

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS**

The Department of Cooperative Governance & Traditional Affairs is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process.

- APPLICATIONS** : Must be submitted using one of the following options below: via the e-Recruitment system which is accessible at <https://erecruitment.ecotp.gov.za/> The Provincial e-recruitment system is available 24/7 and closes at 23:59 on the closing date. To report technical glitches, for any assistance regarding the system, and/or for activation of your profile, Password issues, email Address issues, etc, send an email with your ID Number, your profile email address, details of your issue to: recruitment@eccogta.gov.za. Do not send your CV to this email, should you do so, it will be regarded as a lost and will be not considered. Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fri).
Post to: Direct application to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. 3. Hand deliver: at Foyer of Tyamzashe Building, Phalo Avenue in Bhisho.
- CLOSING DATE** : 12 July 2024. Applications received after closing date will not be considered. No Faxed / No emailed/ 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. 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. Enquiries: Ms N. Mabusela at (0716896162) e-Recruitment Enquiries: recruitment@eccogta.gov.za

OTHER POST

- POST 23/14** : **INTERNAL AUDITORS: INTERNAL AUDIT REF NO: COGTA 34/05/2024 (X2 POSTS)**
(Re-Advert – applicants who previously applied need not re-apply but consider the change made in the duties)
- SALARY** : R308 154 - R362 994 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate plus an undergraduate qualification bachelor's degree (NQF level 6) in Internal Auditing. One (1) to two (2) years working experience. Professional Registration with IIA. Computer literacy programmes must possess the following skills (Knowledge of MS Word, Excel, PowerPoint, Teammate Audit Software and Internet). Valid driver's license. Knowledge of CIA, IAT, PIA and CCSA is an added advantage. Competencies: Good communication skills, analytical, problem-solving persuasive skills, and people management skills. Microsoft Office Suite (especially Excel, Word, and PowerPoint) Teammate.
- DUTIES** : Assisting in planning and conduct preliminary for Audit projects. Prepare working papers and execute approved audit programs. Prepare an exception report and assist in preparation of draft report. Prepare and reference Audit files. Conduct regular follow-up audits.
- ENQUIRES** : Ms N. Mabusela at 071 689 6162
e-Recruitment Enquiries: recruitment@eccogta.gov.za

OFFICE OF THE PREMIER

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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.

