

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER**

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

- APPLICATIONS** : Hand Delivery: Room 1039, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho. Post to: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605
- FOR ATTENTION** : Mnikelo Mbangi
- CLOSING DATE** : Friday, 17 March 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.
- Erratum: Eastern Cape Department of Transport:** Kindly note that the requirements for the posts of Provincial Inspector: Traffic Law Enforcement X6 (Ref. Dot 008/11/2016) Sarah Baartman District X3 (Ref. Dot009/11/2016) Or Tambo X1 (Ref.Dot010/11/2016) Joe Gqabi X1 (Ref.011/11/2016) Alfred Nzo X1, were incorrectly indicated and should read as: Grade 12 Certificate or Higher Qualification. Basic Traffic Diploma in a recognized Traffic College. One year practical experience in Law enforcement. Valid Driving Licence- Code B. No criminal record.

OTHER POST

- POST 10/47** : **CONTRACT MANAGER: SCMU REF NO: OTP/01/03/2017**
- SALARY** : All inclusive package of R612 822 per annum, Level 11. Annual progression up to a maximum salary of R721 878 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.
- CENTRE** : Bhisho
- REQUIREMENTS** : An appropriate recognized Degree in Supply Chain Management or Logistics or Legal plus 8 years' experience in Supply Chain Management of which 5 years must be within contract management at an Assistant Director. Extensive working knowledge and understanding of Supply Chain Management processes, Finance processes, PFMA, Treasury Regulations, and all other related supply chain management prescripts. High level of computer literacy. Valid driver's Licence. Skills: Excellent written and verbal communications skills. Customer care service oriented. Decision making, Communication, Initiative, Innovation, continuous improvement, planning & Organizing, Developing others, Managing Interpersonal Conflict, Project Management, Team Leadership and supervisory skills.
- DUTIES** : Issuing of appointment letters to successful service providers, Issuing of letters of regret to unsuccessful service providers, Develop and maintain complaints register and deal with complaints if any, Preparing of contract documentation for signing of contract, Inform successful service provider and project leaders of signing of contract, Signing of contract document and safekeeping of original contract documents, Updating of contract register, Updating of contract file Updating of grey

list of service providers for non-performance and other, Recording and Safekeeping of guarantees and sureties, Management of projects, Variation Orders and price adjustments, Legal and technical advisory services to bid committees and Management, Management of disputes, litigations and penalties, Variance analysis, budgeting and forecasting on projects, Maintain financial records of projects from inception to conclusion, Manages reporting of project expenditure, Maintaining project budgets and cash flows, Preparation, review and monitoring of all cost data for projects, Compilation of contract commitment schedules and co-ordination of financial information for financial statements.

ENQUIRIES : Mr M Mbangi Tel no: (040) 609 6424/6290/48

PROVINCIAL TREASURY

APPLICATIONS : Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamazshe Building, Bhisho. Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605.

FOR ATTENTION : Bonelwa Ndayi

CLOSING DATE : Friday, 17 March 2017

OTHER POSTS

POST 10/48 : **ASSISTANT DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: SARAH BAARTMAN DISTRICT**

SALARY : R311 784 per annum level 09

CENTRE : Port Elizabeth

REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management/Financial Accounting • Minimum of 3 years relevant experience in Financial Management at an officer level. Previous experience in monitoring or working in Municipal environment is essential.

DUTIES : To assist on improving the understanding on the technical application of accounting standards in compliance with the Financial Reporting Framework as required by the Municipal Finance Management Act: Conduct assessment on AGSA reports to determine common issues on concerns for municipalities on accounting and also identify emerging risk on the GRAP Reporting Framework. Monitoring of AFS plan and conduct a high level reviews of AFS, Audit File and assess the Audit Action Plans of municipalities. Assist in investigating areas of concern with regards to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director. Prepare, analyse and report progress on mSCOA implementation within timelines and its financial impact to assist on compliance with mSCOA Regulations and its alignment to Standard of GRAP. Assist in assessing, advising and monitoring municipalities with preparation of monthly, quarterly and annual financial statements. Conduct analysis of Consolidated Management Report to identify common and for dissemination to municipalities and roll out transversal support. To provide practical assistance and control mechanism on issues of compliance to Supply Chain Management (SCM), Asset Management (AM): Assist in the analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report to the Deputy Director. Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities on SCM and AM and identify emerging risk on the legislative frameworks/policies. Assist in conducting Budget assessment on the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans. Assist in monitoring compliance with financial assets and liabilities and revenue management: Assist in monitoring financial asset management compliance and compile a report. Collate information for comments in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities. Provide hands on support to municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. Manage area of responsibility: Maintain high standards of work in terms of quality/quantity and timeliness. Motivate and support subordinates. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all

