

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

It is the intention of the Department to promote fair representation through the filling these positions. The candidature from the designated groups especially women and people with disabilities will be given preference.

- APPLICATIONS** : The applications must be submitted to the via one of the following options: (i) Recruitment Centre, Community Safety P/BagX0057, Bisho, 5605, OR (ii) Hand Deliver to: The Department of Community Safety, Corner Independence Avenue and Circular Drive, Bisho, ERF 5000 Building, 5605, OR (iii) use the provincial e-Recruitment system available at: <https://erecruitment.ecotp.gov.za/> (to view the vacancies without logging-in click on: Jobs). The e-Recruitment System is available 24/7 and closes at 23:59 on the Closing Date. Report any e-recruitment challenges; activation of profile, password resets, etc by sending an email with your ID Number, profile email address, details of the challenge to: erecruitment@safetyec.gov.za. Applications submitted via this email address 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. Applicants are encouraged to submit using the e-recruitment system
- FOR ATTENTION** : Ms B. Mndindwa or Ms L. Mazwi
- CLOSING DATE** : 06 June 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted except where specified.
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents, e-Recruitment System automatically generates Z83 immediately you apply. 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 have obtained pre-entry Certificate (Nyukela) 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> (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit 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. Under My Job Applications, 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 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. 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. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. 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 to adhere to the EE targets of the department. 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).

OTHER POSTS

<u>POST 17/98</u>	:	<u>DEPUTY DIRECTOR CLUSTER & PARLIAMENTARY COORDINATION:</u> <u>HOD REF NO: DOCS01/05/2025</u>
<u>SALARY</u>	:	R896 436 - R1 055 958 per annum (Level 11)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate and appropriate bachelor's degree or National Diploma (NQF level 6/7) as recognized by SAQA in Public Administration/or other relevant social sciences studies. A minimum of 3 years' proven relevant experience as Assistant Director and A valid Driver's license. Competence: Knowledge of the legislative frameworks such as the Public Service Act and public service regulations. Computer Literacy in MS Office. Planning and organizing. Problem solving and decision making. Project management. Team leadership. Work under pressure to meet deadlines. Apply ethics and integrity in work. Reliability. Innovative and creative. Flexibility. Teamwork. Planning and execution.
<u>DUTIES</u>	:	The incumbent will be responsible for coordination of cluster: JCPS. Convening of the Social Cohesion, Moral Regeneration and Nation Building Working group. Consolidate working group report to the JCPS Cluster and follow up on implementation of working group resolutions. Drafting of cabinet memos and follow up on cabinet resolutions. Attend and assist in coordination of the PSS workstream. Facilitate development of the JCPS annual Programme of Action and drafting of indicators. Compile presentations and report for JCPS cluster and follow up on resolutions from multi-sectoral stockholders. Coordinate submission of EXCO resolutions and all resolutions from other Clusters relating to the Department. Coordinate timeous submission and quality assurance of Parliamentary questions. Coordinate tabling of strategic documents and departmental reports to the Legislature. Attend relevant Safety and Security workstream meetings. Attend to any activity which may emanate from the cluster.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: erecruitment@safetyec.gov.za
<u>POST 17/99</u>	:	<u>ASSISTANT DIRECTOR: OVERSIGHT REF NO: DOCS 02/05/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Alfred Nzo
<u>REQUIREMENTS</u>	:	National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in Public Administration/Public Management/Social Sciences, Developmental Studies or relevant qualification. A minimum of 3 years of relevant experience at supervisory level 7/8 and a valid south African driver's license.
<u>DUTIES</u>	:	Office Administration, Implement and supervise Safety Brigades, Safety Patrollers and CLO's, Manage and analyse impact assessment of monitoring tools, guidelines and systems. Implement and monitor complaints management. Analyses DVA and GBV related legislation and policies in relation to policing mandates. Ensure compliance with Ministerial Directives. Monitor and evaluate SAPS compliance with the Domestic Violence Act (DVA) and other Gender Based Violence (GBV) related legislation and policies. Plan and conceptualise compliance monitoring projects. Guide oversight visit processes. Assess and analyse SAPS compliance levels in relation to legislation, policies and Ministerial Directives. Oversee intervention plans for non-compliance. Coordination and monitoring of special projects. Participate in Intersectoral Committees relating to implementation of DVA and GBV related legislation. Provide complex reports on police compliance. Develop DVA compliance reports. Build relations with governmental stakeholders.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: erecruitment@safetyec.gov.za