MANAGEMENT ECHELON

<u>POST 23/15</u>	:	<u>HEAD OF DEPARTMENT: EDUCATION REF NO: OTP-DOE 01/06/2024</u> (Five-Year performance based contract)
<u>SALARY</u>	:	R2 259 984 per annum (Level 16), (all-inclusive remuneration package) which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HOD allowance equal to 10% of the package.
<u>CENTRE REQUIREMENTS</u>	:	Zwelitsha A Senior Certificate, an undergraduate qualification (NQF level 7) and a postgraduate (NQF level 8) relevant 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. 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Can be directed to Ms N. Ntantiso at 072 346 8577 / Mrs Z Mapipa at 060 872 9662
	:	e-Recruitment Enquiries: HODrecruitment@ecprov.gov.za
<u>NOTE</u>	:	(Females and disabled persons are encouraged to apply)
<u>POST 23/16</u>	:	<u>HEAD OF DEPARTMENT: PUBLIC WORKS & INFRASTRUCTURE REF NO: OTP-DPW&I 02/06/2024</u> (Five- Year performance based contract)
<u>SALARY</u>	:	R2 259 984 per annum (Level 16), all-inclusive remuneration package, which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HOD equal to 10% of the package.
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An appropriate undergraduate qualification (NQF level 7), as recognized by SAQA preferable in a field of Infrastructure or Property management and a post graduate qualification (NQF level 8) as recognized by SAQA in managerial sciences or a field related to Infrastructure. At least 8-10 years relevant experience at senior management level (including at least 3 years at Executive Management level) preferable within Property of Infrastructure environment. At least 3 years of experience must be within an organ of the state as defined in the constitution Act of 108, 1996. Professional registration with the relevant institution as well as knowledge of property management and public infrastructure development would be added advantages. The suitable candidate will be visionary, stable, innovative and excellence orientated and a developmental administrator, whose predisposition is to serve the poorest of the poor with distinction and empathy to lead the department on a path of sustained continuous improvement. The knowledge of relationships between various tiers of government stakeholders as well as structures and industry requirements for the promotion and facilitation economic development programmes of human is critical. Competencies: Strategic Capability and Leadership, Financial Management, Programme and Project management, Change Management, People Management and Empowerment, Service Delivery innovation; Knowledge management, Problem solving and analysis, Client orientation and customer focus; Communication; Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as Public Finance Management Act (PFMA); Treasury Regulations; SCM policy Framework; Public Service Act (PSA)and regulations, DPSCA Circulars, Distribution of Revenue Act; General Accounting Principles; Government Immovable Asset Act (GIAMA); Provincial Infrastructure Delivery Framework (PIDF).
<u>DUTIES</u>	:	The successful candidate shall be the Head of the Department and the Accounting Officer and be responsible for providing strategic leadership and planning. Managing departmental operations and overseeing those of its public entities. Aligning the departmental planning to national and provincial priorities, Provincial Development and Growth Strategy (PDGS). Ensure implementation of relevant national, provincial policies and prescripts. Provide leadership in the development and management of the Integrated Provincial Infrastructure (IPI) policy and planning. Ensure infrastructure development, delivery and maintenance of strategic immovable assets including the construction upgrading, rehabilitation and maintenance of building infrastructure. Ensure the rendering of professional and technical services to user departments for provincial buildings and related infrastructure. Ensure proper management of Provincial Portfolio and the provision of appropriate accommodation for all provincial government departments. Oversee implementation of Expanded Public Works Programme (EPWP) planning and maintenance. Ensure proper management and fostering of sound relations between Government, property, and construction institutions as well as other stakeholders in the province. Promote integrated planning, land and infrastructure development, integrated sustainable local economic development Black Economic Empowerment (BEE) and job creation facilitate a departmental contribution towards integrated sustainable rural and urban development. Facilitate departmental contribution towards integrated sustainable rural and urban development. Manage the allocated departmental resources in line with legislative and departmental policy imperatives and comply with corporate governance and planning.

Implement good governance systems in the compliance monitoring framework including sound financial, supply chain and risk management and assurance, audit services and integrity management. Ensure cooperation with relevant institutions such as parliamentary committees, provincial and national inter and intra governmental structures and external stakeholders. Oversee state owned property management for provincial departments. Manage corporate services efficiently.

ENQUIRIES : Can be directed to Ms N. Ntantiso at 072 346 8577 / Mrs Z Mapipa at 060 872 9662

For e-Recruitment Enquiries, send an eMail to: HODrecruitment@ecprov.gov.za

NOTE : (Females and disabled persons are encouraged to apply)

POST 23/17 : **HEAD OF DEPARTMENT: RURAL DEVELOPMENT AND AGRARIAN REFORM REF NO: OTP-DRDAR 03/06/2024**
(Five- Year performance based contract)

SALARY : R2 259 984 per annum (Level 16), (all-inclusive remuneration package), 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 : Bhishe
An appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, preferably in a field related to rural development or agriculture; and a post graduate qualification (NQF level 8) as recognised by SAQA in management sciences or a field related to rural development and agriculture; at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the rural development or agrarian environment. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. Professional registration with a relevant institution as well as experience within the agriculture sector or rural development would be added advantages. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts including agricultural sector related and specific legislation.

DUTIES : Providing strategic leadership and managing departmental operations. Aligning the departmental planning to the national and provincial priorities and the Provincial Growth and Development Strategy. Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of rural development and agrarian reform programmes and services. Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Ensuring the improvement of equitable agricultural productivity for food security, economic growth and development through promoting and supporting farming. Ensuring the promotion of sustainable rural communities through the facilitation and coordination of rural development in the province. Manage the allocated resources of the Department in line with legislative and departmental policy imperatives and comply with corporate governance and planning imperatives. Implement good governance systems and the compliance monitoring framework including sound financial, supply chain and risk assurance management, anti-corruption, integrity management and audit services; customer and stakeholder participation in planning, service delivery and decision making; and implementing sound environmental practices. Develop departmental capacity for effective and efficient strategic and scenario planning, administration, management, monitoring and evaluation. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Oversee provision of corporate management services in the department.

