ANNEXURE K

PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.

PROVINCIAL TREASURY

APPLICATIONS: Applications can be forwarded to the following Address: Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho.

FOR ATTENTION: Bonelwa Ndayi

CLOSING DATE: Friday, 28 October 2016

NOTE: Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

POST 42/41: CHIEF DIRECTOR: INFRASTRUCTURE PROCUREMENT REF NO: PT/16/41 (Three Year Contract)

SALARY: All inclusive package of R1 068 564 per annum level 14. Annual progression up to a maximum salary of R1 277610 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE: Bhisho

REQUIREMENTS: A minimum qualification of Bachelor degree (NQF Level 7) or Bachelor of Technology degree in the built environment disciplines of Quantity Surveying, Project / Building / Construction Management or Civil / Structural Engineering. Current professional registration in either of these disciplines is mandatory. Minimum of 10 years’ experience in Public Sector management and/or related management of infrastructure delivery programmes.

DUTIES: To facilitate the institutionalisation of the Infrastructure Delivery Management System (IDMS) within procurement processes and related forward and backward linkages. To facilitate the institutionalisation of the Standard for Infrastructure Procurement and Delivery Management (SIPDM) within IDMS procurement processes. To development infrastructure procurement strategies that address the socio-economic developmental targets in the Province. To manage monitoring and evaluation systems related to IDMS compliance in terms of the SIPDM stage gate approvals. To provide guidance for innovative procurement strategies (panel of service providers, period contracts, framework contracts, etc.). To review procurement strategies per programme / project with respect to delivery targets, project integration and efficiencies of scale. To manage the co-ordinated and co-
opted SCM processes, including: tender adverts, quality review of proceedings from tender committees; tender awards; procurement timeframes; and, provide guidance to mitigate procurement delays. Maintain a database of contract awards and blacklisting, and conduct continuous risk assessment of work load and performance from service providers. To develop and update a resource database of construction service providers in the Province. Manage relations with clients and provide project leadership. Develop, establish and manage procurement information systems. Contribute to team and own performance, as well as, knowledge sharing and quality circles.

ENQUIRIES
Can be directed to Ms. B Ndayi at 040 1010 072/071.

DEPARTMENT OF HEALTH

APPLICATIONS
Applications can be forwarded to the following Address: Alfred Nzo Health District-Madzikane Kazulu Hospital: Enquiries MS. SIGOLA@ (039) 255 8200
Must be submitted to the Human Resource Offices Madzikane- Kazulu Hospital Private Bag X 9002 Mount Frere, 5090, Amathole Health District: Enquiries: Ms. Ntangashe Z @ 043 -707 6748 / 49
Must be forwarded to Human Resources Section Private Bag X002, Southernwood, East London or hand delivered: 19 St James Road, Medical Centre Building, Southernwood, East London 5200, Buffalo City Metro Health District- Bisho Hospital: Enquiries: Ms P Jali @ (040) 6352950
Must be submitted to Human Resource Office, Bisho Hospital Private Bag X0043, Bisho Post Office, 5605, OR Hand Delivered to Human Resources Office, Bisho Hospital, Komga Bisho Road Eastern Cape, Buffalo City Metro Health District - Grey Hospital: Enquiries: Ms. NW Phillip @ (043) 643 3300
Must be submitted to Human Resource Office, Grey Hospital Private Bag X7443 King Williams Town or Hand Delivered to, Lonsdale Street, King Williams Town 5600, Canzibe Hospital: Enquiries: Mrs T.V Matot @ Tel No. 047- 5688291 /92/93
Must be submitted to Human Resource Office, Canzibe Hospital, Private Bag x104, Ngqeleni, 5140, Cecilia Makhawane Hospital: Enquiries Ms V Mkala @ (043) 708 2121
Must be submitted to Human Resource Office, Cecilia Makiwane Hospital, Private Bag X001, Mdantsane, 5225, OR Hand Delivered to Human Resources Office, Cecilia Makiwane Hospital, and Billie Road, Eastern Cape, Chris Hani District-Frontier Hospital: Enquiries: Ms T Marongo @ (043) 808 234
Must be submitted to Human Resource Section, Frontier Hospital, Kingsway Avenue, Private Bag X7063, Queenstown 5320, Joe Gqabi Health District- Maclear Hospital: Enquiries: Mr. Mbovane @ (045) 932 1028
Must be forwarded to the Human Resource Offices, MaClear Hospital P.O. Box 93 MaClear 5480, KSD Sub District - Mbekweni Chc: Enquiries; MS O Gcanga @ 047 -5310823/078- 300 7969
Must be submitted to Human Resource Office , Botha Sigcau Building,Private Bag X5005 ,Umtatha, 5099, or Hand delivery to Room No .19 , Botha Sigcau, Nessie Knight Hospital: Enquiries: Ms P S Matomela @ 047 – 553 6007
Must be submitted to Human Resource Office, Nessie Knight Hospital, Suenkama, Private Bag X420, QUMBU, 5180 , OR Tambo Health District- DR Malizo Mphele Memorial Hospital: Enquiries Ms N,M Makalima @ (047) 542 6300
Must be submitted to Human Resource Office, Dr Malizo Mphele Memorial Hospital, Private Bag X1004, TSOL0, 5170, Sarah Baartman District- Fort England Hospital: Enquiries: Ms. N Nazo@ (046) 602 2300
Must be submitted to Human Resources Office, Fort England Hospital Private Bag X1002, Grahamstown 6139, Sipetu Hospital: Enquiries: MR. MADAKA@ (039) 255 0077
Must be submitted to the Human Resource Offices, Sipetu Hospital Private Bag X9005 Mount Frere 5090, ST. Patrick’s Hospital: Enquiries: MS. Gwangqa @ (039) - 251 0236;
Must be submitted to the Human Resource Offices, St. Patrick’s Hospital Private Bag X 531 Bizana 4800, Zithulele Hospital: Enquiries: Mr K Scobethwa @ 047 – 5738936/ 42
 Must be submitted to Human Resource Office, Zithulele Hospital, Private Bag X504, Mqanduli, 5080

FOR ATTENTION : Ms Khunjulwa Livi
CLOSING DATE : Friday, 28 October 2016
OTHER POSTS


SALARY : All inclusive package of R612 822 per annum, Level 11. Annual progression up to a maximum salary of R721 878 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Amathole Health District Office

B. Degree/ National Diploma in Information Technology with 5 years’ experience of which 2 years should be at a managerial level. Comprehensive experience in District Transversal Systems. Ability to implement IT policies and procedures in the Department of Health at Amathole Health District and all its underlying institutions. Strong leadership and managerial skills. Knowledge of PFMA. Excellent communication skills, both verbal and written. Must have a valid driver’s license. Experience in providing infrastructure support in terms of hardware and software e.g. working knowledge of Microsoft in terms of products especially the windows operation systems. Sound knowledge on the maintenance of networks. Servers, firewalls and Databases. Reliable, ethical and capable of being entrusted with sensitive information. Excellent planning, organizing and report writing skills.

DUTIES : Manage operational IT activities, including service level agreements and contracts. Improve IT service delivery, hardware and software standards, processes, guidelines and policies. Provide help desk support and produce relevant daily and weekly reports. Manage the IT Office, including the budget, administration, security risk mitigation. Manage all IT assets manually and electronically, keeping IT register and software licensing up to date. Manage and coach IT staff. Facilitate IT-related workshops. Strategic planning and coordination of IT health services at District, Sub Districts and institutional level. Produce the required IT related reports. Implement service delivery improvement programs to meet the needs of the end users. Manage all IT resources to ensure optimal functioning of health facilities within the Districts. Prepare ICT procurement plans for the District, Sub Districts and institutional level. Manage, monitor and evaluate the services of external service providers in accordance with service level agreements. Provide support in the Department for the procurement of IT related hardware and software. Render ICT infrastructure management and support services.

