CENTRE REQUIREMENTS** : R294 321 - R343 815 per annum (Level 07)  
: Joe Gqabi: Lulama Futhshane CYCC  
: National Senior Certificate plus B. Degree/ N Diploma (NQF Level 6/7) in Security Management. / Equivalent relevant qualification. Valid registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. 2-3 years relevant experience. Applicants from SAPS, SANDF, Correctional Services and State Security Agency (SSA) do not need to submit PSIRA Registration but will be required to be registered with PSIRA within six months of appointment if successful. Be a South African Citizen. A valid driver's license. SSA Security Managers/Advisors course, SAMTRAC and Project Management competency and experience working in a secure care center or substance treatment center will be an added advantage. The successful candidate will be subjected to Personnel Suitability Checks (criminal record-, citizenship- & financial/asset record checks and qualification and employment verification). Successful candidate will also be subjected to and must be issued with a security clearance to the level of Top Secret Competencies: Experience in the following specific fields of security: Physical Security, Information Security, Security Investigation, Occupational Health and Safety (OHS). Competence which include the following: Human relations, people management and empowerment skills. Financial management and budgeting skills, client orientation and customer focus. Communication (verbal, written and presentation) skills. Policy analysis and development skills. Computer literacy and ability to train people. A valid driver's license. Knowledge of legislation and procedures related to physical security inclusive of CCTV systems, Fire detection/prevention systems, access control, Fire-arm control, Trespassing. Knowledge of measures for operations in a control room and control and movement of equipment and people. Knowledge of related legislation and security procedures (e.g. MISS, MPSS, POPIA and Protection of Information Act, Children's Act, etc.) and the authority of security officers under these prescripts. Operating of electronic security systems and apparatus (eg. Walk through metal detectors, X-ray mashines, CCTV systems, Access control systems, Perimeter Intrusion Detection Systems, etc). Knowledge of the relevant emergency procedures. Computer literacy.
- DUTIES** : The successful candidate will be responsible for: Assisting in developing, implementing and monitoring security, health and safety and security policies

and procedures. Develop security plan and operational procedures and manage the electronic security systems. Advise the Center Manager on the amendments to security, health and safety policies and procedures. Identify all risks and threats to security of the Center as well as vulnerability in the mitigating measures implemented. Conduct investigations on breaches of security and ensure reporting. Creating, developing and maintaining training sessions of all security officials. Run a security, health and safety awareness programme. Assist with monitoring the extent of adherence/compliance to the security, health and safety policies and prescripts. Coordinate the process of vetting to all officials that have access to sensitive information within the Center. Conducting corrective/disciplinary steps in case of none compliance in line with Governments disciplinary code. Implementation of security appraisals recommendations, in consultation with the Assistant Director: Security Management. Liaise with relevant stakeholder i.e. South African Police Services (SAPS), Private Security Industry Regulatory Authority (PSIRA), disaster management, etc. on all security related matters. Supervise Security Officers and support staff. Participate in Management meetings.

**ENQUIRIES** : Joe Gqabi Enquiries: Ms N. Duba Tel No: (051) 633-1616  
For e-Recruitment Enquiries, eMail to: Zukisa.Moyeni@ecdsd.gov.za

**POST 25/88** : **COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 (X2 POSTS)**

**SALARY** : R251 283 per annum, (OSD)  
**CENTRE** : BCM: Mdantsane 2 LSO Ref No: DSD 22/07/2023  
OR Tambo: Flagstaff LSO Ref No: DSD 23/07/2023

**REQUIREMENTS** : National Senior Certificate plus an appropriate three-year tertiary qualification. Competencies: Impact and influence: Must be able to influence individuals and groups to participate in their self-empowerment ventures Planning and organizing: Must be able to plan and organize own work effectively Presentation skills: Must be able to conduct presentations to various community development structures. Communication: Must demonstrate effective communication with various stakeholders and be able to write clear documentations. Computer literacy: Must demonstrate basic computer literacy Empathy: Must be able to respect and build positive relationships with the community. Trustworthiness: Must be able to build a positive relationship of trust with the community. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others, be part of a team Understanding principles: Must understand the principles applied in community work.

