

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF SAFETY AND LIAISON**

It is the Department's intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required.

- APPLICATIONS** : For Provincial Department Safety and Liaison. Please forward your application, quoting the relevant reference number, to Private Bag X0057, Bhisho, 5605 or hand deliver at The Department of Safety & Liaison, Global Life Building, Corner Phalo Avenue & Circular Drive, Bhisho:
- CLOSING DATE** : 08 July 2016
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable 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. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

OTHER POSTS

- POST 26/54** : **CHIEF PERSONNEL OFFICER REF NO: ESL/2016/06/01**
- SALARY** : R262 272 per annum
- CENTRE** : Head Office- Bhisho
- REQUIREMENTS** : An appropriate three (3) year Degree / National Diploma in Human Resources Management or relevant NQF 6 or equivalent qualification in Human Resources Management or related field. Three (3) year's working experience at salary level (6 or 7) in HRM environment with specific reference to staff provisioning services (Recruitment and Selection) in the Public Sector. PERSAL certificates are required (Introduction to PERSAL, Personnel Administration, PERSAL Establishment etc.). Knowledge of and experience in application of relevant Human Resources Legislation/Regulatory framework that governs recruitment and selection in the Public Sector, RSA Constitution, Public Services Act, Public Service Regulations, Labour Relations Act, Employment Equity Act, Basic Conditions of Employment Act, PSCBC Resolutions and other relevant prescripts. Good interpersonal and communication (written and verbal) skills with emphasis on report writing. Basic project / task management skills. Good planning and organizational skills. Advanced skills in Microsoft Office Package. Supervisory skills would be an advantage. Valid code B drivers' license is essential.
- DUTIES** : Monitor and supervise the process of recruitment and selection within the department. Administer and coordinate the development of the annual recruitment to satisfy the departmental needs according to priorities. Liaise with internal stakeholders to ensure availability of funds before advertising the post/s. Administer, coordinate posts to be advertised and Personnel Suitability Checks (PSC) to potential employees and verification of qualification with SAQA. Administer and coordinate departmental interviews. Administer appointments, translations in rank, transfers, relocations, probations and MMS/SMS packages on PERSAL system. Administer departmental HR information on PERSAL system. Conduct research to improve recruitment and selection processes. Provide regular written report and make presentations to management. Update vacancy database and submit statistical information on the operations of the recruitment and selection unit. Supervise staff.
- ENQUIRIES** : Mnikelo Mbangi tel. (040) 609 6424

POST 26/55 : **ADMIN OFFICER: REF NO: ESL/2016/06/02**

SALARY : R211 194 per annum (all-inclusive salary package)

CENTRE : Head Office-Bhisho

REQUIREMENTS : A three (3) year qualification or NQF equivalent qualification with at least two (2) years' experience in the related field and / senior certificate (grade 12) with 5 – 7 years' experience in the related field. Problem solving skills. Ability to work independently. Knowledge of the criminal justice system. Understanding of the policy environment regarding Crime Prevention, Civilian Oversight and Monitoring and Complaints. Good writing and verbal communication. Assist in social crime prevention programmes. Assist in coordinating the range of provincial functions with departmental stakeholders to achieve effective crime prevention. Assist in the formulation of departmental policies. Establish and maintain complaints database. Assist in promoting the good relation between SAPS and the Communities. Provide general administrative duties within the Component.

POST 26/56 : **PROVISIONING ADMIN CLERK REF NO: ESL/2016/06/03**

SALARY : R142 461 per annum (all-inclusive remuneration package)

CENTRE : Head Office-Bhisho

REQUIREMENTS : A Senior Certificate with at least one year experience in an asset management environment. Knowledge of PFMA, Treasury Regulations, and other asset management regulatory framework in the Public Service. Knowledge and ability to use financial systems. Problem solving and communication skills. Computer Literacy.

DUTIES : Barcoding of Assets. Update and maintain the asset register. Conduct stock takes and physical verification of assets. Perform monthly reconciliation of the asset register against the financial management system. Maintain a database of redundant or obsolete assets. Dispose of redundant or obsolete assets. Provide monthly reports on assets management. (ICCAT, CCSBT and IOTC).

ENQUIRIES : Mnikelo Mbangi tel. (040) 609 6424

OFFICE OF THE PREMIER

It is the Department's intention to promote equity through the filling of posts, according to set Employment Equity targets. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS : For The Eastern Cape Office of The Premier, Please forward your application, quoting the relevant reference number, to The Recruitment Centre, Private Bag X0047, Bhisho, 5605 or hand deliver to The Office of The Premier, Independence Avenue, Bhisho, 1st Floor, Room 1038.

