

DSRAC INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2024/2026

(24 MONTHS)

DIRECTIONS TO APPLICANTS

Applications must be submitted on a duly complete New Z83 form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. **Applicants are not required to submit copies of qualifications and other relevant documents until further notice**, 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 therefore 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 day of the interview: should you be in possession of a foreign qualification; it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA) when submitted.* Failure to submit all the requested documents will disqualify your 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. 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. Employment equity targets of the department will be adhered to.**

SUBMIT APPLICATIONS VIA ONE OF THE OPTIONS BELOW:

- Via the provincial e-recruitment system which is available on <https://erecruitment.ecotp.gov.za>. *The e-recruitment system closes at 23: 59 on the closing date.* **CLOSING DATE: 01 JULY 2024. APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED**

To report technical glitches, for assistance regarding the system, and/or for activation of your profile, send an email with your ID Number, your profile email address, details of the issue to erecruitment@ecsrac.gov.za (NB: NOT CVs).

Technical support is limited to working hours: (08:00-16:30 Mon-Thursday and 08:00-16:00 on Fridays). Should you submit your applications/CVs to erecruitment@ecsrac.gov.za and not as specified – your application will be regarded as lost and will not be considered.

NOTE: Applicant must register on the e-recruitment system, complete and submit required information and apply for position as advertised following this URL: <http://www.ecprov.gov.za>.

OR submit via one of the following options: directing to a specific relevant centre:

- **HEAD OFFICE: QONCE Enquiries – Mr. Y. Dlamkile Tel: 043 492 1386 / Mrs. R. E. Swartbooi Tel: 043 492 0949 / Ms. Z. Mhloma Tel: 043 492 1338. Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605, OR
Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwazi Building, Qonce, 5605
Amathole Museum: Enquiries: Ms. S. Cakata – 043 642 4506, Alexandra Road, Qonce, 5601**
- **BUFFALO CITY METRO DISTRICT: Enquiries Ms. M. Aarons Tel: 043 492 1851
Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200, OR
Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201**
- **ALFRED NZO DISTRICT: Attention Mr M.B. Gugwana: 039 492 0297 / 072 027 0022
Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100, OR
Hand deliver to: No 67 Church Street Mt Ayliff.**
- **OR TAMBO DISTRICT: Attention Mr. S. Stuma Tel: 047 495 0853 / 073 322 9654
Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mthatha, 5100, OR
Hand deliver to: Human Resource Management, 6th Floor, Botha Sigcau Building, corner Leeds and Owen Street, Umtata.**
- **NELSON MANDELA DISTRICT: Attention Mr S. Javu: 041 492 1231 / 1230 / 1234
Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Gqeberha 6003, OR
Hand delivers to 2nd Floor- 66 Corporate Place, Ring Road, Greenacres, Newton Park, Gqeberha
Bayworld Museum: Enquiries: Mr. L. Mini – 041 584 0650, 23 Beach Road, Humewood, Gqeberha, 6013**
- **JOE GQABI DISTRICT: Attention Mr P. Masepe: 051 492 4806
Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750, OR
Hand deliver to: No. 02 Cole Street, Maletswai**
- **SARAH BAARTMAN DISTRICT: Attention Ms. S. Mpafa: 046 492 0223**

Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Makana, 6140 OR

Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Makanda.

APPLICANTS ARE ENCOURAGED TO USE E-RECRUITMENT SYSTEM

People with disabilities who meet the requirements will be given preference

<u>POST</u>	<u>INTERN (1X POST)</u>
	DIRECTORATE– MUSEUM AND HERITAGE RESOURCES
<u>STIPEND</u>	R7 450.75 per month for graduates.
<u>CENTRE</u>	AMATHOLE DISTRICT – EAST LONDON
<u>REFERENCE</u>	DSRAC 01/05/2024

REQUIREMENTS: Senior Certificate /Matric Certificate/Grade 12 Certificate together with Three- year Degree History/Heritage/Philosophy/Social Science/Tourism National Diploma (NQF6) as recognized by SAQA any other relevant field of study. Knowledge and understanding of Government process Project management skills, good communication and interpersonal skills. Ability to work under pressure without supervision. Computer Literacy.