ENQUIRIES : Can be directed to Ms N. Ntantiso at 072 346 8577 / Mrs Z Mapipa at 060 872 9662

- NOTE** : For e-Recruitment, send email to: HODrecruitment@ecprov.gov.za
(Females and disabled persons are encouraged to apply).
- POST 23/18** : **HEAD OF DEPARTMENT: HUMAN SETTLEMENTS REF NO: OTP-DHS
05/06/2024**
(Five- Year performance based contract)
- SALARY** : R1 741 770 per annum (Level 15), (all-inclusive remuneration package), which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD equal to 10% of the package.
- CENTRE REQUIREMENTS** : East London
: An appropriate undergraduate qualification (NQF level 7), as recognized by SAQA preferable in a field of Human Settlements and a post graduate qualification (NQF level 8) as recognized by SAQA in managerial sciences or a field related to Infrastructure. At least 8-10 years relevant experience at senior management level (including at least 3 years at Executive Management level) preferable within Human Settlements environment. At least 3 years of the experience must be within an organ of the state as defined in the constitution Act of 108, 1996. Professional registration with the relevant institution as well as knowledge Human Settlements would be added advantages. The suitable candidate will be visionary, stable, innovative and excellence orientated and a developmental administrator, whose predisposition is to serve the poorest of the poor with distinction and empathy to lead the department on a path of sustained continuous improvement. The knowledge of relationships between various tiers of government civil society as well as structures and industry requirements for the promotion and facilitation of human settlements development is critical. Competencies: Strategic Capability and Leadership, Financial Management, Programme and Project management, Change Management, People Management and Empowerment, Service Delivery innovation; Knowledge management, Problem solving and analysis, Client orientation and customer focus; Communication; Knowledge of Public Service legislation and prescripts. Advanced knowledge of the prescripts such as Public Finance Management Act (PFMA); Treasury Regulations; SCM policy Framework; Public Service Act and regulations, DPSA Circulars.
- DUTIES** : The successful candidate shall be the Head of the Department and the Accounting Officer and be responsible for managing and giving strategic direction in the following matters: Strategically directing, planning and management of departmental operations; facilitate the development of a spatially economically viable, socially and environmentally sustainable human settlements; accelerating delivery in support of the quality of living standards and basic services; Ensure the development and implementation of a multi-year-housing plan; facilitate the integration of a human settlements needs in the social needs department and other key role player's plans. Aligning departmental planning to provincial, national priorities, including but not limited to the National Development Plan (NDP) and Provincial Strategic Framework. Ensuring intra and inter-departmental planning, collaboration and delivery of programmes and services pertaining to Human Settlements for effective service delivery through mobilization and utilization of internal and external resources. Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances risk assurance management services customer and stakeholder participation in planning and service delivery and decision making. Ensure co-operation and collaboration with relevant institutions like parliamentary committee's provincial and national inter-governmental structures and of the department; oversee and external stakeholders. Efficiently managing corporate services.
- ENQUIRIES** : Can be directed to Ms N. Ntantiso at 072 346 8577 / Mrs Z Mapipa at 060 872 9662
- NOTE** : For e-Recruitment Enquiries, send email to: HODrecruitment@ecprov.gov.za
(Females and disabled persons are encouraged to apply).

