

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF COMMUNITY SAFETY**

- APPLICATIONS** : Online via provincial e-recruitment available at <https://erecruitment.ecotp.gov.za>. Applicants are encouraged to use e-recruitment system  
Applicants are encouraged to use e-Recruitment System. The e-Recruitment System is available 24/7 and closes at 23:59 on the closing date. To report any e-recruitment system challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za). Do not send any applications to this email address; should you do so, your applications/CV will be regarded as lost and will not be considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Friday). NB: Direct any enquiries to the relevant enquiries' person as provided under each position.
- CLOSING DATE** : 10 April 2026. No late applications will be accepted.
- NOTE** : Applications must be submitted on a duly completed New Z83 form (effective from 01 January 2021), e-Recruitment System automatically generates Z83 immediately you press apply and generate Z83. Applicants are not required to submit copies of qualifications and other relevant documents upon application but must submit a fully completed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently 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/or before the interview day. View the list of the positions you applied for on "My Job Applications" and do note that the system Z83 does not reflect work experience and qualifications, however, every detail of your information does reflect to the Recruitment team. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents (like a copy of Permanent Resident Permit for Non-RSA Citizens/Permanent Resident Permit Holders). 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). All shortlisted candidates, including the SMS shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements, and the other must be an integrity (ethical conduct) assessment. The Selection Panel will recommend candidates to attend a generic Managerial Competency Assessment in compliance with the DPSA Directive on the implementation of Competency-based Assessment. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/ knowledge test. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Successful candidates will be appointed on a probation period of twelve 12/24 months. It is the objective to address the Employment Equity Affirmative Action Measures, therefore, in making appointments, preference will be given to the designated groups in pursuit to meet departmental EE Targets although the applications are welcome from all racial groups. The Recruiting Department reserves the right to amend/ review/ withdraw the 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). Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed.

## OTHER POST

- POST 10/361** : **AUDIT COMMITTEE MEMBERS**  
The Eastern Cape Department of Community Safety calls on all independent, suitably qualified and interested persons to serve as members of its Audit Committee for a period of three (3) years with effect from the date of assumption of duty (expected to be 01 August 2026). The Audit Committee will consist of four (4) members, including the Chairperson.
- SALARY** : The remuneration of the members of the Audit Committee is determined at an hourly rate in terms of Provincial Treasury Instruction Note 6 of 2014/2015 and any amendments thereto.
- CENTRE REQUIREMENTS** : Head Office -Bhisho  
: The Chairperson must have: strong financial management, auditing and risk management background and appropriate experience in the environment. Be independent and have knowledge of the status of the position. Have extensive leadership skills and prior experience of serving on an Audit Committee of a medium to large organization. Not be a political office bearer. Have the interests of the Department of Community Safety at heart and display the highest levels of integrity and objectivity. Must be a member of a recognized professional body with no criminal record. Members must have: Strong experience in finance and auditing. Demonstrate experience in participating in governance structures. Have the ability to dedicate time to the activities of Department of Community Safety's Audit Committee. Have an inquisitive personality within reasonable levels of probing, analytical reasoning abilities and good communication skills, and fair understanding of the regulatory framework within which Provincial departments operate. Knowledge and understanding of the challenges facing the Department is essential.
- DUTIES** : The roles and responsibilities of the Audit Committee members are clearly outlined in terms of the section 77 of the Public Finance Management Act (PFMA) and applicable Treasury Regulations. Reporting to the Head of Department and the Member of the Executive Council (MEC) for the Department of Community Safety. The Department should hold a minimum of four (4) Audit Committee meetings per financial year.
- ENQUIRIES** : Ms B Ndindwa/ L Mazwi at 079 284 6709  
eRecruitment enquiries: [erecruitment@safetyec.gov.za](mailto:erecruitment@safetyec.gov.za)
- NOTE** : NB: Appointment will be subject to compulsory pre-employment screening in the form of qualifications, references, ITC, criminal checks and compulsory competency assessment (where necessary) as directed by the Department of Public Service and Administration. Candidates may be subjected to security clearance (Vetting). It is the department's intention to promote representivity in terms of race, gender, disability and youth through the filling of these posts and candidates whose appointment will promote representivity will receive preference.

