

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

- APPLICATIONS** : 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** : Mnikelo Mbangi
- CLOSING DATE** : Friday, 31 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.

MANAGEMENT ECHELON

- POST 12/30** : **HEAD OF THE DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS REF NO: OTP 01/03/2017**
(Five-year performance based contract)
- SALARY** : All-inclusive remuneration package of R1 689 750-R1 903 506 per annum, Level 16, which may be structured in terms of applicable rules and guidelines, plus a non-pensionable HoD allowance equal to 10% of the package.
- CENTRE** : Bhisho
- REQUIREMENTS** : An appropriate undergraduate qualification (NQF level 7), a post graduate qualification (NQF level 8) as recognised by SAQA, and at least 8 to 10 years relevant experience at senior management level (five years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996). The suitable candidate will also be visionary, stable, innovative, excellence - oriented and a developmental administrator whose predisposition is to serve the poorest of the poor with distinction and empathy, Extensive knowledge of and experience in the Local Government and Traditional Affairs sectors will be highly advantageous, A valid driver's license, Computer literacy (MS Word, Excel and PowerPoint). Competencies: Proven strategic and leadership capability. Excellent programme, project and financial management skills, An understanding of and experience in change management, knowledge management and service delivery innovation, Excellent problem-solving and analysis, people management and empowerment skills, A client and customer service orientation. Ability to communicate at all levels. Analytical thinking and research skills, Advanced knowledge of Public Service prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations.
- DUTIES** : The successful candidate shall be the Head of Department and Accounting Officer of the Department of Cooperative Governance and Traditional Affairs and shall be responsible for managing and giving strategic direction in the following matters:
Strategic leadership, planning and management of departmental operations •
Aligning the departmental planning to the Provincial Development Plan •
Ensuring the implementation of national and provincial policies and legislation including the Municipal Structures Act, the Municipal Systems Act, the Public Finance

Management Act, the Public Service Act and all other legislation and prescripts related to the public service, local government and traditional institutions. Ensuring the implementation of provincial and national local government related priorities • Facilitating and monitoring the development and implementation of IDPs • Developing departmental capacity for effective and efficient strategic and scenario planning, administration, management, monitoring and evaluation • Ensuring proper management of the promotion of developmental Local Government, consolidation and stabilization of municipalities through effective community participation, co-ordinated planning and capacity building • Ensuring proper management and fostering of sound relations between Government and traditional institutions through enhancement of the institutional capacity of Traditional and Regional Authorities in the Province • Ensure management and monitoring of the implementation of a five year local government strategic agenda and other special projects related to municipalities and traditional leadership institutions • Promote integrated planning, land and infrastructure development and integrated sustainable local economic development • Implement good governance systems and compliance monitoring framework including sound financial management, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making, and implementing sound environmental practices • Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures, SALGA and external stakeholders • Efficiently managing corporate services in the department

ENQUIRIES : Can be directed to Mr M. Mbangi (040) 609 6424 / 6290/ 48

POST 12/31 : **SENIOR MANAGER: INTERNAL AUDIT SERVICES REF NO: OTP 02/03/2017**

SALARY CENTRE : R898 743 to R1 058 691 per annum, Level 13
REQUIREMENTS : Bhisho

Recognised B. Com Degree or equivalent NQF level 7 qualification with major in Auditing. 8 years' relevant experience internal /External Audit of which 3 years should be at middle management level, Proficiency in the application of the MS Office Package (Word, Power Point and Excel), Project Management Methodologies. Valid Drivers' License, Qualification as a Certified Internal Auditor (CIA) will serve as a recommendation, Registration as a member of the Institute of Internal Auditors SA. SKILLS: Strategic Capability and Leadership, People Management & Empowerment, Programme and Project Management, Financial Management, Change Management. Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication Technical. Knowledge: Knowledge of Constitution, Public Finance Management Act, Risk Management Policies, Departmental Policies and Procedures, Standards for the Professional Practice of Internal Audit, Internal Audit regulatory frameworks and policies. Theory and Practice of Internal Audit, Knowledge and application of applicable legislative requirement, Internal Audit regulatory frameworks and policies, Governance & Risk Management, Budget Preparation, Monitoring and Reporting. Legislative regulatory framework. Professional ethics. Quality assurance and improvement programme (QAIP). Corporate governance

DUTIES : Manage processes to ensure the optimal functioning of the Departmental Internal Audit Unit in line with the Internal Audit Charter and statutory imperatives. Develop, manage and account for the implementation of the departmental Annual Internal Audit Plan and the Rolling Three Year Plan and other internal audit engagements across business units and processes. Manage processes to provide governance assurance services on the performance of all departmental programmes. Manage processes to coordinate statutory audit functions. Manage the development and maintenance of the departmental audit of predetermined objectives. Manage and provide audit consultancy services to departmental Programme Managers and Units. Provide assurance regarding existing controls, risk management and governance processes, policies and procedures. Provide logistical support to the departmental Audit Committee, in line with the Internal Audit and Audit Committee Charters. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Directorate.