<u>POST 23/19</u>	:	<u>HEAD OF DEPARTMENT: ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM REF NO: OTP-DEDEAT 05/06/2024</u> (Five- Year performance based contract)
<u>SALARY</u>	:	R1 741 770 per annum (Level 15), (all-inclusive remuneration package), which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.
<u>CENTRE REQUIREMENTS</u>	:	KWT An appropriate undergraduate qualification (NQF level 7) as recognised by SAQA, preferably in a field related to Economic Development, Environmental Affairs and Tourism; and a post graduate qualification (NQF level 8) as recognised by SAQA in management sciences or a field related Public Sector and Private sector economic development and environmental Management; at least 8 to 10 years relevant experience at senior management level (including at least 3 years at the executive management level) preferably within the economic development environmental affairs and tourism. At least 3 years of this should be within any organ of state as defined in the Constitution, Act 108 of 1996. The suitable candidate will be visionary, stable, innovative, and excellence-oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy and to lead the department on a path of sustained continuous improvement. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication. Knowledge of Public Service legislation and prescripts including Economic, Environment, Biodiversity, and Tourism sector specific legislation.
<u>DUTIES</u>	:	Providing Strategic leadership and planning; Managing departmental operations and oversee those of its Entities; aligning the Departmental planning to that of provincial national priorities and Provincial Growth and Development Strategy; ensuring implementation of National and Provincial policies and legislation including the Public Finance Management Act (PFMA), Public Service Act (PSA) and the relevant Economic and environmental laws and all other relevant Public Service related legislation and prescripts. Promoting and facilitating Economic Development in the province. Facilitating and building of a sound growing and sustainable economy which facilitates economic empowerment and delivery of an optimal quality of life for all citizens of the province. Ensuring efficient utilization and management of environmental resources, promotion of investment and strategic deployment of human and financial resources at its disposal; Developing departmental capacity for effective and efficient strategic and scenario planning and administration management monitoring and evaluation. Facilitating the re-alignment and streamlining of the department and related public entities to increase effectiveness and efficiencies. Promoting sustainable resource land use management and rural economic development. Facilitate enhancement of rural development and agrarian transformation through collaboration with Department of Rural Development and Agrarian Reform. Promotion of diversification, protection, and expansion of the manufacturing sector. Strengthening enterprise development and support. Locating the departments as the epicentre of the economic policy development and planning in the province in cooperation with and support of provincial planning commission and other key stakeholders. Implementing good governance systems and compliance monitoring frameworks including sound financial management, risk management and assurance services, customer and stakeholder participation in planning, service delivery and decision making and implementing sound environmental practices. Ensure cooperation with institutions like parliamentary committees, provincial and national inter- and intra-governmental structures, and external stakeholders. Efficient management of corporate services.
<u>ENQUIRIES</u>	:	Can be directed to Ms N. Ntantiso at 072 346 8577 / Mrs Z Mapipa at 060 872 9662
<u>NOTE</u>	:	For e-Recruitment Enquiries, send email to: HODrecruitment@ecprov.gov.za (Females and disabled persons are encouraged to apply).

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

APPLICATIONS

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FOR ATTENTION
CLOSING DATE
NOTE

: Ms N. Toni
: 12 July 2024

: 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 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. 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. Employment Equity Targets of the recruiting department will be adhered to (you can be as specific as you would like). 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 23/20** : **DIRECTOR: PROPERTY INVESTMENT & DEVELOPMENT REF NO: DPWI 01/06/2024**
- SALARY** : R1 216 824 per annum (Level 13), an all-inclusive remuneration package
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, Bachelor's Degree NQF level 7 in Property Management/Real Estate/Property Economics with 5- years' experience at Middle Management level (MMS). Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence. Knowledge And Skills: Relevant legislation and prescripts. Relevant departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable Council Registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/ Quality Management. Decision Making. Knowledge Management. Change Management.
- DUTIES** : Manage efficient and optimal utilization of state immovable assets for attainment of provincial socio-economic objectives. Research and develop mechanisms for revenue enhancement through the state portfolio. Management and coordination of policy and guideline framework for effective implementation of sub-programme. Effective management of investment planning services. Manage the allocated resources.
- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 23/21** : **HEAD OF BUILDINGS: CAPITAL WORKS REF NO: DPWI 02/06/2024**
- SALARY** : R1 216 824 – R1 433 355 per annum (Level 13), an all-inclusive remuneration package
CENTRE : Mount Ayliff
REQUIREMENTS : National Senior Certificate, Bachelor's Degree NQF Level 7 in Electrical/Mechanical/Civil Engineering/BSC/Quantity Surveying/Architecture/Construction Management with six (6) years post qualification experience required. Professional Registration with ECSA/SACQSP/SACAP/SACPCMP as an Engineer/Construction Project Manager/Quantity Surveyor/Architect in good standing is compulsory. A valid driver's license. Knowledge And Skills: Relevant legislation and prescripts. Relevant Departmental policies and procedures. Public Finance Management Act. Public Service Act. Government Programmes. Information Management. Applicable council registration legislation, procedures and conduct. Report writing. Technical skills. Client Focus. Networking. Computer Literacy. Diversity Management. Communication. Negotiation. Presentation. Project Management. Strategic Management. Conflict Resolution. Competencies: Strategic Capability and Leadership. Communication. Client Orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programme and Project Management. Results/Quality Management. Decision Making. Knowledge Management. Change management.
- DUTIES** : Manage and monitor implementation of projects for Health/Education/Other Provincial Departments. Manage coordination of Sub IA's. Ensure compliance on Construction standards and quality management. Monitor and set quality standards on training of young professionals in the built environment. Manage the allocated resources.
- ENQUIRIES** : Can be directed to Ms O. Mailula/ Ms N. Gcabi Tel No: (039) 254 6942 / Tel No: 040 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 23/22 : **DEPUTY DIRECTOR: PRESTIGE SERVICES: FACILITIES MANAGEMENT**
REF NO: DPWI 03/06/2024