		subordinates. Assess knowledge and technical capabilities of officials to support training and development skills.
<u>ENQUIRIES</u>	:	Ms B. Ndayi Tel no: 040 1010 072/071
<u>POST 10/49</u>	:	<u>ASSISTANT DIRECTOR: SCM STRATEGIC PROCUREMENT & TRANSVERSAL CONTRACT MANAGEMENT</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R311 784 per annum, Level 09 Bhisho A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in in Financial Management, Majoring in Supply Chain or Finance or any related field plus Minimum of 3 years experience in SCM environment at an officer level (level 7 or higher). Computer literacy on Intermediate to advance, Word, Excel, Outlook, Powerpoint. Valid Driver's Licence. Competencies: In-depth understanding of legislative framework that governs the Public Service. 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, Data Analysis, Negotiation skills, 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), Public Speaking and presentation.
<u>DUTIES</u>	:	Render awarding compliance and an ensure an effective component: Analyse Procurement Plans to identify Transversal Contracts opportunities. Conduct research on opportunities for transversal contracts and prepare business cases. Facilitate the arrangement of transversal contracts by ensuring that the right processes of awarding contracts have been followed. Prepare and Coordinate IBAC submissions. Draft bid 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 all secretariat services of the convene committee are met. Render the implementation and institutionalisation of contract management: Coordinate the development of questionnaires and conduct onsite assessments on current contract management .Render the development of a contract management plan in conjunction with the Department. Render the monitoring of the contract management plan and analyse responses from stakeholders to ensure update on status of Gap analysis report. Analyse contract registers and prepare reports. Review contract documents and advise client departments. Review contract documents and advise client departments. Attend to all contract related complaints and enquiries regarding National Contracts RT. Coordinate and provide support on the drafting of tender adverts and ensure that they are at an acceptable standards. Coordinate participation on RT contracts. Be willing to travel Provincially and Nationally. Render support rendered to departments on contract management disputes. Render the arrangement of contract management workshops and roll-out best practises. To institutionalise contract management in the Departments. Promote contract management strategic procurement: Ensure Implementation and Monitoring of Local Economic Development Procurement Framework. 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 Departmental spend. Support initiatives to promote local economic development by directly participating in campaigns i.e. Buy EC Campaign. 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.
<u>ENQUIRIES</u>	:	Ms B. Ndayi Tel no: 040 1010 072/071

POST 10/50 : **HUMAN RESOURCE DEVELOPMENT PRACTITIONER**

SALARY : R211 194 per annum, Level 07

CENTRE : Bhisho

REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) Human Resource Management/Human Resource Development or any related field plus a minimum of two (2) years practical experience in the Human Resource Management environment. A minimum of two (2) years practical experience in the Human Resource Development environment will be an added advantage. Computer literacy in Microsoft Applications. Competencies: Computer literacy in Microsoft Applications, particularly Word and Excel; Application of Public Service legislative framework that governs Human Resource Development, particularly, with regard to the administration of Internships, Learnerships and generic capacity development programmes and, provision of financial assistance for human capacity development; Familiarity with procurement processes and procedures and Budget administration.

DUTIES : Coordinate training and development programmes for the department. Facilitate implementation of skills development policies, strategies and plans. Draft WSP (Workplace Skills Plans) and ATR (Annual Training Report). Arrange and/or attend Skills Development meetings, including departmental committees and Provincial HRD Forums. Produce employee training quarterly and annual reports. Coordinate implementation of Induction Programmes. Implement relevant tools for determination of employee training needs. Coordinate and administer bursaries, internship and learnership programmes. Arrange logistics for training and ensure payments of invoices are paid within the legislated timeframes. Develop and maintain training databases.