## DEPARTMENT OF SPORTS, RECREATION, ARTS AND CULTURE

- APPLICATIONS** : Applications must be submitted via one of the following options: directing to a specific relevant centre: i)  
**Head Office: Qonce:** Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwayi Building, Qonce, 5605.  
**OR Tambo District:** Attention, Mr. S. Stuma / Ms. T. Mngoma Tel No: (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 / Ms. Fiki Tel No: (051) 492 4806. Hand deliver to: No. 02 Cole Street, Maletswai.  
**Amathole District:** Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201.  
**BCM District:** Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201.  
**Albany Museum: Makanda:** Hand deliver to 40 Somerset Street, Makanda.  
**East London Museum:** Hand deliver to 319 Oxford Street, Belgravia, East London.

**Chris Hani District:** Attention, Mr. T. Thomas / Ms. A. Phanya Tel No: (045) 492 0030 / 0054, Hand deliver to: Bathandwa Ndong Building, Komani Hospital.

**Nelson Mandela District:** Attention, Mr. S. Javu / Ms. T. Bosman / Ms. A. Dyalvane Tel No: (041) 492 1288 / 1232 / 1230. Hand deliver to: 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha.

**Alfred Nzo District:** Attention Mr M.B. Gugwana / Ms. T. Ntsevu Tel No: (039) 492 0297. Hand deliver to: No 67 Church Street, Mt Ayliff.

**Sarah Baartman District:** Attention, Ms. N. Qumza / Ms. N. Sandi Tel No: (046) 492 0223 / 0228. Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.

Online via provincial e-recruitment available at <https://erecruitment.ecotp.gov.za>. Applicants are encouraged to use e-recruitment system

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## OTHER POSTS

<b>POST 10/362</b>	:	<b><u>SCIENTIST PRODUCTION REF NO: DSRAC 01/03/2026</u></b>
<b><u>SALARY</u></b>	:	R761 157 – R816 852 per annum, (an all-inclusive remuneration), (OSD)
<b><u>CENTRE</u></b>	:	Albany Museum (Makanda)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a master's degree in Botany or Natural Science or environmental science qualification specialising in plant taxonomy. Compulsory registration with SACNASP as a professional Natural Scientist. A minimum of three (3) years relevant experience in a museum natural science environment. Knowledge of curating herbarium collections, Research and dissection microscopes. Ability to recognise diagnostic characteristics on which classification system are based. Computer knowledge, laboratory protocol, database and word computer packages, Natural science, and financial management. Programme and project management. Communication skills, Report writing skills, People management skills, Customer or client orientated approach. Knowledge of public service regulations, legislations/ policies/ prescripts and procedures. Knowledge of Eastern Cape Museum Act. National Environmental management: Biodiversity Act, Operational standards for natural science museum, South African National Standards for Museums. A valid driving licence.
<b><u>DUTIES</u></b>	:	Identifies, names, and classifies plant species based on morphology, genetics, and evolutionary relationships. Conducting field surveys, performing laboratory analysis (DNA, microscopy), curating herbarium collections, and publishing research to support biodiversity conservation, ecology, and environmental management. 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.
<b><u>ENQUIRIES</u></b>	:	Dr. P. Cimi Tel No: (046) 622 2312 – Albany Museum (Makanda) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	Persons with disabilities are encouraged to apply.
<b>POST 10/363</b>	:	<b><u>SCIENTIST PRODUCTION REF NO: DSRAC 02/03/2026</u></b>
<b><u>SALARY</u></b>	:	R761 157 – R816 852 per annum, (an all-inclusive remuneration), (OSD)
<b><u>CENTRE</u></b>	:	EL Museum (EL)
<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a M. Sc. Degree in Natural Science with a minimum of three (3) years relevant experience in a museum natural science environment. A PhD will be considered an added advantage. Compulsory registration with the South African Council of Natural Scientific Professionals (SACNASP) as a professional Natural Scientist. Knowledge of public service regulations, legislations/ policies/ prescripts and procedures, and of National Environmental Management: Biodiversity Act. Knowledge of collection management standards for natural science museums. Knowledge of natural science, Ornithology, in particular. Understanding of the scientific method.

