

PROVINCIAL ADMINISTRATION: EASTERN CAPE:

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.

OFFICE OF THE PRMIER

- APPLICATIONS** : Applications can be forwarded to the following Address: Post to: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605; Hand Delivery: Room 1039, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho.
- FOR ATTENTION** : Mr. M. Mbangi
- CLOSING DATE** : Friday, 10 February 2017
- 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 05/71** : **SPECIALIST: PERFORMANCE MONITORING AND EVALUATION X2 POST 1. REF NO: OTP 01/01/2017: M&E SECTOR SPECIALIST: DEADET, DRPW, DOT & DRDAR; POST 2 (Ref. OTP 01.1/01//2017) M&E SECTOR SPECIALIST: DOH, DOE, DSL, DSD, DSRAC & DHS.**
- SALARY** : All inclusive package of R898 743 per annum, Level 13. Annual progression up to a maximum salary of R1 058 691 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** : Specialist 1: Economic Development cluster: Three (3) year Degree/National Diploma with Honours in Economics, Agricultural Economic or Agriculture including Monitoring and Evaluation. Preference will be given to candidates with Masters. Sector Specialist 2: Social Transformation Cluster: Three (3) year Degree/National Diploma with Honours in Social Sciences, Development Studies including Monitoring and Evaluation. Preference will be given to candidates with Masters. Additional Requirements: 5 years management experience within policy and governance work environment, Economic transformation, Social transformation and outcome based Monitoring and Evaluation approaches. Analytical thinker with high level decision making and strong background in turnaround strategies and change management. Experience and knowledge of monitoring, evaluations and reporting of government programmes and service delivery. A thorough understanding of Government legislation, policies, budgets, planning and administrative processes. A good understanding of economic and social transformation policies. Ability to develop and manage effective working arrangements with other spheres of government to ensure coordinated and integrated actions. Professional writing skills, presentation skills, preparation of reports and Cabinet memorandums. Support in conducting baseline surveys and research. Compiling and submitting data, reports and presentations. Develop

comprehensive systems that can improve reporting and support learning and sharing within the organisation and measuring progress and impacts. Collect, collate, analyse and interpret data including dissemination of evaluation findings to relevant stakeholders and appropriate forums with the intention to advise and make recommendations to the Executive Authority, EXCO, Legislature and other important Government institutions and forums. Work closely with the programme managers and project leaders including the relevant Departments within the working groups and clusters, to ensure overall baseline information, indicators and targets alignment with programme and Departmental strategic goals. Ability to work in a team based environment with strong knowledge of project management and collaborative approaches.

- DUTIES** : Responsible for the management of the performance monitoring and reporting in a sector. To spearhead oversight over the Provincial Government with respect to governance and service delivery. To coordinate performance information in Departments, monitor and report on the execution of the Provincial Programme of Action. To provide regular reports to the executive structures of the Provincial Government. To provide content support and monitor the performance monitoring initiatives of the Cluster, working groups and Departments. To provide feedback to Provincial Departments on their performance. To coordinate and manage the implementation of integrated Provincial performance monitoring systems. Ensure that Government and Provincial priorities and targets are set in the Cluster integrated plans, are focused and objectives are achieved by Clusters, Departments and working groups. Provide technical assistance to the Clusters and working groups in relation to implementation of cluster integration plan through the development of the project implementation plans, detailed activities and scheduling of activities; as well as the provision of advice and proposals to the Clusters on matters of strategic direction and policy development.
- ENQUIRIES** : Can be directed to Mr. M. Mbangi 040-609 6424.

DEPARTMENT OF SPORT, RECREATION, ARTS & CULTURE

- APPLICATIONS** : The Senior Manager: HRM; Department of Sport, Recreation, Arts and Culture; Private Bag X0020, Bhisho, 5605; Hand Delivery: The Department of Sport, Recreation, Arts & Culture, Wilton Zimasile Mkwazi Building, Office No. 12, HR Section, King William's Town
- FOR ATTENTION** : Ms. N. Nomvete
- CLOSING DATE** : Friday, 10 February 2017

MANAGEMENT ECHELON

- POST 05/72** : **SENIOR MANAGER REF NO: DSRAC 1/01/17**
(Re-Advertisement)

- SALARY** : All inclusive package of R891 743 per annum, Level 13. Annual progression up to a maximum salary of R1 058 691 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** : Joe Gqabi District (Aliwal North).
A four-year Degree or three-year Diploma in Social Science, Industrial Psychology, Business Administration and/or equivalent is essential. Extensive experience in a relevant managerial field. At least 4 years' experience at management level. Experienced in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in Government policies and procedures. Excellent communication and analytical skills. Computer literacy with an emphasis on Excel and PowerPoint. An independent worker, meeting timeframes. Monitoring managing compliance of the District with the Statutory Bodies. Must be in possession of a valid driver's license.

- DUTIES** : Overall management of the District Office in terms of the following: Corporate Services, which includes Human Resource Management, Financial Management and Supply Chain Management and all administrative aspects. Provide strategic leadership within the District. Managing alignment of Annual Performance Plan and Budget Plan. Ensure that the line function managers carry out their duties and responsibilities in the following areas: Sport and Recreation, Libraries and Archives Services, Museums and Heritage Resources, Arts and Culture. Establish and maintain inter-governmental and non – governmental organization relations for the integration of programmes. Manage the District budget and compile all kinds of reports as required. Monitor performance of the District in relation to planned

objectives. Ensure that the operation of the district is in compliance with regulations. (This post is targeting to attract women and persons with disabilities).

DEPARTMENT OF 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 : Ms. B. Ndayi

CLOSING DATE : Friday, 10 February 2017

MANAGEMENT ECHELON

POST 05/73 : **DIRECTOR: TRANSVERSAL RISK MANAGEMENT REF NO: PT 1/01/2017**

SALARY : All inclusive package of R898 743 per annum, Level 13. Annual progression up to a maximum salary of R1058 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 : Bhisho

REQUIREMENTS : A three year Bachelor degree (NQF Level 7) with Auditing, Internal Auditing, Accounting or Finance as majors, coupled with 5 years' relevant experience in Risk Management or Auditing at managerial level (Deputy Director Level). A postgraduate qualification in Auditing, Internal Auditing, Accounting, Finance OR a professional accreditation with SAICA, ACFE or IIA (SA) is an added advantage. Skills: Ability to apply and interpret policy. Project management skills. Report writing skills. Advanced Computer literacy. Policy analyses skills. Good interpersonal skills. Problem solving and decision making skills. Planning skills. Organising and investigation skills. Ability to communicate with a variety of stakeholders. Knowledge of administrative procedures, legislation applicable to sector such as PFMA, Treasury Regulations, MFMA and Public Sector Risk Management Framework.

DUTIES : Develop a Risk Management strategy for the province in line with the Provincial and National prescripts. Co-ordinate all risk management activities in the province. Develop risk management structures for reporting purposes. Develop communication strategies to communicate the risks to all departmental officials. Identify capacity constraints with the departments and render advice to address them. Develop and execute specific strategies to evaluate, monitor and enforce risk management policy throughout the province. Participate in various government structures, such as Risk Management Committees, Audit Committee and Fraud Prevention Committees in the Department and Provincial administration.

ENQUIRIES : Can be directed to Ms. B. Ndayi 040-1010 072.

POST 05/74 : **DIRECTOR: MUNICIPAL FINANCIAL GOVERNANCE (CHRIS HANI DISTRICT) POSTS REF NO: PT 2/01/17**

SALARY : All inclusive package of R898 743 per annum, Level 13. Annual progression up to a maximum salary of R1058 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 : Bhisho

REQUIREMENTS : A B Com or B tech in Financial Management/Financial Accounting or related field plus Minimum of 7-8 years' experience in Finance or related field of which 5 years must have been at middle/senior management level. Competency certificate in Municipal Finance is an added advantage. Postgraduate qualification in Financial Management or Accounting will be an added advantage. Previous experience in monitoring or working in Municipal environment is essential.

DUTIES : Manage the monitoring, reporting and provision of support on the implementation of budgets and governance in municipalities. Facilitate the understanding of accounting standards to ensure the implementation of the Financial Reporting Framework. Oversee the compliance with financial assets and liabilities and revenue management. Monitor and provide guidance on Supply Chain Management and Asset Management. Manage area of responsibility. Ensure the implementation and management of Risk, Finance and Supply-Chain Management protocols and prescripts in area of responsibility.

ENQUIRIES : Can be directed to Ms. B. Ndayi 040-1010 072.

