



Province of the
EASTERN CAPE
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

ASSISTANT DIRECTOR: SPU

Salary Range: An all-inclusive remuneration R 424 104 – R 508 692 (Level 09)

HEAD OFFICE (Qonce) Ref: DSRAC 06/06/2023

MINIMUM REQUIREMENTS: National Senior Certificate plus 3-year degree in Social Science, Development Studies or any relevant qualifications. This must be coupled with 3 years of experience at supervisory level (SL7/8). Must have experience in working with Women, Youth, Children, Older persons, People with Disabilities as well as HIV/AIDS. Computer literacy. Good organizing, facilitation, excellent verbal and written communication skills. Knowledge and understanding of relevant prescript and legislations relevant to the vulnerable groups. A valid driver's licence.

DUTIES: Provide input for development of policy and guidelines. Identification of policy gaps in relation to designated and interventions thereof. Invite and consolidate inputs from designated groups stakeholders. Monitor implementation of mainstreaming Policies and Guidelines on Gender, Youth, Disability, Children, and elderly. Research to inform departmental policies and programmes on SPU related matters. Advise department on policy-baseline information relating to socio-economic status of designated groups. Ensure Lobbying and networking for designated groups. Identification of designated groups through developing and managing database. Facilitate establishment of structures / forums. Monitor involvement and sustainability of designated groups projects. Coordination and provision of reports on performance of regional programmes on SPU targets. Invite and analyse reports on performance of the programmes in relation to designated groups. Responsible for establishment and monitoring of regional performance structure. Ensure departmental compliance with statutory requirements on designated groups. Provide and facilitate capacity building programmes. Identification of performance gaps and recommends intervention. Provide in-house trainings. Supervise administration issues. Compile and submit monthly and quarterly reports.

This post is earmarked for persons with disabilities.

ENQ. R. SWARTBOOI – 043 492 0949 – HEAD OFFICE (Qonce)

e- Recruitment Technical Enquiries – recruitment@ecsrac.gov.za