

EASTERN CAPE: PROVINCIAL ADMINISTRATION

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICANTS: Applications must be submitted via the provincial e-recruitment system accessible at: <https://ecprov.gov.za> and/or 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 any e-Recruitment System challenges send an email with your (i) ID Number, (ii) profile email address, (iii) details of your issue to: e-recruitment@ecdhs.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). Direct all enquiries to the specified enquiries person or eMail Address. Hand-delivered, e-Mailed, Faxed, Posted applications will not be accepted. Where applicants are not able to submit their applications on the e-recruitment system, they must physically bring printed hard copies to Human Resources office at the Head Office, and they will be assisted to capture the hard copy application on the system. The physical address is 31-33 Phillip Frame Road, Chiselhurst, East London.

CLOSING DATE: 23 OCTOBER 2026. Applications received after closing date will not be considered.

FOR ATTENTION/OR QUERIES: Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli 071 606 5941 / Mr M. Sangqu 071 606 7842

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 to HR on or before the interview date. Failure to submit all the required 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 in line with the Employment Equity Plan and to achieve equitable representation across race and gender. The EE targets of the recruiting Department will be adhered to 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. SMS pre-entry certificate (Nyukela) must be submitted prior appointment. Full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>

Note: Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews. Due to austerity measures, the Department will not carry any related costs (transport, accommodation, and meals) for candidates attending pre-selection assessment/s and interviews.

CHIEF CONSTRUCTION PROJECT MANAGER PRODUCTION GRADE A PROJECT MANAGEMENT AND QUALITY ASSURANCE

Salary Package: R1 317 108.00 per annum (Level 12) All-inclusive package OSD

Ref: (DHS01/09/2026)

CENTRE: AMATHOLE REGION (EAST LONDON)

REQUIREMENTS: Matric/ National Senior Certificate/ NQF level 4, NQF level 7 in Built environment as recognised by SAQA with six (06) years' experience as a registered Professional Construction Project Manager with SACPCMP. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of Human Settlements policies and legislative frameworks. Built environment standards, CIDP regulations, financial and contract management, stakeholder and community engagement. Good communication skills, project management skills, presentation skills, report writing skills, negotiation, facilitation, analytical and critical thinking, conflict management. Ability to work in a team. Computer literate. Must possess a valid driver's licence.

DUTIES: Manage Project Initiation and Feasibility processes. Conduct project needs analysis through the review of municipal Integrated Development Plans, Spatial Development Frameworks, feasibility requirements and project costing. Compile and facilitate project funding requests and obtain the necessary approvals. Coordinate the appointment of Professional Service Providers (PSPs), including the development of procurement strategies, Terms of Reference, and liaison with Supply Chain Management processes. Facilitate project inception processes, including stakeholder engagement, contract finalisation, service level agreement, and commencement meetings. Monitor and evaluate feasibility study outputs, provide technical inputs,

approve final reports, and facilitate related contractual payments. Manage Project Planning, Design and Procurement processes. Facilitate the procurement and appointment of professional service providers and contractors in accordance with Supply Chain Management requirements. Facilitate stakeholder engagement, contractual agreements and project inception processes. Oversee the preparation, review, approval, and regulatory compliance of project planning and design deliverables. Coordinate project implementation readiness, including National Home Builders Registration Council enrolment, payment administration and site handover processes. Manage project implementation stage. Coordinate stakeholder engagement, site handovers, and the establishment of Project Steering Committee (PSC) and Community Liaison Officers (CLO). Monitor and oversee the construction of services, housing units and rectification works to ensure compliance with project specifications, quality standards and approved implementation plans. Conduct site visits, participate in technical meetings, monitor contractor performance, assess variation requests, and track project progress and cashflow projections. Prepare and present project progress reports and provide support to stakeholders, oversight bodies, and verification teams during project monitoring, evaluation, audit, and compliance processes. Manage project close-out stage. Analyse and validate expenditure against the value created. Verify that all documents, project deliverables are up to date and all issues are resolved. Liaise with the Project Management Unit for the presentation of the project close out file. Submit and present the project close out file to the Technical PACOM. Receive and file the approved project close out resolutions. Manage the allocated resources. Develop employee job descriptions. Develop Standard Operating Procedures. Manage performance of the employees. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of employees. Communication management. Attend to Internal Audit and Auditor General's RFI's. Asset management.