Computer knowledge including database and MSOffice packages. Programme and project management. Communication skills. Report writing skills. People management skills. Customer and client-orientated approach. A valid driving licence.

**DUTIES** : Develop and implement methodologies, policies, systems and procedures for the Ornithology Collection. Identify gaps and develop appropriate interventions. Monitor and evaluate programme performance. Develop working relations with a diverse client base. Create public awareness of the science system. Provide scientific data, information and advice as requested. Review scientific publications. Gather and interpret data, perform scientific analyses, evaluate results and disseminate information. Apply appropriate scientific models to generate information and knowledge. Formulate proposals and compile reports. Continuous professional development to keep up with new technologies and procedures. Literature studies to improve expertise. Present research findings through exhibitions, educational programmes and publications. Liaise with relevant bodies/councils on science-related matters. Mentor, train and develop candidate scientists and others to promote skills/knowledge transfer and adherence to sound scientific principles and code of practice.

**ENQUIRIES** : Ms. G. Morcom Tel No: (043) 743 0686 – East London Museum (EL)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : Persons with disabilities are encouraged to apply.

**POST 10/364** : **SENIOR LEGAL ADMIN OFFICER REF NO: DSRAC 01/03/2026**

**SALARY** : R586 956 – R1 386 972 per annum (MR6), (an all-inclusive remuneration), (OSD)

**CENTRE** : Head Office - Qonce

**REQUIREMENTS** : A National Senior Certificate plus a Degree / Diploma (NQF 7) as recognised by SAQA LLB or a recognised four-year legal degree or (as otherwise determined by the Minister of Justice and Constitutional Development). A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law / Labour Law / Contracts Management / Legislative Drafting will be an added advantage. At least 8 years' appropriate post qualification legal experience advisory / civil high court litigation experience. Proof of admission as an Attorney / Advocate. Computer literacy and proficiency is essential. A valid code 08 driving licence.

**DUTIES** : To render legal advisory services to the Department of Sport, Recreation, Arts and Culture (Eastern Cape Province) related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislative drafting services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise on research that will provide information and case law relevant to the legal matter at hand. Constitutional compliance. Present and advise on motivation/proposals how specific cases should be approached to obtain a desirable/justifiable outcome. Draft and advise on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to a case / matter, also proposing the approach to be followed to ensure success in this regard. Provide preliminary opinions and advice on legislative drafting; Prepare draft bills and scrutinize subordinate legislation. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the unit. Manage financial resources. Manage human resources. Consolidate and submit monthly and quarterly reports. Manage EPMDS and ensure staff development training needs. Manage attendance register, leave records and discipline.

**ENQUIRIES** : Ms. S. Mpafa Tel No: (043) 492 1405 - Head Office (Qonce)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : This post is earmarked for persons with disabilities. Persons with disabilities are encouraged to apply.