SALARY : R849 702 per annum (Level 11), an all-inclusive remuneration package
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Property Management/Built Environment/Facilities Management with five years' relevant experience in Prestige Management and or Facilities Management of which (3) years' must be at an Assistant Director Level. A valid driver's licence. Competencies: Knowledge of PFMA, Treasury Regulations, Financial administration process and systems, procurement directives and procedures; Property information and database management; Budget planning and reporting. Skills in the following: Project and Programme Management; Financial management; Planning and organising; Report writing and formulation; Problem solving and analytical thinking; Project Management; Communication (written and verbal); Ability to work efficiently and effectively under pressure; Ability to work under tight deadlines whilst delivering excellent results.

DUTIES : Manage and develop policies and frameworks for Prestige Portfolio. Ensure that such formulated policies and frameworks are in line with the department's strategic objectives; Assess and evaluate the impact of implementation of such policies and frameworks; Manage the procurement of and maintenance of office and residential accommodation and furniture for Prestige Clients; Manage State events; Draft budget and manage the expenditure of the portfolio; Manage client relations in respect of verification of clients requests; attend client consultation to establish the need requirements for clients requests and guide them according to the Guide for Members of the Executive; provide reports to clients on progress on projects in execution and provide timeframes; facilitate communication with all stakeholders during execution of projects. Establish and maintain appropriate financial and administrative internal controls and reporting systems in order to meet performance expectations, Management of Key performance areas of subordinates and, establish and maintain effective and efficient communication arrangements. Compile and submit all required compliance and administrative reports.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 23/23 : **DEPUTY DIRECTOR: LABOUR RELATIONS: EMPLOYMENT RELATIONS**
REF NO: DPWI 04/06/2024

SALARY : R849 702 per annum (Level 11), an all-inclusive remuneration package
CENTRE : Bhisho
REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Human Resource Management/Labour Relations/Labour Law with five years' relevant experience in the Labour Relations space of which three (3) years' must be at an Assistant Director Level. A valid driver's license. Knowledge And Skills: Sound understanding of the South African Labour Relations Framework, PSR, PFMA, PSA and Applicable Policies and Procedures. Good communication and negotiations skills. Investigation and report writing skills. Conflict resolution and decision making. People management and stakeholder relation management. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management Programme and Project Management.

DUTIES : Effective implementation of sound labour relations, policies, codes and practices. Management of Discipline, Grievances and Appeals. Implementation and monitoring of suspensions. Facilitate the implementation of collective agreements, Council and Chamber Resolutions. Represent the employer in collective bargaining and Labour Relations Consultative Forums. Coordinate industrial action/ strikes. Coordinate capacity building on the Grievance rules and Disciplinary Code and Procedures. Ensure timeous reporting, and compliance. Manage allocated resources.

ENQUIRIES : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 23/24 : **CHIEF WORKS INSPECTOR – FIRE SAFETY & PREVENTION:**
TECHNICAL SERVICES REF NO: DPWI 05/06/2024
Re-advert: Applicants that previously applied may re-apply

SALARY : R376 413 per annum (Level 08)
CENTRE : Queenstown
REQUIREMENTS : National Senior Certificate. National Diploma (NQF Level 6) in Built environment with certificate in Fire Technology with 1-2 years' relevant experience in Fire Safety and Prevention. A valid driver's license Knowledge and Skills: Fire Safety Regulations, Quality Control of all Fire Safety Works, National Building Regulations, Management of people, risk, change and promotion of teamwork, good verbal, writing and communication skills, Conflict Management skills, Computer literacy Client orientation and customer focus skills, Report writing skills, Self – Management.