ENQUIRIES : Ms B. Ndayi Tel no: 040 1010 072/071

DEPARTMENT OF SPORTS, RECREATION, ARTS & CULTURE

APPLICATIONS : Hand Delivery: Department of Sport, Arts & Culture; Wilton Zimasile Mkwai Building; Office No. 10, HR Section; King William's Town. Post to: The Senior Manager: HRM; Department of Sport, Arts & Culture; Private Bag X0020, Bhisho, 5605

FOR ATTENTION : Ms NP Nomvete

CLOSING DATE : Friday, 17 March 2017

MANAGEMENT ECHELON

POST 10/51 : **SENIOR MANAGER: OR TAMBO DISTRICT: REF NO: HRM 01/03/2017**

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 : OR Tambo (Umtata)

REQUIREMENTS : 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 four's experience at managerial level. Experience 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

ENQUIRIES : objectives. Ensure that the operation of the district is in compliance with regulations. (This post is targeting to attract women and persons with disabilities). Ms NP Nomvete Tel no: (043) 604 4110

OTHER POSTS

POST 10/52 : **MANAGER: SPORT & RECREATION REF NO: HRM 02/03/2017**

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

CENTRE : OR Tambo District (Umtata)

REQUIREMENTS : An appropriate Bachelor's Degree/Diploma in the field of Sport & Recreation coupled with 10 years' experience in the field of Sport & Recreation of which 3 years must be at an Assistant Manager level. Knowledge of Preferential Procurement Policy Framework Act and Regulation, Public Finance Management Act, Division of Revenue Act. Knowledge of Financial Management and how to implement Conditional Grants in line with DORA framework. Knowledge of the grant framework conditions. Knowledge of the sport environment in the Eastern Cape. Must have good interpersonal, problem – solving and crisis management skills. Need to show good strategic capabilities and leadership. Project Management skills. Must be able to work under pressure. A valid driver's license.

DUTIES : Planning of the sub-directorate and the district operational plans. Ensure compliance with Conditional Grant Framework. Prepare budgets, procurement plans and cash flow projections in line with the Business Plan, Provincial and National Directives. Synchronise the operational plans with budget and business plans. Provide strategic leadership and ensure capacity building. Assist and facilitate the implementation of mass participation programmes in the following areas: School Sport, Club Development, Recreation Development, Sport Academy, Sport Councils. Implement programmes in line with policy directives and political imperatives. Implement and monitor nation directives for the programme. Manage the utilization and safe – keeping of assets. Ensure a productive organizational culture.

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

POST 10/53 : **ASSISTANT MANAGER: PERFORMING ARTS REF NO: HRM/6/3/17**

SALARY : R389 145 – R458 385, Level 10

CENTRE : Chris Hani District (Queenstown)

REQUIREMENTS : A Degree/Diploma in Music/Film/Performing Arts or related field and have at least 3 years' experience of which 2 years must be at a supervisory level or Matric certificate with at least 10 years' experience in the field of performing arts (Music, video, film, dance, drama and languages) of which 2 years must be at supervisory level. Knowledge of Arts and Culture and its legislations. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act and other applicable legislative framework. Proven administration skills, planning and organisational skills. Strong analytical thinking skills. Conflict resolution and decision making skills. Strategic planning and reporting procedures. Innovative and creative. People development and empowerment. Good communication and presentation skills. Ability to maintain sound interpersonal relations. Ability to compile management reports. Policy analysis and implementation. Computer literacy. A valid driver's license.

DUTIES : Management of sub-directorate: Performing Arts. Compilation of strategic and operational plans of the sub-directorate. Monitor and approve reports of the sub-directorate. Facilitate, support, monitor and evaluate the programmes of the sub-directorate. Manage budget for the sub-directorate. Represent the sub-directorate on all matters pertaining to Performing Arts. Conceptualise and initiate programmes for the development and promotion of Performing Arts and Culture in the Province. Manage the resources of the sub-directorate. Monitor and evaluate service delivery and transformation in culture. Manage the implementation of provision of policies in Music, film and performing arts.

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

POST 10/54 : **ASSISTANT MANAGER: RECREATION DEVELOPMENT REF NO: HRM/7/3/17**

SALARY : R389 145 – R458 385 per annum, Level 10

CENTRE : Chris Hani District

<u>REQUIREMENTS</u>	:	An appropriate Degree/Diploma in Sport Management or Human Movement Science studies with 3 years' experience in the field or Matric certificate with 10 years' experience in the field. Knowledge of sport-related government prescripts in particular focussing in School Sport, Sport Development and development of sport such as National Sport Plan. Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Division of Revenue Act and employee performance management development systems. Proven administration, planning, organising and communication skills. Ability to follow correct reporting procedures and to compile management reports. Conflict management resolution skills. Ability to maintain sound interpersonal skills. Must be innovative and creative. Ability to work under pressure. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Management of sub-directorate, school sport. Management of staff, including performance evaluation of employees. Compilation of business plans. Conceptualise and initiate programmes for the development and promotion of school sport. Facilitate, support, monitor and evaluate sub-directorate budget. Monitor and evaluate service and transformation in school sport. Monitor the implementation of service delivery model. Development and submission of reports according to the systems of the department. Embarking on the planning and budgeting process as well as manage the utilisation of sub directorate budget within the PFMA prescripts. Facilitate the transformation of school sport development working closely with relevant stakeholders (DOE, schools, Federations, etc.). Facilitate the graduation of excelling athletes to the Academy section. Manage coordination of leagues and tournaments to bolster school sport in the district.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 10/55</u>	:	<u>ASSISTANT MANAGER: SUPPLY CHAIN MANAGEMENT 2 POSTS REF. HRM/3/3/17 AMATHOLE DISTRICT (EAST LONDON); REF. HRM/4/3/17ALFRED NZO DISTRICT (MT AYLIFF)</u>
<u>SALARY</u>	:	R311 784-R376 626 per annum, Level 09
<u>CENTRE</u>	:	Amathole District (East London); 1Alfred Nzo District (Mt Ayliff)
<u>REQUIREMENTS</u>	:	A Degree/Diploma in the field of Supply Chain Management or equivalent qualification coupled with at least 3 years' experience in the field, 2 years' supervisory experience or Matric coupled with 10 years' experience in the field of Supply Chain Management, 2 years' supervisory experience. Sound knowledge and understanding of Supply Chain Management framework, PFMA, PPFMA and other relevant Public Service Regulations. Computer Literacy. A valid driver's license.
<u>DUTIES</u>	:	Manage provisioning administration support services and general administration. Coordinate and administer fleet, demand, logistics and disposal, registry and cleaning service activities. Supervise staff in Supply Chain Management unit. Manage the budget of the unit.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 10/56</u>	:	<u>ASSISTANT MANAGER: SPECIAL PROGRAMMES UNIT REF NO: RM/5/3/17</u>
<u>SALARY</u>	:	R311 784-R376 626 per annum, Level 09
<u>CENTRE</u>	:	King William's Town
<u>REQUIREMENTS</u>	:	A Degree in Social Sciences or related fields, 7 years work experience in the Public service of which five years should be at a supervisory level. Experience in working with children' programs. Experience in working on the implementation of programs aimed at fighting the spread of HIV/AIDS. Good communication skills both verbal and written, interpersonal skills report writing. Computer Literacy. A valid driver's license. Willingness to work long hours.
<u>DUTIES</u>	:	Assist in increasing the strategic involvement of Children's and HIV/AIDS desk in the Departmental Programs. Develop plans, Monitor implementation and report on the progress of advocacy work in the department for the sector. Contribute to Departmental plans and advocacy campaigns .Organise campaigns targeted at raising awareness on the rights of children and HIV/AIDS programs.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 10/57</u>	:	<u>PRINCIPAL MUSEUM HUMAN SCIENTIST (HERITAGE) 2 POSTS REF NO: HRM/8/3/17 ALFRED NZO DISTRICT (MT AYLIFF) AND REF NO: HRM/9/3/17 JOE GQABI DISTRICT</u>
<u>SALARY</u>	:	R262 272- R308 943 per annum, Level 08
<u>CENTRE</u>	:	Aliwal north