POST 42/43 : HUMANRESOURCEPRACTITIONER 2 POSTS (REF ECHEALTH/HRP07/2016)
FRONTIER HOSPITAL (X1) (REF. ECHEALTH /DMMMH/HRP/16/2016) DR MALIZO MPEHLE MEMORIAL HOSPITAL (X1)

SALARY : All inclusive package of R211 194 per annum, Level 07. Annual progression up to a maximum salary of R248 781 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Frontier and Malizo Mpehle Memorial Hospitals.

Bachelor’s Degree/National Diploma in Human Resource Management/Public Management or equivalent qualification. A minimum of 3 years relevant experience in Human Resource Administration environment or Grade 12 with 3-4 years’ experience in Human Resource Administration environment. Knowledge of public service regulations, the public service act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.

DUTIES : The incumbent will be responsible to perform and administer all functions related to recruitment and selection, PMDS and leave management. Implement/manage PERSAL transactions. Provide human resource management information support i.e. implementing policies, maintaining discipline, motivating and exercising control of subordinates.
**POST 42/44**: ADMINISTRATIVE CLERK 2 POSTS REF NO: ECHEALTH/AC08/2016

**SALARY**: All inclusive package of R142 461 per annum, Level 05. Annual progression up to a maximum salary of R167 814 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE**: Frontier Hospital.

**REQUIREMENTS**: National Diploma/Degree in Public Management or equivalent with minimum of 2-3 years relevant experience. Grade 12 with 4-6 years relevant administrative experience. Good interpersonal and communication skills. Computer literacy and knowledge of Patient’s right charter. Must be a committed and hard working person. Ability to work under pressure.

**DUTIES**: Delivery of efficient Ward Administration services by provision of clerical assistance for clinical staff. Compiling patient folders that contain the relevant documentation. Recording and reconciling the midnight patient census whilst accounting for admissions, discharges and transfers. Ordering and receiving ward stationery and surgical supplies. Recording movement of ward stock and supplies. Capturing data and responsible for statistics. Filling and tracing missing patient files. Review ward administration transactions, documents, records, reports and methods of accuracy and effectiveness.

**POST 42/45**: REGISTRY CLERK: REF NO: ECHEALTH/SPH/RC/13/2016

**SALARY**: All inclusive package of R142 461 per annum, Level 05. Annual progression up to a maximum salary of R167 814 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE**: St. Patrick’s Hospital

**REQUIREMENTS**: Grade 12 plus 2 – 3 years’ experience in Registry/Record Management. 3 year Tertiary Qualification. Basic knowledge of Administration processes. Knowledge and understanding of relevant Policies, Legislations and Prescripts. Computer literacy. Knowledge of procedures norms and standards relating to specific working environment.

**DUTIES**: Render routine Registry Administration services. Manual and electronic referencing of correspondence according to the approved File Plan. Advice client offices on correct referencing of correspondence. Receipt and sorting of incoming and outgoing mail. Perform postal (FRANKING) and courier services. Recording of money and valuable items received/maintenance of remittance register.

**POST 42/46**: DRIVER (LIGHT VEHICLE) REF NO: ECHEALTH/SH/DR/14/2016

**SALARY**: All inclusive package of R142 461 per annum, Level 05. Annual progression up to a maximum salary of R167 814 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE**: Sipetu Hospital

**REQUIREMENTS**: Grade 10/standard 8 certificate. Relevant experience in Driving/Code B with 3 Years’ experience as a driver. Valid Code 8 Drivers licence with PDP. Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

**DUTIES**: To render transport services. Provision of transport services. Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials and recollect them. Render vehicle maintenance functions. Check and verify vehicle condition. Check fuel, water and oil level. Check lights, windscreen, wipers, hooter and tyre condition. Check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report them. Clean and vacuum vehicle. Ensure compliance of Government vehicles to Road Regulations and maintenance of the vehicles to keep them in good condition. Willingness to work beyond working hours where need arises. Responsible for loading and unloading of goods. Always maintain high degree of confidentiality. When transporting documents.
POST 42/47: CLEANERS 19 POSTS: REF NO: ECHEALTH/CCMH/01/2016) CECILIA MAKIWANE HOSPITAL (X6) (REF. ECHEALTH/LWCMH/03/2016) BHISHO HOSPITAL (X5) (REF. ECHEALTH/MKZH/CL/09/2016) MADZIKANE KA ZULU HOSPITAL (X8)

SALARY: All inclusive package of R84 096 per annum Level 02. Annual progression up to a maximum salary of R99 060 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE: Cecilia Makiwane, Bhisho and Madzikane Ka Zulu Hospitals.

REQUIREMENTS: ABET/STD 6/7 Grade 8/9. Good interpersonal and Communication skills. Relevant experience will be added as an advantage. Ability to perform routine tasks and to operate cleaning machines.

DUTIES: Perform specific cleaning duties daily. Ensure the general cleaning of the facility and surroundings. Dust and polish the desks, floors and walls in all offices and waiting areas. Clean and take proper care of cleaning equipment and machinery used in daily activities. Request cleaning materials in advance. Maintain good hygienic standards in the facility. Perform any other jobs that may be assigned by the supervisor.

POST 42/48: LAUNDRY WORKERS 5 POSTS: (REF NO: ECHEALTH/LWCMH/02/2016) CECILIA MAKIWANE HOSPITAL (X2) (REF. ECHEALTH/MKZH/LW/10/2016) MADZIKANE KA ZULU HOSPITAL (X3)

SALARY: All inclusive package of R84 096 per annum, Level 02. Annual progression up to a maximum salary of R99 060 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE: Cecilia Makiwane and Madzikane Ka Zulu Hospitals

REQUIREMENTS: ABET/Grade 8/9. Good communication skills and good interpersonal relations. Must be a committed and hardworking person. Ability to work under pressure.

DUTIES: Render laundry services: Maintain a safe and clean working environment in line with health and safety standards. Collect linen from relevant depots. Keep an accurate record of linen collected and returned to relevant units. Follow the basic procedure guidelines in preparing and disinfecting linen for wash. Follow the basic procedure guidelines for washed and cleaned linen. Keep linen in good state by inspecting, mending and marking laundry. Be able to operate various machines in the laundry (i.e., washing, dryer ironing and pressers.). Iron fold count and pack laundered items and seal linen bags. Collect and deliver linen to clients. Sort, count and record dirty linen. Do all laundry duties as directed by the supervisor. Maintain laundry equipment /machines: Monitor equipment temperature. Keep laundry equipment in a proper state, Report detects.

POST 42/49: GENERAL WORKER/ASSISTANT 20 POSTS: (REF NO: ECHEALTH/GENWORK/04/GREYH2016) GREY HOSPITAL (X2) (REF. ECHEALTH /CH/GA/22/2016) CANZIBE HOSPITAL (X1) (REF. ECHEALTH/NKH/GA/21/2016) NESSIE KNIGHT HOSPITAL (X1) (REF. ECHEALTH/ZH/GA/19/2016) ZITHULELE HOSPITAL (X1) (REF. ECHEALTH/DMMMH/GA/17/2016) DR MALIZO MPEHLE MEMORIAL HOSPITAL (X15)

SALARY: All inclusive package of R84 096 per annum Level 02. Annual progression up to a maximum salary of R99 060 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE: Grey, Canzibe, Nessie Knight, Zithulele and Dr. Malizo Mpehle Memorial Hospitals.