ENQUIRIES: Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli 071 606 5941/ Mr M. Sangqu 071 606 7842

E-Recruitment, email: e-recruitment@ecdhs.gov.za

DEPUTY DIRECTOR: RISK MANAGEMENT AND INTEGRITY MANAGEMENT

Salary Package: R932 292.00 per annum (Level 11) All-inclusive package

Ref: (DHS02/09/2026)

CENTRE: HEAD OFFICE (EAST LONDON)

REQUIREMENTS: National Senior Certificate, an undergraduate qualification (NQF level 7) in Public Management/ Business Administration/ Public Administration/ Bachelor of Administration/ Risk Management/ Internal Auditing/ Accounting/ Financial Management/ BCom/ Economics as recognised by SAQA with 3 years' experience at Assistant Director level in the field. Compulsory registration with Institute of Risk Management South Africa. Knowledge of Public Sector governance and legislation, risk management frameworks, internal control assurance systems, financial management and budgeting, ethics, integrity and anti-corruption frameworks, organisational and sector knowledge, information and data management. Good communication skills, project management skills, presentation skills, report writing skills, strategic planning, analytical and critical thinking, ethical judgement and integrity. Ability to work in a team. Effective and efficient management and monitoring

of organisational budget and expenditure. Computer literate. Able to work under pressure and difficult deadlines. Must possess a valid driver's licence

DUTIES: Manage the review of Risk Management Framework and Implementation plan. Obtain, analyse and identify gaps that are in the policy, strategy and charter. Circulate, analyse and identify gaps that are in the policy and strategy for comments from Top Management and Risk Management Committee members. Submit inputs of the Risk Management framework to the risk management committee for discussion. Forward the framework to the Head of Department for approval. Obtain Risk Strategy and operational plan. Identify risk management activities and calendar date. Recommend approval of the risk implementation plan to the Accounting Officer. Facilitate Risk Management Committee (RMC) meetings. Draft minutes for RMC meetings. Compile meeting packs seven days prior RMC meetings. Manage the annual risk assessment process and the maintenance of risk register. Issue a notification letter with dates to Senior Management Service. Provide support to programmes on the identification, evaluation and assessment of risks. Record all identified strategic/operational risk, controls and actions to improve management of risk. Monitor the implementation of risk plan. Record all actions taken on the risk control plan. Compile quarterly reports. Promote the risk awareness culture and risk appetite throughout the department. Arrange risk awareness sessions for the department. Facilitate the promotion of risk awareness programme to various stakeholders. Manage Business Continuity Plan (BCP) within the department. Facilitate the review and maintenance of the BCP and all other relevant documents. Facilitate appointment and functioning of BCP. Facilitate the implementation of BCP when disasters occur. Monitor and report on the implementation of BCP until the situation subside and operations come to normality. Coordinate the BCP task team. Report to the departmental Governance Committee. Monitor resources within the sub-directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Manage asset of the Directorate. Monitor the development and the implementation of the Directorate Standard Operating Procedures. Attend to Internal Audit, Auditor Generals RFIs, Audit Outcomes and Findings.

ENQUIRIES: Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli 071 606 5941/ Mr M. Sangqu 071 606 7842

E-Recruitment, email: e-recruitment@ecdhs.gov.za

2 × CONSTRUCTION PROJECT MANAGER GRADE A PROJECT MANAGEMENT AND QUALITY ASSURANCE

Salary Package: R914 517.00 per annum (Level 11) All-inclusive Package OSD

Ref: (DHS03/09/2026)

CENTRE: CHRIS HANI REGION (QUEENSTOWN)

REQUIREMENTS: National Senior Certificate, National Higher Diploma (Built environment field) with a minimum of four (4) years' and six months certified experience or a BTech (Built environment field) with a minimum of four (4) years' certified managerial experience or Honours Degree in any Built Environment with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a