<u>REQUIREMENTS</u>	:	A Degree in History/Heritage/Philosophy/Social Science with 3 years' relevant experience or Matric with 5 years' experience in the field of Museums and Heritage. Knowledge and understanding of government processes. Project management skills. Good communication and interpersonal skills. Ability to work under pressure without supervision. Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Assist in the implementation of projects aimed at identifying, conversing and managing Heritage resources. Assist in implementation of projects aiming at promoting cultural heritage Tourism. Assist in hosting of national days and significant Heritage events. Auditing of cultural and historically significant Heritage sites and objects in the Province. Identification, development and promotion of intangible cultural heritage and indigenous knowledge systems. Strengthening relations with local authorities, traditional and religious leaders. Facilitate in changing names for geographical areas around the District. Assist in raising community awareness and development of strategies to promote protection and proper management of Heritage resources.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 10/58</u>	:	<u>PRINCIPAL LIBRARIAN 2 POSTS REF NO: HRM/10/3/17AMATHOLE DISTRICT (EAST LONDON) AND REF NO: HRM/11/3/17 CHRIS HANI DISTRICT (QUEENSTOWN)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R262 272- R308 943 per annum, Level 08 Amathole District (East London); Chris Hani District (Queenstown)
<u>DUTIES</u>	:	A Bibl. Degree/ B Tech in Library Information Studies / National Diploma in Library & Information Studies. Minimum of 3 years' experience in a Public Library at a supervisory level. Good verbal and written Skills Administer Library operations and management of staff. Must have a valid code 08 Driver's License.
<u>ENQUIRIES</u>	:	Facilitation of Library operations within the district. Monitor Library Operations within the Municipality. Facilitate and coordinate Library awareness programs and promoting reading culture. Responsible for collection of user needs in Library. Coordinate maintenance Formation/ revival of Library structures. Conduct professional visits to public Libraries. Assist in the maintenance of Library assets in the district. Assist in the maintenance of staff attendance registers and leave registers of Library staff in the district. Compile reports and statistics and submit to the supervisor. Supervise processing and distribution of Library material to Public Libraries.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 10/59</u>	:	<u>SENIOR STATE ACCOUNTANT: PLANNING & BUDGET REF NO: HRM/15/3/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R262 272 per annum, Level 08 amathole district (east london)
<u>DUTIES</u>	:	A Diploma /Degree in Financial Management with at least 3 years' financial experience or Matric with 5 years' experience in the field of Financial Management. Advanced Computer skills, Presentation Skills. Driver's licence (Optional) To ensure that the budget is aligned with the strategic plan of the Department. To give support to Line Function on crafting of Operational plans. Responsible for the consolidation of budget on Treasury Templates. To monitor cash flow projections of the District. To monitor and report on monthly expenditure trends. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110
<u>POST 10/60</u>	:	<u>SENIOR STATE ACCOUNTANT: CREDITORS RECONCILIATION REF NO: HRM/12/3/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R262 272- R308 943 per annum, Level 08 Head office (King William's town)
<u>DUTIES</u>	:	A Degree/Diploma in in Financial Management or Matric with 5 years' experience in the field of Financial Management. Knowledge of Public Finance Management Act, Treasury regulations as well as financial policies. Knowledge and experience of BAS/Logis/PERSAL.
<u>ENQUIRIES</u>	:	Receive invoices from suppliers and from stores. Collection of monthly statements from suppliers and credit notes. Compile the reconciliation of suppliers. Request disbursement report from BAS, verify all payments made to suppliers for services rendered within a given period. Distribute stubs to the relevant suppliers and dealing effectively with payment queries. Follow up on all invoice discrepancies with the relevant section. Supervise staff in the section.
<u>ENQUIRIES</u>	:	Ms NP Nomvete Tel no: (043) 604 4110

POST 10/61 : **CHIEF HUMAN RESOURCE OFFICER REF NO: HRM/13/3/17**

SALARY : R262 272- R308 943 per annum, Level 08
CENTRE : Head Office (King William's Town)
REQUIREMENTS : A Degree/Diploma in Human Resource Management or equivalent qualification or Matric certificate with 5 years' experience in the field of Human Resources Management environment. Conflict Management skills. Advanced knowledge of PERSAL. Good written and verbal communication skills. A valid driver's license.

DUTIES : Supervise HR and HR registry staff. Auditing of capped leave on SP files. Record management of files in terms of the NMIR. Knowledge of leave administration and service benefits. Ensure maximum level of confidentiality in the office. Compiling reports.