DUTIES: Assist in the implementation of projects aiming at promoting cultural heritage tourism. Assist in Operational plans and significant heritage events. Audit cultural and historically significant heritage sites and objects in the province. Identification, develop and promote intangible cultural heritage and Indigenous knowledge systems. Strengthen relations with local authorities, traditional and religious leaders. Facilitate in changing names for geographical areas around the district. Assist in raising community awareness and development of strategies to promote protection and proper management of heritage resources.

ENQUIRIES: Ms V. Bingwa

Tel No: (043) 492 1804 e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za.

<u>POST</u>	<u>INTERN (1X POST)</u>
	DIRECTORATE – SPORT & RECREATION
<u>STIPEND</u>	R7 450.75 per month for graduates.
<u>CENTRE</u>	ALFRED NZO DISTRICT – MOUNT AYLLIF
<u>REFERENCE</u>	DSRAC 02/05/2024

REQUIREMENTS: Minimum NQF level 6 in either National Diploma / Degree; Sport Management, Human Movement Studies or Sport Development and Management and any other relevant and equivalent Sport related qualification.

DUTIES: Provide support to identified clubs, leagues, hubs, and schools. To provide administrative support to Sport and Recreation directorate. Organize and Implement Sport and Recreation development programs. Liaise with external stakeholders (federations, school sport associations, recreation councils). Provide any administrative functions as directed from time to time.

Enquiries Mr M. Gugwana

Tel No: 039 492 0297 e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za.

POST

INTERN (1X POST)

DIRECTORATE – ARTS & CULTURE

STIPEND

R7 450.75 per month for graduates.

CENTRE

JOE GQABI DISTRICT - MALETSWAI

REFERENCE

DSRAC 03/05/2024

REQUIREMENTS: Senior Certificate/Matric Certificate/Grade 12 with three-year degree/National Diploma (NQF 6) as recognised by SAQA in Arts and Culture Studies. Bachelor of Arts/Social Science majoring in one of the following or related fields Language, Music, Dance, Speech & Drama, Visual Arts, Film, or any other relevant field of study.

DUTIES: Assist in the development of concept documents. Organise meetings and minute-taking. Assist in the development of budget and Implementation of Operational Plan. Assist with Monitoring of Arts and Culture funded Projects. Develop and update District database for Stakeholders. Establish and Maintain Work Relationship with Stakeholders. Write project reports. Implementation of Arts & Culture projects. Write monthly reports of the section. Events Management. Implement outreach programmes. Assist with procurement in the section. General administration.

Enquiries Mr. P. Masepe

Tel. 051 492 4806 e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za.

POST

INTERN (1X POST)

DIRECTORATE – LIBRARIES

STIPEND

R7 450.75 per month for graduates.

CENTRE

AMATHOLE MUSEUM - QONCE

REFERENCE

DSRAC 04/05/2024

REQUIREMENTS: Minimum NQF level 6 qualification in either National Diploma/Degree: Library and Information Science qualification.

DUTIES: Selection and acquisition of Library material with special reference to the museum's field of interest. Maintain accessions register for all library collections. Organise Library collection for efficient retrieval of information, this involves classification, cataloguing, indexing and compilation of bibliographies and shelf list/inventories for stock taking. Control the issues of loans to staff. Cooperate with libraries in other museums, institutions, and organisations through exchange of publications, accessions list and list of duplicates for disposal. Keep abreast of advances in librarianship and information and museum science through participating in professional organisations and through the conduct of bibliographical research. Submitting records of new accessions to state Library for inclusion in the joint catalogue of the national book and journal stock.

Enquiries: Ms. S. Cakata

Tel. 043 642 4506 e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za.

POST

INTERN (1X POST)

DIRECTORATE – MUSEUM & HERITAGE

STIPEND

R7 450.75 per month for graduates.