<u>POST 17/100</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE HEALTH & WELLNES REF NO: DOCS: 03/05/2025</u>
<u>SALARY</u>	:	R468 459 - R561 894 per annum (Level 09)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate and appropriate bachelor's Degree/Diploma (NQF Level 6/7) as recognised by SAQA in Psychology or Social Work or any relevant qualification. A minimum of 3 years of relevant experience at supervisory level 7/8 and a valid south African driver's license. Registration with the HPCSA as a counsellor will be an advantage. Competencies: Legislation and prescripts; Policies pertaining to the field Practical demonstration of knowledge in the Employee Wellness and HIV and AIDS fields; Computer literacy; Finance; Knowledge of professional ethics and behavior by persons involved in wellness environment; Planning; Managerial; Counseling; Decision making; Problem solving; Conflict management Diversity management.
<u>DUTIES</u>	:	Facilitate and sustain employee wellness with the following responsibilities:- Facilitate case work; Develop, implement and monitor wellness related policies and guidelines; Facilitate the management of HIV and AIDS in the workplace; Management of resources, Develop, implement and evaluate programmes within the four Pillars of the Employee Health and Wellness Strategic Framework (HIV and AIDS, STI and TB Management, Health and Productivity Management, Wellness Management and SHERQ Management.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: erecruitment@safetvec.gov.za .
<u>POST 17/101</u>	:	<u>COMMUNITY LIASON OFFICER REF NO: DOCS: 04/05/2025</u>
<u>SALARY</u>	:	R397 116 - R467 790 per annum (Level 08)
<u>CENTRE</u>	:	Buffalo City Metro
<u>REQUIREMENTS</u>	:	National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) in Social Science, Police Science and Public Management or Administration. A minimum of 1-2 years of relevant experience. Competence: Knowledge of the Constitution of RSA, 1996 , Civilian Secretariate for Police Service Act, 2011 , Independent Investigative Directorate Act 1, of 2011 , National Crime Prevention Strategy , 1996 , Domestic Violence Act, 1998 , Child Care Act , 1983 , Criminal procedure Act of 1977 , Promotion of Public Administrative Justice Act of 2000 , Promotion of Access to Information Act , 2000, Report writing skulls and Financial management and valid driver's license is essential.
<u>DUTIES</u>	:	Conduct effective oversight to the South African Service Police. Conduct Policing accountability engagements. Conduct delivery service at Police Stations. Strengthening Community policy relations in the district. Conduct assessment of functionality of the CPF's structures within the district. Oversee CPF elections. Establish and monitor the functioning of the and village committees. Conduct capacity-building programmes for CPF's in the district. Conduct social crime prevention awareness. Support Municipality with the establishment of the, Participate in IDP and IGR sessions. Facilitate the establishment, payments and monitoring of Safety Patrollers. Compile and submit performance reports. Submit verify monthly progress reports on activities conducted as per the district Operational Plan.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: erecruitment@safetvec.gov.za
<u>POST 17/102</u>	:	<u>STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES REF NO: DOCS: 05/05/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate and appropriate bachelor's degree/Diploma (NQF Level 6/7) as recognised by SAQA in Financial Accounting/ Financial Management/Cost and Management Accounting. A minimum of 1-2 years of relevant experience in accounting services a valid south African driver's licence. Competencies: Thorough understanding of the ledger accounts and Standard Chart of Accounts (SCOA), good understanding of the BAS system as well as the interface between the bank and the BAS. Computer skills, effective communication skills, both written and verbal, and problem-solving