POST 05/75 : **ASSISTANT DIRECTOR: SCM STRATEGIC PROCUREMENT & TRANSVERSAL CONTRACT MANAGEMENT. REF NO: PT. 3/02/2017**

SALARY : All inclusive package of R311 784. 00 per annum level 09. Annual progression up to a maximum salary of R376 626.00 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 : Bhisho
: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Financial Management, Majoring in Supply Chain Management or Finance or Law or any related field plus Minimum of 3 years experience in SCM environment. Computer literacy. Valid Drivers Licence. Skills and Competencies: In-depth understanding of legislative framework that governs the Public sector Supply Chain Management. Knowledge and application of National and Provincial Treasury Instruction Notes, Practice Notes and Circular. Applied Strategic Thinking. Applying Technology, Budgeting and Financial Management, Communication and Information Management. Continuous Improvement, Citizen Focus and Responsiveness. Developing Others, Diversity Management, Impact and Influence. Managing Interpersonal Conflict and Resolving Problems. Networking and Building Bonds. Planning and Organising. Problem Solving and Decision Making. Project Management, Team Leadership, and Good Communication Skills (verbal and written).

DUTIES : Ensure compliance and in the award of contracts: Coordinate the review process of business cases and conduct research on opportunities for transversal contracts. Facilitate the arrangement of transversal contracts by ensuring that the right processes of awarding contracts have been followed. Coordinate and support centralised supplier systems by ensuring that all complaints and enquiries are dealt with. Coordinate and provide support on the drafting of tender adverts and ensure that they are at an acceptable standards. Coordinate the review of Bids received from Departments by ensuring that the right processes of evaluating tenders have been followed; handle any anomalies detected in the review of submission process thereof. Render secretariat services into transversal Bid Committees. Implementation and institutionalisation of contract management : Coordinate the development of questionnaires and conduct onsite assessments on existing contracts. Development of contract management plans in conjunction with the Department. Monitoring of contract management plans and analyse responses from stakeholders. Support departments on contract management disputes. Arrangement of contract management workshops and roll-out best practises to institutionalise contract management in Departments. Promote contract management strategic procurement: Coordinate the implementation and maintenance of price referencing systems for low value/high volume commodities. Coordinate implementation measures and monitor the impact for value for money initiatives and support initiatives to promote local economic development. Manage area of responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

ENQUIRIES : Can be directed to Ms. B. Ndayi 040-1010 072.

DEPARTMENT OF SOCIAL DEVELOPMENT

It is the department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required.

APPLICATIONS : The Department of Social Development is committed to the achievement and maintenance of diversity and equity employment, especially of race, gender and disability. Application must be submitted on a Z83 form with a C.V, Certified copies of I.D and qualification. Applications should be submitted at the Eastern Cape Department of Social Development, Please quote the reference number and forward your to the following address:

The Head of Department, Social Development and Special Programmes, Private Bag X 0039, Bhisho, 5605 or hand delivered at Beacon Hill Office Park – Corner of Hargreaves Road and Hockey Close at King William’s Town for the attention of Mr Mapuza.

CLOSING DATE
NOTE

: 10 February 2017
: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. The Completed and signed form should be accompanied by a recently updated CV as well as certified copies of all qualification/s and ID document(no copies of certified copies allowed, certification should not be more than six months old). No faxed or e-mailed applications will be allowed. Failure to submit all the requested documents will result in the application not being considered. Applicants must please indicate the reference of the post he/she is applying for and fill in a separate application form for each post, if applying for more than one post .Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date please accept that your application was unsuccessful. NB: All shortlisted candidates will be subject to security clearance and SMS members will be required to undergo competency assessment and sign a performance agreement.

MANAGEMENT ECHELON

POST 05/76

: **CHIEF DIRECTOR: SOCIAL WELFARE SERVICES REF NO: DSD 1/01//2017**

SALARY
CENTRE
REQUIREMENTS

: R1 068 564 per annum, Level 14
: Provincial Office (King Williams Town)
: 4 year Bachelor’s Degree in Social Work OR 3 year Degree in Social Work plus Honours in Social Work OR 3 year Degree in Social Work plus Advanced Diploma in Social Work as recognized by SAQA (attach current proof of registration). Registration with South African Council for Social African Council for Social Services Professions as a Social Work. Ten (10) years relevant experience of which Five (5) years must be in relevant Senior Management Services within the Social Work field. Sound understanding of the functioning of the Public Service. Proven knowledge of the White Paper for Social Welfare, the Integrated Service Delivery Model and the Reviewed Social Welfare Services Framework. A valid code 8 driver’s license. Computer skills. Competencies: Strategic capability and leadership skills. Programme and Project management skills. Strong financial management skills. Change management. Problem solving and conflict management. People management and empowerment skills. Knowledge management. Networking and presentation skills. Excellent in depth knowledge of and insight into all applicable policy framework governing the public sector and the social development environment

DUTIES

: Provide strategic leadership and management support to manage the provision of Early Childhood Development Programmes. Manage the provision of Foster Care Services, alternative care and adoption services. Manage and facilitate the provision of Social Welfare Services and Community Based Care and support to families. Manage and facilitate the provision of services to children/Children in conflict with law, management and co-ordination of relevant directorates.

ENQUIRIES

: May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.

NOTE

: Preference will be given to persons with disabilities

POST 05/77

: **CHIEF DIRECTOR: SPECIALIST SOCIAL SERVICES Ref NO: DSD 2/01//2017**

SALARY
CENTRE
REQUIREMENTS

: R1 068 56 per annum, Level 14
: Provincial Office (King Williams Town)
: 4 year Bachelor’s Degree in Social Work OR 3 year Degree in Social Work plus Honours in Social Work OR 3 year Degree in Social Work plus Advanced Diploma in Social Work as recognized by SAQA (attach current proof of registration). Registration with South African Council for Social African Council for Social Services Professions as a Social Work. Ten (10) years relevant experience of which Five (5) years must be in relevant Senior Management Services within the Social Work field. Sound understanding of the functioning of the Public Service. Proven knowledge of the White Paper for Social Welfare, the Integrated Service Delivery Model and the Reviewed Social Welfare Services Framework. A valid code 8 driver’s license. Computer skills. Competencies: Strategic capability and leadership skills. Programme and Project management skills. Strong financial management skills. Change management. Problem solving and conflict management. People management and empowerment skills. Knowledge

management. Networking and presentation skills. Excellent in depth knowledge of and insight into all applicable policy framework governing the public sector and the social development environment.

DUTIES : Provide strategic leadership and management support to the Specialist Social Service programme in line with the legislation, policies, regulatory framework, norms and standards focusing on the following: HIV and AIDS Prevention, Care and Support, Early Childhood and Development and Partial Care Services, Crime Prevention and Support Programmes, Victim Empowerment and Substance Abuse, Prevention, Treatment and Rehabilitation Services. Management and co-ordination of relevant directorates.

ENQUIRIES : May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.

NOTE : Preference will be given to persons with disabilities

POST 05/78 : **DIRECTOR: EMPLOYEE RELATIONS AND HEALTH & WELLNESS PROGRAMMES REF NO: DSD 4/01//2017**

SALARY : R898 743 per annum, Level 13

CENTRE : Provincial Office (King Williams Town)

REQUIREMENTS : A recognised three year Degree/Diploma in Labour Law /equivalent qualification. An understanding of SA Government policies, procedures and processes. A post graduate diploma in Labour Law will be an advantage. Ten (10) years relevant experience of five (5) years must be relevant experience in middle management in Human Resource Management with demonstrated competence in Labour relations+ Employee Relations, Health and wellness. A valid code 8 driver's license. Competencies: An in-depth understanding of policies governing Social Development in SA. Knowledge of current national and international trends that will influence innovation. An ability to work in a cultural diverse environment and lead culture change interventions and change Management Projects/Programmes. A contextual understanding and application of trans-formational imperatives with the public service environment. A good understanding of Human Resource Management, Employee Health and Wellness, Employee Relations, People Management, Strategy Formulation, Leadership, Public Prescripts. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Employee Equity Skills Development and labour Relations Act and related Legislations. Ability to manage performance, solve job related problems, build relationships and provide skills. Co-ordinate the implementation of Employee Wellness Programmes, Employee relations. Ability to lead people in strategic change management. Ability to form and build alliances with stakeholders such as trade unions.

DUTIES : To provide specialist advice and support to the executive and Line management in implementation of Labour Legislations. Ensuring maintenance of good communication and alignment between Labour and management of the Department, including Bargaining at the Developmental level. Manage implementation of PSCBC and Sectoral Council resolutions. Manage the quality of work life within the Department. Monitor, evaluate and facilitate the implementation of organisational and Employee Wellness Strategies and Policies. Manage the Integrated Wellness Programmes, including HIV and AIDS, occupational Health and safety and EAP. Manage sick leave trends. Provide policy advice on organisational and employee Wellness. To develop operational plans/Policy Development. Ensure the achievement of the strategic plan. Write monthly, quarterly and annual reports.