REQUIREMENTS: ABET/STD 6/7 or Grade 8/9. Good interpersonal and communication skills. Relevant work experience will be added advantage. Ability to perform routine tasks and to operate cleaning machines. Must be able to work night duty, weekends and public holidays (shifts).

for collection by laundry in the absence of Housekeeper. Requesting cleaning materials in advance. Maintain good hygienic and safe environment by sweeping, dusting, mopping, vacuuming and generally cleaning areas of responsibility. Emptying all dustbins wards/departments/clinics as full medical and general waste containers. Perform any other jobs that may be assigned by the Supervisor.

**POST 42/50**: FOOD SERVICE AID 7 POSTS (REF NO: ECHEALTH/F SAID/05/GH/2016)  
**GREY HOSPITAL (X1)** (REF: ECHEALTH/F SAID/06/FEH/2016)  
**FORT ENGLAND HOSPITAL (X2)** (REF: ECHEALTH/MKZH/FSAID/11/2016)  
**MADZIKANE KAZULU HOSPITAL (X3)** (REF: ECHEALTH/ZH/FS AID/20/2016)  
**ZITHULELE HOSPITAL (X1)**

**SALARY**:  
All inclusive package of R84 096 per annum Level 02. Annual progression up to a maximum salary of R99 060 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE**: Grey, England, Madzikane Ka Zulu, and Zithulele Hospitals.

**REQUIREMENTS**:  
ABET/Grade 8/9/. Good communication skills and good interpersonal relations. Must be a committed and hardworking person. Ability to work under pressure.

**DUTIES**:  
Preparation of Patient’s food to prescribed menus. Delivery of Patient’s food to the wards, cleaning of utensils and maintain good hygiene standards in the kitchen. Knowledge and preparing of therapeutic and specific Diet. Perform regular stock taking. Ensure that correct meals are delivered to the correct areas. Collect used cutlery and crockery from wards and ensure that correct numbers have been returned.

**POST 42/51**: GROUNDSMAN 2 POSTS REF NO: ECHEALTH/MKZH/GRM/12/2016

**SALARY**:  
All inclusive package of R84 096 per annum Level 02. Annual progression up to a maximum salary of R99 060 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE**: Madzikane Ka Zulu Hospital

**REQUIREMENTS**:  
ABET/Grade 8/9/. Good communication skills and good interpersonal relations. Must be a committed and hardworking person. Ability to work under pressure.

**DUTIES**:  
To effectively and efficiently perform a grounds cleaning service of a routine nature, utilizing the resources available. To provide a safe and secure environment for staff and residents. To provide a hygienic environment for staff and residents. To ensure compliance to legislation, regulations, policies and procedures. Maintain professional and ethical standards and ethical standards in the performance of duties.

**POST 42/52**: TRADE LABOURER (HANDYMAN) REF NO: ECHEALTH/MH/TL/15/2016

**SALARY**:  
All inclusive package of R84 096 per annum Level 02. Annual progression up to a maximum salary of R99 060 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE**: Maclear Hospital

**REQUIREMENTS**:  
Grade 10 or equivalent qualifications. Basic knowledge of technical work. Communication skills, interpersonal skills and self-propelled person with positive attitude. Ability to perform routine tasks and operates cleaning machines. Relevant experience will be an added advantage.

**DUTIES**:  
Take proper care of equipment and machinery used in daily activities. Attend to institutional minor renovations such as painting, repair of cracked walls, repair of broken windows and toilet flush systems. Unblock drains, basins and sinks to ensure effective functioning of the sewage system. Check workshop stores items such as spare parts and prepare orders. Report faults and defects on operating machinery.

**POST 42/53**: PROPERTY CARE TAKER REF NO: ECHEALTH/MCHC/PCT/18/2016

**SALARY**:  
All inclusive package of R84 096 per annum Level 02. Annual progression up to a maximum salary of R99 060 is possible subject to satisfactory performance. The
all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE: Mbekweni CHC

REQUIREMENTS:
ABET Grade 8/9 qualification. Good communication skill. Ability to perform routine tasks. To render a property care taking services in the institution by managing the organisation fixed and moveable assets and facilities.

DUTIES:
Control the access of health institution’s accommodation. Safeguard all master and spare keys belonging to the institution. Oversees the preparation of boardrooms for meeting gatherings. Perform a stock taking of areas of responsibilities such as keys, office equipment. Loading and offloading of goods, furniture and cleaning materials. Climb step ladders and scaffolding to change light bulbs. Maintain a clean working environment to promote the ethos of hygiene.

DEPARTMENT OF HUMAN SETTLEMENTS

APPLICATIONS:
Can be forwarded to the attention of Mr Zolani Ntozini through on the following options: Post to: The Director: Human Resource Management, Department of Human Settlements, Private Bag X13008, Cambridge, 5206, Hand Delivery: Department of Human Settlements, Steve Tshwete Building, 31 – 33 Phillip Frame Road, Chiselhurst, East London

FOR ATTENTION: Mr Zolani Ntozini

CLOSING DATE: Friday, 28 October 2016

NOTE:
Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers. A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

POST 42/54: DIRECTOR: DEMAND MANAGEMENT AND LOGISTICS SERVICES REF NO: HS001/2016

SALARY:
All inclusive package of R898 743 per annum, Level 13. Annual progression up to a maximum salary of R1 058 691.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE: Head Office-East London

REQUIREMENTS:
A relevant Bachelor’s Degree/Advanced Diploma (NQF 7) in Financial Management/Accounting as recognised by SAQA with five (5) years’ experience at a Middle Management/Senior Management level and a minimum of three years’ experience in Financial Management, Logistics and asset management. Computer literacy with knowledge of Microsoft packages. Extensive knowledge of relevant legislation such as Public Finance Management Act (PFMA), Public Service Act (PSA). Good communication skills (written and verbal). A valid Code 08 drivers licence is a must. Candidate must be willing to travel and work irregular hours at times to meet deadlines. Competencies: Financial management skills, systems management, People management and empowerment, Client oriented and customer focused and Planning and organising.
**DUTIES**

Strategically manage a comprehensive departmental Demand and Logistic services. Develop and implement asset management strategy, policy and plans best suited for optimal support of departmental service delivery objectives in full compliance with National Treasury guidelines. Management of departmental logistics services including administration of contractual obligations linked to logistics and facilities. Design and implement relevant internal control systems and risk management processes for sound management of assets. Management of losses/misuse/avoidable damages and ensuring that excess or obsolete items are re-deployed or disposed in compliance with all relevant prescripts. Management of departmental leases including fleet services. Management of departmental stores and warehouse. Efficient management of human resources, assets and financial resources of the directorate. Manage submission of movable assets and inventory registers for interim and annual financial statements preparations consistent with the National Treasury guidelines and respond to audit all related queries and RFI’s. Manage staff and other stakeholder’s relationships such as service providers.

**ENQUIRIES**

Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

**POST 42/55**

DIRECTOR: MANAGEMENT ACCOUNTING SERVICES

**SALARY**

All inclusive package of R898 743 per annum, Level 13. Annual progression up to a maximum salary of R1 058 691.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE**

Head Office-East London

**REQUIREMENTS**

A relevant Bachelor’s Degree/Advanced Diploma (NQF 7) in Economics/Accounting/Financial Management as recognised by SAQA with five (5) years’ experience at a Middle Management/Senior Management level and a minimum of three years’ experience in Financial Management. Advanced financial management skills. Ability to conduct financial analysis as well as prepare financial reports Strong knowledge and interpretation of the Public Finance Management Act (PFMA), Treasury Regulations, SCOA and any other relevant financial legislation. Practical understanding of the following financial systems: BAS, LOGIS and PERSAL. Strong analytic, communication and leadership skills. Computer literacy. A valid Code 08 drivers licence is a must.

