

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF TRANSPORT**

- APPLICATIONS** : Hand deliver to: Office no. A48, 32 Fleming Street, Stellenbosch Park, Schornville, King William's Town Post to: The Senior Manager: HRM, Department of Transport, Private Bag X0023, Bhisho. 5605
- CLOSING DATE** : 20 January 2017 @ 12:00 pm
- NOTE** : The relevant reference number must be quoted on all applications. The successful candidate will have to sign an annual performance agreement and will be required to undergo a security clearance. Applications must be submitted on form Z.83 accompanied by certified copies of qualification(s) (Matric Certificate must also be attached), Identity Document, valid driver's license (where driving/travelling is an inherent requirement of the job), proof of citizenship if not RSA citizen, and a comprehensive CV specifying all experience indicating the respective dates (MM/YY) as well as indicating three reference persons with the following information: name and contact number(s), email address and an indication of the capacity in which the reference is known to the candidate. Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. All copies must be certified in the past 6 months. Note: Failure to submit the above information will result in the application not being considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Reference checks will be done during the selection process. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Shortlisted candidates must be available for interviews at a date and time determined by ECDOT. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. The ECDOT also reserves the right to cancel the filling / not to fill a vacancy that was advertised during any stage of the recruitment process.

OTHER POSTS

- POST 01/45** : **CHIEF PERSONNEL OFFICE (CONDITION OF SERVICE)**
- SALARY CENTRE REQUIREMENTS** : R 262 272.00 – R 308 947.00 pa (Level 8).
: Head Office - (King William's Town)
: Degree/ National Diploma in Human Resource Management/ Public Administration with 3 -5 years' experience in a Human Resource Management environment as well as Persal Knowledge. Competencies: Job Knowledge: Persal system, Injury on Duty claims (IoD's), S&T, overtime and Fuel calculations, HR management principles, Project management principles, Planning and organising, Public Servic Act, 1994, Basic Conditions of Employment Act, 75 of 1997, Public Finance Management Act, 1999. Skills: Communication skills, Interpersonal relations, Flexibility, Teamwork, Computer literacy, Planning and organizing, Language skills, Good Verbal and written communication skills. Meeting procedures, Report writing, Stakeholder and customer relationship management principles.
- DUTIES** : Supervise and undertake the more complex implementation and maintenance of human resource administration practices. Implement conditions of service and service benefits (Leave, Housing, Medical, Injury on Duty, Long Service Recognition, overtime, relocation, Pension, allowances etc.). Recommend (approve) transactions on Persal according to delegations. (final authorisation should happen on a higher level preferable at AD or higher level). Ensure implementation of service termination. Capture service termination on PERSAL timeously. Implement and ensure pension benefits. Completion of withdrawal forms from Pension. Calculation of Leave Gratuity. Implement leave of absence and incapacity leave and ill health retirement. Leave auditing on monthly basis. Leave reconciliation against PERSAL choice 4.5.11, leave book Z1 and for any discrepancies inform the respective Directorate. Employees for who have exhausted the sick leave cycle 36 days (3 year cycle) will have to apply for incapacity leave depending on the number of days absent (1-29 days its short period and 30 days up will be long periods) Ill health retirement can be

implemented as approved by the HOD whether the employee has exhausted his cycle or not as long as chronic illness and the specialist or treating doctor deemed it necessary for the employee to be medical boarded. Processing Long Service awards. Request PERSAL print out from PERSAL Management for all employees who qualifying for recognition for 20, 30, and 40 years. Write a memorandum to the CFO's approval for the payment of these employees. After approval the memorandum is sent to Finance for payment. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline

ENQUIRIES : In connection with the applications kindly contact Mr. Ngcobo, 043 604 7458

POST 01/46 : **PERSONAL ASSISTANT X 8: (VARIOUS COMPONENTS)**

SALARY : R 211 194.00 – R 248 781 pa (Level 7)
CENTRE : Head Office - (King William's Town)
REQUIREMENTS : Secretarial Diploma qualification with 3- 5 years' experience in rendering a support service to senior management. Competencies: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer Literacy. Sound organizational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-management and motivation. Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge on financial administration.

DUTIES : Provides a secretarial/ receptionist support service to members of the Senior Management Service (SMS). Receive and direct telephone calls. Perform advanced typing work. Operate and ensure that office equipment e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilize discretion to decide whether to accept/decline or refer to other employees requests for meetings, based on the assessed importance and urgency of the matter. Coordinate and advise the manager regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Renders administrative support services. Obtain inputs, collates and compile reports. Scrutinize routine submissions/ reports and make notes/ recommendations for the manager. Respond to enquiries received from internal and external stakeholders. Draft documents as required. Collect, analyse and collate information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensure travel arrangements are well coordinated. Prioritize issues in the office of the manager. Manage leave register and telephone accounts for the unit. Handle the procurement of standard equipment like stationery, refreshments etc for the activities of the manager and unit. Obtain the necessary signatures on documents like procurement advices and monthly salary reports. Provide support to manager regarding meetings. Support the manager with administration of the manager's budget. Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly.

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