**POST 10/365** : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DSRAC 03/03/2026**

**SALARY** : R468 459 – R551 823 per annum (Level 09), (an all-inclusive remuneration)

**CENTRE** : Chris Hani District (Komani)

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

**DUTIES** : Monitor the implementation of demand, and acquisition processes: Coordinate the invitation, evaluation and adjudication of quotations. Investigate the availability of the required source in the market. Assess the needs of the end users. Compile Demand Management Plan and Procurement Plan. Promote and ensure compliance with the Broad-Based Black Economic Empowerment Act (BBBEE) and the Preferential Procurement Policy Framework Act, 2000 (Act 5 of 2000) (PPPFA) in the Department. Ensure that optimal sourcing strategies and techniques are used. Establish and maintain a database of suppliers when obtaining quotations. Co-ordinate and facilitate Procurement Committee meetings Demand and Acquisition Management including overseeing secretariat function of Bid Committees i.e. Bid Specification Committee, Bid Evaluation Committee and Bid Adjudication Committee. Maintenance of up-to-date asset register: Ensure that all assets are recorded in the asset register. Ensure that new acquisitions are recorded in the asset register. Reconcile asset register with BAS. Ensure that asset reconciliation through physical verification is being conducted quarterly. Efficient management of assets: Ensure that assets are marked and bar coded. Manage the movement of assets and the signing of transfer forms. Review asset description. Management of disposal: Championing of disposal of assets to NGOs for districts. Ensure that all assets identified for disposal are bar-coded and listed correctly. Ensure proper keeping of all assets that have been disposed of. Consolidate asset register for all districts. Performance of logistics management: Ensure that stock counting is done quarterly. Produce status report on the findings of stock taking. Monitoring of the ordering, receipt and storing of stationery and printing consumables. Implementation of policies to minimize risk of losses: Ensure that all stock items are reported and follow-up is done. Ensure that all officials are aware of the loss control policies. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : Mr. T. Thomas / MS. A. Phanya Tel No: (045) 492 0030 / 0054 – Chris Hani District (Komani)

e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : Persons with disabilities are encouraged to apply.

**POST 10/366** : **PROVISIONING ADMIN OFFICER: DEMAND & ACQUISITION (SCM CLERK SUPERVISOR) (X4 POSTS)**

**SALARY CENTRE** : R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)  
: Alfred Nzo District (Mount Ayliff) Ref No: DSRAC 04/03/2026  
OR Tambo District (Mthatha) Ref No: DSRAC 05/03/2026  
Chris Hani District (Komani) Ref No: DSRAC 06/03/2026  
Amathole District (EL) Ref No: DSRAC 07/03/2026

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus National Diploma (NQF level 6 as recognised by SAQA) Supply Chain Management, Public Management, Logistics, Purchasing Management, Financial Management, Public Administration with at least 1 to 2 years relevant experience within a Supply Chain Management environment. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem -solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid driving license is required.
<b><u>DUTIES</u></b>	:	Provide for Procurement of goods and services for the district. Ensure compliance with procurement regulations and prescripts. Ensure suppliers utilized are properly registered with Central Supplier Database and LOGIS. Assist end users in creating requisitions on LOGIS. Ensure requisitions are linked to the procurement memorandums and are accompanied by clear specifications and/or terms of reference. Receive and issue Request for Quotations and ensure correct evaluation process of RFQ's is done in line with the prescripts. Ensure specifications and terms of reference are properly done and aligned with the prescripts. Verify and re-calculate quotations received for completeness and accuracy. Ensure correct validity periods are set according to the nature of procurement. Facilitate the compilation and consolidation of District Demand Management Plan. Assist and ensure the demand plan is implemented. Assist in conducting market analysis of the commodities utilized by the department. Assist in monitoring and reporting on the commitments of the district. Provide support and assistance to end users in clearing the commitments for the district. Ensure manual orders created are timeously converted into LOGIS. Monitor the update of the manual order register. Assist in the compilation of specifications where necessary. Provide secretariat services to the relevant committees where necessary.
<b><u>ENQUIRIES</u></b>	:	Mr. B. Mbangatha Tel No: (043) 492 1839 / 1839 - Amathole District (East London) Mr. G. Gugwana Tel No: (039) 492 0297 - Alfred Nzo District (Mount Ayliff) Mr. S. Stuma Tel No: (047) 495 0853 - OR Tambo District (Mthatha) Mr. T. Thomas Tel No: (045) 492 0040 / 0054 - Chris Hani District (Komani) e- Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	Persons with disabilities are encouraged to apply.
<b><u>POST 10/367</u></b>	:	<b><u>ADMIN OFFICER: (ADMIN CLERK SUPERVISOR) REF NO: DSRAC 08/03/2026</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration) Head Office (Qonce)
<b><u>DUTIES</u></b>	:	National Senior Certificate plus National Diploma (NQF level 6 as recognised by SAQA) in Supply Chain Management, Public Management, Purchasing Management, Financial Management, Public Administration with at least 1 - 2 years relevant experience within a Supply Chain Management environment. Experience within contracts management will serve as an added advantage. A good understanding of the relevant government regulatory framework. Knowledge of public service legislations, prescripts, procedures and processes. Knowledge and understanding of Supply Chain Management Framework. Knowledge of BAS and LOGIS systems. Basic knowledge of financial management. Computer Literacy. Excellent Communication Skills. Interpersonal Skills. Understanding of prescripts. Presentation Skills Conflict Management, financial management, problem-solving, people management skills. Excellent in administrative, coordination and organizational skills. Ability to work under pressure and independently. A valid driving license is required. Receive and facilitate contracts management functions in Bid files. Facilitate and ensure award letters and regret letters are processed timeously. Facilitate and administer contracts variations, expansions in contracts. Develop, monitor and maintain contracts register of the department. Facilitate contracts kick-offs on awarded contracts. Maintain and monitor lease contracts registers. Ensure timeous payments of invoices for leases. Ensure performance reports of contracts are updated timeously. Follow up on and report on complaints related to contracted service providers. Provide reports.