ENQUIRIES : May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.

NOTE : Preference will be given to persons with disabilities.

OTHER POSTS

POST 05/79 : **COMMUNITY DEVELOPMENT MANGER GR 1: WOMEN DEVELOPMENT (ENTREPRENEURSHIP DEVELOPMENT PROGRAMME) CD-A10) REF NO: DSD 5/01//2017**

SALARY : R664 332 (CD-A10) per annum

CENTRE : Provincial Office (King Williams Town)

REQUIREMENTS : An appropriate 3 year Tertiary qualification plus certificate in community development with a minimum of 10 years' recognizable experience in Community Development after obtaining the required qualification of which three years must be at a Junior Management level in the field of Community Development. An appropriate Bachelors Degree in Social Science/Social Work specializing in Community Development/ Development Studies/ Social Development will be an

added advantage. A valid code 8 driver's license is essential. Advanced computer skills. Competencies: Knowledge of theory and practice of Community Development as an intervention strategy. Actively foster leadership and demonstrate management skills through supervised practice and delegation. Communication and interpersonal skills, planning and project management skills. Awareness of research needs for programme planning and development. Demonstrate ability to formulate, interpret and translate Policies into practice. Demonstrate a facilitative approach to motivate constructive participation in programme development and implementation. Advanced computer skills. Demonstrate ability and experience to manage cash flows and develop a budget to implement a Key performance Area.

DUTIES : Programme Management of Women Development Programme in the Eastern Cape Facilitate implementation of Entrepreneurship Development Programmes targeting Women. Participate in the formulation of policy/legislation at National and Provincial levels. Develop concept papers for Entrepreneurship Development Programmes. Develop implementation framework and manage funding process for Entrepreneurship Development Programmes. Establish and strengthen Public-Private Partnerships for improved service delivery. Assist with project planning, presentation and reporting on Entrepreneurship Programmes. Monitoring the implementation of norms and standards. Monitor Evaluation and Reporting on Women Development Programme in line with Department of Social Development's Strategic and Annual Performance Plans.

ENQUIRIES : May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.

NOTE : Preference will be given to persons with disabilities.

POST 05/80 : **SOCIAL WORK MANAGER GR 1: EARLY CHILDHOOD DEVELOPMENT (SW-A10) REF NO: DSD 6/01//2017**

SALARY : R664 332 per annum
CENTRE : Provincial Office (King Williams Town)
REQUIREMENTS : BA in Social Work plus professional registration with the South African Council for Social Service Professions with a minimum of 10 years' appropriate experience after registration as a Social Worker with the SACSSP. A valid code 8 driver's license .Computer Literacy. Competencies: Communication (written and verbal). Presentation skills. Planning and organizing. People management skills. Presentation skills. Networking skills. Report writing skills .Professional Counselling skills. Monitoring and evaluation.

DUTIES : To develop, implement and maintain social work policies. To facilitate registration of ECD Centres and ECD Programmes. To coordinate implementation of ECD strategy. To develop/facilitate the development of policies for rendering a social work service to the Departments. Monitor, interpret and review legislation, policies and procedures to determine whether the legislation, policies and procedures are still relevant and comply with current requirements. To develop programs to implement the relevant policies. To co-ordinate general consultation with stakeholders and advising subordinates regarding social work policy to be taken. To ensure the development and management of the business plan of the unit and report on progress as required. Engage in continuous professional development activities as prescribed. Liaise/attend meetings with other departments and non-government institutions to take cognizance of the latest developments in the relevant field and to provide inputs, where required, into the work of such departments and other organizations.

ENQUIRIES : May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.

NOTE : Preference will be given to persons with disabilities.

POST 05/81 : **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DSD 7/01//2017**

SALARY : R612 822 per annum, Level 11
CENTRE : Chris Hani: District Office
REQUIREMENTS : Appropriate Degree / National Diploma in Public Administration/Public Management or equivalent qualification with 10 year's relevant experience of which 3 years must have been at the level of an Assistant Director in managing administration functions. A valid code 8 driver's license Competencies: Sound financial management background and in-depth knowledge of PFMA, Supply Chain Management. Comprehensive knowledge of HR and Strategic planning. Good planning, organization and decision making skills. Willingness to work after hours when needed and the ability to work under pressure. Computer literacy. Code 8 driver's license.

- DUTIES** : Coordinate all corporate services for Chris Hani District. Monitor District finance, budget and expenditure trends. Oversee the implementation of HR services for the district. Coordinate Supply Chain Management functions and Asset and Infrastructure needs in the district. Manage the provision of communication and events management, information technology management services in the District. Consolidate programme 1 reports. Analyse and report on emerging trends.
- ENQUIRIES** : May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.
- NOTE** : Preference will be given to persons with disabilities.
- POST 05/82** : **DEPUTY DIRECTOR: ADMINISTRATION 2 POSTS REF NO: DSD 7.1/01//2017**
- SALARY** : R612 822 per annum, Level 11
- CENTRE** : Alfred Nzo: Tabankulu Local Service office (1) Mbizana local service office (1).
- REQUIREMENTS** : BA Degree in the Social Sciences or Degree/National Diploma in Public Administration or equivalent qualification with a minimum of 10 years' relevant experience of which 3 years must have been at the level of an Assistant Director in Social Services/Administration. Postgraduate degree will be an added advantage. Computer literacy. A valid code 8 driver's license Competencies: Extensive knowledge of the Social Development Sector. Sound Knowledge of financial, human resources and Supply Chain Management experience. Good planning, organisational and decision making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. Developmental with a clear understanding of the South African policies on social transformation and community development.
- DUTIES** : Be responsible for the overall management and control of the area. Render management of Developmental Social Welfare Services and Community Development. Render Financial, Human Resources and Supply Chain Management. Facilitate Community Development. Provide necessary support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate in the area. Consolidate programme reports. Analyse and report on emerging trends. Develop, monitor and evaluate area annual and operational plans.
- ENQUIRIES** : May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.
- NOTE** : Preference will be given to persons with disabilities.
- POST 05/83** : **INDEPENDENT ASSESSORS 5 POSTS STAKEHOLDER MANAGEMENT REF NO: DSD 8/01//2017**
(3 Months Contract)
- SALARY** : Managers x 2: Stipend: R360 000 per annum
Independent Assessors x 3: Stipend: R250 000 per annum
- CENTRE** : Provincial Office
- REQUIREMENTS** : Experience in Community or Business Development/Research Project Management.
- DUTIES** : Provide a schedule of all visits to districts for approval by the Head of Department. Visit prioritised districts in the province of the Eastern Cape and meet with District Managers in order to get a briefing on all the programmes of the Department. Visit all projects and meet with project members in order to assess governance issues, viability of the project and impact of the project on the community. Provide access to all records relating to the projects including the finance thereof. Provide project integration plan, risk profile and economic interlink. Provide bi-weekly reports to the office of the Head of Department. Meet with the Head of Department (and with the Member of the Executive Council where possible) once a month to discuss the reports. Develop Impact Assessment tool, schedule and plan. Assess performance of projects funded by the Department. Provide monthly reports with recommendations towards project suitability. Develop exit strategy for mature projects.
- ENQUIRIES** : May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.
- NOTE** : Preference will be given to persons with disabilities.
- POST 05/84** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: DSD 9/01//2017**
- SALARY** : R311 784 per annum, Level 09