Professional Construction Project Manager on appointment. Knowledge of Human Settlements policies and legislative frameworks. Built environment standards, CIDP regulations, financial and contract management, stakeholder and community engagement. Good communication skills, project management skills, presentation skills, report writing skills, negotiation, facilitation, analytical and critical thinking, conflict management. Ability to work in a team. Computer literate. Must possess a valid driver's licence

DUTIES: Co-ordinate the project initiation stage. Open the project file. Provide input during the development of the procurement strategy. Provide input in the development of the Terms of Reference (T.O.R). Prepare Professional Service Provider's (PSP) payment certificate for the feasibility report. Co-ordinate the project planning and design stage. Organise meetings with the appointed PSP and district/local municipalities to communicate and agree on the requirements. Prepare the submission payment certificate for Supply Chain Management (SCM) returnable schedules. Provide input during the development of Service Level Agreement (SLA). Organise meetings with the professional services. Provide input during the first draft of planning and design deliverables. Prepare payment certificate to the PSP for Geotech, Environmental Impact Assessment, house plans and design reports. Submit project enrolment file to the Project Management Unit. Provide input during the development of the Procurement Strategy for contractors required. Provide inputs during the development of (TOR) and present to the Bid Specification Committee for approval. Organise meetings with the appointed contractors and district/local municipalities to communicate and agree on the requirements. Provide inputs during the development of the SLA. Liaise with PSP's for the site handover. Coordinate the project implementation stage. Facilitate the construction of services. Facilitate the construction of housing units. Facilitate the rectification of housing units. Draft invitation letters for the introduction of stakeholders to municipalities. Liaise with the contractor in preparation for handing over of documents. Issue the copies of building drawings, milestone breakdown, PIPs and specifications to the Control Works Inspector. Liaise with Social Facilitation and Beneficiary Administration units for the establishment of Project Steering Committees and appointment of the Community Liaison Officer. Conduct progress and technical meetings. Conduct site visits to monitor progress on site. Verify value created on site, validate and process project claims. Make follow-ups with District support services on the payment claims. Submit copies of the payment stubs and payment reconciliation to the PSP and file. Prepare and submit quarterly contractor performance reports. Analyse and validate expenditure against the value created. Provide input during the preparation of variation orders. Prepare motivation for the issuing of non-performance notices. Prepare and present reports to various stakeholders. Provide support to the various stakeholders during project visits and verifications. Coordinate project Close-Out stage. Facilitate the submission of the close out report. Validate required documents in the project file. Source any outstanding required documents in the project file. Submit the project file to CCPM for project close out. File the approved project close out resolutions.

ENQUIRIES: Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli 071 606 5941/ Mr M. Sangqu 071 606 7842

E-Recruitment, email: e-recruitment@ecdhs.gov.za

ASSISTANT DIRECTOR: INTERNAL AUDIT
Salary Notch: R487 197.00 per annum (Level 09)
Ref: DHS04/09/2026
CENTRE: HEAD OFFICE (EAST LONDON)

REQUIREMENTS: National Senior Certificate, National Diploma (NQF level 6) B/ Degree (NQF level 7) in Risk Management/ Internal Auditing/ BCom Accounting/ BCOMPT as recognised by SAQA with 3 years supervisory level experience in the field. Compulsory registration with the Institute of Internal Auditors South Africa. Knowledge of Public Sector governance and legislation. Knowledge of departmental policies and operational procedures, internal auditing principles, methodologies and practices, risk management principles and frameworks, financial management and accounting principles, performance information auditing and compliance auditing. Ability to analyse data. Good communication skills, project management skills, presentation skills, report writing skills, internal audit, analytical and critical thinking, investigation and evaluation. Ability to work in a team. Effective and efficient management and monitoring of organisational budget and expenditure. Computer literate. Must possess a valid driver's licence