- Request disbursements and payments report on BAS and LOGIS for reconciliation of contracts. Provide and submit reports for Interim and Annual Financial Statements. Assist and provide data in drafting Service Level Agreement.
- ENQUIRIES** : Mr. M. Cezula Tel No: (043) 492 1400 Head Office – (Qonce)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)
- NOTE** : Persons with disabilities are encouraged to apply.
- POST 10/368** : **LIBRARIAN (X 13 POSTS)**
- SALARY CENTRE** : R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)  
Head Office (Qonce) Ref No: DSRAC 09/03/2026 (X3 Posts)  
OR Tambo District (Mthatha) Gxwalibomvu modular Library Ref No: DSRAC 10/03/2026 (X1 Post)  
Joe Gqabi District (Maletswai) Barkly East, Lower Tsitsana & Steynsburg Libraries Ref No: DSRAC 11/03/2026 (X3 Posts)  
BCM District (EL) Mdantsane Public Library Ref No: DSRAC 12/03/2026 (X1 Post)  
Sarah Baartman District (Makanda) Barthust (Hilda Peddie Public Library) & Moses Mabhida (Lungephi April) Kouga Municipality (Loerie Library) Ref No: DSRAC 13/03/2026 (X3 Posts)  
Chris Hani District (Komani) Cradock Public Library, Tarkastad Library Ref No: DSRAC 14/03/2026 (X2 Posts)
- REQUIREMENTS** : National Senior Certificate plus a National Diploma or Bibl. Degree/ B Tech (NQF Level 6) in Library and Information Science / Studies or Bachelor of Information Sciences 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 and resources Implement annual recovery of monies. Establish & sustainment of library structures. Management of mini-lib services. Supervision of staff.
- ENQUIRIES** : Ms. R. Swartbooi Tel No: (043) 492 0949 – Head Office & Districts  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)
- NOTE** : Persons with a disability are encouraged to apply.
- POST 10/369** : **ARCHIVIST REF NO: DSRAC 15/03/2026**
- SALARY CENTRE** : R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)  
Head Office (Qonce)
- REQUIREMENTS** : National Senior Certificate plus a National Diploma / B. Degree (NQF Level 6) in Archives and Records Management (Postgraduate Diploma) or Bachelor's Degree in Archives and Records Management with 1 to 2 years relevant experience at production level. History as a Major subject will be an added advantage. Knowledge of following: Legislative framework governing the archives and records management. Storage and retrieval of archival records. Procedures in terms of the working environment. Archival Automated Retrieval System and capturing of metadata, Archival systems, policies and procedures<sup>3</sup> Competencies: Computer literacy) MS Office), Written and verbal communications, Teamwork, writing reports, good verbal and communication skills, Willingness to work independently, under pressure and as a team. A valid driving licence.
- DUTIES** : Ensure collection, arrangement and description and proper preservation of public and non-public records. Receive transfers of public and non-public records. Manage strongrooms and provision of reading room service. Attend to enquiries and researchers. Digitisation of archival records. Capturing on AtoM. Verification of archival records for disposal.
- ENQUIRIES** : Mr. M. Cezula / Ms. S. Cetywayo Tel No: (043) 492 1400 / 0936 - Head Office (Qonce)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)
- NOTE** : Persons with a disability are encouraged to apply.

**POST 10/370** : **SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF NO: DSRAC 16/03/2026**

**SALARY** : R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)  
**CENTRE** : Chris Hani District (Komani)

**REQUIREMENTS** : National Senior Certificate plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies / Recreation Leisure studies / Sport coaching and Human sciences / Sport and Exercise science / Sport and Exercise technology coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scrips in sport and recreation. Ability to work under pressure. Knowledge of understanding the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid driving license is required.

**DUTIES** : 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.

**ENQUIRIES** : Mr. T. Thomas / Ms. A. Phanya Tel No: (045) 492 0030 / 0054 – Chris Hani District (Komani)  
e-Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : Persons with a disability are encouraged to apply.

**POST 10/371** : **SPORT PROMOTION OFFICER: SCHOOL SPORT REF NO: DSRAC 17/03/2026**

**SALARY** : R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration)  
**CENTRE** : Joe Gqabi District (Maletswai)

<b><u>REQUIREMENTS</u></b>	:	National Senior Certificate plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies / Recreation Leisure studies / Sport coaching and Human sciences / Sport and Exercise science / Sport and Exercise technology coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills. Knowledge of relevant pre-scrips in sport and recreation. Ability to work under pressure. Knowledge of understanding the departmental policies and procedures. Coaching and mentoring skills. Project and event management skills. Basic computer skills. Basic knowledge of Financial Administration. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. Exposure in several codes or federations. A valid driving license is required.
<b><u>DUTIES</u></b>	:	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.
<b><u>ENQUIRIES</u></b>	:	Mr. P. Masepe / Ms. N. FIKI Tel No: (051) 492 4806 - Joe Gqabi District (Maletswai) e-Recruitment Technical Enquiries – <a href="mailto:recruitment@ecsrac.gov.za">recruitment@ecsrac.gov.za</a>
<b><u>NOTE</u></b>	:	Persons with a disability are encouraged to apply.
<b><u>POST 10/372</u></b>	:	<b><u>SPORT PROMOTION OFFICER: SPORT DEVELOPMENT REF NO: DSRAC 18/03/2026</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 – R382 959 per annum (Level 07), (an all-inclusive remuneration) Joe Gqabi District (Maletswai) National Senior Certificate plus a three-year Degree/Diploma (NQF level 6) as recognised by SAQA in Sport Management / Sport Administration / Human Movement studies / Recreation Leisure studies / Sport coaching and Human sciences / Sport and Exercise science / Sport and Exercise technology coupled with 1 to 2 years' relevant experience in Sport and Recreation environment. Competencies: Good communication and organising skills.

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

**DUTIES** : 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.

**ENQUIRIES** : Mr. P. Masepe / Ms. N. Fiki Tel No: (051) 492 4806 - Joe Gqabi District (Maletswai)

**NOTE** : e-Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : Persons with a disability are encouraged to apply.

**POST 10/373** : **HR OFFICER (HR CLERK PRODUCTION) REF NO: DSRAC 19/03/2026**

**SALARY** : R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)  
**CENTRE** : Albany Museum – (Makanda)  
**REQUIREMENTS** : National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Human Resource Management or Public Management or Public Administration or Industrial Psychology will be an added advantage. Exposure in the field will be an added advantage. Knowledge of PERSAL and Pension Case Management (PCM). Sound knowledge of Conditions of Service and other HR-related prescripts. Good written and verbal communication. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license.