**DUTIES** : Knowledge of human behaviour and social systems: Must have knowledge of human behaviour and social systems Community development intervention: Must have knowledge of legislation to assist with interventions at the points where people interact with their environments in order to promote self-empowerment Counselling: Must be able to provide basic counselling services and empower communities. Community development research: Must be able to conduct research relating to community development work. Understanding community development programs: Must be able to facilitate, identify, plan and implement various community development programs/interventions. Managing community projects: Must be able to manage community development projects. Understanding community dynamics: Must have knowledge of the inter-relations within community structures and dynamics of the community. Networking and establishing partnerships: Must be able to liaise and interact with various community development structures to facilitate collaboration and to establish partnership to ensure sustainability of development actions within the community. Understanding community development legislation: Must have knowledge and understanding of policies and legislation related to community development.

**ENQUIRIES** : BCM Enquiries: Ms P. Kula Tel No: (043) 705-5675  
OR Tambo Enquiries: Mrs Z Dlanjwa Tel No: (047) 531 2504  
For e-Recruitment Enquiries, eMail to: Zukisa.Moyeni@ecdsd.gov.za

**POST 25/89** : **CHILD AND YOUTH CARE SUPERVISOR GRADE 1 REF NO: DSD 24/07/2023**

**SALARY** : R231 339 per annum, (OSD)  
**CENTRE** : NMM: Protea Place of Safety

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate a minimum of 10 years' appropriate experience in child and youth care work after obtaining the required qualification. Competencies: Knowledge of rules and procedures: Must know and understand the rules and procedures of the care centre. Valuing diversity: Must be able to understand, respect and relate well to people of diverse backgrounds Initiative: Must be able and willing to assist with other responsibilities including care of children as the need arises. Trustworthiness: Must be able to build a positive relationship of trust at all levels through reliability and authenticity. Developing others: Must be able to coach and foster long term learning or development of others (supervisors and child and youth care workers) Conflict management: Must be able to handle conflict situations and help others to work through conflicts and find solutions. Communication: Must be able to convey clear messages, write clear documentations and adapt communication content to be relevant to the recipient. Ethics: Must display and build the highest standard of ethical and moral conduct. Team leadership: Must be able to build productive teams in order to achieve the required outputs. Problem solving: Must be able to solve problems and analyse situations. Planning and Organising: Must be able to plan and organise the work of a group of child and youth care workers. People management: Must be able to manage the performance of employees (supervisors and child and youth care workers). Project management: Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Continuous improvement: Must keep up to date with new developments in the child and youth care field. Computer literacy
<b><u>DUTIES</u></b>	:	Inspection: Must be able to undertake inspections during shifts and report on incidents and problems identified. Understanding of basic needs: Must be able to understand the physical, emotional, spiritual, cognitive and social needs of children and youth and ensure that these needs are protected and maintained. Knowledge of developmental interventions: Must be able to participate in the identification of further developmental interventions. Monitoring and evaluation: Must be able to monitor and participate in the evaluation of the implementation of the recommended developmental programs. Knowledge of the childcare act: Must understand and be able to implement the childcare act.
<b><u>ENQUIRIES</u></b>	:	NMM: Ms L. Thompson Tel No: (041) 406-5750 For e-Recruitment Enquiries, eMail to: ukisa.Moyeni@ecdsd.gov.za
<b><u>POST 25/90</u></b>	:	<b><u>REGISTRY CLERK (X2 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R202 233 - R235 611 per annum (Level 05) OR Tambo: District Office Ref No: DSD 25/07/2023 Ingquza Hill Area Office Ref No: DSD 26/07/2023
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Communication skills (verbal and written), Basic job knowledge. Interpersonal Relations, Flexibility, Teamwork. Basic knowledge and understanding of the legislative framework governing the Public Service.
<b><u>DUTIES</u></b>	:	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 service. 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. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open & 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. Process documents for archiving and/ disposal. Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.
<b><u>ENQUIRIES</u></b>	:	OR Tambo: Mrs Z Dlanjwa Tel No: 047 531 2504 For e-Recruitment Enquiries, eMail to: Zukisa.Moyeni@ecdsd.gov.za

<b><u>POST 25/91</u></b>	:	<b><u>STAFF NURSE GRADE 1 REF NO: DSD 27/07/2023</u></b>
<b><u>SALARY</u></b>	:	R199 725 per annum, (OSD)
<b><u>CENTRE</u></b>	:	BCM: Bisho CYCC
<b><u>REQUIREMENTS</u></b>	:	Basic R425 qualification (i.e. diploma/degree in nursing) or equivalent qualification that allows registration with the SANC as a Staff Nurse. Latest proof of registration with the SANC as Staff Nurse. Competencies: Demonstrate basic communication with patients, supervisors, and other clinicians. Work as part of the multidisciplinary team to ensure good nursing care. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial or religious differences. Display a concern for patients, promoting and advocating basic care including awareness and willingness to respond to patients' needs, requirements, and expectations (Batho Pele).
<b><u>DUTIES</u></b>	:	Demonstrate basic understanding of nursing legislation and related legal and ethical nursing practices. Perform a basic clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the relevant health facility. Promote quality of basic nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility.
<b><u>ENQUIRIES</u></b>	:	BCM: Ms P. Kula Tel No: (043) 705-5675 For e-Recruitment Enquiries, eMail to: Zukisa.Moyeni@ecdsd.gov.za
<b><u>POST 25/92</u></b>	:	<b><u>SOCIAL AUXILIARY WORKER GRADE 1 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R174 702 per annum, (OSD)
<b><u>CENTRE</u></b>	:	BCM: East London LSO (Ref No: DSD 28/07/2023) Joe Gqabi: Elundini LSO (Ref No: DSD 29/07/2023) NMM: Steppingstone (Ref No: DSD 30/07/2023) Sarah Baartman: Ndlambe LSO (Ref No: DSD 31/07/2023) Makana LSO (Ref No: DSD 32/07/2023)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/current year). Competencies: Communication: Must be able to convey simple and easy to understand messages/ information to social workers. Empathy: Must be able to respect and build positive relationships with the social workers. Trustworthiness: Must be able to build a positive relationship of trust with the social workers. Computer literacy: Must demonstrate basic computer literacy. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others and be part of a team. Understanding principles: Must understand the principles applied in social work.
<b><u>DUTIES</u></b>	:	Understanding of SA social welfare context: Basic understanding of the SA social welfare context, the policy and practice of developmental social welfare services and their role within this context. Understanding social auxiliary work: Define and demonstrate understanding of the purpose of social auxiliary work and the role and functions of a social auxiliary worker in relation to a social worker within the SA context. Social work profession: Consistently reflect the values and principles contained in the Bill of Rights and the social work profession's Code of Ethics in service delivery as a social auxiliary worker. Understanding social work legislation: Basic understanding of the SA judicial system and legislation governing and impacting of social auxiliary work and social work. Understanding human behaviour and social systems: Must have basic knowledge and understanding of human behaviour, relationship system and social issues.
<b><u>ENQUIRIES</u></b>	:	BCM: Ms P. Kula Tel No: (043) 705-5675 Joe Gqabi Enquiries may be directed to Ms N. Duba at Tel No: (051) 633-1616 NMM Enquiries may be directed to Ms L. Thompson Tel No: (041) 406-5750 Sarah Baartman Enquiries may be directed to Mr M Sipambo at Tel No: (046) 636-1484 For e-Recruitment Enquiries, eMail to: Zukisa.Moyeni@ecdsd.gov.za
<b><u>POST 25/93</u></b>	:	<b><u>RECEPTIONIST REF NO: DSD 33/07/2023</u></b>
<b><u>SALARY</u></b>	:	R171 537 - R199 461 per annum (Level 04)
<b><u>CENTRE</u></b>	:	Chris Hani: Ngcobo LSO

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate / Equivalent qualification. Computer literacy. No experience required. Competencies: Communication skills (verbal and written), Interpersonal relations. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Telephone etiquette.
<b><u>DUTIES</u></b>	:	Receive telephonic calls, messages and channel to relevant role players. Welcome, receive and direct clients to relevant units. Provide relevant information as required. Operate office equipment such as photocopy machines. Liaise with internal and external stakeholders. Maintain telephone directory. Maintain and control visitor register at reception.
<b><u>ENQUIRIES</u></b>	:	Chris Hani may be directed to Ms Mzinjana Tel No: (045) 8083709 For e-Recruitment Enquiries, eMail to: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 25/94</u></b>	:	<b><u>CHILD AND YOUTH CARE WORKER GRADE 1 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R166 869 per annum, (OSD)
<b><u>CENTRE</u></b>	:	BCM: Bisho CYCC (Ref No: DSD 34/07/2023) NMM: Erica Place of Safety (Ref No: DSD 35/07/2023)
<b><u>REQUIREMENTS</u></b>	:	National senior certificate. Competencies: Communication: Must be able to convey clear, simple, and easy to understand messages/ information to children and youth. Empathy: Must be able to respect and build positive relationships with children and youth. Trustworthiness: Must be able to build a relationship of trust with children and youth. Honesty: Must be principled and true to oneself and others. Teamwork and collaboration: Must be able to work cooperatively with others and be part of a team. Understanding of principles: Must understand and be able to apply the principles applied in child and youth care. Computer literacy.
<b><u>DUTIES</u></b>	:	Care and Development: Must be able to understand and provide care and development of children and youth. Understanding of basic needs: Must be able to understand the physical, emotional, spiritual, cognitive and social needs of children and youth. Administration: Must be able to perform administrative activities relating to the completion of logbooks, incidents reports, etc Role modelling: Must be able to identify, allocate and participate in practical activities to transfer skills to children and youth. Implementation of programs: Must be able to assist in the implementation of planned programs and activities for children and youth on the basis of their identified developmental needs. Understanding of children's rights: Must be able to promote and uphold the rights of children and youth. Knowledge of rules and procedures: Must know the rules and procedures of the care centre.
<b><u>ENQUIRIES</u></b>	:	BCM: Ms P. Kula Tel No: (043) 705-5675 NMM Ms L. Thompson Tel No: 041 406-5750 For e-Recruitment Enquiries, eMail to: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>
<b><u>POST 25/95</u></b>	:	<b><u>ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GRADE 1 REF NO: DSD 36/07/2023</u></b>
<b><u>SALARY</u></b>	:	R166 869 – R184 455 per annum, (OSD)
<b><u>CENTRE</u></b>	:	Chris Hani: Queenstown LSO
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate. Competencies: Sound knowledge of security legislation framework and of applicable policy including the Minimum Information Security Standards and the Minimum Physical Security Standards and other regulatory procedures. Knowledge of electronic security systems relating to access control, close circuit television surveillance, parameter detection and intruder detection systems. Good communication skills (verbal and writing) in at least two of the three languages applicable to the Eastern Cape. Computer literate in Microsoft. Presentation, Investigation, Problem solving and Decision-making abilities. Abilities to work in a team and individually. Excellent interpersonal skills. Good report writing skills
<b><u>DUTIES</u></b>	:	Social engagement: Must have knowledge of community development environment, attitudes and values for the engagement in the Social development of communities. Understanding community dynamics: Must understand the social dynamics of communities. Understanding community development programs: Must be able to assist with the facilitation and implementation of various social development programs/ interventions.
<b><u>ENQUIRIES</u></b>	:	Chris Hani s: Ms Mzinjana at Tel No: (045) 8083709. e-Recruitment Technical Support: <a href="mailto:Zukisa.Moyeni@ecdsd.gov.za">Zukisa.Moyeni@ecdsd.gov.za</a>

<b><u>POST 25/96</u></b>	:	<b><u>AUDIT COMMITTEE MEMBER REF NO: DSD 001/07/2023</u></b>
<b><u>SALARY</u></b>	:	Appointment and Remuneration will be in accordance with the Provincial Treasury Instruction Note No.6 of 2014/15 -Framework for Appointment and remuneration of Audit Committee Members.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Provincial Office (KWT)
	:	National Senior Certificate plus a tertiary qualification in Information and Communication Technology, Strategic Management, Social Work, Public Management, Business Management or any relevant qualification to the services provided by the department of Social Development. A candidate must have operated at an Executive Level of an organization for a minimum of five (5) years. Served in the Audit Committee or any governance structures for the minimum of two (2) years. Be a member of recognized professional body. Understanding of the oversight regulatory framework governing public sector in terms of PFMA, Treasury Regulations, etc. is required Competencies: Be independent and knowledgeable with experience in participating in the governance structures. Be able to dedicate time to the activities of the Audit Committee. Have strong analytical abilities, persuasion and good communication skills.
<b><u>DUTIES</u></b>	:	Monitor and review performance & effectiveness of the Internal Audit Function including approval of Internal Audit Services Coverage Plans & Policies. Review AGSA' independence and objectivity and the effectiveness of the audit process. Review AFS for abnormal and/or significant transactions of the entity and the disclosure thereof in the AFS and advise. Consider the Entity's risk and ethics management strategies and policies and advise management. Monitor and review financial and non-financial performance of the Department against service delivery expectations. Review the adequacy and effectiveness of the internal control and governance systems. Review compliance with legal and regulatory provisions. Consider ICT infrastructure and systems in place for effectiveness in the delivery of services. Audit Committee will report directly to the Head of Department and the Member of the Executive Council (MEC) of the Department of Social Development. Preference will be given to candidates with experience in the ICT operations, Core Business related operations, or Strategic Management, Monitoring & Evaluation.
<b><u>ENQUIRIES</u></b>	:	Ms A Njaba at Tel No: (043) 605 5101/5110 e-Recruitment Technical Support: Zukisa.Moyeni@ecdsd.gov.za