ENQUIRIES : Can be directed to Mr M. Mbangi (040) 609 6424 / 6290/ 48

POST 12/32 : **DIRECTOR: PROVINCIAL BROADBAND CONTRACT AND SERVICE-LEVEL MANAGEMENT REF NO: OTP 02/03/2017**

SALARY : R898 743 to R1 058 691 per annum, Level 13
CENTRE : Bhisho
REQUIREMENTS : A Degree (NQF 7) in Business, Accounting, Law and/or ICT. Minimum of 6 years management experience within ICT enabled environment. Articles of Clerkship or CA (SA) qualification Accountancy will be an added advantage. Competencies: Expert knowledge of contract management (experience in the telecommunications arena will be an advantage) and service level agreements. Knowledge and experience in: Financial and supply chain management processes, human resources management and legal administration

DUTIES : Render legal assistance in the management of broadband related contracts. Ongoing liaison with Legal Services on legal aspects of all broadband related agreements. Perform and advise on broadband contract negotiations. Drafting of contracts, legal instruments and correspondence of a legal nature. Assist in the negotiation of ECPG Broadband related contracts. Management of service levels of concluded broadband contracts. Contract management of concluded broadband contracts. Financial management of broadband contracts. Render financial support and advice on broadband related contracts and services. Execute on other areas of management responsibilities, namely; Strategic, human Resources, Financial, and Risk Management

ENQUIRIES : Can be directed to Mr M. Mbangi (040) 609 6424 / 6290/ 48

OTHER POSTS

POST 12/33 : **ASSISTANT MANAGER: FACILITIES: FACILITIES AND SECURITY MANAGEMENT (REF OTP 04/03/2017)**

SALARY : R311 784–R376 626 per annum, Level 09
CENTRE : Bhisho
REQUIREMENTS : 3 year degree/diploma in Public Administration or equivalent qualifications, 3 years' experience in Facilities environment.

DUTIES : Facilitate the implementation of effective facility and security management policies in the department, Assist in ensuring that minimum security standards are maintained in the department, Ensure effective management of preventative and corrective maintenance including unscheduled maintenance, Assist with planning and managing office space and accommodation and management of office renovations or upgrading works, Facilitate the implementation of safety and work environmental rules, Monitor any building leases and ensuring that leases are recorded in the books of the department in line with GIAMA, Responsible for provision of messenger and driver services for the department.

ENQUIRIES : Can be directed to Mr M. Mbangi (040) 609 6424 / 6290/ 48

POST 12/34 : **ASSISTANT MANAGER: FACILITIES: FACILITIES AND SECURITY MANAGEMENT REF NO: OTP 04/03/2017**

SALARY : R311 784–R376 626 per annum, Level 09
CENTRE : Bhisho
REQUIREMENTS : 3 year degree/diploma in Public Administration or equivalent qualifications, 3 years' experience in Facilities environment.

DUTIES : Facilitate the implementation of effective facility and security management policies in the department, Assist in ensuring that minimum security standards are maintained in the department, Ensure effective management of preventative and corrective maintenance including unscheduled maintenance, Assist with planning and managing office space and accommodation and management of office renovations or upgrading works, Facilitate the implementation of safety and work environmental rules, Monitor any building leases and ensuring that leases are recorded in the books of the department in line with GIAMA, Responsible for provision of messenger and driver services for the department.

ENQUIRIES : Can be directed to Mr M. Mbangi (040) 609 6424 / 6290/ 48

POST 12/35 : **HR PRACTITIONER REF NO: OTP 02/03/2017**
 (One (1) Year Contract)

SALARY : R211 194–R248 781 per annum, Level 07

<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	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 Human Resource Management/ or any related field plus a minimum of two (2) years practical experience in the Human Resource Management environment (Recruitment & Selection). Computer literacy in Microsoft Applications. PERSAL knowledge.
<u>DUTIES</u>	:	HR Provisioning (Recruitment and Selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, Capture/Approve transactions on PERSAL according to delegations.
<u>ENQUIRIES</u>	:	Can be directed to Mr M. Mbangi (040) 609 6424 / 6290/ 48

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.