**DUTIES** : Monitor leave management in museum and at administration. Control leave books and leave registers. Assist with the implementation of Recruitment and Selection. Assist on confirmation of probationary appointment. Assist to implement services termination and process the benefits. Capture appointments and promotion of employees on PERSAL. Assist in the

implementation of HR policies. Assist in implementation of service benefits (Housing and personnel provisioning. Must be able to capture personnel information on PERSAL and on PCM. Provide good administration. Ensure that personnel files meet the required standard. Monitor leaves in the office and at institutions (i.e. libraries and museums). Control leave books and leave registers. Reconcile and capture all leaves.

**ENQUIRIES** : Dr. P. Cimi Tel No: (046) 622 2312 – Albany Museum (Makanda)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : This post is earmarked for persons with disabilities. Persons with a disability are encouraged to apply.

**POST 10/374** : **PROVISIONING ADMIN CLERK: (SCM CLERK PRODUCTION) REF NO: DSRAC 20/03/2026**

**SALARY** : R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)  
**CENTRE** : Nelson Mandela District (Gqeberha)  
**REQUIREMENTS** : National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Supply Chain Management/ Public Management/ Public Administration/ inventory Management/stores/logistics will be an added advantage. Exposure in the field will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer will be an added advantage. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.

**DUTIES** : Facilitate receipt of goods and services. Receive, check and record the goods and invoice received from supplier. Compare goods received with requisition forms. Endorse signature on receipt of goods. Record goods received. Keep goods in a correct and safe place. Facilitate storage, issuing and distributing stores item/inventory. Enter goods in a correct bin allocation. Update bin cards and item records. Liaise with the end user for collection of goods received. Issue and facilitate signing of goods receipt voucher by the end user. Facilitate capturing and submission of payment voucher documents. Compare and check invoice against the order and the goods received. Check validity of the invoice (stamp, signature and banking details). Receive and capture submission on the system. Record outgoing submission. Forward the submission to payments. Stock control and stocktaking.

**ENQUIRIES** : Mr. S. Javu / Ms. T. Bosman Tel No: (041) 492 1230 / 1232 / 1292 - Nelson Mandela District (Gqeberha)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : This post is earmarked for persons with disabilities. Persons with a disability are encouraged to apply.

**POST 10/375** : **STORES CLERK: (SCM CLERK PRODUCTION) REF NO: DSRAC 21/03/2026**

**SALARY** : R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)  
**CENTRE** : Joe Gqabi District (Maletswai)  
**REQUIREMENTS** : National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Records Management or Public Management will be an added advantage. Exposure in the field will be an added advantage. Knowledge of SCM procedures and processes, registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.

**DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files

according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.

**ENQUIRIES** : Mr. P. Masepe / Ms. N. Fiki Tel No: (051) 492 4806 - Joe Gqabi District (Maletswai)

**NOTE** : This post is earmarked for persons with disabilities. Persons with a disability are encouraged to apply.

**POST 10/376** : **REGISTRY CLERK: OFFICE OF THE MEC REF NO: DSRAC 22/03/2026**

**SALARY CENTRE REQUIREMENTS** : R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)  
: Head Office (Qonce)  
: National Senior Certificate with no work experience required. A National Diploma / B. Degree (NQF Level 6) in Archives and Records Management (Postgraduate Diploma) or Bachelor's Degree in Archives and Records Management will be an added advantage. Exposure in the field will be an added advantage. Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in Good written and verbal communication. Acceptable report writing skills. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.

**DUTIES** : Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered mail / files. Handle incoming and outgoing correspondence. Receive all mail. Sort, register and dispatch mail. Distribute notices on registry issues. Render an effective filing and record management services. Opening and close files according to record classification system. Filing / storage, tracing (electronically/manually) and retrieval of documents and files. Complete index cards for all files. Operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register daily. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messengers to deliver to Post Office. Open and maintain remittance register. Record all valuable articles as prescribed in the remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep daily record of number of letters franked. Process documents for archiving and / disposal. Electronic scanning files. Sort and packages files for archives and distribution. Compile list of all documents to be archived and submit to the supervisor. Keep records for archived documents.