CLOSING DATE : 08 July 2016

NOTE : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable 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. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

MANAGEMENT ECHELON

POST 26/57 : **GENERALIST DEVELOPMENTAL TECHNICAL REGIONAL TOWN PLANNER REF NO: 2016/06/01**
(1 year performance based contract)

SALARY : R1 042 500- R1 246 449 per annum (all-inclusive remuneration package)
CENTRE : Bhisho
REQUIREMENTS : 4-year B degree (NQF Level 7) in Urban/Town and Regional Planning or relevant qualification(s). More than 10 years' experience working in the relevant area after registration with SACPLAN as a professional. Registration with Council for Town and Regional Planners. **SKILLS & KNOWLEDGE:** Analytical thinking, Research, Professional Judgement, Planning and Technical consulting, Programme and Project Management, Strategic Management and Performance Monitoring, Change, Diversity Management and Leadership, Creativity and Innovation, Policy, systems and methods for town and regional planning, Communication, Computer literate proficient in MS Office. Strong negotiation and advanced interpersonal skills. Excellent verbal and written communication, report writing and presentation skills.

DUTIES : Provision of strategic management support regarding Town and Regional Planning. Lead and manage the application of town and regional planning principles in land development and manage site clearance standards as agreed with project managers. Ensure adherence to legal issues and requirements involving community development and changes in expansion and renewal on housing infrastructure, industrialised community facilities, agricultural spaces, land use patterns and management. Formulate and interpret planning legislation, guidelines, policies and regulations. Schedule available resources to meet planning targets; Write reports and make recommendations for decision making e. g EXCO, Provincial meetings and Clusters. Coordination and provision of strategic support with respect to public engagement on land/ development issues. Coordinate public meetings with community leaders, interest groups, lawyers and general public regarding land development issues. Present development plan at planning boards, appeals and public inquiries. Represent the provincial administration in high level committees. Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment / services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to provincial priorities. Manage the effective and efficient utilisation of resources allocated to the Chief Directorate. Allocate, monitor and control resources. Compile risk logs and manage significant risk according to sound risk management practices and organizational requirements. Provide technical consulting services for the operation on regional development related matters to minimize possible risks. Provision of management technical support services with regards to urban, rural development plan. Provide technical assistance to professional teams in all aspects regarding town and regional planning. Compilation of spatial development framework as part of IDP processes and be conversant with SPLUMA. Compile guidelines and evaluate land use management (LUM). Research and design planning policies to guide development; Research and analyze data to help inform strategic developments, such as increases in affordable housing provision. Planning and design of sustainable human settlement. Monitor the implementation of development in compliance with applicable legislation and town and regional planning standard guidelines.

ENQUIRIES : Mnikelo Mbangi tel. (040) 609 6424

OTHER POSTS

POST 26/58 : **DEPUTY DIRECTOR: YOUTH DEVELOPMENT, RESEARCH AND STAKEHOLDER CO-ORDINATION REF NO: OTP/2016/06/02 (Level 11).**
(1 year performance based contract)

SALARY : R612 822-R721 878 per annum
CENTRE : Bhisho
REQUIREMENTS : B-degree, or equivalent NQF 7 qualification, preferably in Social Sciences or Development Studies. A post-graduate qualification in Research or Development Studies will be an added advantage. Computer Literacy. Minimum of five years of experience at Junior Management level in the Public Service or equivalent environment. Proven experience in working with various youth stakeholders and delivering results. Minimum three years' experience working with various youth stakeholders either in government or non-governmental organisation. Proven leadership in a youth environment: governmental or non-governmental. Knowledge of legislation such as Public Service Act and Regulations,

Public Finance Management Act, Constitution of the Republic of South Africa, National Youth Policy, National Youth Service Development Framework, Broad Based Economic Empowerment Act, Industrial Policy Action Plan, Youth employment Accord, Youth Skills Accord. The person must have excellent verbal and communication skills, strong leadership qualities as well as skills in computer, analysis, project management, business process mapping, team building, planning and organising.