<u>APPLICATIONS</u>	:	Applications should be submitted at the Eastern Cape Department of Social Development, Please quote the reference number and forward your application to the following address: King William's Town: 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. Enquiries may be directed to Ms B. Nxusani at 043 – 6055103/ or Ms A. Bongco at (043) 6055115 or Mr M. Mapuza at (043) 6055104.
<u>CLOSING DATE</u>	:	31 March 2017
<u>NOTE</u>	:	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. 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.

MANAGEMENT ECHELON

<u>POST 12/36</u>	:	<u>DIRECTOR: YOUTH DEVELOPMENT REF NO: DSD 02/03/2017</u> Re- Advertisement
<u>SALARY</u>	:	R898 743 per annum, Level 13
<u>CENTRE</u>	:	Provincial Office (King Williams Town)
<u>REQUIREMENTS</u>	:	An appropriate three (3) year Tertiary qualification plus a certificate in Community Development. An appropriate Bachelor's Degree in Social Science specializing in Community Development, Development Studies and other related studies will be an added advantage. A minimum of ten (10) years relevant experience of which five (5) years must be at middle management specifically in the Public Sector within the field of Social and Community Development. Competencies: Demonstrate knowledge and capacity in strategic planning and coordination. Actively foster and demonstrate management and leadership qualities for effective youth development programme, mentoring and delegation. Demonstrate innovation and creativity in youth development programme. Demonstrate knowledge of theory and practice of community development and youth development as an intervention strategy. Demonstrate ability to formulate policies and translate them into practice. Demonstrate understanding of a developmental approach in supporting, developing and transferring skills to programme implementation staff. Knowledge

and awareness of social research needs for programme planning and development.

- DUTIES** : Coordination of programme documentation and reports for youth development. Coordinate relevant research required for the programme. Develop appropriate policies and frameworks for effective programme management. Coordinate planning, implementation and evaluation of program
- ENQUIRIES** : Ms B Nxusani, Tel no: (043) 6055103/ Ms A. Bongco Tel no: (043) 605 5115
- NOTE** : Preference will be given to persons with disabilities

OTHER POSTS

- POST 12/37** : **AUDIT COMMITTEE MBERS 5 POSTS REF DSD 01/03/2017**
Re-Advertisement)

- CENTRE** : Provincial Office (King Williams Town)
- REQUIREMENTS** : Chairperson requirements: Strong financial, business auditing and risk management background and appropriate experience in the audit environment. Corporate Governance and/or Financial Management, Auditing, information Technology, Social Work, Law, Risk Management background. Be independent and knowledgeable of the status of the position. Personal qualities and abilities to lead discussion. Ability to encourage other members to participate in the Audit Committee meetings. Ability to conduct meetings in a manner that demonstrate a desire to establish effective communications with all stakeholders. Extensive leadership skills and prior experience of serving on an Audit Committee of a medium to large organisation. Have interest of the Department of Social Development at heart and display the highest level s of the integrity and objectivity. Post graduate qualification in Finance, Auditing, with at least ten (10) years' experience in the public sector audit committees. Be a member of the recognised professional body. In terms of Local Economic Development dated 21 April of 2016 as issued by the Eastern cape Provincial treasury, preference will be given to local (Eastern Cape) based individuals. Audit Committee Members requirements: Be independent and knowledgeable of the status of the position with relevant experience in Corporate Governance and/or Financial Management, Auditing, Information Technology, Law, Social Work, Law, Risk Management background. Demonstrate experience in participating in governance structures. Ability to dedicate time to the activities of the Audit Committee. Analytical reasoning abilities. Good communication skills. Through understanding of the regulatory framework within which the Governance operates in the public sector. Tertiary qualification in either Finance, Auditing, Risk Management, Administration, Information Technology, law. Be a member of a recognised professional body. . In terms of Local Economic Development dated 21 April of 2016 as issued by the Eastern cape Provincial treasury, preference will be given to local (Eastern Cape) based individuals.