**ENQUIRIES** : Mr. M. Cezula / Ms. S. Cetywayo Tel No: (043) 492 1400 / 0936 - Head Office (Qonce)

**NOTE** : e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)  
: Persons with a disability are encouraged to apply.

**POST 10/377** : **HR OFFICER (HR CLERK PRODUCTION) REF NO: DSRAC 23/03/2026**

**SALARY CENTRE REQUIREMENTS** : R228 321 – R268 950 per annum (Level 05), (an all-inclusive remuneration)  
: Joe Gqabi District – (Maletswai)  
: National Senior Certificate with no work experience required. A Diploma/Degree (NQF level 6) in Human Resource Management or Public Management or Public Administration or Industrial Psychology will be an

added advantage. Exposure in the field will be an added advantage. Knowledge of PERSAL and Pension Case Management (PCM) will be an added advantage. Sound knowledge of Conditions of Service and other HR-related prescripts. Good written and verbal communication. Computer literacy. Ability to ensure maximum level of confidentiality. A valid driving license will be an added advantage.

**DUTIES** : Monitor leave management in districts and at administration. Control leave books and leave registers. Assist with the implementation of Recruitment and Selection. Assist on confirmation of probationary appointment. Assist to implement services termination and process the benefits. Capture appointments and promotion of employees on PERSAL. Assist in the implementation of HR policies. Assist in implementation of service benefits (Housing and personnel provisioning. Must be able to capture personnel information on PERSAL and on PCM. Provide good administration. Ensure that personnel files meet the required standard. Monitor leaves in the office and at institutions (i.e. libraries and museums). Control leave books and leave registers. Reconcile and capture all leaves.

**ENQUIRIES** : Mr. P. Masepe / MS. N. Fiki Tel No: (051) 492 4806 - Joe Gqabi District (Maletswai)  
e- Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : Persons with a disability are encouraged to apply.

**POST 10/378** : **SCHOOL SPORT COORDINATOR (X3 POSTS)**  
Conditional Grant Contract as of 01 April 2025 to 31 March 2028

**SALARY** : R142 701 – R168 093 per annum (Level 5/8), (an all-inclusive remuneration), (plus 37% in lieu of benefits)

**CENTRE** : Chris Hani District (Komani) Ref No: DSRAC 24/03/2026  
OR Tambo District (Mthatha) Ref No: DSRAC 25/03/2026  
Sarah Baartman District (Makanda) Ref No: DSRAC 26/03/2026

**REQUIREMENTS** : National Senior Certificate, (NQF Level 4) with no work experience required. A Degree / Diploma in Sport Management or Human Movement Science or Sport Administration or Recreation and Leisure Studies will be an added advantage. A fair understanding of the MPP Conditional Grant framework. Exposure within a sport and recreation environment with a focus on school sport will be an added advantage. Good presentation, verbal and writing skills. Willingness to work under pressure. Computer skills. A valid driver's licence is required.

**DUTIES** : Assist in the organising and coordination of school sport. Liaise between DSRAC and DoE. Compile reports register learners and schools participating in school sport events. Compiles need analysis and capture data.

**ENQUIRIES** : Mr. T. Thomas Tel No: (045) 492 0030 / 0054 – Chris Hani District (Komani)  
Mr. S. Stuma Tel No: (047) 495 0853 - OR Tambo District (Mthatha)  
Ms. N. Qumza / MS. N. Sandi Tel No: (046) 492 0228 / 0223 - Sarah Baartman District (Makanda)  
e-Recruitment Technical Enquiries – [recruitment@ecsrac.gov.za](mailto:recruitment@ecsrac.gov.za)

**NOTE** : Persons with a disability are encouraged to apply.