DUTIES

: To facilitate research based youth development, including mainstreaming of youth; and co-ordinate youth stakeholders in the Province. Facilitate and co-ordinate research projects that will inform Youth development and empowerment programmes in the Province. Coordination and implementing of Youth transformation programmes and sector priority projects. Co-ordinate the youth development and empowerment programmes, including youth mainstreaming programmes. Facilitate socio-economic inclusion, capacitation and empowerment of youth in the Province. Co-ordinate and oversee the work of the departments and other agencies. Facilitates monitoring and evaluation of the implementation of youth development and empowerment programmes within Provincial Departments. Develop monitoring and evaluation systems. Facilitates mainstreaming of youth development in provincial departments and at local government level. Co-ordination of youth stakeholders within the provincial and local spheres of government, whilst ensuring strategic links at national level. Facilitates collaboration and partnerships with youth formations and development agencies. In collaboration with relevant stakeholders and role players, manages the planning of Provincial youth related commemoration events. Co-ordinates provincial interdepartmental youth forum to ensure transformation in terms of youth in public service. Co-ordinates the forum of non-governmental youth stakeholders to strengthen partnerships and relationships, with Youth Formations, Development Agencies and other Civil Society Structures. Co-ordinates Youth Development Stakeholders in the Province to promote strategic partnerships for youth economic, skills and leadership development.

ENQUIRIES

: Mnikelo Mbangi tel. (040) 609 6424

POST 26/59

: **ASSISTANT MANAGER: DEVELOPMENTAL –EDUCATION, HEALTH & AGRICULTURE: REF. NO. OTP/2016/06/03**
(1 year performance based contract)

**SALARY
CENTRE**

: R389 145 per annum Level 10
: Bhisho

REQUIREMENTS

: A three (3) year B degree at NQF Level 7 in social science, economics or development studies. 3 years' experience working in the relevant area. Very deep knowledge of wide range of activities such as computer aided applications for developers like, GIS applications &MS Project. Skills: Analytical thinking, Research and development, Professional Judgement, Technical consulting, Programme and Project Management, Strategic management and performance monitoring, Change and diversity management, Leadership, Development planning competencies in different sectors. The person must have excellent verbal and communication skills, strong leadership qualities as well as skills in computer, analysis, project management, business process mapping, team building, planning, organising. Knowledge of Public Service Legislation such as Public Service Act 105 of 1994, Promotion of Administrative Justice Act, SA Constitution Act 108 of 1996, Spatial Planning and Land Use Management Act - Act 16 of 2013.

DUTIES

: Develop and review policies and plans in the following sectors – Health, Education and Agriculture which will bring about sustainable changes in compilation of strategies and effective implementation thereof. Coordination of planning management support services to the chief directorate priority projects. Provide technical assistance to Departments/Sectors on all aspects regarding health, education, agriculture and local government planning and development projects. Provide support in the compilation and adoption of technical and planning standards norms and guidelines. Support the planning and design of sustainable human settlement at local government level. Coordinate partnership with key service department with respect to the developmental agenda of provincial government priorities (POA). Provide technical assistant support in the policy analysis, planning and implementation of strategic plans and programmes utilising evidence based information. Provision of technical support on research and development projects. Assist the chief planners in conducting research by using updated new technologies and procedures. Coordinate research information to strengthen and guide planning on programme implementation that support sustainable development. Liaise with clusters and departments for better coordination. Facilitate the compilation of innovation proposals to ensure validity and adherence to provincial policy framework and legislative mandate in order to promote integrated service delivery. Coordinate project implementation. Coordinate the implementation of development compliance with applicable

legislation, policy analysis, planning and research. Coordinate sector reviews on the functioning of clusters and submission of appropriate actions. Translate key national, provincial and Agricultural priorities into practical delivery of projects. Work with evidence approach within ethical framework to provide high quality and cost effective service. Facilitate access to Agricultural knowledge, practice and policy advice supporting public health research as required. Coordinate Health development projects for ECPA. Translate key national, provincial and local health priorities into practical delivery of projects. Work with evidence approach within ethical framework to provide high quality and cost effective service. Facilitate access to public health knowledge, practice and policy advice supporting public health research as required. Coordinate Education development projects for ECPA. Translate key national, provincial and DoE priorities into practical delivery of projects. Work with evidence approach within ethical framework to provide high quality and cost effective service. Facilitate access to DoE knowledge, practice and policy advice supporting Education development research as required

ENQUIRIES

: Mnikelo Mbangi tel. (040) 609 6424

POST 26/60

: **ASSISTANT MANAGER: DEVELOPMENTAL PLANNER: LOCAL GOVERNMENT REF NO: OTP/2016/06/04**
(1 year performance based contract)