<u>CENTRE REQUIREMENTS</u>	: Provincial Office : B. Degree/National Diploma in Finance, Supply Chain, Public Management OR Equivalent qualification with five (5) years relevant experience of which three years must be at supervisory level OR Grade 12 with ten (10) years' experience in Supply Chain Management of which three years must be at supervisory level. A valid code 8 driver's license. Computer Literacy. Competencies: Experience in Supply Chain Management procedures, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations and other Supply Chain Management prescripts and Practice. Knowledge of disciplinary procedure and code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills
<u>DUTIES</u>	: Manage receipt of submissions, preparation for advertisement of bids, opening of bid/tender box, registering of bid offers in bid registers. Submission of bid documents to Departmental Specification Committee, Bids Evaluation Committee, Bid Adjudication Committee and Contract Management, Appointment of departmental Bid Committees. Monthly reporting to Provincial Treasury. Manage briefing sessions for long term contracts. Approve and report on CRAs to National Treasury. Manage the process of obtaining quotations for the procurement of goods and services from registered prospective suppliers on the Suppliers Database on a rotational basis. Database administration and updating of it. Supervise Performance, co-ordinate, control, monitor and evaluate activities of subordinates, evaluating of database registration, application forms. Ensure compliance with PPPFA, BBBEE, PFMA, Treasury Regulations and Preferential Procurement regulations. Manage the secretariat to the Bid Committees. Management staff. Capacitation & monitoring of districts on SCM processes.
<u>ENQUIRIES</u>	: May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.
<u>NOTE</u>	: Preference will be given to persons with disabilities.
<u>POST 05/85</u>	: <u>ASSISTANT DIRECTOR: NPO REF NO: DSD 11/01//2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R311 784 per annum, Level 09 : Provincial Office : Degree or a three (3) year Diploma in Monitoring & Evaluation, Public Administration, Project Management, Community Development, Social Science or equivalent. Accredited certificates or modules will be an added advantage. Five (5) years' experience in Social Development environment and at least three (3) years' experience of working with Non-Profit Organizations (NPO's). OR Grade 12/equivalent qualification with ten (10) years' experience in Supply Chain Management environment of which three (3) years must be at supervisory level. A valid code 8 driver's license. Computer literacy. Competencies: Comprehensive understanding of the NPO Sector and related legislation. Ability to interact with the Sector at all service delivery areas of the Department. Comprehensive understanding of the Service delivery Programs (Core) of the Department. Understanding of M& E function. Knowledgeable about Project Management Principles. Ability to work as a team. Sound knowledge of NPO Act 71 of 1997, Policy on Financial Awards to Service Provider (PFA), PFMA and Government Procurement Policies. Data collection, collation, analysis, presentation and report writing.
<u>DUTIES</u>	: Assist in the analysis of monitoring reports from District offices and provide guidance and support. Assist in the Monitoring of adherence to SLA and related legislation. Produce Analytical Monitoring Reports. Monitor operational performance in line with financial investment. Monitor and analyze interventions by NPOs' performance in line with the Departmental mandate and provide Support development of NPO M&E Policy and monitor compliance thereof. Facilitate evaluation of NPOs' performance for impact analysis at specified periods.
<u>ENQUIRIES</u>	: May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.
<u>NOTE</u>	: Preference will be given to persons with disabilities.
<u>POST 05/86</u>	: <u>ASSISTANT DIRECTOR: SCM REF NO: DSD 12/01//2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R311 784 per annum, Level 09/ : Buffalo City Metro : B.Degree/National Diploma in Financial Management/SCM equivalent qualification with 5 years relevant experience of which three (3) years must be at supervisory level OR Grade 12/equivalent qualification with ten (10) years' experience in Supply

		Chain Management environment of which three (3) years must be at supervisory level. A valid code 8 driver's license. Computer Literacy Competencies: Knowledge and practical experience of the Basic Accounting System, Supply Chain Management and Budgeting process in the Government. Ability to work extended hours. Ability to work under pressure, good communication and interpersonal relations, Financial and Supply Chain Management Skills, Sound analytical statistical and problem solving skills
<u>DUTIES</u>	:	Management of procurement of goods and service for the District. Maintenance of supplier database, Prepare IYM for the District explicitly detailing monthly purchases. Maintenance and update of District asset register for District and related institutions. Management of Stores and stock levels, Oversee the implementation of HR services for the District and related Institutions Management of telephone usage and leased contracts e.g photocopy machines. Manage Fixed Assets in the Districts, Management of transport e.g. FA & Subsidized. Liaise with external stakeholders e.g. Public Works, Overall management of assets in the district. Ensure the proper compilation of the District Asset Register. Represent District in all Supply Chain meetings, ensure compliance to PPPFA. Serve as chairperson for Asset Disposal committee and Asset Verification committee in the District. Compile & submit quarterly and monthly reports.
<u>ENQUIRIES</u>	:	May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.
<u>NOTE</u>	:	N.B preference will be given to persons with disabilities.
<u>POST 05/87</u>	:	<u>ASSISTANT MANAGER: HRA, PMDS, TRAINING AND RECRUITMENT REF NO: DSD 13/01//2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R311 784 per annum, Level 09
	:	O.R. Tambo: District Office
	:	B. Degree/National Diploma in Human Resource Management OR Public Management OR Equivalent qualification with 5 years relevant experience of which three years must be at supervisory level OR Grade 12 with ten (10) years' experience in Human Resource of which three years must be at supervisory level. A valid code 8 driver's license. Computer Literacy. Knowledge of Persal. Competencies: Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge of Human Resource Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in the Government, ability to work extended hours. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure and code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills.
<u>DUTIES</u>	:	Management of recruitment, selection, appointments and other life cycle events of employees. Manage compensation and condition of service of employees and leave management. Management of Human Resource Personnel Records. Provide and facilitate Performance Management and Development Services. Provide and co-ordinate Training and Skills Development support Services. Prepare and submit consolidated monthly, quarterly and annually reports for the unit. Manage and supervise staff.
<u>ENQUIRIES</u>	:	May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.
<u>NOTE</u>	:	N.B preference will be given to persons with disabilities.
<u>POST 05/88</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REF NO: DSD 14/01//2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R311 784 per annum, Level 09
	:	Sarah Baartman
	:	B Degree/National Diploma in Financial Management or equivalent qualification with five (5) years' relevant experience of which three (3) years must have been at a supervisory level in the relevant field OR Matric with ten (10) 10 years' working experience in financial management of which three (3) years should have been at supervisory level. A valid code 8 driver's license will be an added advantage, Computer literacy. Competencies: Knowledge of and practical experience in the Basic Accounting System, Supply Chain Management and budget processes in Government. The ability to work extended hours. The ability to work under pressure. Good communication skills. Sound analytical, statistical and problem-solving skills.

<u>DUTIES</u>	:	Manage all budget control duties as specified in the PFMA and Treasury Regulations. Prepare and submit consolidated monthly and quarterly expenditure management reports against the approved budget for the district. Allocate, update and maintain the budget on BAS, monitor expenditure allocations and amend erroneous allocations. Implement annual submission of Adjustment Estimates and Medium-term Expenditure Framework (MTEF). Establish and maintain appropriate systems to ensure effective and efficient risk.
<u>ENQUIRIES</u>	:	May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.
<u>NOTE</u>	:	N.B preference will be given to persons with disabilities.
<u>POST 05/89</u>	:	<u>SOCIAL WORK SUPERVISORS GR 1 (SERVICE OFFICE MANAGER) 2 POSTS (SW-A7)</u>
<u>SALARY CENTRE</u>	:	R318 102 per annum Sarah Baartman: Baviaans Local Service Ref No: DSD 15/01//2017 Amahlathi Local Service: Cathcart Ref No: DSD 15.1/01//2017
<u>REQUIREMENTS</u>	:	Degree in Social Work, plus a minimum of 7 years' appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year). A valid code 8 driver's license. Computer literacy and excellent report-writing skills. Extensive knowledge of relevant legislation and policies Competencies: Leadership qualities and understanding of new Social Welfare Paradigm, policies, legislation and regulation that underpin the delivery of social development services in the NPOs, CBOs and FBOs. Understanding of service level agreements and ability to communicate this to appropriate stakeholders. Ability to implement Labour Relations Procedure in a highly unionized environment. Project management, research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organizing skills. Ability to work under pressure and display initiative • Understanding of Public Sector transformation and equity issues. Presentation and facilitation skills, including sound report-writing abilities. Financial management
<u>DUTIES</u>	:	Undertake social work research, development and contribute to the development of policies. Ensure that all the administration functions required in the Service Office are performed to the required standard. Coordinate, facilitate the development, implementation and management of community development and cooperatives, Batho Pele, HIV/AIDS Community-based Care and integrated and development programmes. Manage and monitor service delivery through networking and in close partnership with stakeholders and funded service providers.
<u>ENQUIRIES</u>	:	May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.
<u>NOTE</u>	:	Preference will be given to persons with disabilities.
<u>POST 05/90</u>	:	<u>ADMIN OFFICERS: NPO 3 POSTS MAKANA LOCAL SERVICEOFFICE (1) (REF. DSD 16/01//2017) NGQUZA HILL LOCAL SERVICE: LUSIKISIKI (1)(REF. DSD 16.1/01//2017) MT. FLETCHER (1) REF NO: DSD 16.2/01//2017</u>
<u>SALARY CENTRE</u>	:	R211 194 per annum, Level 07 Sarah Baartman: O.R. Tambo: Joe Gqabi: Elundini Local Service
<u>REQUIREMENTS</u>	:	B.Degree/National Diploma in Administration/ Accounting/equivalent qualification plus a minimum of 2 years practical experience OR Grade 12/equivalent qualification with ten (10) years relevant experience in administration environment. Competencies: Knowledge of administration and business administration. Knowledge of Public sector policies. Knowledge of procurement systems, PFMA, PSA regulations and Supply Chain Management. Excellent communications skills. Analytical ability.
<u>DUTIES</u>	:	Conduct records and document management both manually and electronically. Be responsible for variety of administration duties related to provisioning services. Monitor and manage provisioning process at operational level. Supervise staff. Provide logistic support functions such as transport administration, travel and accommodation arrangements of officials for the Office. Monitor budget expenditure patterns as well as monthly projections for the Local Service Office. Monitor submissions, memorandums and orders. Supervise the ordering of stationery, office supplier, courier services and deliveries.
<u>ENQUIRIES</u>	:	May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.
<u>NOTE</u>	:	Preference will be given to persons with disabilities.