DUTIES : Implement fire prevention regulations and standards. Implement and monitor compliance with the National Building Regulations in inspection of properties. Implement servicing of fire safety equipment. Implement corrective actions necessary to bring properties into compliance with applicable fire codes, regulations and standards. Implement the activities of contractors and provide professional advice and guidance in respect of compliance to regulations, legislation and processes. Implement fire protection Conduct inspections and testing of newly installed fire. Protection systems in line with approved designs. Conduct fire code compliance. Render fire education. Render awareness on fire safety and handling of fire equipment. Assist EPWP in the development of SMMEs. Supervise resources. Identify skills development needs and recommend training and development opportunities - Ensure quality control and effective and efficient workflow by Works Inspectors and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure - Administer performance and development system.

ENQUIRIES : Can be directed to Ms. N. Ndawo/Ms S. Nenene Tel No: (045) 807 6600
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 23/25 : **CHIEF SECURITY OFFICER: FACILITIES & OPERATIONS MANAGEMENT**
REF NO: DPWI 06/06/2024
Re-Advert: Applicants that previously applied may re-apply

SALARY : R308 154 per annum (Level 07)
CENTRE : Mthatha
REQUIREMENTS : National Senior Certificate, National Diploma NQF Level 6 in Criminology/Security Management/Security Risk Management/Policing with 1-2 years' relevant experience required. A valid driver's license. Grade B PSIRA registration. Knowledge & Skills: Knowledge of the access control procedures. Knowledge of measures of control and movement of equipment & stores, Prescribes security procedures e.g MIS, NISA, Protection of Information Act, Emergency Procedures. Communication skills, Read and write.

DUTIES : Manage and monitor access control to the buildings. Define services that the visitors require. Ensure that visitors are referred to the relevant. service delivery point. Check completeness of the admission control registers. Provide admission control documents/cards as required. Ensure that visitors are escorted to relevant employees/venues where required. Manage undertaking of building/premises patrol. Ensure that all entrances are locked and unlocked. Ensure maintenance and safe keeping of equipment, documents and stores of the Department. Check completeness of registers to control the movement of equipment, stores and documents. Confirm that no equipment, stores and assets of the department leave the building/premises unauthorized. Ensure maintenance and safe record keeping of registers. Check and verify all recorded incidences in the occurrence book/register. Check and verify all submitted weekly, monthly registers.

ENQUIRIES : Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 23/26 : **IT SECURITY TECHNICIAN: ICT GOVERNANCE & VULNERABILITY**
MANAGEMENT REF NO: DPWI 07/06/2024
Re-advert: Applicants that previously applied may re-apply