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

POST 10/62 : **CULTURAL OFFICER: VISUAL ARTS AND CRAFTS LEVEL 7 REF NO: HRM/14/3/17**

SALARY : R211 194 – R248 781 per annum, Level 07
CENTRE : Chris Hani District (Queenstown)
REQUIREMENTS : A Degree /Diploma in Art Form with 2 years' experience in Arts and Culture environment or Matric with 5 years 'experience in the field. Good interpersonal skills. Good written and verbal communication skills. Computer Literacy. A valid driver's licence.

DUTIES : Implement and coordinate Visual Art & Craft in accordance with Provincial Policy. Manage, implement and coordinate exhibitions in the Craft Centres of the District as well coordination of projects for the craft hub collection. Liaison with local artists, authorities and Art and Culture bodies (Association structures of the Art Forums). Facilitate partnerships with other departments 'Local Municipalities, Art Centres, CBO's and other non-governmental organisations. To implement and approved operational plan of the District. Assist with promotion and development of Cultural Industries in the District. Assist in training and development of Arts for Visual Art and Craft.

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

POST 10/63 : **PROVISIONING ADMIN OFFICER: ACQUISITION & DEMAND REF NO: HRM/16/3/17**

SALARY : R211 194 – R248 781 per annum, Level 07
CENTRE : Amathole District (East London)
REQUIREMENTS : A relevant Degree/Diploma in the field of Supply Chain Management or Public Administration with 2 years' experience in the field of SCM or Matric with at least 5 years' experience in the field of Supply Chain Management. Knowledge of PPPFA, BBBEE, PFMA and other Supply Chain procurement processes. Ability to work under pressure. Knowledge of Batho Pele principles. Good communication skills (verbal and written). Computer literacy. A valid driver's license will be an added advantage.

DUTIES : Responsible for the procurement of all goods/services. Register and maintain updated database on service providers. Update service providers on the latest compliance issues. Generate submissions and orders for procurement of goods. Compile acquisition management plan for the department. Ensure delivery control and finalise contracts/orders.

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

POST 10/64 : **PRINCIPAL HUMAN RESOURCE OFFICER REF NO: HRM/17/3/17**

SALARY : R211 194 – R248 781, Level 07
CENTRE : Sarah Baartman District (Graham's town)
REQUIREMENTS : A 3-Year or Diploma in Human Resource Management or equivalent qualification coupled with one (1) year experience within the field. Matric coupled with three (3) years' experience in the field of Human Resource Management. Knowledge of the PERSAL System. Knowledge of Public Service Regulations and policies. Knowledge of Human Resource policies. Communication Skills and computer Literate. Report Writing Skills. A valid code 08 driver's license will be an added advantage.

DUTIES : Supervise the subordinates. Implement conditions of service and provisioning administration. Maintain a personnel information System. Ensure that Personnel files meet the required standards set by NMIR. Ensure maximum level of confidentiality in the office. Facilitate recruitment process. Ensure corrections of

staff appointments. Implement salary adjustment of employees. Compiling Reports.

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110

POST 10/65 : **SPORT PROMOTION OFFICER – SPORT DEVELOPMENT 3 POSTS REF NO: HRM/18/3/17 AMATHOLE DISTRICT AND REF NO: HRM/19/17 CHRIS HANI DISTRICT (QUEENSTOWN)**

SALARY CENTRE REQUIREMENTS : R211 194 – R248 781 per annum, Level 07
 : Amathole District (2) and Chris Hani (1)
 : A 3 year Degree/ Diploma in Sport Management or equivalent qualification coupled with 1 Year experience in the field of Sport or Matric certificate coupled with 3 years' experience in Sport Management environment. Good communication and organising Skills. Ability to work under pressure. Basic computer skills. Knowledge of relevant prescripts. Experience in working in sport and recreation environment. A valid code 08 driver's license.

DUTIES : Facilitate, organisation and implementation of Sport development programmes in the District. Oversee and implement all approved sport projects and programmes in the district. Preparation of documentation for submissions. Planning and implementation of sport and recreation programmes. Organise and co-ordinate sport and recreation activities in the district and provincially, in accordance with the provincial sport policy. To implement approved operational plans of the district/ department. Implement, Assist and co-ordinate district and / or departmental projects. Liaise with communities, structures, associations and maintain Partnerships. Administration of sport and recreation programmes. Organize coaching clinics for coaches and officials in the district. File documents. Compile reports.

ENQUIRIES : Ms NP Nomvete Tel no: (043) 604 4110