<u>POST 05/91</u>	:	<u>STATE ACCOUNTANT: INTERNAL CONTROL (PRE-AUDIT) (LEVEL 7) REF NO: DSD 18/01//2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 211 194 per annum Provincial Office B.Degree/National Diploma with Auditing/Internal Auditing as a major subject or equivalent qualification plus 2 years practical experience in the Internal Control/Auditing environment OR Grade 12 with ten years (10) relevant experience. A valid code 8 driver's license will be an added advantage. Excellent Computer Literacy skills in Ms Office Applications (Excel, Word, PowerPoint, Visio etc) Competencies: Good understanding of the government policies, financial prescripts etc. Good Internal Control skills. Presentation and Liaison skills. Personal credibility/ethics. Communication skills both verbal and written.
<u>DUTIES</u>	:	Ensure that the Department adheres to sound corporate governance principles. Ensure that the Department complies with all Government regulations and satisfies all Legislative oversight requirements. Identify risks and development of the Risk Management Plan. Analyse, review and correct internal control Gaps. Share knowledge of internal control. Liaise with Internal Audit. Liaise with the Office of the Auditor General. Develop internal control strategy and plan. Assist in effecting the execution phase of internal control assignments. Identify possible fraud cases during the execution phase of regular review. Provision of training in the Internal Control matters. Provision of monthly reports.
<u>ENQUIRIES</u>	:	May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.
<u>NOTE</u>	:	Preference will be given to persons with disabilities.
<u>POST 05/92</u>	:	<u>SOCIAL WORKER X 2 POSTS (SW -A4) REF NO: DSD19/01//2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 211 194 per annum Sarah Baartman: Baviaans Local Service Steytlerville. A recognized qualification in Social Work. Registration with the South African Council for Social Service Profession as a Social Worker. A valid code 08 driver's license. Computer literacy, Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers
<u>DUTIES</u>	:	Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments
<u>ENQUIRIES</u>	:	May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.
<u>NOTE</u>	:	Preference will be given to persons with disabilities.
<u>POST 05/93</u>	:	<u>SOCIAL WORKER 1 POST (PROBATION SERVICES) (SW A-A4) REF NO: DSD 20/01//2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum Sarah Baartman: Makana Local Service A recognized qualification in Social Work. Registration with the South African Council for Social Service Profession as a Social Worker. A valid code 08 driver's license. Computer literacy. Competencies: Demonstrate expertise in Probation Services. Demonstrate a coherent and critical understanding of and the ability to apply social work values and principles of human rights and social justice in Probation Services. Demonstrate competency in the identification and critical analysis of social work related problems and issues in Probation Services. Critically analyze and evaluate the outcomes of social work intervention strategies, techniques and processes. Knowledge of the Probation Services Act, 116 of 1991,

	:	amended by section 35 of 2002, Child Justice Act, 75 of 2008 and any other pieces of legislation relevant to Probation Services
<u>DUTIES</u>	:	Rendering of advocacy and educational programmes to individuals, families, groups and communities. Provision of expert assessment regarding the needs, risks and resilience of offenders and victims to assist courts on individualized interventions and sentencing options. Acting as an expert witness in court regarding the appropriate sentencing of children and adults. Reintegration of children who have been discharged from Child and Youth Care Centres. Provision of Home-Based supervision of children placed under an appropriate adult. Challenging of offending behavior and helping offenders to realize the impact of their behavior on themselves, families, the community and their victims. Compiling of reports on the compliance and non-compliance of the persons placed under the supervision of Probation Officers. Facilitation of diversion and restorative justice processes. Care , support, referral to and provision of mediation in respect of victims of crime, and any service under the Probation Services Act 116 of 1991, amended by section 35 of 2002.
<u>ENQUIRIES</u>	:	May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.
<u>NOTE</u>	:	N.B preference will be given to persons with disabilities.
<u>POST 05/94</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER GR 1 (1) (CD-B1) REF NO: DSD 20/01//2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R178 512 per annum Joe Gqabi: Elundini Local Service- Maclear Degree in Social Sciences with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies. Computer literacy will be an added advantage. A valid code 8 driver's license. Competencies: Theoretical understanding and practical experience/exposure to community Development issues. Demonstrate a facilitative approach to motivate constructive participation in programme development and implementation. Ability to document and report on programmes and projects according to required format. Communication and interpersonal skills, organizing and planning skills
<u>DUTIES</u>	:	Rendering of advocacy and educational programmes to individuals, families, groups and communities. Provision of expert assessment regarding the needs, risks and resilience of offenders and victims to assist courts on individualized interventions and sentencing options. Acting as an expert witness in court regarding the appropriate sentencing of children and adults. Reintegration of children who have been discharged from Child and Youth Care Centres. Provision of Home-Based supervision of children placed under an appropriate adult. Challenging of offending behavior and helping offenders to realize the impact of their behavior on themselves, families, the community and their victims. Compiling of reports on the compliance and non-compliance of the persons placed under the supervision of Probation Officers. Facilitation of diversion and restorative justice processes. Care , support, referral to and provision of mediation in respect of victims of crime, and any service under the Probation Services Act 116 of 1991, amended by section 35 of 2002.
<u>ENQUIRIES</u>	:	May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.
<u>NOTE</u>	:	N.B preference will be given to persons with disabilities.
<u>POST 05/95</u>	:	<u>CHILD AND YOUTH CARE TEAM LEADER GR 1 (CYC-A5) (REF. DSD 22/01//2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R128 964 per annum Chris Hani: Gali Thembani Child & Youth Care Centre Appropriate NQF Level 4/Grade 12 OR equivalent qualification with a minimum of 7 years' appropriate experience in Child and Youth Care Worker after obtaining the required qualification. Valid driver's licence. Competencies: Understanding rules and procedures of the care centre. Knowledge of relevant policies and mandates. Good communication (both verbal and written). Ability to intervene and resolve conflict.
<u>DUTIES</u>	:	Serve as team leader for child and youth care workers during a shift. Supervise staff. Undertake inspection during a shift and report incidents and problems identified. Perform administrative work relevant to the job. Assist with care of children as the need arise.
<u>ENQUIRIES</u>	:	May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.
<u>NOTE</u>	:	N.B preference will be given to persons with disabilities.

POST 05/96 : **CHILD AND YOUTH CARE WORKER GR 1 (4) (CYC-A1) REF. DSD 22.1/01//2017 NELSON MANDELA: ENKUSELEKWENI SECURE CENTRE (3) ERICA PLACE OF SAFETY: (REF. DSD 22.2/01//2017)**

SALARY CENTRE REQUIREMENTS : R115 608 per annum
Nelson Mandela: Enkuselekweni secure centre; Erica Place of Safety
Gade12 plus Basic Qualification in Child and Youth Care Certificate or Certificate in Social Auxiliary Work • Computer literacy. Competencies: Good Communication. Ability to intervene and resolve conflict. Problem solving. Ability to work with children.

DUTIES : Establish trusting and meaningful one-to-one relationships with children, youth and their families. Implement strategies such as planned daily activities, coordinated treatment interventions, structured environments, and organized recreational and social activities. Help individuals and families identify personal strengths and resources for positive change. Help develop and implement individual and group treatment programs. Respond effectively to acts of aggression and depressive, destructive or self-injurious behaviours Act as a resource for individuals and their families. Engage in behaviour management, safety and security programming for young people in the centre. Perform administrative work relevant to the job

ENQUIRIES : May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.

NOTE : Preference will be given to persons with disabilities.

POST 05/97 : **ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GR 1(2) (CD-A1)**

SALARY CENTRE : R115 608 per annum
Amathole: Mquma Local Service (Butterworth) (Ref No: DSD 23/01//2017)
Buffalo City Metro: East London (Ref No: DSD 23.1/01//2017)

REQUIREMENTS : A Senior Certificate or equivalent certificate.) A valid code 8 driver's license. Competencies: Interpersonal skills/the ability to interact with people and community structures Compassion for those in need and the vulnerable/understanding of social dynamics of communities and basic knowledge of community development. Passion in community development. Willingness to learn. Communication skills. Knowledge of local language and culture. Competencies: Proficiency in computers and inventories would be an added advantage Planning and organising skills.