SALARY : R308 154 per annum (Level 07)
CENTRE : Bhisho

- REQUIREMENTS** : National Senior Certificate, National Diploma/Degree in Information Technology, 1-2 years' experience in the related field the candidate must have one of the following certificates Security+ (S+) or ISACA Certification in Cyber-Security. In addition to the above security certificate(s), the candidate must be in possession of a Comptia A+ or N+ Certificate. ITIL or COBIT Certification will be an added advantage. A valid driver's license. Knowledge And Skills: Knowledge of Email Security Gateway Solution(s). Knowledge of Backup and Cloud Disaster Recovery Solution(s). Knowledge of MS365 Defender. Knowledge of Office 365 applications. Knowledge of Network Firewall or Intrusion Prevention Systems. Knowledge of Windows Server 2016 or 2019 environment. Knowledge of Information Security Policies, Principles and standards. IT Skills. Research. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy Troubleshooting. Results/quality management. Decision making. Service delivery innovation.
- DUTIES** : Deploy and activate malicious software protection tools and ensure antivirus definitions on client's update automatically. Updating/scanning and maintaining all the Anti- Virus clients. Upgrade all clients to the latest Operating System version. Provide first line support on the Email Security Gateway and log any incidents relating to downtime or mail-flow disruption to the support team. Ensure client machines are patched with the latest security updates. Generate antivirus exception reports and circulate to all regional ICT coordinators for execution. Distribute a list of infected machines to Regional Coordinators for scanning. Implement Firewall rules in line with the approved Firewall Policy. Implement backups and restores in line with the departmental policy. Mitigate network vulnerabilities that have been detected. Monitor Cloud Disaster Recovery and monitor and report any deviations from the SLA. Monitoring daily, weekly and monthly backups. Responsible for transporting monthly backup tapes to offsite storage. Communicate patch management policy procedure to departmental officials. Facilitate Cyber Security workshops/awareness sessions at Head Office. Ensure that User Access/Amendment Forms are filed appropriately, in accordance with the approved ICT Security Policy.
- ENQUIRIES** : Can be directed to Ms S. Zazini Tel No: (040) 602 4553 / Mr L. Magqaza Tel No: (040) 602 4236
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 23/27** : **ARTISAN CARPENTRY: GRADE A MAINTENANCE (X4 POSTS)**
- SALARY CENTRE** : R230 898 per annum, (OSD)
Lusikisiki Depot Ref No: DPWI 08/ 06/2024
Peddie Depot Ref No: DPWI 09/ 06/2024
Grahamstown Depot Ref No: DPWI 10/ 06/2024
Steynsburg Depot Ref No: PWI 11 06/2024
- REQUIREMENTS** : Appropriate Trade Test Certificate (carpentry) with valid driver's license. Experience required as an Apprentice/Learner. Knowledge And Skills: Public Service Regulations, Public Service Act, Technical and analysis skills, Self-management, communication skills, problem solving, decision making, Planning & Organizing, Driving skills.
- DUTIES** : Render carpentry technical services, Roof construction, provide maintenance of carpentry services, Perform administrative and related functions. Maintenance: Repair and install shelves, cupboards, drawers, ceilings and hang doors, Construct or build wooden apparatus e.g. tables, desks, benches, partitions, Repair all makes of carpentry items, Measure walls, Construction of wall plate, Measure spaces of trusses, Do trusses, Spacing and leveling of purlins, Roof covering, Install ridgings, Fit fascia and barge boards, Inspect facilities for carpentry faults, Repair according to standards, Test work done against specifications, Undertake daily maintenance work, Inspect and monitor quality of the carpentry work, Undertake daily preventative and maintenance work, Compile and submit reports, Provide inputs to the operational plan, Keep and maintain job record/register, Supervise and mentor staff.
- ENQUIRIES** : Lusikisiki/PSJ enquiries can be directed to Mr V. Sokhahleleka/ Mr M. Bonde Tel No: (047) 505 2767. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
Grahamstown: enquiries can be directed to Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

Steynsburg: enquiries can be directed to Ms. H. Galeni / Mr. M. Tshwaku Tel No: (051) 611 9800. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