**DUTIES**

Rendering of budget management, monitoring and reporting services. Manage the preparation and submission of Medium Term Expenditure Framework (MTEF) budget. Monitor the implementation of the budget and provide In-Year Monitoring (IYM) reports. Perform expenditure analysis and trends and compile financial reports. Provide advice and support to Responsibility Managers on budget and expenditure matters. Perform cash flow management function. Manage the departmental debtors and revenue. Efficient management of human resources, assets and financial resources of the directorate.

**ENQUIRIES**

Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

**OTHER POSTS**

**POST 42/56**

CHIEF CONSTRUCTION PROJECT MANAGERS GRADE. A 3 POST POST REF NO: HS003/2016) 1 X NELSON MANDELA BAY METRO REF NO: HS004/2016) 2 X JOE GQABI REGION

**SALARY**

All inclusive package of R871 548 per annum, Level 12 (OSD). Annual progression up to a maximum salary of R996 525.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE**

Nelson Mandela Bay Metro and Joe Gqabi Region

**REQUIREMENTS**

A 3 year degree/advanced diploma or an equivalent NQF7 qualification in the built environment (Civil, Quantity Surveying, Architecture and Building) with minimum of 3 years of solid experience in human settlements development. 3 years’ experience as Construction Project Manager. Solid proven experience in Project Planning and Project Management. Must be registered with SA council for the Project and Construction Management Professionals (SACPCMP). Must possess a valid code 08 driver’s licence and must be willing to travel. MS Projects experience essential. Good communication skills (verbal and written). Computer literacy is a must.
DUTIES : Project planning, design, analysis, effectiveness and implementation. Assist developers in developing project implementation plans with realistic cash flows forecasts. Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor project management efficiencies according to organizational goal to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services. Provide technical consulting services for the operation of project related matters to minimise possible project crisis. Maintain project operational effectiveness. Manage the execution of project management strategy through the provision of appropriate structures system and resources. Set project standards, specifications and services levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Keep up with new technologies and procedures. Follow approved programmes of development for registration purpose.

ENQUIRIES : Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/57 : DEPUTY DIRECTOR: RENTAL PROGRAMME REF NO: HS005/2016

SALARY : All inclusive package of R726 276 per annum, Level 12. Annual progression up to a maximum salary of R855 516.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Head Office-East London

A 3 year degree/diploma in Public Administration/Law/Social Sciences or equivalent NQF6 qualification with 3 years working experience in the rental housing market support environment/services a Senior Certificate coupled with 10 years’ experience in the rental housing environment. A minimum of 2 (two) years’ experience as an Assistant Director in the rental programme environment. Sound knowledge of policies and prescripts that are applicable to Rental Programme. Experience in managing projects and ensuring good relationships with stakeholders. Good communication skills, presentation skills and conflict management skills. Computer literacy. A valid Code 08 drivers licence is a must.

DUTIES : Facilitate investigations and informal mediations on reported unfair rental practices. Manage provision of administrative and secretariat support in respect of formal proceedings and hearings conducted by the Rental Housing Tribunal. Raise awareness on the Rental Housing Act, No 50 of 1999. Facilitate establishment of Rental Information Officers in Municipalities. Facilitate enforcement of Tribunal Rulings through the Magistrates Court. Manage and maintain database of caseloads, rulings, precedents and appeals. Ensure efficient management of the Sub-Directorate and timeous reporting.

ENQUIRIES : Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/58 : DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: HS006/2016

SALARY : All inclusive package of R612 822 per annum, Level 11. Annual progression up to a maximum salary of R721 878.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS : Head Office-East London

A 3 year degree/diploma or equivalent NQF6 qualification with 3 years working experience in the strategic planning environment or a Senior Certificate coupled with 10 years’ experience in the strategic planning environment. A minimum of 2 (two) years’ experience as an Assistant Director in strategic management. Good communication skills (verbal and written). Ability to work in a team. A valid Code 08 drivers licence is a must. Computer literacy

DUTIES : Administer strategic planning processes to the Department. Conduct research on all strategic planning related matters. Render support service to strategic planning related matters. Administer the adaptation of different planning formats for outcomes, outputs and strategies. Facilitate the training of all departmental
managers to utilise the departmental framework and formats. Promote internal coordination of housing programmes on matters of planning.

ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/59: DEPUTY DIRECTOR: STAKEHOLDER ENGAGEMENT REF NO: HS007/2016

SALARY: All inclusive package of R612 822 per annum, Level 11. Annual progression up to a maximum salary of R721 878 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE: Head Office-East London

REQUIREMENTS: A 3 year degree/diploma or equivalent NQF6 qualification with 3 years working experience in the stakeholder environment or a Senior Certificate with 10 years’ experience in stakeholder engagement. A minimum of two (2) years as an Assistant Director. Communication and protocol knowledge and skills. Project and financial management skills. Stakeholder relations and coordination skills. Computer literacy and report writing skills. A valid Code 08 drivers licence is a must and must be willing to travel. Quality assurance of projects will be an added advantage

DUTIES: Knowledge and understanding of relevant prescripts. Promote stakeholder relations and participation in housing delivery. Facilitate partnerships with civil society organisations, private sector and sector departments. Establish and maintain a comprehensive database of internal and external stakeholders. Present and manage provincial housing awards programme and departmental stakeholder engagements sessions. Liaise with Regions and District Municipalities regarding the seating of IGR structures. Consolidate IGR reports from Regions and other Provincial IGR structures.

ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/60: DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: HS008/2016

SALARY: All inclusive package of R612 822.00 per annum level 11. Annual progression up to a maximum salary of R721 878.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE: Head Office-East London

REQUIREMENTS: A 3 year degree/diploma in Public Administration or equivalent NQF6 qualification with 3 years working experience in the monitoring and evaluation environment or a Senior Certificate with 10 years’ experience in monitoring and evaluation. A minimum of two (2) years as an Assistant Director. Computer literacy. Background in evaluation will be an added advantage. A valid Code 08 drivers licence is a must.

DUTIES: Co-ordinate compliance reports on Departmental Performance. Conduct Programme Performance audits and development of systems description. Contribute to the review and implementation on M & E Policy Framework. Manage MPAT implementation process. Contribute to the implementation of eCMS and conduct project level monitoring. Contribute to the implementation of a Departmental Evaluation Plan.

ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/61: TOWN AND REGIONAL PLANNER PRODUCTION GRADE B REF NO: HS009/2016

SALARY: All inclusive package of R585 696.00 per annum, Level 11 OSD. Annual progression up to a maximum salary of R630 957.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE: Chris Hani region-Queenstown

REQUIREMENTS: A 3 year degree/diploma in Urban/Town and Regional Planning or relevant qualification. A minimum of 3 years’ experience in town planning. Compulsory registration with SACPLAN. Applicant must display the following technical and generic competencies: Programme and Project management, T & R principles and methodologies, Research and Development, computer aided applications, T & R
knowledge of legal compliance, creating a high performance culture, technical consulting, professional judgement, financial management. Experience in spatial and developmental planning. Good communication skills (verbal and written). Ability to work under pressure for extended periods of times. Competencies and expertise in Project Management. Experience in building environment will be an added advantage. Must be computer literate and able to work with programmes such as word, excel, powerpoint and MS projects etc. A valid code 08 driver’s licence is a must.

**DUTIES**: Ensure the application of town and regional planning principles in land development. Provide planning input and technical support on housing development applications. Advise and support municipalities on land use applications. Ensure that approved planning layouts are obtained. Plan and design to ensure the sustainable human settlements development. Facilitate and provide technical assistance to professional teams on all aspects regarding town and regional planning projects. Compile spatial development framework (SDF). Ensure feasibility and absolute readiness of projects, prior to implementation. Ensure adherence to legal requirements, co-ordinate, evaluate and monitor the implementation of development in compliance with applicable legislation and town and regional planning standards and guidelines.

**ENQUIRIES**: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

**POST 42/62**: ASSISTANT DIRECTOR: HUMAN SETTLEMENTS DEVELOPMENT PROGRAMME 2 POSTS REF NO: HS010/2016

**SALARY**: All inclusive package of R389 145 per annum, Level 10. Annual progression up to a maximum salary of R458 385.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE**: Head Office-East London

**REQUIREMENTS**: A 3 year recognised degree/diploma or equivalent NQF6 qualification with 3 years working experience in the human settlements development environment or a Senior Certificate with 5 years’ experience in the human settlements development environment. A valid Code 08 driver’s licence is a must. Good communication skills (verbal and written). Ability to work under pressure for extended periods of time. Good report writing, presentation and project management. Knowledge of PFMA, Treasury Regulations and other applicable prescripts.

**DUTIES**: Facilitate and co-ordinate housing development activities for upgrading and eradication of informal settlements. Facilitate and promote collaboration of BNG projects with both internal and external stakeholders. Co-ordinate funding allocations for social and economic amenities, MIG and bonded housing projects. Strengthen and support capacity of municipalities in housing development projects. Facilitate project initiation and implementation strategies.

**ENQUIRIES**: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

**POST 42/63**: ASSISTANT DIRECTOR: CAPACITY BUILDING AND MUNICIPAL SUPPORT PROGRAMME REF NO: HS011/2016

**SALARY**: All inclusive package of R389 145 per annum, Level 10. Annual progression up to a maximum salary of R458 385.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE**: Head Office-East London

**REQUIREMENTS**: A 3 year Degree/Diploma in Social Science/Development Studies or equivalent NQF6 qualification with at least 3 years working experience in capacity building or Senior Certificate coupled with 5 years’ experience in capacity building. Human Settlements experience will be an added advantage. Knowledge and experience in municipal support and capacity building. Knowledge of Public Service Regularity Framework policies and procedures. Good communication skills. Ability to work in a team. Knowledge of housing code policy. Analytical skills and networking skills. A valid Code 08 driver’s licence is a must.

**DUTIES**: Assist the overall performance of the unit. Assist in the development and implementation of provincial capacity building plan in partnership with municipalities and housing institutions. Assist capacity building and municipal
support of municipalities in order to perform human settlements programmes. Assist in the management of the scholarship programme. Assist in the implementation of accredited short learning programmes. Assist and train municipalities to perform human settlements programmes.

ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/64: ASSISTANT DIRECTOR: NEEDS, RESEARCH AND INNOVATION KNOWLEDGE MANAGEMENT REF NO: HS012/2016

SALARY: All inclusive package of R389 145 per annum, Level 10. Annual progression up to a maximum salary of R458 385.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS: Head Office-East London

DUTIES: Undertake research into the housing sector and human settlement. Administer proper reporting processes. Monitoring, evaluation and follow-up of research findings. Compile a business plan for execution of research on identified areas for specific research project in support of policy planning and programme development. Institute follow-up procedures and reviews.

ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/65: ASSISTANT DIRECTOR: EMERGENCY HOUSING REF NO: HS013/2016

SALARY: All inclusive package of R389 145 per annum, Level 10. Annual progression up to a maximum salary of R458 385.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS: Head Office-East London

DUTIES: Ensure the management of all emergency housing projects including assisting municipalities in compiling emergency housing project applications. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow ups made. Co-ordinate and conduct damage assessment for various project sites. Ensure that the relevant project documentation for new and existing structures is compiled. Ensuring delivery of quality and quantity on each assigned project site. Ensure signing of handover certificates/happy letters by project beneficiaries. Conduct technical site meetings and liaise with stakeholders. Ensure that the Emergency Housing System is updated, provide reports and estimates, recommend and monitor expenditure. Promote the initiatives and gather information in terms of EPWP. Facilitate and resolve problem emanating from projects and develop progress reports on site. Manage the Service Level Agreements for contractors and consultants.

ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627
POST 42/66: ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: HS014/2016

SALARY: All inclusive package of R311 784 per annum level 9. Annual progression up to a maximum salary of R376 254.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE: Head Office-East London

REQUIREMENTS: A 3 year degree or diploma in Finance or equivalent NQF6 qualification with at least 3 years working experience in the salary control and management environment or a Senior Certificate coupled with 5 years working experience in salary control and management environment. Extensive knowledge of the Persal System, BAS and other government financial systems. A minimum of 2 years’ experience at a supervisory level. Computer literacy. Good communication skills (verbal and written). Sound understanding of government policies, financial prescripts and budget processes. Knowledge of the Public Finance Management Act and Treasury Regulations. Ability to work under pressure.

DUTIES: Monitor and control all salary and employee related payments. Verify calculations of all manual BAS payments. Authorise all salary payments on Persal and BAS. Check the authenticity of the documents for filing purposes. Attend to all salary related queries. Monitor proper filing of salary records. Effectively manage the operation of the section. Monitoring and clearing of salary related suspense accounts.

ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/67: ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: HS015/2016

SALARY: All inclusive package of R311 784 per annum, Level 09. Annual progression up to a maximum salary of R376 254.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE: Head Office-East London

REQUIREMENTS: A recognised 3 year Degree/National Diploma in Labour Law/Human Resource Management with relevant 3 years’ experience in the Labour Relations field or Senior Certificate with 5 years working experience in the Labour Relations field. Labour relations experience with specific reference to the handling of disciplinary cases, disputes and grievances. Thorough understanding of negotiations. Good communication skills (verbal and written). Ability to work under pressure for extended periods of times. Good report writing, presentation skills. Knowledge of all relevant legislation/prescripts that are applicable in the public service. Computer literacy. A valid Code 08 driver’s licence is a must. Competencies: Planning and management of conflict resolutions. Problem analyses and solving skills. Ability to pay attention to the detail. Excellent interpersonal and communication skills (verbal and written). Experience in facilitating work sessions and giving presentations.

DUTIES: To implement labour relations policies, procedures and strategies. Facilitate and monitor the resolution of grievances. Ensure the implementation of disciplinary procedures. Promotion of harmonious employer and employee relations. Create awareness on grievances, disputes and misconduct related disciplinary procedures. Co-ordinating and facilitating training on labour relations matters. Monitoring strikes, lockouts, and picketing and protest actions. Represent the department in disciplinary hearings, conciliation and arbitrations and monitor the implementation of arbitration awards. Chairing of disciplinary hearings. Ensure proper and accurate record keeping mechanisms in respect of all disciplinary and dispute processes.

ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/68: ASSISTANT DIRECTOR: MOVEABLE ASSET MANAGEMENT REF NO: HS016/2016

SALARY: All inclusive package of R311 784 per annum, Level 09. Annual progression up to a maximum salary of R376 254.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s
contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE: Head Office-East London

REQUIREMENTS: A recognised 3 year degree/National Diploma in Logistics Management/Public Management/Administration or NQF6 relevant qualification with 3 years working experience in the moveable asset management or a Senior Certificate with 5 years working experience in moveable asset management. Hands on experience in moveable asset management. Good communication skills (verbal and written). Ability to work under pressure for extended periods of times. Good report writing, presentation and project management. In-depth knowledge of all relevant legislation/prescripts that is applicable in the public service. Knowledge of BAS and Logis Systems. A valid Code 08 drivers’ licence is a must.

DUTIES: Ensure the execution of the operational plan for the asset management business unit. Ensure that the maintenance and disposal plans of the department for all assets management related matters are executed. Implement the department’s asset management strategy. Adhere to regular asset management reporting requirements as determined from time to time by National and/or Provincial Treasury. Manage the departments movable assets register and ensure that the asset register is complete and accurate at all times. Strive to improve asset management function within the department by proposing implementing, and re-engineering asset management policies, processes and procedures. Identify training needs of personnel under supervision. Prepare monthly BAS reconciliation and ensure that any reconciling items are promptly resolved.

ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/69: ASSISTANT DIRECTOR: CORPORATE SECURITY MANAGEMENTSERVICES
REF NO: HS017/2016

SALARY: All inclusive package of R311 784.00 per annum, Level 09. Annual progression up to a maximum salary of R376 254.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE: Head Office-East London

REQUIREMENTS: A 3 year degree or National Diploma in Security Management or relevant NQF 6 equivalent qualification with 3 years working experience in a security management environment or a Senior Certificate with 5 years working experience in a security management environment. Understanding of the security and human settlements relevant acts/prescripts and legislations. Ability to collect and collate data. Demonstrative ability to analyse and form conclusions. Ability to work under pressure. Demonstrate experience in working in confidential or secret environment.

DUTIES: Render security management services. Implement security management policies and procedures. Develop strategies and plans to respond to the security risks in the department. Develop and implement security awareness programme for officials and stakeholders. Manage database for vetting and pre-screening of officials and stakeholders. Monitor and assist on the implementation of SAPS security audit outcomes of the department. Liaison with law enforcement agencies on the progress of reported cases.

ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/70: ASSISTANT DIRECTOR: MONITORING AND EVALUATION SERVICES
REF NO: HS018/2016

SALARY: All inclusive package of R311 784 per annum, Level 09. Annual progression up to a maximum salary of R376 254.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE: Head Office-East London

REQUIREMENTS: A 3 year degree or National Diploma in built in environment or NQF 6 equivalent qualification with 3 years relevant experience in the monitoring and evaluation environment or a Senior Certificate with 5 years working experience in the monitoring and evaluation environment. Knowledge of and experience in the environment of monitoring and evaluation. Sound written and oral communication
skills. Ability to work under pressure. Ability to work in a team. Advanced computer literacy in the MS Office software. A Valid Code 08 drivers licence is a must.


ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/71: OFFICE MANAGER (EASO): STRATEGIC MANAGEMENT/COMMUNICATION INFORMATION OFFICE REF NO: HSO19/2016

SALARY: All inclusive package of R311 784.00 per annum, Level 09. Annual progression up to a maximum salary of R376 254.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS: Head Office-East London

A 3 year degree or National Diploma in Office Administration or equivalent qualification with 3 years working experience in an office environment or a senior certificate with five years’ experience in the office environment. 3 years’ experience in office administration, co-ordination and/or financial administration environment. Computer literacy with strong and sound typing skills (Excel is compulsory with MS Word and Power point). Excellent communication skills (verbal and written). Excellent filing skills and to keep record of flow of documents. Experience in office administration and coordination. Flexible and adaptable. Ability to work under pressure and adhere to strict timeframes. Ability to take initiative and work independently. Ability to identify and handle confidential matters. A valid Code 08 drivers licence will be an added advantage. Prepare weekly, monthly, quarterly and annual reports. Manage the assets of the office. Request and consolidate reports. Analyse the information provided, consolidate and submit the final report. Compile internal and external reports and memos. Prepare memorandum, reports, speeches etc. Provide strategic support to the Chief Director. Ensure follow up of the Chief Director’s appointments. Ensure that the diary is managed effectively. Ensure proper planning and organising in the office of the Chief Director. Ensure that events are planned, coordinated and organised. Provide administrative executive support to the Chief Director. Attend the Chief Director meetings and take minutes. Attending meetings on behalf of the Chief Director and report back. Make follow-up on the implementation of the resolutions of the meetings. Follow up on tasks assigned to directorates. Receive correspondence from inside and outside the Chief Directorate and guide correspondence to relevant directorates, including making necessary follow-ups. Liaise and communicate with other directorates/branches within the department and also with outside clientele.

ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627


SALARY: All inclusive package of R262 272 per annum, Level 08. Annual progression up to a maximum salary of R308 943.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS: Head Office-East London

A 3 year degree or national diploma in Management Services/ Industrial Psychology/Production Management with at least 3 years’ experience in the work-study field. Knowledge of procedures and principles of developing and reviewing the organisational structure. Knowledge of job evaluation system applicable to the public sector. An analyst job evaluation certificate will serve as an added
advantage. Knowledge of EQUATE system will be an added advantage. A valid Code 08 drivers licence is a must.

**DUTIES**

- Undertake organisation and work study investigation on the following:
  - Organisation structures, process design and development (BPR) and Business Analysis.
  - Compile job descriptions, Office input and accommodation need analysis.
  - Frontline services and demographic analysis. From design and establishment management and job evaluation. Assist in the implementation of service excellence programmes.

**ENQUIRIES**

- Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

**POST 42/73**

- SENIOR ADMINISTRATIVE OFFICER: HOUSING SUBSIDY SYSTEMS REF HS021/2016

**SALARY**

- All inclusive package of R262 272.00 per annum, Level 08. Annual progression up to a maximum salary of R308 943.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE**

- Head Office-East London

**REQUIREMENTS**

- A 3 year recognised degree/diploma or equivalent NQF6 relevant qualification with at least 3 years working experience in housing subsidy system or a Senior Certificate coupled with 4 years’ experience in a housing subsidy system environment. Sound knowledge of general office administration and relevant prescripts and legislations like PMFA, DORA and Housing policy. Experience in working with various stakeholders. Knowledge and ability of working on housing subsidy systems (HSS) claims management module. Computer literacy with knowledge of excel. Good communication skills (verbal and written) Ability to work in a team and alone

**DUTIES**

- Perform various transactions on HSS such as reconciliation of claims against approved project information, invoices and/or payments certificates as well as processing of claims or payments. Capture non-financial data and reconcile with project implementation plan. Manage records of financial commitment files. Draw reports from HSS both for reporting statutory audits and other investigations. Provide HSS functional support to Regional Offices, accredited municipalities and other stakeholders. Supervision of subordinates.

**ENQUIRIES**

- Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

**POST 42/74**

- SENIOR PROVISIONING ADMINISTRATION OFFICER: LOGIS SYSTEM CONTROL REF NO: HS022/2016

**SALARY**

- All inclusive package of R262 272.00 per annum, Level 08. Annual progression up to a maximum salary of R308 943.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE**

- Head Office-East London

**REQUIREMENTS**

- A relevant 3 year degree/diploma or NQF6 relevant qualification with at least 3 years working experience in supply chain management/financial management environment or a Senior Certificate with 4 years working experience in the supply chain management/financial management environment. Knowledge of Public Management Financial Act (PMFA) and Treasury Regulations. Good communication skills (verbal and written). Ability to work under pressure

**DUTIES**

- Provide administrative support to the transversal systems (BAS and LOGIS). Support the maintenance of the organisational structure on PERSAL and the interface to BAS. Support the LOGIS systems controller with the creation of ITEM codes (ICN). Support all projects within the Systems Control unit. Preparation and distribution of reports for all transversal systems. Printing and distribution of daily RACF reports for all transversal systems.

**ENQUIRIES**

- Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627
POST 42/75: PERSONAL ASSISTANTS (4 POSTS) 1 X DEMAND MANAGEMENT AND LOGISTICS SERVICES OFFICE (REF HS023/2016) HEAD OFFICE 1 DESTITUTE AND VULNERABLE GROUPS OFFICE (REF HS024/2016) HEAD OFFICE 1 X EMERGING CONTRACTORS AND EPWP OFFICE (REF HS025/2016) HEAD OFFICE 1 X DIRECTOR’S OFFICE: (REF HS026/2016)
NELSON MANDELA BAY METRO SUPPORT CENTRE

SALARY: All inclusive package of R211 194 per annum, Level 07. Annual progression up to a maximum salary of R248 781.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS: Head Office-East London and Nelson Mandela Metro

DUTIES: Managing of the diary of the Director. Responsibility for managing of all office activities. Assist in preparation of memoranda, reports, speeches, minute taking etc. Constantly assist in monitoring and directorate budget. Facilitate co-ordination of budget motivations for the section. Facilitate co-ordination of strategic plan/work plan/operation plan and other reports for the branch. Facilitate co-ordination of compilation of quarterly/half yearly/annual reports for the branch. Sit in management meetings and prepare minutes of management meetings and make follow ups to decisions taken. Receive correspondence from inside and outside the branch and guide correspondence to relevant directories. Liaise and communication with other directories/branches within the department and also with outside clientele. Responsible for timeous provision of logistics to the Director.

ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/76: STATE ACCOUNTANT: RISK CONTROL & COMPLIANCE REF NO: HS027/2016

SALARY: All inclusive package of R211 194 per annum, Level 07. Annual progression up to a maximum salary of R248 781.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE REQUIREMENTS: Head Office-East London

DUTIES: Provide secretariat duties to the risk management committee meetings. Assisting in conducting risk assessment and awareness campaigns within the department. Capturing information in the risk register and risk monitoring. Prepare packs for risk management committee meetings. Assist on promotion of risk management culture within the department. Administrative duties of the unit. Collection and verification of evidence for action plans.

ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/77: STATE ACCOUNTANT: FINANCIAL CONTROL REF NO: HS028/2016

SALARY: All inclusive package of R211 194.00 per annum, Level 07. Annual progression up to a maximum salary of R248 781.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the
State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE**
- Head Office-East London

**Requirements**
- A 3 year degree/diploma in Auditing, Cost Management Accounting, Finance or NQF6 equivalent qualification with 2 years working experience in a financial environment or Senior Certificate with 3 years working experience in a financial environment. Knowledge of financial norms and standards (PMFA, Treasury Regulations, Provincial Treasury Instructions and Departmental delegations. Knowledge of performance areas and time management. Good communication skills (verbal and written) and report skills. Computer literacy. Analytical skills. Ability to work under pressure. Working experience of BAS/LOGIS.

**Duties**

**Enquiries**
- Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

**Post 42/78**
- **Provisioning Administration Officer: Procurement Administration**
  - **Reference No:** HS029/2016
  - **Salary:** All inclusive package of R211 194 per annum, Level 07. Annual progression up to a maximum salary of R248 781.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
  - **CENTRE:** Head Office-East London
  - **Requirements:** A 3 year degree or National Diploma with at least 2 years working experience in procurement/administration environment or a Senior Certificate coupled with 3 years’ experience in procurement/administration environment. Knowledge of PFMA and Treasury Regulations. Good communications skills (written and verbal). Ability to work under pressure. A valid Code 08 drivers licence will be an added advantage.
  - **Duties:** Responsible for all the BAS and Logis generated orders. Maintenance of order commitment register for all the procurement above R30 000.00 to R500 000.00. Ensure compliance to all the reporting areas. Management of accruals.
  - **Enquiries:** Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

**Post 42/79**
- **Provisioning Administration Officer: Bid Administration**
  - **Reference No:** HS030/2016
  - **Salary:** All inclusive package of R142 461 per annum, Level 05. Annual progression up to a maximum salary of R167 814.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
  - **CENTRE:** Head Office-East London
  - **Requirements:** A 3 year degree or National Diploma with at least 2 years working experience in bid environment or a Senior Certificate coupled with 3 years’ experience in bid environment. Knowledge of PFMA and Treasury Regulations. Good communications skills (written and verbal). Ability to work under pressure. A valid Code 08 drivers licence will be an added advantage.
  - **Duties:** Responsible for day to day administration of bids received from the demand management section. Capturing of compliance report for pre-qualification requirements. Perform secretarial function in the Bid Evaluation Committee. Compile recommendation on bid evaluation committee.
  - **Enquiries:** Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

**Post 42/80**
- **Senior Provisioning Administration Clerk 1: Procurement Administration**
  - **Reference No:** HS031/2016
  - **Salary:** All inclusive package of R142 461 per annum, Level 05. Annual progression up to a maximum salary of R167 814.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE:** Head Office-East London

**REQUIREMENTS:**
- A 3 year degree/diploma or equivalent NQF6 qualification with a minimum of 1 year working experience in procurement/acquisition or Senior Certificate with 2 years working experience in procurement/acquisition management. Ability to work under pressure. Knowledge of supply chain management especially procurement. Good interpersonal and organisational skills. Ability to work in a team. Computer literacy. Good communication skills (verbal and written).

**DUTIES:**
- Ensure placement, filling and issuing of orders. Ensure capturing of commitments on BAS. Logis order capturer. Capturing of all orders onto Excel spreadsheet in order to effectively manage outstanding commitments.

**ENQUIRIES:**
- Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

**POST 42/81:** PERSONNEL OFFICER GRADE 1: CONDITIONS OF SERVICE & PROVISIONING 2 POSTS REF NO: HS032/2016

**SALARY:**
- All inclusive package of R142 461 per annum, Level 05. Annual progression up to a maximum salary of R167 814.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE:** Head Office-East London

**REQUIREMENTS:**
- A 3 year degree/diploma or equivalent NQF6 relevant qualification with 1 years working experience in human resource administration or Senior Certificate with 2 years working experience in the human resource administration environment. Must have a Persal Introductory Certificate. Knowledge of human resources and understanding of recruitment selection process and conditions of service. Knowledge of the Persal System, Public Service Act, Basic Conditions Employment Act, Public Service Regulations. Excellent communication skills. Ability to work in a team. Computer literacy

**DUTIES:**
- Involvement in the recruitment and selection processes. Capturing of transfers, movements and relocations. Capturing of appointments on the persal system. Capturing the restructuring of the SMS, MMS and OSD members. Implement and administer all functions to service benefits, conditions of service which includes government employees housing scheme (GEHS) and state guarantees, all types of leave, policy and procedure on incapacity leave and ill-health retirement (PILIR), overtime, long service recognition, medical aid, resettlements, termination of services, leave reconciliation, payment of leave gratuities and withdrawal of pension benefits. Capturing of transactions on Persal. Prepare monthly, quarterly and annual reports on personnel administration issues and provide statistics. Ability to work under pressure. Any other duties as determined by management.