DUTIES : Perform community and household profiling. Assist communities in accessing services offered by Government Departments. Attend community meetings and Imbizo to collect information on community needs and provide the required support in integrated planning Assist with maintenance and support to funded community.

ENQUIRIES : May be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055103/15 or Mr M. Mapuza at (043) 6055104.

NOTE : Ms B. Nxusani, Tel. No: (043 6055103)/ Ms A. Bongco (043) 605 5115
Preference will be given to persons with disabilities.

DEPARTMENT OF ROADS AND PUBLIC WORKS

APPLICATIONS : Roads and Public Works should be forwarded for the attention: Chief Director: Central Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605.

FOR ATTENTION CLOSING DATE : Mr. M. Mbangi
Friday, 10 February 2017

NOTE : The Department of Roads and Public Works reserves the right not to make an appointment.

OTHER POSTS

POST 05/98 : **DEPUTY DIRECTOR: GOVERNANCE REF NO: DRPW 01/01/2017**

1 year contract
Sub - Directorate: Internal Control

SALARY CENTRE : An all-inclusive remuneration package: R612 822 per annum, Level 11
Head Office (Bhisho)

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Financial Management/Internal Audit or equivalent • A minimum of 5 years of which 3 years must be at Assistant Director level and at least 3 years at any level within Risk Management/Internal Control/Accounting and Reporting, A valid driver's license Skills: Interviewing Techniques, Computer literacy Effective communication (verbal and written). Planning and organisation, Relationship management,

Programme and Project management. Good interpersonal and diplomacy skills. Analytical thinking, problem solving skills, decision making skills, motivational skills, negotiation skills, conflict management, presentation skills and report writing skills. Energetic and self-driven. Team orientated, Change orientated, Assertive and self-confident

- DUTIES** : Provide Strategic Leadership and Management:- Perform the strategic and operational analysis of the unit to identify its status regarding the control environment and internal control systems. Perform Internal Control Operations :- Establish an effective, efficient, and transparent system of internal control Facilitate processes which enable the department to demonstrate a commitment to integrity and ethical values:- Promote day-to-day actions and decision making at all levels of the organization that are consistent with the expected standards of conduct Promote Interactions with suppliers, customers, and other external parties that reflect fair and honest dealings(iv) Project Management:- Evaluate and communicate internal control weaknesses timely to those parties responsible(v) Audit and Assurance of Internal Control:- Provide administrative support and ensuring access of the internal audit unit, audit committee and the auditor general to the financial records and supporting information of the department to perform their respective functions. Facilitate development and implementation of audit corrective measures. (vi) Oversight Support:- Facilitate responses to oversight bodies (vii) Governance:- Ensure implementation of the governance framework.
- NOTE** : NB: Candidates should take note that duties for Deputy Director: Internal Control have been reduced due to the extensive length; however candidates who will be appointed to the post will be provided with comprehensive duties of the post upon appointment.

POST 05/99 : **DEPUTY DIRECTOR: INVENTORY MANAGEMENT (1 YEAR CONTRACT)**
DIRECTORATE: ASSET & INVENTORY MANAGEMENT REF NO: DRPW 02/01/2017

- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration package: R 612 822 per annum, Level 11
: Head Office (Bhisho)
: An appropriate Bachelor's Degree/National Diploma in Commerce/Accountancy/ Auditing. •A minimum of five (5) years relevant working experience in Supply Chain Management Inventory/ Asset Management or in an Audit Environment of which three (3) years at an Assistant Director level or Alternatively a minimum five (5) years working experience in an Audit environment with experience in government financial statements auditing Preference will be given to candidates with Completed Articles, Computer skills in Microsoft Office Applications · Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts, Knowledge of the Departments mandate and its relationship with stakeholders in the sector and client departments. A valid driver's license Knowledge and Skills: Financial Management Excellent analytical, numeric, communication and report - writing skills Ability to handle multiple and complex tasks and projects, Good computer skills in MS Word, MS Excel, MS Project and PowerPoint, People Management skills with the ability to deal with stakeholders at all levels

- DUTIES** : Management of the Inventories and warehouses of the Department Identify and manage all business risks relating to inventory, Manage the risk of inventory losses and develop systems to mitigate it Provide inputs for continuous improvement, development and monitoring of Inventory Management policies and procedures, Correct Inventory valuations, misallocations and journals. Prepare and management disclosure notes in the Financial Statements, Manage disposal of departmental inventory, Management of staff.

POST 05/100 : **ASSISTANT DIRECTOR: ASSET AND INVENTORY MANAGEMENT 2 POSTS**
Directorate: Asset & Inventory Management

- SALARY CENTRE REQUIREMENTS** : R 311 794 per annum, Level 09
: Ref No: DRPW 03/01/2017 Amatole Regional Office,
DRPW 04/01/2017 Chris Hani Regional Office (Queenstown)
: An appropriate Bachelor's Degree/National Diploma in Commerce/Accountancy/ Auditing. A minimum of 4 years relevant working experience in Supply Chain Management Inventory/ Asset Management of which two (2) years at Supervisory level or Alternatively a minimum three (3) years working experience in an Audit environment with experience in government financial statements auditing · Preference will be given to candidates with Completed articles Computer skills in Microsoft Office Applications Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts Knowledge of the

		Departments mandate and its relationship with stakeholders in the sector and client departments. ·A valid driver's license Knowledge and Skills: Financial Management · Excellent analytical, numeric, communication and report - writing skills Ability to handle multiple and complex tasks and projects, Good computer skills in MS Word, MS Excel, MS Project and PowerPoint · People Management skills with the ability to deal with stakeholders at all levels. Ability to work in a team. Ability to develop and analyse policies. Ability to work under pressure and meet tight deadlines
<u>DUTIES</u>	:	Management of Warehouses, safeguard, control and account of all departmental assets and inventory. ·To ensure effective, efficient and economical use of all assets and inventory items. To ensure accountability over inventory and assets items. ·To ensure that all assets and inventories are subjected to physical verification. ·To ensure reconciliation on procurement spent on assets and inventory. ·To manage replacement and disposal of departmental assets and inventory ·To manage and maintain regional asset registers and stores records ·To manage the movement assets and inventory in the department.
<u>NOTE</u>	:	Candidates must submit individual applications for each post they are applying for.
<u>POST 05/101</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT 2 POSTS REF NO: DRPW 05/01/2017</u> 1 Year contract Directorate Supply Chain Management (Construction Procurement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R311 784 per annum, Level 09 Head Office (Bhisho) An appropriate Bachelor's Degree / National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/ Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ FIS/Local Government Finance/Internal Auditing/Management/ Business Management/Accounting with at least four (4) years relevant experience in Supply Chain Management of which two (2) years must be at a supervisory level. Computer skills in Microsoft Office Applications · Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts· Extensive working experience in Demand and or Acquisition Management · Extensive knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, BBBEE, CIDB, Treasury Regulations and Supply Chain Management prescripts · A valid driver's license. Knowledge And Skills: Knowledge of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts, Knowledge of office procedure and Bid Administration, Decision making, Background in procurement or competencies in administration of bids, Computer skills, Problem solving, Writing skills. Creativity, Ability to engage with service providers with matters related to acquisition of goods or services, Highly motivated. Good understanding of acquisition and or demand management processes, ability to work under pressure.
<u>DUTIES</u>	:	Management of Bid secretariat functions· Ensure effective Bid Administration services through compilation of bid documents, notification, and invitation and evaluation of bids/quotations/proposals· Continuous evaluation and monitoring of the appropriateness and effectiveness of departmental policies with regard to Acquisition management · Ensure that proper and adequate processes are in place to update and maintain the bid processes in line with appropriate with legislation · Management of staff. Administer the invitation processes to obtain responses from contractors in accordance with the policy framework. Administer the receiving of supplier responses in accordance with the policy framework. Administer the prescribed evaluation processes ensuring value for money and do appropriate clearance of the preferred bidder and facilitate contractual bidding processes. Participate with the implementation of Supply Chain Management policies and systems in terms of acquisition management of infrastructure projects falling within the scope of implanting agents. Implement the acquisition management systems and appropriate acquisition management internal controls and audit trails in the Department. Manage the development and utilisation of specialized supplier databases. Facilitate and manage the business process cycle (inviting, evaluating, adjudicating and awarding) for construction goods and services in terms of SCM regulations. Manage the Departmental Bid Evaluation and Adjudication Committees secretariat. Compile and analyse management reports from various strategic activities. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Ensure the effective and efficient supervision of staff.