		skills. A clear understanding of public sector legislative framework (PMFA and related Treasury Regulations), ability to work under pressure and to meet deadlines.
<u>DUTIES</u>	:	Clear suspense accounts. Follow-up on unallocated transactions in suspense accounts. Compile all relevant information for the preparation of financial statements. Ensure processing of inter-departmental claims as per PFMA. Capture departmental debt take-on. Follow-up on outstanding debts and inter-departmental claims. Monthly, quarterly, and annual reporting on departmental debts and suspense accounts. Prepare credible quarterly interim financial statements and annual financial statements with supporting working paper files. Proper filing of supporting documents. Ensure clearing of banking and revenue related exceptions on BAS. Prepare revenue pay-overs for the department's collection. Preparation of the monthly revenue reconciliation and Revenue IYM. Prepare monthly reports for compliance certificate. Ensure timeous and accurate month end and year closure of accounting records.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: erecruitment@safetyec.gov.za .
<u>POST 17/103</u>	:	<u>CHIEF PROVISSIONING ADMIN OFFICER: SCM REF NO: DOCS: 06/05/2025</u>
<u>SALARY</u>	:	R325 101 - R382 959 per annum (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate (NQF Level 4), Diploma or Degree (NQF Level 6/7) in Supply Chain Management, Financial Management/ Management/ Accounting/ Cost and Management Accounting/Financial Information System/ Internal Auditing/ Business Management/ Public Administration or Public Management/ with 1-2 years' relevant experience chain management environment and LOGIS certificate). Competence: Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Management Framework Act, BBBEE Act. Practical work experience on LOGIS & BAS systems and interpretation of the system generated reports. A valid Code 08 driving license is essential.
<u>DUTIES</u>	:	Implementing procurement strategies, coordinating implementation of Procurement Plan. The incumbent will be responsible for ensuring that the quotation process is complied with i.e. generate purchase orders. Perform quality checks on every order before generating an order to avoid wasteful, unauthorized, and fruitless expenditure. Managing commitments. Respond to customer and supplier inquiries about order status, changes, or cancellations. Perform functions related to Procurement Committee/ Quotation Evaluation Committee. Assist in performing other functions assigned to the supply Chain Management unit. Advice and provide report to the Assistant Director- Supply Chain Management.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: erecruitment@safetyec.gov.za
<u>POST 17/104</u>	:	<u>ACCOUNTING CLERK: PAYMENT REF NO: DOCS: 07/05/2025</u>
<u>SALARY</u>	:	R228 321 - R268 950 per annum (Level 05)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National Senior Certificate (NQF Level 4 as recognized by SAQA with no experience and appropriate Diploma or Degree (NQF Level 6/7) Financial Management/ Management/ Accounting/ Cost and Management Accounting/Financial Information System/ Internal Auditing and valid south African driver's license will be added Advantage. Competence: supply chain Management processes, inventory Management, Public Service Management Act, Treasury Regulations, PPPFA and other relevant prescripts.
<u>DUTIES</u>	:	Receive order batch for processing payment. Check and verify invoices for correctness. Prepare and maintain Payment Monitoring Tool. Prepare creditors' reconciliation. Compile payment vouchers. Capture Sundry/Logis payments. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Affix PAID stamp on all paid payment vouchers. Filing and safekeeping of payment vouchers in the strong room. Retrieve batches requested during audit (both Internal and External Auditing). Attended to service provider's queries.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: erecruitment@safetyec.gov.za

POST 17/105**ACCOUNTING CLERK: SALARIES REF NO: DOCS: 08/05/2025****SALARY
CENTRE
REQUIREMENTS**

R228 321 - R268 950 per annum (Level 05)
 Bhisho
 National Senior Certificate and appropriate NQF level 6 in Finance/ Accounting or equivalent relevant qualification will be an added advantage. With 0-1 year of relevant experience. PERSAL and Logis Certificate BASS Computer skills (MS Word and Excel). Basic knowledge and insight of the Public Service financial legislations, procedures, and Treasury regulations (PFMA, PSA, PSR, PPPFA, Financial Manual).

DUTIES

Process employees' claim, allowances and deductions. To provide information about the financial position, performance and changes in the financial position of the department. To provide administration and support to staff members in order to improve the unit's performance. To provide distribution services. status Receive order batch for processing payment. Check and verify invoices for correctness. Prepare and maintain Payment Monitoring Tool. Prep. Compile payment vouchers. Capture Sundry/Logis payments. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Filing and safekeeping of payment vouchers in the strong room. Retrieve batches requested during audit (both Internal and External Auditing). Attended to service provider's queries.

ENQUIRIES

can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709
 For e-Recruitment Enquiries, eMail to: erecruitment@safetvec.gov.za.

