

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
OFFICE OF THE PREMIER**

- APPLICATIONS** : Applications must be submitted only via the e-Recruitment System, available at: <https://erecruitment.ecotp.gov.za/> and/or at: [www.ecprov.gov.za](http://www.ecprov.gov.za) (under Careers). The Provincial e-Recruitment System is available 24/7 and Closes at 23: 59 on the Closing Date. To report technical glitches, or for assistance regarding any system related issues, send an email with your ID Number, your profile email address, and the details of your issue to [HODrecruitment@otp.ecprov.gov.za](mailto:HODrecruitment@otp.ecprov.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 [HODrecruitment@otp.ecprov.gov.za](mailto:HODrecruitment@otp.ecprov.gov.za) and not as specified, your application will be regarded as lost and will not be considered.
- FOR ATTENTION** : Ms N. Ntantiso
- CLOSING DATE** : 31 January 2025. No Late/ No Faxed/ No e-Mailed / No Posted/ No Hand-delivered applications will be accepted.
- NOTE** : Applications must be submitted on a duly complete New Z83 form (effective from 01 Jan 2021) obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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).

**MANAGEMENT ECHELON**

- POST 02/108** : **HEAD OF DEPARTMENT: COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS REF NO: (OTP-COGTA 01/01/2025)**  
(5-Year Performance Based Contract)
- SALARY** : R2 259 984 per annum (Level 16), (an all-inclusive remuneration), package of which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package
- CENTRE** : Bhisho
- REQUIREMENTS** : A qualification at NQF Level 8 as recognised by SAQA, preferable in Public Sector or Local Government or other relevant qualification as recognised by SAQA. Must have 10 years' experience at senior managerial level. 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. 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. Advanced knowledge of the prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.

**DUTIES**

: The successful candidate as the Head of Department and Accounting Officer of Corporate Governance and Traditional Affairs will be responsible for providing strategic leadership and planning. Managing departmental operations. Aligning the departmental planning to the Provincial Growth and Development Strategy. Ensuring the implementation of national and provincial policies and legislation including the Municipals Structures Act, the Systems Act, the Public Finance Management Act, the Public Service Act and all other public service and local government and traditional institutions related legislation and prescripts. Ensuring the implementation of provincial and national local government related priorities. Facilitating and monitoring the development and implementation of IDPs. Developing departmental capacity for effective and efficient strategic and scenario planning, administration, management, monitoring and evaluation. Ensuring proper management of the promotion of developmental Local Government, consolidation and stabilization of municipalities through effective community participation, Co-ordinated planning and capacity building. Ensuring proper management and fostering of sound relations between Government and traditional institutions through enhancement of the institutional capacity of Traditional and Regional Authorities in the Province. Ensure management and monitoring of the implementation of a five-year local government strategic agenda and other special projects related to municipalities and traditional leadership institutions. Promoting integrated planning, land and infrastructure development and integrated sustainable local economic development. Implement good governance systems and compliance monitoring framework including sound financial management, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making, and implementing sound environmental practices. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures, SALGA and external stakeholders. Efficiently managing corporate services in the department. Ensure effective implementation of Disaster Risk Management and Fire Brigade Services Policy and legislation in the province. Facilitate prevention and mitigation of Disaster and Fire out-breaks by National, Provincial and Municipal organs of state, statutory functionaries, other role players and communities

**ENQUIRIES**

: Can be directed to Ms N. Ntantiso at 072 346 8577  
e-Recruitment Enquiries: [HODrecruitment@ecprov.gov.za](mailto:HODrecruitment@ecprov.gov.za)

**POST 02/109**

: **HEAD OF DEPARTMENT: SPORTS, RECREATION, ARTS AND CULTURE REF NO: (OTP-DSRAC 02/01/2025)**  
(5-Year Performance Based Contract)

**SALARY**

: R1 741 770 per annum (Level 15), All Inclusive remuneration package structured in terms of applicable rules and guidelines, plus a non-pensionable HoD equal to 10% of the package.

**CENTRE**

: Bhisho

**REQUIREMENTS**

: A qualification at NQF Level 8 as recognised by SAQA, preferably in management sciences or in a field related to sports, recreation, arts and culture. Must have 10 years' experience at senior managerial level preferably within the sports, recreation, arts and culture environment. 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.

**DUTIES**

: The successful candidate shall be the Head of Department and Accounting Officer of the Department of Sport, Recreation, Arts and Culture and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations. Ensure overall provision and management of cultural affairs through the coordination and promotion of arts and culture services; the promotion and preservation of heritage through museum services and institutions; promote the development of language and literature in the province; ensure the rendering of library support services and the provision of effective archive services and record management. Ensure overall provision and management of sport and recreation services through the enhancing of special projects and sports development in the province, provision of sustainable recreation and mass participation programmes in schools and in communities. Oversee the provision of district operations and infrastructure services through ensuring coordination of district support services and the promotion of infrastructure and community development services.

**ENQUIRIES**

: 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](mailto:HODrecruitment@ecprov.gov.za)