CENTRE

SARAH BARTMAAN DISTRICT - MAKHANDA

REFERENCE

DSRAC 05/05/2024

REQUIREMENTS: A National Senior Certificate plus a National Diploma or Degree (NQF Level 06 as recognized by SAQA) in Tourism Management/History/Social Science, Good communication and interpersonal skills Computer Literacy.

DUTIES: Assist in the implementation of projects aimed at identifying, conserving, and managing Heritage resources. Assist in implementation of projects aiming at promoting cultural heritage Tourism. Assist in hosting of national days and significant Heritage events. Assist in Auditing of cultural and historically significant Heritage sites and objects in the province. Identification, development and promotion of intangible cultural heritage and indigenous knowledge systems. Co- ordinate the process of strengthening relations with local authorities, traditional, and religious leaders in the district including relevant stakeholders. Render general administrative tasks in the office necessary to ensure the office functions in its full capacity & plays an effective role in the district. Assist in raising community awareness and development of strategies to promote protection and proper management of heritage resources.

Enquiries: Ms. S. Mpafa

Tel. 046 492 0223 e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za.

POST

INTERN (1X POST)

DIRECTORATE – SPORT & RECREATION

STIPEND

R7 450.75 per month for graduates.

CENTRE OR TAMBO DISTRICT - MTHATHA

REFERENCE DSRAC 06/05/2024

REQUIREMENTS: Minimum NQF level 6 in either National Diploma / Degree; Sport Management, Human Movement Studies or Sport Development and Management and any other relevant and equivalent Sport related qualification.

DUTIES: Provide support to identified clubs, leagues, hubs and schools. To provide administrative support to Sport and Recreation directorate. Organize and Implement Sport and Recreation development programs. Liaise with external stakeholders (federations, school sport associations, recreation councils).

Enquiries Mr. S. Stuma

Tel. 047 495 0853 e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za

POST **INTERN (1X POST)**

DIRECTORATE – ARTS & CULTURE

STIPEND R7 450.75 per month for graduates.

CENTRE **NELSON MANDELA DISTRICT – GQHEBERHA**

REFERENCE **DSRAC 07/05/2024**

REQUIREMENTS: Senior Certificate/Matric Certificate/Grade 12 with three-year degree/National Diploma (NQF 6) as recognised by SAQA. A Bachelor of Arts/Social Science majoring in the following fields: Music, Drama, Fine Arts, Languages (IsiXhosa, English, Sesotho & Afrikaans), Communication Science (including Online Communication & Marketing), Film & Media Studies.

DUTIES: Assist in the development of concept documents. Organise meetings and minute-taking. Write project reports. Implementation of Arts & Culture projects. Write monthly reports of the section. Assist in the development of the budget and Operational Plan. Organize stakeholder consultations and public hearings. Events Management. General administration.

Enquiries Mr. S. Javu

Tel. 041 492 1230 / 1231 / 1234 e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za.

POST **INTERN (2X POST)**

DIRECTORATE – HUMAN RESOURCE DEVELOPMENT

STIPEND R7 450.75 per month for graduates.

CENTRE **HEAD OFFICE - QONCE**

REFERENCE **DSRAC 0805//2024**

REQUIREMENTS: Senior Certificate/Matric Certificate/Grade 12 with three-year degree/National Diploma (NQF 6) as recognised by SAQA in Training and Development/ Management of Training/ HRM with Training as a Major subject.

DUTIES: Develop and implement the Workplace Skills Program (WSP). Administer bursary programs for all bursary awards. Administer the Graduate Internship, TVET and Work Integrated programmes. Maintenance of the database for all HRD programmes. Perform administrative duties such as preparing for Induction of graduates and learners, writing of appointment and exit letters for external funded students. Monitor Internship reports and attendance registers. Provide assistance in coordinating Compulsory Induction (CIP), Departmental induction, and maintaining of inducted officials and Departmental orientation. Organise Youth Developmental Programme meeting and taking of minutes.

Enquiries Ms. Z. Mhloma

Tel. 043 492 1338 e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za.

POST

INTERN (1X POST)

DIRECTORATE – INFRASTRUCTURE DEVELOPMENT

STIPEND

R7 450.75 per month for graduates.

