



HUMAN RESOURCE ADMINISTRATION

*Steve Vukile Tshwete Complex, Zone 6, Zwelitsha, 5608, *Private Bag X0032, Bhisho, 5605, REPUBLIC OF SOUTH AFRICA: Enquiries: Mrs. S Nieuwenhuys Tel: 082 699 5510. Email: Sanet.Nieuwenhuys@ecdoe.gov.za Website: www.ecdoe.gov.za

INTERNAL MEMORANDUM

TO: ALL OFFICE-BASED STAFF WITHIN THE DEPARTMENT
FROM: HEAD OF DEPARTMENT
DATE: 04 AUGUST 2022
SUBJECT: USAGE OF E-RECRUITMENT SYSTEM WHEN ADVERTISING PUBLIC SERVICE AND OFFICE-BASED EDUCATOR POSTS

The Eastern Cape Provincial Administration through the Office of the Premier (Central Recruitment unit in partnership with Information Communication Technology unit) developed an e-recruitment system for online job advertisement and application.

Amongst other reasons, this system was developed as part of the process to drastically improve citizen participation in the job market and to shorten time taken to fill vacant funded posts. As the vacancy adverts will now easily reach a vast number of applicants, it will give employers a good opportunity to find a good quality skilled candidate with relevant qualifications.

The system has two sides: the employer and job seeker zone.

The employer zone:
Is accessible at: <https://erecruitment.ecotp.gov.za>.

It is meant for Departmental Recruitment Practitioner(s): by clicking: <https://erecruitment.ecotp.gov.za>, where you log in, manage job adverts by uploading and/or editing job adverts, the Recruitment Practitioner supervisor(s) approves the job adverts, which they automatically get sent through to the Super-user at the Office of the Premier to publish - this means the process of advertising into the system remains the same as the manual one. The system on its own generates an accurate masterlist which can be downloaded after the closing date.

Important to note: In the same page, Departmental Recruitment Practitioners are also able to help job seekers reset passwords, activate profiles and edit email addresses when they have entered it wrongly, and that is where you logout.

The recruitment employees in the departments together with the assistance of their ICT Technicians are urged to attend to queries submitted by applicants as they interact with the system. Departments are reminded that as long as the recruitment remains centralised to the Office of the Premier, other or further rights to the system cannot be



granted. Departments are also reminded to fill-in and send back that database request template.

The applicant side/Job seeker zone:

Is accessible at: <https://erecruitment.ecotp.gov.za>, as well as on the provincial website: www.ecprov.gov.za under careers: - on that screen there is a downloadable online vacancy guide which assists the first time user of the system to register, create a profile, upload attachments and apply.

Upon registration, the system sends an applicant a verification link via email which will then verify and activate a profile when clicked.

This system will save applicants some time and costs related to the application process. Using the manual method, an applicant may incur costs in obtaining the vacancy advert, in travelling to print CV, photocopy and certify supporting documents, post applications, submit applications to each department each time they apply. Whereas, on this system, a profile will be created which will have all supporting documents saved as uploaded by an applicant for use every time they apply. The profile holder will be able to add or amend his or her profile whenever necessary.

The supporting documents are certified and uploaded once, then, only upon the day of an interview, a job seeker is expected to bring originals. Please note the Z83 is currently not signed on the system – it will be signed by applicants selected for interviews. Out of being scared to be penalized, some applicants download it, print and sign and reload with other submitted documents. HR within Districts are urged not to penalise applicants for not signing Z83 until advised otherwise as the system has terms of agreement that are in place.

If there are any technical issues that cannot be resolved, feel free to contact Sanet.Nieuwenhuys @ecdoe.gov.za

HRM&D is counting on the anticipated cooperation of all staff within the Department as per the outlined instructions.

MR Q LUTHULI

ACTING CHIEF DIRECTOR

PROVINCIAL OFFICE: EDUCATION: EC