DUTIES: Facilitate the audit planning process. Identify Internal Audits planned to be conducted using the Internal Audit Plan. Request relevant Auditors for the relevant Audit assignments. Organise team briefing meetings. Create audit file on teammate. Conduct preliminary survey. Prepare memorandum for draft audit planning. Conduct pre-engagement meeting with clients. Guide and review Internal Auditors on preparation of systems descriptions, risk matrix and audit programme. Facilitate the execution of audit programme. Review the design of working paper. Monitor the day-to-day execution and completed working papers. Review exception standard report. Lead discussion of audit findings with Auditee. Supervise Internal Audit team on execution of the Audit programme. Facilitate the reporting phase of the audit. Prepare internal audit report. Present draft Internal Audit reports to the manager and attend relevant reviews. Organise closing meetings with Auditee. Communicate audit results of engagement. Review project file. Facilitate the monitoring of agreed action plans. Review and guide Internal Auditors on the implementation of agreed action plans. Update the Internal Audit Finding Register. Present draft Internal Audit reports to manager and attend relevant reviews. Draft a follow-up Internal Audit report. Communicate audit result with Auditee and Internal Audit Management. Manage resources within the directorate. Timeously develop job description. Manage performance of the directorate. Manage sound employment relations. Manage employee conditions of service. Facilitate coaching, mentorship, training, and development of sub-ordinates for effective and efficient service delivery. Establish, implement and maintain effective and efficient communication. Manage asset of the Directorate. Attend to Internal Audit, Auditor Generals RFIs, Audit Outcomes and Findings. Draft Audit Committee Chairperson Forum (ACCF) and Chief Audit Executive (CAE) reports. Update of quality assurance improvement programme.

ENQUIRIES: Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli 071 606 5941/ Mr M. Sangqu 071 606 7842

E-Recruitment, email: e-recruitment@ecdhs.gov.za

3x FINANCE CLERK PRODUCTION

GRANT MANAGEMENT

Salary Notch: R237 453.00 per annum (Level 5)

Ref: DHS05/09/2026

CENTRE: HEAD OFFICE (EAST LONDON)

REQUIREMENTS: National Senior Certificate/NQF level 4 with accounting as a subject and no experience. Knowledge of Public Finance and Grants Frameworks, Human Settlements policy and legislative environment. Good communication skills, report writing, financial and analytical as well as the ability to work in a team.

DUTIES: Provide clerical support in the management of Human Settlements Conditional Grants. Receive payments for capturing. Verify payments for compliance. Capture claims on Basic Accounting System. Submit project payments for authorisation. Provide clerical support in the compilation of Compliance Reports. Compile journals. Capture the journals on Basic Accounting System. Draw BAS expenditure reports. File journals after processing. Provide clerical support in the reconciliation of BAS and project payments. Receive payment stubs. Verify the correctness of amounts and banking details. Attach stubs and sort in numerical order. Reconcile BAS paid payments with Housing Subsidy System. Records management. Request for Electronic Bank Transfers (EBT) payment lists. Sort payments numerically. File the payments. Receive RFI's and provide information to auditors, Internal and/or External stakeholders.

ENQUIRIES: Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli 071 606 5941/ Mr M. Sangqu 071 606 7842

E-Recruitment enquiries: e-recruitment@ecdhs.gov.za

ADMINISTRATION CLERK: HOUSING SUBSIDY SYSTEMS

Salary Notch: R237 453.00 per annum (Level 5)

Ref: DHS06/09/2026

CENTRE: HEAD OFFICE (EAST LONDON)

REQUIREMENTS: National Senior Certificate/NQF level 4 with no work experience. Must have good communication skills (verbal and written), job knowledge, interpersonal relations and ability to work in a team. Computer literate and the ability of planning and organisation.

DUTIES: Render general clerical support services to the Human Settlements Subsidy Systems unit. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive correspondence. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange

travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES: Contact Mr M. Kana at 071 606 8112/ Mrs N. Mhlawuli 071 606 5941 / Mr M. Sangqu 071 606 7842

E-Recruitment enquiries: e-recruitment@ecdhs.gov.za

ADMINISTRATION CLERK: HOUSING PROPERTY MANAGEMENT

Salary Notch: R237 453.00 per annum (Level 5)

Ref: DHS07/09/2026

CENTRE: OR TAMBO REGION (MTHATHA)

REQUIREMENT: National Senior Certificate/ NQF level 4 with no work experience. Must have good communication skills (verbal and written), job knowledge, interpersonal relations and ability to work in a team. Computer literate and the ability of planning and organisation.

DUTIES: Render general clerical support services (Line function). Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive correspondence. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officials and submit to manager for approval.