CENTRE

HEAD OFFICE - QONCE

REFERENCE

DSRAC 08/05/2024

REQUIREMENTS: Senior Certificate/Matric Certificate/Grade 12 with three-year degree/National Diploma (NQF 6) as recognised by SAQA in the Built Environment.

DUTIES: Assist the Infrastructure development officer. Prepare monthly Infrastructure reports. Conduct periodical site visits. Stakeholder engagements. Assist in day-to-day management of Infrastructure projects. Resolve project related challenges.

Enquiries Ms. Z. Mhloma

Tel. 043 492 1338 e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za.

POST

INTERN (1X POST)

DIRECTORATE – STRATEGIC MANAGEMENT

STIPEND

R7 450.75 per month for graduates.

CENTRE

HEAD OFFICE - QONCE

REFERENCE

DSRAC 08/05/2024

REQUIREMENTS: National Senior Certificate, National Diploma or Bachelor's Degree (NQF Level 6/7) recognized by SAQA or any relevant qualification in: Policy

Development/ Public Management/ Public Administration/ Strategic Management and Planning/ Social Science/ Business Management.

DUTIES: Assists in organization of strategic Planning and Strategic Review Sessions of the Department of Sport, Recreation, Arts and Culture (DSRAC) in order to develop the statutory planning documents of the department. Collect and compile inputs from the managers and unit manager for the development and production of various statutory documents to submit to the Provincial and National Treasury, National Department of Sport, Arts and Culture and Provincial Legislature. Assist with the collection and consolidation of planning inputs from all programmes within the department. Facilitate the distribution and availability of the Strategic Planning Cycle Framework to all programme managers at all Districts and Head Office. Assist all managers in the directorate in the execution of their duties related to strategic planning. Organize sessions with internal and external stakeholders to communicate the approved Strategic and Annual Performance Plan for their knowledge and information. Assist with logistics related to travel and accommodation for strategic management staff. Take minutes and compile reports for strategic management sessions.

Enquiries Ms. Z. Mhloma

Tel. 043 492 1338 e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za.

POST

INTERN (1X POST)

DIRECTORATE – ARTS & CULTURE: BCM DISTRICT OFFICE

STIPEND

R7 450.75 per month for graduates.

CENTRE

BCM DISTRICT – EAST LONDON

REFERENCE

DSRAC 39/05/2023

REQUIREMENTS: National Senior Certificate plus a National Diploma at NQF level 6 in Arts and Culture (Performing Arts, Visual Arts, Craft and Design, Languages and Literature, Photography, Film).

DUTIES: Coordinate Arts and Culture Programmes. Liaise and facilitate partnerships with stakeholders. Keep and update a database of stakeholders. Perform administrative duties of the section.

Enquiries. Ms. M. Aarons, Ms. P. Siyepu – 043 492 1851 – BCM District Office.
e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za.

POST

INTERN (1X POST)

DIRECTORATE – MUSEUMS & HERITAGE

STIPEND

R7 450.75 per month for graduates.

CENTRE

CHRIS HANI DISTRICT - KOMANI

REFERENCE

DSRAC 08/05/2024

REQUIREMENTS: Senior Certificate/Matric Certificate/Grade 12 with three-year degree/National Diploma (NQF 6) as recognised by SAQA in Museum Studies/Museology, Heritage Studies. Bachelor of Arts/Social Science majoring in one of the following or related fields Sociology, History, Anthropology, or any other relevant field of study

DUTIES: Assist in the development of concept documents. Organise meetings and minute-taking.

Organise Museum support visits. Write project reports. Implementation of Museums and Heritage projects. Write monthly reports of the section. Assist in the development of the budget and Operational Plan. Organize stakeholder consultations and public hearings. Events Management. Implement outreach programmes on the presentation of National Orders and Symbols. Assist with procurement in the section. General administration.

Enquiries Mr. X. Kwanini

Tel. 045 492 0030 e-Recruitment Technical Enquiries – recruitment@ecsrac.gov.za.