<u>POST 05/102</u>	: <u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT X2 POSTS REF NO: DRPW 06/01/2017</u> 1 Year contract Directorate Supply Chain Management (Construction Procurement)
<u>SALARY CENTRE REQUIREMENTS</u>	: R311 784 per annum, Level 09 : Head Office (Bhisho) : An appropriate Bachelor's Degree / National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ FIS/Local Government Finance/Internal Auditing/Management/Business Management/Accounting with at least four (4) years relevant experience in Supply Chain Management of which two (2) years must be at a supervisory level. Computer skills in Microsoft Office Applications Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts Experience in Demand and Acquisition Management Knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, BBBEE, CIDB, Treasury Regulations and Supply Chain Management prescripts A valid driver's license. KNOWLEDGE AND SKILLS: Knowledge of Supply Chain Management Demand and Acquisition management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts, Knowledge of office procedure and Bid Administration, Decision making, Background in procurement or competencies in administration of bids, Computer skills, Problem solving, Writing skills. Creativity, Ability to engage with service providers with matters related to acquisition of goods or services, Highly motivated. Good understanding of acquisition/ demand management processes, ability to work under pressure.
<u>DUTIES</u>	: The successful candidate will ensure that resources required to fulfill the demand needs identified in the departmental strategic planning as well as business, operational and project plans are delivered at the correct time, price, place, and that the quantity and quality will satisfy those needs. · Manage the establishment and maintenance of a supplier database to ensure compliance in implementation of effective and efficient service delivery. Manage and advise the specification committee to ensure compliance to relevant legislation. Ensure that the current and future construction needs of the department are analyzed by conducting market research, commodity and industry analyses. Assist end users with the development of procurement plans. Consolidate departmental procurement plans and facilitate procurement of construction projects as per the Procurement Plan. Coordinate demand inputs from Construction Branches and offer assistance so as to have budget alignment in terms of MTEF. Monitor compliance and adherence to policies, procedures and processes pertaining to demand management.
<u>POST 05/103</u>	: <u>ASSISTANT DIRECTOR: CONTRACTS MANAGEMENT 8 POSTS</u> 1 Year contract) Directorate: Supply Chain Management (Construction Procurement) Sub-Component: Contract Management
<u>SALARY</u>	: R311 784 per annum, Level 09 Ref No: DRPW 07/01/2017 Head Office (Bhisho) (X3 Posts), Ref No: DRPW 08/01/2017 Alfred Nzo Regional Office (Mount Ayliff) (X1 Post), Ref No: DRPW 09/01/2017 OR Tambo Regional Office (Mthatha) (X1 Post), Ref No: DRPW 10/01/2017 Amatole Regional Office (East London) (X1 Post), Ref No: DRPW 11/01/2017 Chris Hani Regional Office (Queenstown) (X1 Post), Ref No: DRPW 12/01/2017 Joe Gqabi Regional Office (Sterkspruit) (X1 Post).
<u>REQUIREMENTS</u>	: An appropriate Bachelor's Degree / National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management/ Commerce/ FIS/Local Government Finance/Internal Auditing/Management/Business Management/Accounting / Law with at least four (4) years relevant working experience in Supply Chain Management/ Contracts Management of which two (2) years must be at a supervisory level. Experience in the drafting, management, monitoring and evaluation of contracts and SLA's. Good project management, operational and financial management skills, reviewing and drafting contracts and legislation and applying them to business/organizational requirements, good knowledge of operational performance planning and monitoring, corporate governance Knowledge of the PFMA, Treasury Regulations, Law of Contracts and Supply Chain Management prescripts, Proven knowledge of Government procurement processes related to construction procurement.

Understanding of JBCC, GCC, NEC and other forms of contracts related to construction. A Valid driver's license, Knowledge And Skills: Excellent analytical, numeric, communication and report - writing skills · Financial Management skills· Ability to handle multiple and complex tasks and projects· Good computer skills in MS Word, MS Excel, MS Project and PowerPoint People Management skills with the ability to deal with stakeholders at all levels. Ability to work in a team. Ability to develop and analyse policies. Ability to work under pressure and meet tight deadlines

DUTIES : Contracts and Service Level Agreements drafting · Ensure consistent application of SCM processes across all contracts including compliance with legislative and regulatory framework · Liaise with relevant line managers in preparation and reviewing service level agreements and business contracts between service providers and the Department Analyse bids and proposals and ensure that the specifications of binding agreements with service providers are legal and comply with Government policies Provide support to all departmental bid committees. Safeguarding of contracts related documentation and contract files · Maintain an up to date departmental contract register · Maintain contract guarantees and related matters · Deal with underperforming and non-performing vendors and contractors/service providers · Implement SCM audit plan Report and advise on all Contract management risks. Prepare appointment and termination letters on contract awarded. Render support to the monitoring and implementation of internal controls systems in order to meet delivery expectations

POST 05/104 : **ASSISTANT DIRECTOR REF NO: DRPW 13/01/2017**
1 year contract
Sub Component: Document Management

SALARY : R311 784 per annum, Level 09
CENTRE : Head Office (Bhisho)

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma in Commerce/Public Management/Records Management/ Library and Information Science with a minimum of three years relevant experience of which two (2) year should be at supervisory level. Working knowledge of the Public Finance Management Act, Treasury Regulations. Financial policies and procedures. Strong organisational skills. Knowledge of Basis Accounting System (BAS, LOGIS & PERSAL). Strong analytical skills. Excellent financial management skills. Good communication skills. Computer literacy (MS Word, Excel, PowerPoint & Access).

DUTIES : Manage scanning and control of documents. Respond to internal and external clients Assist with the review of document management system. Maintain, verify documents and resolve discrepancies on documents. Ensure the security of the documents and document management system. Assist in maintaining documents management system including maintenance and management of active and archived documents. Ensure proper archiving and document management service. Provide accurate and efficient document control. Receive and process Request for Information and maintain the request. Ensure effective utilization of resources allocated to the section. Ensuring compliance with relevant legislation and regulations. Assist and support regions on document management. Deal with audit queries.

POST 05/105 : **SENIOR STATE ACCOUNTANT2 POSTS REF NO: DRPW 14/01/2017**
1 year contract
Sub Component: Document Management

SALARY : R262 272 per annum, Level 08
CENTRE : Head Office - Bhisho

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma in Commerce/Public Management/Records Management/Library and Information Science with a minimum of two (3) years relevant experience. Working knowledge of Government Financial systems (BAS, LOGIS & PERSAL). Computer skills (MS Word, Excel, Powerpoint & Access). Knowledge of the Public Finance Management Act, Treasury Regulations, financial policies and procedures. Strong organisational skills. Good communication skills.

DUTIES : Manage scanning and control of documents. Respond to internal and external clients Assist with the review of document management system. Maintain, verify documents and resolve discrepancies on documents. Ensure the security of the documents and document management system. Assist in maintaining documents management system including maintenance and management of active and archived documents. Ensure proper archiving and document management service. Provide accurate and efficient document control. Receive and process Request for

Information and maintain the request. Ensure effective utilization of resources allocated to the section. Ensuring compliance with relevant legislation and regulations. Assist and support regions on document management.

POST 05/106 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: DRPW 15/01/2017**
1 year contract
Directorate: Supply Chain Management (Construction Procurement)

SALARY CENTRE REQUIREMENTS : R262 272 per annum, Level 08
: Head Office (Bhisho)
: An appropriate Bachelor's Degree / National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ FIS/Local Government Finance/Internal Auditing/Management/ Business Management/Accounting and a minimum of three (3) year relevant experience or Matric certificate (Standard 10) with 10 years' experience in Acquisition or Demand Management, Computer skills in Microsoft Office Applications · Experience in Acquisition / Tenders, Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts

DUTIES : Manage the consolidation and compilation of procurement plans. Compilation of tender documents for informal tenders, Place adverts for tenders, Compile and manage supplier database, Render secretarial duties to the Bid Specification Committee, Maintain tender register and compile monthly reports on bids awarded, Render guidance in the writing of specifications, Supervise staff in the demand management component

POST 05/107 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT X6 POSTS REF NO: DRPW 16/01/2017**
1 year contract
Directorate: Supply Chain Management (Construction Procurement)
Sub-Component: Acquisition Management

SALARY CENTRE REQUIREMENTS : R262 272 per annum, Level 08
: Head Office (Bhisho)
: An appropriate Bachelor's Degree / National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ FIS/Local Government Finance/Internal Auditing/Management/Business Management/Accounting and a minimum of three (3) year relevant experience or Matric certificate (Standard 10) with 10 years' experience in Acquisition or Demand Management, Computer skills in Microsoft Office Applications · Experience in Acquisition / Tenders, Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts

DUTIES : Serve as Bid Secretariats and give guidance to the Committee members, Checking reports for compliance and correctness, Supervise opening and closing of bids, Supervise the maintenance of Bid files, Engage with Project leaders or end users through verbal and written communication, Ensure efficient administration of Bid process.