**ENQUIRIES:**
- Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

**POST 42/82:** SENIOR ADMINISTRATION CLERK: CORPORATE SECRETARIAT REF NO: HS033/2016

**SALARY:**
- All inclusive package of R142 461 per annum, Level 05. Annual progression up to a maximum salary of R167 814.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE:** Head Office-East London

**REQUIREMENTS:**
- A 3 year degree/diploma or equivalent NQF6 relevant qualification with at least 1 years working experience in the corporate secretariat environment or Senior Certificate with 2 years working experience in the corporate secretariat environment. Good interpersonal relations skills. Good communication skills (verbal and written). Good writing skills. Ability to work in a team. Ability to work under pressure. Computer literate. Knowledge of human settlements environment and housing code.

**DUTIES:**
- Capture of all project applications. Facilitation and co-ordination of housing project applications. Development and maintenance of update database for project approval. Provide a qualitative project approval register. Responsible for records
management of project approval committee. Provide logistical support to the high level meetings and meetings project approval committee.

**ENQUIRIES**

Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

**POST 42/83**

**SENIOR ADMINISTRATION CLERK: EMERGENCY HOUSING REF NO: HS034/2016**

**SALARY**

All inclusive package of R142 461.00 per annum, Level 05. Annual progression up to a maximum salary of R167 814.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE REQUIREMENTS**

Head Office-East London

A 3 year degree/diploma or NOF 6 equivalent qualification with at least 1 years working experience in the human settlements environment or a Senior Certificate with 2 years working experience in the human settlements environment. Good communication skills (written and verbal). Good interpersonal relation skills. Computer literacy.

**DUTIES**

Capture/upload applications on to the Emergency Housing System. Processing of application(s) for emergency housing cases. Assist to co-ordinate and facilitate support on the provision of Emergency Housing projects in line with the Emergency Housing Policy. General administrative support.

**ENQUIRIES**

Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

**POST 42/84**

**SENIOR ADMINISTRATION CLERK: HOUSING SUBSIDY SYSTEMS 4 POSTS REF NO: HS035/2016**

**SALARY**

All inclusive package of R142 461.00 per annum, Level 05. Annual progression up to a maximum salary of R167 814.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE REQUIREMENTS**

Head Office-East London

A relevant 3 year degree/diploma or equivalent NOF6 qualification with at least 1 years working experience in housing subsidy systems or a Senior Certificate with 2 years working experience in housing subsidy systems. Knowledge and ability of working on the housing subsidy claims management module. Computer literacy with knowledge of Excel. Sound knowledge of general office administration and relevant legislations like PFMA, DORA and Housing Policy. Good communication skills (verbal and written)

**DUTIES**

Processing of claims on Housing Subsidy System. Capturing of non-financial data and reconcile with Project Implementation Plans. Filling of source documents of data captured on HSS e.g. Contracts, Addendums/Cessions. Edit approved beneficiaries on HSS when required and receive subsidy applications that need to be filed. Attend queries related project claims from various stakeholders.

**ENQUIRIES**

Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

**POST 42/85**

**SENIOR ACCOUNTING CLERK: REBATES OFFICE REF NO: HS036/2016**

**SALARY**

All inclusive package of R142 461.00 per annum, Level 05. Annual progression up to a maximum salary of R167 814.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

**CENTRE REQUIREMENTS**

Head Office-East London

A 3 years degree/diploma in Finance or equivalent NOF6 qualification with at least 1 years working experience in a financial environment or a Senior Certificate with a minimum of 2 years working experience in finance management. Knowledge of relevant prescripts and legislations i.e. Treasury Regulations, PMFA etc. Computer literacy with knowledge of excel. Ability to work under pressure. Knowledge of finance. Good interpersonal and organisational skills. Ability to work in a team as well as alone. Good communication skills

**DUTIES**

Perform tax administration. Clearing of salary suspense accounts. Assist in ensuring that the BAS/PERSAL interface is taking place and reconciled. Effective
rendering of deduction services. Distribution of payrolls and deduction schedules.

Effective rendering of document management.

ENQUIRIES:
Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/86:
SENIOR ACCOUNTING CLERK: GRANT MANAGEMENT SERVICES REF NO: HS037/2016

SALARY:
All inclusive package of R142 461 per annum, Level 05. Annual progression up to a maximum salary of R167 814.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE:
Head Office-East London

REQUIREMENTS:
A 3 year degree or diploma in Finance or equivalent NQF6 qualification with a minimum of 1 year experience in financial management or a Senior Certificate with a minimum of 2 years’ experience in the financial environment. Knowledge of relevant prescripts and legislations i.e. Treasury Regulations, PMFA, etc. Computer literacy with knowledge of excel. Knowledge of finances. Good interpersonal skills. Ability to work in a team. Good communication skills.

DUTIES:
Assist in the management of provincial housing funds (conditional grant) including compliance reporting. Processing of housing project payments and related transactions in the provincial financial system (BAS) and ensure that they are properly recorded. Management of Trust Accounts. Record management.

ENQUIRIES:
Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/87:
MACHINE OPERATOR: MAIN REGISTRY REF NO: HS038/2016

SALARY:
All inclusive package of R100 545 per annum, Level 03. Annual progression up to a maximum salary of R118 440.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE:
Head Office-East London

REQUIREMENTS:
A Senior Certificate with a minimum of 1 years working experience in an administration field. Exposure and knowledge of messenger services. A valid Code 08 drivers licence with PDP is a must.

DUTIES:
Render machine operation services. Make photocopies. Scan documents. Bind documents neatly. Fax documents and keep track of fax report as well as the register. Frank documents and equate the balance in the franking machine and record in the relevant register. Load machine with paper. Set controls, adjust controls, regulate and load materials to be processed in all registry machinery. Ensure that all registry machinery are switched on in the morning and off in the evening. Assist in dispatching mail to the relevant components/officials of the department and ensure that the recipients signs for receipt of the mail/document. Assist in registering correspondence in the relevant registers. Handle main boardroom bookings, opening, locking and closing as well as cleanliness.

ENQUIRIES:
Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627

POST 42/88:
MESSENGER/DRIVER: ADMIN SUPPORT SERVICES: SARAH BAARTMAN REGION REF NO: HS039/2016

SALARY:
All inclusive package of R100 545 per annum, Level 03. Annual progression up to a maximum salary of R118 440.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE:
Sarah Baartman Region

REQUIREMENTS:
A Senior Certificate with a minimum of 1 years working experience in an administration field. Exposure and knowledge of messenger services. A valid Code 08 drivers licence with PDP is a must.

DUTIES:
Deliver documents, parcels, stationery and other goods from outside the department. Collect documents, parcels, stationery and other goods from outside the department. Take requested files from registry and hand them over to the officials. Collect files from the officials of the department and hand them over at registry.
ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627


SALARY: All inclusive package of R84 096 per annum, Level 02. Annual progression up to a maximum salary of R99 060.00 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State’s contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE: Chris Hani Region

REQUIREMENTS: Standard 5 with 1 year experience in a cleaning environment. Clean, neat and reliable. Friendly and approachable at all times. Good communication skills. Ability to communicate with people at all levels.

DUTIES: Responsible for thorough cleaning of the department. Ensure that cleaning materials are ordered and available for use. Responsible for ensuring that cleaning equipment are kept clean at all times. Management and control of stock. Inform the supervisor regarding purchasing of stock.

ENQUIRIES: Mrs W.L. Hartzenberg 043 – 711 9685, Mr M. Kana 043 – 711 9743, Mr M. Cimela 043 – 711 9774, Mr Z. Ntozini 043 – 711 9627