ENQUIRIES: Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli 071 606 5941/ Mr M. Sangqu 071 606 7842

E-Recruitment enquiries: e-recruitment@ecdhs.gov.za

HR CLERK PRODUCTION: HRP INFORMATION SYSTEMS AND HRA SERVICES

Salary Notch: R237 453.00 per annum (Level 5)

Ref: DHS08/09/2026

CENTRE: HEAD OFFICE (EAST LONDON)

REQUIREMENTS: National Senior Certificate/NQF level 4 with no experience. Knowledge of government policies and prescripts, recruitment and selection process, conditions of service and employee benefits, personnel administration, electronic HR systems, records and document management and performance management. Ability to handle confidential information with discretion. Good interpersonal relationships and ability work in a team. Computer literate and time management.

DUTIES: Administer the recruitment, selection and appointments. Receive and verify applications for compliance with advertisement requirements. Maintain and update recruitment master lists and vacancy tracking systems. Prepare documents and provide secretariat support for shortlisting and interview processes. Conduct reference checks, qualifications verifications and other screening activities. Prepare appointment and regret letters. Capture and process approved personnel transaction on Persal. Maintain accurate recruitment and appointment records. Administer conditions of service and employee benefits. Process salary structuring, allowances, pay progression and related benefits on Persal. Provide advice and guidance to employees on conditions of service and remuneration matters. Process housing, travel, acting and other approved employment benefits. Monitor compliance with applicable collective agreements, directives and policies governing conditions of service. Administer movements and service transactions. Administer transfers, relocations, secondments, promotions and other employee movements. Process appointments, terminations and service status changes on Persal. Verify the accuracy and completeness of supporting documentation for service transactions. Administer the implementation of approved employee movements and related personnel actions. Administer Human Resource information and records. Capture, update and maintain employee information on Persal. Prepare and submit HR documentation for record management and audit purposes. Maintain proper filing and safekeeping of all personnel records and transaction documents.

ENQUIRIES: Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli 071 606 5941/ Mr M. Sangqu 071 606 7842

E-Recruitment enquiries: e-recruitment@ecdhs.gov.za

HR REGISTRY CLERK PRODUCTION: HRP INFORMATION SYSTEMS AND HRA SERVICES

Salary Notch: R237 453.00 per annum (Level 5)

Ref: DHS09/09/2026

CENTRE: HEAD OFFICE (EAST LONDON)

REQUIREMENTS: National Senior Certificate/ NQF level 4 with no experience. Knowledge of registry administration, records management and archival practices. Knowledge of filing systems, document classification, indexing and retrieval processes. Ability to maintain confidentiality and handle sensitive information. Computer literate and the ability to work under pressure and meet deadlines.

DUTIES: Provide registry counter services. Attend to clients. Handle telephonic and other enquiries received. Receive and register hand delivered files. Handle incoming and outgoing correspondence. Receive all HR related correspondence. Sort, register and dispatch correspondence. Render an effective filing and record management service. Open and close files according to record classification system. File/store, trace (electronically/manually) and retrieve documents and files. Complete index cards for all files. Attend to auditors, internal/external stakeholders request for information. Process documents for archiving and disposal. Scan files electronically. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents.

ENQUIRIES: Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli 071 606 5941/ Mr M. Sangqu 071 606 7842

E-Recruitment enquiries: e-recruitment@ecdhs.gov.za

ADMINISTRATIVE CLERK PRODUCTION: ORGANISATIONAL DESIGN AND SERVICE EXCELLENCE

Salary Notch: R237 453.00 per annum (Level 5)

Ref: DHS10/09/2026

CENTRE: HEAD OFFICE (EAST LONDON)

REQUIREMENTS: National Senior Certificate, NQF level 4 with no experience. Knowledge of office administration procedures and record management, confidentiality and handling of official information. Good communication skills (written and verbal) and computer literate. Ability to work in a team and with collaborations, attention to detail, time management and customer care.

DUTIES: Provide clerical support to the unit. Draft routine memoranda, letters, submissions and administrative reports. Maintain registers, filing systems and administrative records for the unit. Photocopy, scan, print and distribute documents as required. Follow up on outstanding documents and provide feedback to the supervisor. Render records and information management support services to the unit. Open, update and maintain physical and electronic files in line with records management requirements. Capture and update information relating to structures, job descriptions, job evaluation and service excellence activities. Maintain databases, spreadsheets and tracking tools for the unit. Retrieve records and provide information to officials when required. Ensure safekeeping and confidentiality of official records. Provide logistical and secretariat support. Arrange meetings, venues, attendance registers and related logistical requirements. Prepare and distribute agendas, meeting packs and supporting documents. Records minutes, decisions and action items during meetings when required. Follow up on action items and update tracking registers. Render support with the coordination of workshops, awareness sessions and stakeholder engagements. Provide general office, procurement and stakeholder support. Render support with requisitions, stationery requests and basic procurement administration. Receive and direct enquiries from internal and external stakeholders. Maintain office equipment usage records and report faults to the relevant unit. Render support in the circulation, signing and filing of job descriptions, plans, reports and submissions. Compile routine administrative updates for the supervisor.

ENQUIRIES: Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli 071 606 5941/ Mr M. Sangqu 071 606 7842

E-Recruitment enquiries: e-recruitment@ecdhs.gov.za

DRIVER/MESSENGER: WORK ENVIRONMENT MANAGEMENT

Salary Notch: R201 093.00 per annum (Level 4)

Ref: DHS11/09/2026

CENTRE: HEAD OFFICE (EAST LONDON)

REQUIREMENTS: NQF level 2 as recognised by SAQA with no experience. Valid drivers' licence with PDP. Knowledge of Road traffic laws and regulations, government transport policies and procedures, geographical knowledge, vehicle maintenance and safety, document handling and records management. Good communication skills.

Confidentiality and ethical conduct. Physical fitness and alertness, customer service and time management.

DUTIES: Render transport and driving services. Carry employees to various destinations. Transport material and equipment. Apply road safety and precautionary measures. Complete logbooks and trip sheets. Conduct basic vehicle checks and report faults. Provide transport administrative services. Close daily and weekly kilometre readings and facilitate the recording of readings. Complete vehicle logbook and trip authorisations. Consolidate monthly vehicle returns. Load and offload goods/equipment. Submit accident reports. Maintenance of motor vehicles. Inspect motor vehicles and report defects. Login calls to Government Motor Financial Services (GFMS) for motor vehicle service, repairs and maintenance. Clean and lubricate machinery equipment. Book vehicles for wash and cleaning. Render clerical support/messenger duties. Sort and arrange correspondence. Collect, distribute and circulate correspondence. Records and control correspondence. Facilitate that the recipients sign on the delivery book/register. Safekeeping of logbooks, petrol cards and trip authorisations. Deliver documents between head office, sister departments and institutions. Ascertain parcels and files are properly sealed and addressed. Maintain confidentiality of government information. Prevent damage, loss or unauthorised access during transportation.

ENQUIRIES: Contact Mr M. Kana at 071 606 8112/Mrs N. Mhlawuli 071 606 5941 /Mr M. Sangqu 071 606 7842

E-Recruitment enquiries: e-recruitment@ecdhs.gov.za

DRIVER/MESSENGER: ADMIN SUPPORT SERVICES

Salary Notch: R201 093.00 per annum (Level 4)

Ref: DHS12/09/2026

CENTRE: BUFFALO CITY METRO REGION (EAST LONDON)

REQUIREMENTS: NQF level 2 as recognised by SAQA with no experience. Valid drivers' licence with PDP. Knowledge of Road traffic laws and regulations, government transport policies and procedures, geographical knowledge, vehicle maintenance and safety, document handling and records management. Good communication skills. Confidentiality and ethical conduct. Physical fitness and alertness, customer service and time management.

DUTIES: Render transport and driving services. Carry employees to various destinations. Transport material and equipment. Apply road safety and precautionary measures. Complete logbooks and trip sheets. Conduct basic vehicle checks and report faults. Provide transport administrative services. Close daily and weekly kilometre readings and facilitate the recording of readings. Complete vehicle logbook and trip authorisations. Consolidate monthly vehicle returns. Load and offload goods/equipment. Submit accident reports. Maintenance of motor vehicles. Inspect motor vehicles and report defects. Login calls to Government Motor Financial Services (GFMS) for motor vehicle service, repairs and maintenance. Clean and lubricate machinery equipment. Book vehicles for wash and cleaning. Render clerical support/messenger duties. Sort and arrange correspondence. Collect, distribute and circulate correspondence. Records and control correspondence. Facilitate that the recipients sign on the delivery book/register. Safekeeping of logbooks, petrol cards

and trip authorisations. Deliver documents between head office, sister departments and institutions. Ascertain parcels and files are properly sealed and addressed. Maintain confidentiality of government information. Prevent damage, loss or unauthorised access during transportation.

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DRIVER MESSENGER: ADMIN SUPPORT SERVICES

Salary Notch: R201 093.00 per annum (Level 4)

Ref: DHS13/09/2026

CENTRE: NELSON MANDELA BAY REGION (GQEBERHA)

REQUIREMENTS: NQF level 2 as recognised by SAQA with no experience. Valid drivers' licence with PDP. Knowledge of Road traffic laws and regulations, government transport policies and procedures, geographical knowledge, vehicle maintenance and safety, document handling and records management. Good communication skills. Confidentiality and ethical conduct. Physical fitness and alertness, customer service and time management.

DUTIES: Render transport and driving services. Carry employees to various destinations. Transport material and equipment. Apply road safety and precautionary measures. Complete logbooks and trip sheets. Conduct basic vehicle checks and report faults. Provide transport administrative services. Close daily and weekly kilometre readings and facilitate the recording of readings. Complete vehicle logbook and trip authorisations. Consolidate monthly vehicle returns. Load and offload goods/equipment. Submit accident reports. Maintenance of motor vehicles. Inspect motor vehicles and report defects. Login calls to Government Motor Financial Services (GFMS) for motor vehicle service, repairs and maintenance. Clean and lubricate machinery equipment. Book vehicles for wash and cleaning. Render clerical support/messenger duties. Sort and arrange correspondence. Collect, distribute and circulate correspondence. Records and control correspondence. Facilitate that the recipients sign on the delivery book/register. Safekeeping of logbooks, petrol cards and trip authorisations. Deliver documents between head office, sister departments and institutions. Ascertain parcels and files are properly sealed and addressed. Maintain confidentiality of government information. Prevent damage, loss or unauthorised access during transportation.

ENQUIRIES: Contact Mr M. Kana at 071 606 8112/Mrs N. Mhlawuli 071 606 5941 /Mr M. Sangqu 071 606 7842

E-Recruitment enquiries: e-recruitment@ecdhs.gov.za

CLEANER: ADMIN SUPPORT SERVICES

Salary Notch: R144 024.00 per annum (Level 2)

Ref: DHS14/09/2026

CENTRE: AMATHOLE REGION (EAST LONDON)

REQUIREMENTS: ABET level 4 with no experience. Knowledge of cleaning methods and procedures as well as the safe handling of cleaning material and equipment,

hygiene, waste management and sanitation practices. Ability to identify and report health and safety hazards. Time management and ability to follow instruction accurately.

DUTIES: Provide cleaning services to office corridors, offices, elevators and boardrooms. Dust and wax office furniture. Sweep, scrub and wax floors. Vacuum and shampoo floors. Clean walls, windows and doors. Empty and clean bins. Collect and remove waste papers. Freshen office areas. Provide general kitchen cleaning services. Clean basins. Clean cupboards. Wash and keep stock of kitchen utensils. Sweep and mop the floor. Empty and clean bins. Clean eating utensils for all employees in the district office. Provide cleaning services to ablution facilities. Refill handwash liquid soap. Replace toilet papers, hand towels and refreshers. Empty and wash waste bins. Sweep and mop the floors. Maintain cleaning material and equipment. Report broken cleaning machines and equipment. Clean machines (microwaves, vacuum cleaners, fridges, etc) and equipment after use. Request cleaning materials. Safe storing of the cleaning material.

ENQUIRIES: Contact Mr M. Kana at 071 606 8112 / Mrs N. Mhlawuli 071 606 5941/ Mr M. Sangqu 071 606 7842

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