SALARY CENTRE REQUIREMENTS

: R389 145 per annum; Level 10
 : Bhisho
 : A three (3) year B degree at NQF Level 7 in social science, economics or development studies. 3 years' experience working in the relevant area. Very deep knowledge of wide range of activities such as computer aided applications for developers like, GIS applications & MS Project. Skills: Analytical thinking, Research and development, Professional Judgement, Technical consulting, Programme and Project Management, Strategic management and performance monitoring, Change and diversity management, Leadership, Development planning competencies in different sectors. The person must have excellent verbal and communication skills, strong leadership qualities as well as skills in computer, analysis, project management, business process mapping, team building, planning, organising. Knowledge of Public Service Legislation such as Public Service Act 105 of 1994, Promotion of Administrative Justice Act, SA Constitution Act 108 of 1996, Spatial Planning and Land Use Management Act - Act 16 of 2013. KNOWLEDGE: Public Service Act and Regulations, Public Finance Management Act, Constitution of the Republic of South Africa, National Youth Policy, National Youth Service Development Framework, Broad Based Economic Empowerment Act, Industrial Policy Action Plan, Youth employment Accord, Youth Skills Accord. In-depth knowledge and capacity on research and development. National and Provincial Strategic Priorities sand Development Agenda, with particular focus on youth economic and empowerment development. Broad knowledge of economics, coupled with practical experience in working in related environment. Relevant policies, framework and legislation related to youth development. Skills: Research, Analytical / Critical thinking, Complex Problem Solving, Coordination and organizing, Negotiation and communication skills.

DUTIES

: Develop and review policies and plans in the Local Government sector which will bring about sustainable changes in compilation of strategies and effective implementation thereof. Coordination of planning management support services to the chief directorate priority projects. Provide technical assistance to Departments/Sectors on all aspects regarding local government planning and development projects. Provide support in the compilation and adoption of technical and planning standards norms and guidelines. Support the planning and design of sustainable human settlement at local government level. Coordinate partnership with key service department with respect to the developmental agenda of provincial government priorities (POA). Provide technical assistant support in the policy analysis, planning and implementation of strategic plans and programmes utilising evidence based information. Provision of technical support on research and development projects. Assist the chief planners in conducting research by using updated new technologies and procedures. Coordinate research information to strengthen and guide planning on programme implementation that support sustainable development. Liaise with clusters and departments for better coordination. Facilitate the compilation of innovation proposals to ensure validity and adherence to provincial policy framework and legislative mandate in order to promote integrated service delivery. Coordinate project implementation. Coordinate the implementation of development compliance with applicable legislation, policy analysis, planning and research. Coordinate sector reviews on the functioning of clusters and submission of appropriate actions. Translate key national, provincial and local government priorities into practical delivery of projects. Work with evidence approach within ethical framework to provide high quality and

ENQUIRIES : cost effective service. Coordinate Local Government development projects for ECPA. Mnikelo Mbangi tel. (040) 609 6424

POST 26/61 : **ASSISTANT DIRECTOR: YOUTH ECONOMIC DEVELOPMENT COORDINATION REF NO: OTP/2016/06/06**
(1 year performance based contract)

SALARY CENTRE REQUIREMENTS : R311 784 per annum Level 09
Bhisho
B-degree, or equivalent NQF 7 qualification, in Economics or related field. A relevant post-graduate qualification will be an added advantage. Computer Literacy. Minimum of three years of experience in a research environment, particularly in an economic development / economics sector. Minimum of three years practical and proven experience in working with youth: either in a governmental or non-governmental context.

DUTIES : To co-ordinate economic development and empowerment of youth within the Province through in collaboration with strategic partners and stakeholders. Coordinate medium and long term youth development interventions, including consolidating the work of the departments on Provincial youth enterprise development programmes and projects. Facilitate identification and implementation of programmes to promote youth economic empowerment and development. Facilitate partnerships with relevant sectors, entities and government departments for identification and implementation of strategic intervention that will promote economic empowerment and development of Youth in the Province. Co-ordinate the mainstreaming of youth in the economic sector and in economic activities within the Provincial Administration. Facilitate development of Provincial Youth Enterprise Development strategy or intervention plan; Facilitates implementation of programmes aimed at promoting job access opportunities for the youth. Co-ordinate the creation of job opportunities and development of strategies aimed at curbing youth involvement in social ills. Facilitate development of programmes promoting economic opportunities for youth in business. Facilitate development and implementation of job accessing programmes for the youth. Establish and manage economic development programmes for the youth in partnership with relevant stakeholders. Monitor the implementation of socio-economic empowerment and development programmes within the Provincial Administration. Research and develop provincial baseline data on youth economic development and empowerment. Provide support on the development and implementation of Provincial youth economic development monitoring and evaluation systems. Co-ordinate Provincial departments on youth economic development and empowerment. Co-ordinate and support the Economic Cluster departments on youth socio-economic development and empowerment programmes. Provide support to Provincial Youth Development/ Co-ordinating forums on youth socio-economic development. Liaise and collaborate with various stakeholders on youth socio-economic development and empowerment.

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