POST 17/106**ADMIN CLERK: STORES REF NO: DOCS: 09/05/2025****SALARY
CENTRE
REQUIREMENTS**

R228 321 - R268 950 per annum (Level 05)
 Bhisho
 National Senior Certificate (NQF Level 4 as recognized by SAQA with no experience and appropriate Diploma or Degree (NQF Level 6/7) in Logistics / Inventory / Public Management and a valid south African driver's license will be added advantage.

DUTIES

Ordering, Receiving and issuing of stationery, consumables and cleaning material. Maintain stock levels. perform quarterly stock taking. Maintaining supplier lead times and updating bin cards. Receiving invoices on LOGIS. Attending official queries, handling complaints, and ensuring employees have a positive experience. Compiling monthly reports for inventory management. keep records of items ordered, issued and received.

ENQUIRIES

can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709
 For e-Recruitment Enquiries, eMail to: erecruitment@safetvec.gov.za

POST 17/107**ADMIN CLERKS REF NO: DOCS:10/05/2025 (X2 POSTS)****SALARY
CENTRE
REQUIREMENTS**

R228 321 - R268 950 per annum (Level 05)
 Bhisho
 A National Senior Certificate with no experience, however, National Diploma or Degree (NQF Level 6/7 in Public Administration or relevant qualification and exposure to the environment will be an added advantage. Knowledge: Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.

DUTIES

Provide data capturing services Receive and record data. Capture data from available records into the required formats e.g. databases, table, spread sheet. Provide data verification services Verify queries missing data and errors observed during data entry. Review and validate all data from the records Submit data Provide data management services. Make regular backups of data. Update registers and statistics Provide record keeping services Keep and maintain records and files Ensure records and files are properly sorted and secured. Provide information to components.

ENQUIRIES

can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709
 For e-Recruitment Enquiries, eMail to: erecruitment@safetvec.gov.za

POST 17/108**GENERAL ASSISTANTS REF NO: DOCS: 11/05/2025 (X2 POSTS)****SALARY
CENTRE**

R138 486 - R163 131 per annum (Level 02)
 OR-Tambo & Alfred Nzo

<u>REQUIREMENTS</u>	:	A Grade 10 qualification, standard 8 or Level 2–4–ABET level 4 or NQF level 1 to 3. With no years of experience. Competence. Communication (verbal & written), customer service orientation, integrity and honesty and ability to work under pressure: Report writing, interpersonal relations, loyalty, fairness, integrity, responsive and courteous. Knowledge of relevant legislation, prescripts, policies, and procedures.
<u>DUTIES</u>	:	Provision of Cleaning Services. Dusting and waxing office furniture. Sweeping, scrubbing, and waxing the floors. Vacuuming and shampooing floors, cleaning walls, windows, and doors. Emptying waste bins or similar containers, transporting waste material to designated collection points and mopping floors with wet or damp mops. Cleaning the restrooms. Refilling hand wash liquid soap, replacing toilet papers, hand towels and refreshments. Empty and wash waste bins. Report and maintain machines and equipment, cleaning of machines (vacuum cleaners, etc.) and equipment after use. Request cleaning material.
<u>ENQUIRIES</u>	:	can be directed to Ms. B. Mndindwa / Ms. L. Mazwi at 079 284 6709 For e-Recruitment Enquiries, eMail to: erecruitment@safetvec.gov.za

DEPARTMENT OF EDUCATION

<u>APPLICATIONS</u>	:	The applications must be submitted only via provincial e-Recruitment system available at: https://erecruitment.ecotp.gov.za/ (to view the vacancies without logging-in click on: Jobs). The e-Recruitment System is available 24/7 and closes at 23:59 on the Closing Date. Report any e-recruitment challenges; activation of profile, password resets, etc by sending an email with your ID Number, profile email address, details of the challenge to: erecruitment@ecdoe.gov.za . Applications submitted via this email address 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. Applicants are encouraged to submit using the e-recruitment system
<u>CLOSING DATE</u>	:	06 June 2025. No late/ Faxed/ Posted, Hand-delivered, and e-Mailed applications will be accepted
<u>NOTE</u>	:	Applications must be submitted on a duly complete New Z83 form (effective from 01 January 2021) obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents , e-Recruitment System automatically generates Z83 immediately you apply. 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 have obtained pre-entry Certificate (Nyukela) 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 (the SMS pre-entry certificate is not a requirement for shortlisting; is submitted prior to appointment). Applicants are not required to submit 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. Under My Job Applications, 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 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. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency