

POST 32/130 : **CLEANER: ADMINISTRATIVE SUPPORT SERVICES REF NO: DHS30/09/2023**

SALARY : R125 373 per annum (Level 02)
CENTRE : Sarah Baartman Region (Gqeberha)
REQUIREMENTS : Grade 7 with no experience. Good communication skills and working in a team.
DUTIES : Cleaning offices corridors, elevators, and boardrooms by: Dusting and waxing office furniture. Sweeping, scrubbing and waxing of floors. Vacuuming and shampooing floors. Cleaning walls, windows and doors. Emptying and cleaning of dirt bins. Collect and removing of waste papers. Freshen the office areas. Clean general kitchens by: Clean of basins. Wash and keep stock of kitchen utensils. Cleaning the ablution facilities by: Refilling hand wash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Keep and maintain cleaning materials and equipment. Report broken cleaning machines and equipment. Cleaning of machines (microwares, vacuum cleaners etc) and equipment after use. Request cleaning materials. Cleaning of office outside around office by: collecting waste to waste bins.

ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

**INTERNSHIP PROGRAMME FOR 2023/2024-2024/25
(24 Months)**

OTHER POSTS

POST 32/131 : **CONTRACTS MANAGEMENT INTERNSHIP PROGRAM REF NO: DHS2023/01 (X2 POSTS)**
Directorate: Contracts Management

STIPEND : R7 043.25 per month
CENTRE : Head Office (East London)
REQUIREMENTS : Degree (NQF level 7) in Law / LLB / B-Laws.
ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

APPLICATIONS : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

POST 32/132 : **SUPPLY CHAIN MANAGEMENT INTERNSHIP PROGRAM REF NO: DHS2023/02 (X1 POST)**
Directorate: Supply Chain Management

STIPEND : R7 043.25 per month
CENTRE : Head Office (East London)
REQUIREMENTS : National Diploma (NQF level 6) / B. Degree (NQF level 7) in Logistics/Supply Chain Management/Public Administration/Management
ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

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POST 32/133 : **EXECUTIVE SUPPORT TO THE OFFICE OF THE HEAD OF DEPARTMENT REF NO: DHS2023/03 (X1 POST)**
Directorate: Support to the Office of the Head of Department

STIPEND : R7 043.25 per month
CENTRE : Head Office (East London)
REQUIREMENTS : National Diploma (NQF level 6) / B. Degree (NQF level 7) in Finance / B.Com Economics and Finance.
ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743

APPLICATIONS : For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za
 : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of
 Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

POST 32/134 : **WELLNESS REF NO: DHS2023/04 (X1 POST)**
 Directorate: Human Resource Management

STIPEND : R7 043.25 per month
CENTRE : Head Office (East London)
REQUIREMENTS : National Diploma (NQF level 6) / B. Degree (NQF level 7) in Social Work/Social
 Science/Psychology.

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 No: (043) 711 9743
 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

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POST 32/135 : **DISTRICT CO-ORDINATION AND PROJECT MANAGEMENT REF NO:
 DHS2023/05 (X2 POSTS)**

STIPEND : R7 043.25 per month
CENTRE : Amathole Region (East London)
REQUIREMENTS : National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Building / Civil
 Engineering / Construction Project Management.

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 No: (043) 711 9743
 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

APPLICATIONS : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of
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POST 32/136 : **DISTRICT CO-ORDINATION AND PROJECT MANAGEMENT REF NO:
 DHS2023/06 (X1 POST)**

STIPEND : R7 043.25 per month
CENTRE : Buffalo City Metro Region (East London)
REQUIREMENTS : National Diploma (NQF Level 6) / B. Degree (NQF Level 7) in Building / Civil
 Engineering/Construction Project Management.

ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel
 No: (043) 711 9743
 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

APPLICATIONS : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of
 Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

POST 32/137 : **SOCIAL FACILITATION AND CUSTOMER CARE REF NO: DHS2023/07 (X2
 POSTS)**

STIPEND : R7 043.25 per month
CENTRE : Head Office (East London)
REQUIREMENTS : Bachelor of Human Settlements (NQF Level 7)
ENQUIRIES : Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel
 No: (043) 711 9743
 For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za

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POST 32/138 : **LAND ACQUISITION AND TENURE SERVICES REF NO: DHS2023/08 (X1
 POST)**

STIPEND : R7 043.25 per month
CENTRE : Head Office (East London)
REQUIREMENTS : Bachelor of Human Settlements (NQF Level 7)

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- POST 32/139** : **GICTM-SYSTEMS AND SOFTWARE DEVELOPMENT REF NO: DHS2023/0 (X1 POST)**
- STIPEND CENTRE REQUIREMENTS ENQUIRIES** : R7 043.25 per month
: Head Office (East London)
: Bachelor of Science: Computer Science / IT Software Development (NQF Level 7)
: Can be directed to Mrs W. Hartzenberg Tel No: (043) 711 9685/Mr M. Kana Tel No: (043) 711 9743
: For e-recruitment Enquiries email: YolandaS@ecdhs.gov.za
- APPLICATIONS** : <https://erecruitment.ecotp.gov.za>, courier and hand delivery to the Department of Human Settlements, Steve Tshwete House, 31-33 Phillip Frame Road, Chiselhurst

PROVINCIAL TREASURY

- APPLICATIONS** : Applicants are encouraged to apply using e-Recruitment system which is available on <https://erecruitment.ecotp.gov.za/>. The system is available 24/7 and 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 to: Theliswa.nkonyile@ectreasury.gov.za/ OR babalwa.bavuma@ectreasury.gov.za (NB: For Technical Glitches only – NO CVs). Email with your ID Number, your profile email address, details of the issue. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri). Refer all application related enquiries to the specified contact person.
- CLOSING DATE NOTE** : 22 September 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. 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