POST 05/108 : **SENIOR STATE ACCOUNTANT-GOVERNANCE 4 POSTS REF NO: DRPW 17/01/2017**
1 year contract
Component: Internal Control

SALARY CENTRE REQUIREMENTS : R262 272 per annum, Level 08
: Head Office (Bhisho)
: An appropriate Bachelor's Degree / National Diploma in Financial Management/Internal audit or equivalent, A minimum of 3 years' experience within Internal Control/Finance, A valid driver's license

DUTIES : (i) Perform Internal Control Operations:- Ensure implementation of an effective, efficient, and transparent system of internal controls. (ii) Project Management:- Evaluate and communicate internal control weaknesses timely to those parties responsible. (iii) Oversight Support:- facilitate responses to oversight bodies (iv) Governance:- Ensure implementation of the governance framework. (v) Audit and Assurance of Internal Control:- Provide administrative support and ensuring access of the internal audit unit, audit committee and the auditor general to the financial

records and supporting information of the department to perform their respective functions. Facilitate the development and implementation of audit corrective measures. Skills: Interviewing Techniques, Computer literacy, Effective communication (verbal and written), Planning and organisation, Relationship management, Good interpersonal and diplomacy skills, Analytical thinking, problem solving skills, decision making skills, motivational skills, negotiation skills, presentation skills and report writing skills •Energetic and self-driven; Team orientated, Change orientated, Assertive and self-confident

POST 05/109 : **SENIOR STATE ACCOUNTANT: PRE-AUDIT (X3 POSTS) (1 YEAR CONTRACT) COMPONENT: INTERNAL CONTROL REF NO: DRPW 18/01/2017**

SALARY : R262 272 per annum, Level 08
CENTRE : Head Office (Bhisho)

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma in Commerce/Accounting/Financial Management/Internal Auditing, At least three (3) years' experience in Financial Management Services, Working knowledge of Government financial systems (BAS, LOGIS, PERSAL), Knowledge of the Public Finance Management Act, Treasury, A valid driver's license. SKILLS: Computer literacy (MS Word, Excel, PowerPoint & Access), Effective communication (verbal and written), Planning and organisation, Relationship management, Good interpersonal and diplomacy skills, Analytical thinking, problem solving skills, decision making skills, negotiation skills, presentation skills and report writing skills, Energetic and self-driven; Team orientated, Change orientated, Assertive and self-confident

DUTIES : Understand, interpret and apply relevant legislation, policies, regulations, frameworks, standards and guidelines, Receive procurement related documents for checking before an order is generated in LOGIS. Issue Pre-audit certificates for all documents in compliance with the procurement prescripts so that orders could be generated. Provide reasons of rejection of documents for order generation. Receive invoices and other procurement related documents for checking before the invoices are forwarded to the Expenditure Payment Unit for payment. Provide reasons for invoices not approved for payment. Assist with the prevention and detection of irregular expenditure. Assist in the compilation of the monthly reports for the Unit. Assist with the review of payment vouchers for completeness and compliance with the applicable prescripts. Assist in the processes leading to correction of errors in the payment vouchers. Detect fruitless and wasteful expenditure and feed such information to the Loss Control processes on a regular basis. Maintain a good working relationship with customers and stakeholders including internal and external auditors• Implement internal control systems Ensure effective utilisation of resources allocated to the section.

POST 05/110 : **STATE ACCOUNTANTS 13 POSTS SUB COMPONENT: DOCUMENT MANAGEMENT UNIT. REF NO: DRPW 19/01/2017**
 (1 Year Contract)

SALARY : R211 194 per annum, Level 07
CENTRE : Head Office (Bhisho)

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma in Commerce /Public Management/Records Management/Library and Information Science with at least (2) years relevant experience or Grade 12 (Std10) Certificate with a minimum of ten (10) years relevant experience. Working knowledge of Government Financial systems (BAS, LOGIS, PERSAL). Computer skills (MS Word, Excel, Power Point & Access). Knowledge of the Public Finance Management Act, Treasury Regulations, financial policies and procedures. Strong organisational skills. Good communication skills. Physical Requirements: May work with loud machinery. Lift and carry boxes.

DUTIES : Responsible for the daily activities within the Unit. Scan, index, organize and maintain documents adhering to the government's document lifestyle procedures. Archive inactive records in accordance with retention schedule. Ensuring timeous retrieval of documents. Provide accurate and efficient document control. Ensure completeness of document before filing.

<u>POST 05/111</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT 4 POSTS REF NO: DRPW 20/01/2017</u> 1 year contract Directorate: Supply Chain Management (Construction Procurement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum, Level 07 Head Office (Bhisho) An appropriate Degree/National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ FIS/Local Government Finance/Internal Auditing/Management/Business Management/Accounting and a minimum of two (2) year relevant experience or Matric certificate (Standard 10) with 10 years' experience in Acquisition or Demand Management, Computer skills in Microsoft Office Applications, Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts.
<u>DUTIES</u>	:	Consolidation and compilation of procurement plans .Compilation of tender documents for informal tenders, Place adverts for tenders, Compile and manage supplier database, Render secretarial duties to the Bid Specification Committee, Maintain tender register and compile monthly reports on bids awarded, Render guidance in the writing of specifications, Supervise staff in the demand management component
<u>POST 05/112</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT X 7 POSTS REF NO: DRPW 21/01/2017</u> (1 year contract) Directorate: Supply Chain Management (Construction Procurement)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum, Level 07 Head Office (Bhisho) An appropriate Degree/National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ FIS/Local Government Finance/Internal Auditing/Management/Business Management/Accounting and a minimum of two (2) year relevant experience or Matric certificate (Standard 10) with 10 years' experience in Acquisition or Demand Management, Computer skills in Microsoft Office Applications, Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts
<u>DUTIES</u>	:	Serve as Bid Secretariats and give guidance to the Committee members, Checking reports for compliance and correctness, Supervise opening and closing of bids, Supervise the maintenance of Bid files, Engage with Project leaders or end users through verbal and written communication, Ensure efficient administration of Bid process.
<u>POST 05/113</u>	:	<u>PROVISIONING ADMINISTRATIVE OFFICER: CONTRACTS MANAGEMENT 5 POSTS</u> 1 year contract
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum, Level 07 Ref No: DRPW 22/01/2017 Head Office (Bhisho) (X3 Posts), DRPW 23/01/2017 Alfred Nzo Regional Office (Mount Ayliff) (X1 Post), DRPW 24/01/2017 OR Tambo Regional Office (Mthatha) (X1 Post). Directorate: Supply Chain Management (Construction Procurement)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree / National Diploma in Supply Chain Management/Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/Business Management/ FIS/Internal Auditing/Management/Accounting/Law and a minimum of two (2) year relevant experience or Matric certificate (Standard 10) with 10 years' experience in Contracts or Acquisition Management, Computer skills in Microsoft Office Applications, Knowledge and skills: of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts
<u>DUTIES</u>	:	Assist in Contracts and Service Level Agreements drafting · Ensure consistent application of SCM processes across all contracts including compliance with legislative and regulatory framework, Provide support to all departmental bid committees. Safeguarding of contracts related documentation and contract files,

Maintain an up to date departmental contract register Maintain contract guarantees and related matters · Report and advise on all Contract management risks.

POST 05/114 : **PROVISIONING ADMINISTRATIVE OFFICER: ASSET AND INVENTORY MANAGEMENT 5 POSTS**

1 year contract

Directorate: Asset & Inventory Management

SALARY CENTRE

: R211 194 per annum, Level 07
: Ref No: DRPW 25/01/2017 Joe Gqabi Regional Office (Sterkspruit),
: Ref No: DRPW 26/01/2017 In House Construction,
: Ref No: DRPW 27/01/2017 Alfred Nzo Regional Office (Mt Ayliff),
: Ref No: DRPW 28/01/2017 OR Tambo Regional Office (Mthatha),
: Ref No: DRPW 29/01/2017 Sarah Baartman Regional Office (Port Elizabeth)

REQUIREMENTS

: An appropriate Bachelor's Degree / National Diploma in Commerce / Accountancy / Auditing. A minimum of two (2) years relevant working experience in Asset / Inventory Management. Computer skills in Microsoft Office Applications. A valid driver's license.

DUTIES

: Asset movement: filling & signing of movement forms. Physical verification of assets. Continuous updating of the asset register. Keep track of Inventories and Inventory Controllers. Receive assets & inventories and keep records. Prepare asset & inventory reconciliation