- POST 23/28** : **ARTISAN PAINTING: GRADE A MAINTENANCE (X2 POSTS)**
- SALARY CENTRE** : R230 898 per annum, (OSD)
: Steynsburg Depot Ref No: DPWI 12/ 06/2024
: Sterkspruit Depot Ref No: DPWI 13/06/2024
- REQUIREMENTS** : Appropriate Trade Test Certificate (painting) with valid driver's license. Experience required as an Apprentice/Learner. Knowledge And Skills: Public Service Regulations, Public Service Act, Technical and analysis skills, Self-management, communication skills, problem solving, decision making, Planning & Organizing, Driving skills.
- DUTIES** : Conduct painting works inspections in all sites. Plan and execute all painting projects. Provide input in the development and review of painting specifications. Provide painting services in the district. Compile material list for procurement process. Compile and submit reports, provide inputs to the operational plan, Keep and maintain job record/register, Supervise and mentor staff.
- ENQUIRIES** : Can be directed to Ms. H. Galeni / Mr. M. Tshwaku Tel No: (051) 611 9800
e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 23/29** : **ARTISAN PLUMBING: GRADE A MAINTENANCE (X2 POSTS)**
- SALARY CENTRE** : R230 898 per annum, (OSD)
: Grahamstown Depot Ref No: DPWI 14/ 06/2024
: Ngqamakhwe Depot Ref No: DPWI 15/ 06/2024
- REQUIREMENTS** : Appropriate Trade Test Certificate (plumbing) A valid driver's license. Appropriate Trade Test Certificate with valid driver's license. Experience required as an Apprentice/Learner. Knowledge And Skills: Public Service Regulations, Public Service Act, Technical and analysis skills, Self-management, communication skills, problem solving, decision making, Planning & Organizing, Driving skills.
- DUTIES** : Render plumbing technical services: Identify faults. Repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Install gutters and water tanks: Measure length of gutters. Measure spaces of brackets. Fit gutters. Check slope of gutters towards water tanks. Fit down pipes. Fit gutter brackets, stop ends and socket, outlets etc. Install pressure pumps. Provide maintenance of technical services: Inspect facilities for technical faults. Repair facilities according to standards. Test work done in the facilities against specifications. Service facilities according to schedule. Undertake daily maintenance work. Inspect and monitor quality of the technical work. Perform administrative and related functions: Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff.
- ENQUIRIES** : Ms. L. Magama/Ms T. Vooi Tel No: (043) 711 5853. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
- POST 23/30** : **ARTISAN ELECTRICAL: GRADE A MAINTENANCE (X3 POSTS)**
- SALARY CENTRE** : R230 898 per annum, (OSD)
: Idutywa Depot Ref No: DPWI 16/ 06/2024
: Peddie Depot Ref No: DPWI 17/ 06/2024
: Grahamstown Depot Ref No: DPWI 18/06/2024
- REQUIREMENTS** : Appropriate Trade Test Certificate (electrical) with valid driver's license. Experience required as an Apprentice/Learner. Knowledge and Skills: Public Service Regulations, Public Service Act, Technical and analysis skills, Self-management, communication skills, problem solving, decision making, Planning & Organizing, Driving skills.
- DUTIES** : Identify electrical faults, Repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast's, fuse boxes, heat systems, electric motors, fans, lights and extension cords, Measure height of distribution board, Install distribution board according to

specifications/diagrams, Install leakage, main switch, circuit breakers, Assemble distribution board, Lay cables, danger tapes etc, Connect cables, Test connectivity, Inspect equipment for technical faults, Repair equipment according to standards, Test repaired equipment against specifications, Service equipment according to schedule, Servicing of all makes of technical equipment, Maintain the electrical infrastructure of the institution, Compile and submit defects reports, Provide inputs to the operational plan, Keep and maintain job record/register, Supervise and mentor staff.

ENQUIRIES : Ms. L. Magama/Ms T. Vooi Tel No: (043) 711 5853. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
Ms C. Bermoskie Tel No: (041) 390 9026 / Ms A. Meyer Tel No: (041) 390 9032. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za

POST 23/31 : **ARTISAN BRICKLAYING: GRADE A MAINTENANCE (X4 POSTS)**

SALARY CENTRE : R230 898 per annum, (OSD)
Sterkspruit Depot Ref No: DPWI 19/ 06/2024 (X2 Posts)
Steynsburg Depot Ref No: DPWI 20/ 06/2024
East london Depot Ref No: DPWI 21/ 06/2024

REQUIREMENTS : Appropriate Trade Test Certificate (bricklaying) A valid driver's licence. Knowledge And Skills: Public Service Regulations, Public Service Act, Technical and analysis skills, Self-management, communication skills, problem solving, decision making, Planning & Organizing, Driving skills

DUTIES : Build and repair structures, Build walls, partition, extensions in buildings Install, repair paving works, Pour surface beds, Pour aprons, channels Pour concrete footings, Back-filling, Do topping, Do screeding, Do floating, Do skimming, Do reveals, Do soffits, Inspect facilities for technical faults, Repair facilities according to standards, Compile and submit reports, Provide inputs to the operational plan, Test work done in the facilities against specifications, Service facilities according to schedule, Undertake daily maintenance work, Inspect and monitor quality of the technical work, Keep and maintain job record/register, Supervise and mentor staff.

ENQUIRIES : Ms. L. Magama/Ms T. Vooi Tel No: (043) 711 5853. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za
Ms. H. Galeni / Mr. M. Tshwaku Tel No: (051) 611 9800. e-recruitment Technical Enquiries: e-recruitment-bhisho@ecdpw.gov.za