- DUTIES** : The Audit Committee is an advisory committee that assist the Department in fulfilling its oversight responsibilities with regards to Internal Controls, Risk management and Governance. The oversight statutory roles of the Audit Committee in terms of the PFMA Treasury Regulations and other applicable Regulatory Frameworks. Conduct its duties in accordance with an approved Audit Committee Charter. Help to strengthen objectivity and credibility of financial and non – financial reporting. Monitor the performance of the Internal Audit Unit. Monitor management's responses to reported weaknesses, control deficiencies and make recommendations for improvement. Review compliance with legal and regulatory provisions. The Audit Committee will report directly to the Head of Department and the Member of the Executive Council (MEC of the Department of Social Development. The Department will hold a minimum of four (4) Audit Committee meetings per financial year. Remuneration and appointment will be in accordance with the Provincial Treasury Instruction Note No.6 of 2014/15 Framework for Appointments and Remuneration of Audit Committee Members.

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

- POST 12/38** : **SOCIAL WORK POLICY DEVELOPER MANAGER GR 1: HIV COMMUNITY BASED CARE AND SUPPORT (SW-A10)**

- SALARY** : R664 332 per annum
- CENTRE** : Provincial Office (King Williams Town)

<u>REQUIREMENTS</u>	:	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 ASCSSP. Must have an experience of at least three years in the field or area of HIV and AIDS. Valid Code 8 drivers licence. Computer literacy. Competencies: Communication (written and verbal), presentation skills, planning and organising, people management skills, professional counselling skills, networking skills, report writing, monitoring and evaluation. Knowledge of working with children will be an added advantage.
<u>DUTIES</u>	:	Coordinate the implementation of Home Community Care Based Programmes for children, youth and families infected and affected by HIV and AIDS. Develop programmes that mitigate social economic impact of HIV and AIDS, TB and other burden of diseases. Capacitate officials and stakeholders on community capacity programmes to respond to HIV and AIDS, TB and other burden of diseases. Monitor and promote compliance with legislation policies, norms and standards relevant to services to Home Community Based care Programmes. Develop, review, interpret and train on policies, procedures and guidelines on Home community based care (HCBC) and support services for people infected and affected with HIV and AIDS. Liaise/ attend to meetings with other departments, non-governmental institutions and relevant stakeholders to ensure that coordinating structures for Orphans, Vulnerable Children and Youth infected and affected by HIV, AIDS and TB are established and strengthened. Engage in continuous professional development activities as prescribed
<u>ENQUIRIES NOTE</u>	:	Ms B Nxusani, Tel no: (043) 6055103/ Ms A. Bongco Tel no: (043) 605 5115
<u>POST 12/39</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION REF NO: DSD 04/03/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R612 822 per annum, Level 11 Chris Hani: Engcobo Local Service Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES NOTE</u>	:	Ms B Nxusani, Tel no: (043) 6055103/ Ms A. Bongco Tel no: (043) 605 5115
<u>POST 12/40</u>	:	<u>DEPUTY DIRECTOR: CORPORATE SERVICES 2 POSTS TO THE FOLLOWING DISTRICTS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R612 822 per annum, Level 11 Alfred Nzo: District Office (1) (Ref No: DSD 05/03/2017) Joe Gqabi: District Office (1) (Re-advertisement) (Ref No: DSD 06/03/2017)
<u>REQUIREMENTS</u>	:	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 licence.
<u>DUTIES</u>	:	Coordinate all corporate services for Joe Gqabi District. Oversee the implementation of HR services for 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.
<u>ENQUIRIES</u>	:	Ms B Nxusani, Tel no: (043) 6055103/Ms A. Bongco Tel no: (043) 605 5115
<u>NOTE</u>	:	Preference will be given to persons with disabilities
<u>POST 12/41</u>	:	<u>SOCIAL WORK SUPERVISORS GR 1 (SERVICE OFFICE MANAGER) REF NO: DSD 11/03/2017) (SW-A7</u>
<u>SALARY</u>	:	R318 102 per annum
<u>CENTRE</u>	:	BCM: Eastern Regional Local Service Office (East London) (1)
<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>	:	Ms B Nxusani, Tel no: (043) 605 5103/Ms A. Bongco Tel no: (043) 605 5115
<u>NOTE</u>	:	Preference will be given to persons with disabilities
<u>POST 12/42</u>	:	<u>ASSISTANT DIRECTOR (SPECIALIST NETWORK OPERATION SUPPORT) REF NO: DSD 07/03/2017)</u>
<u>SALARY</u>	:	R311 784 per annum, Level 09
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	ICT Degree/Diploma with 5-years' experience managing Active Directory and Exchange environments or Microsoft Certifications (not older than 3 years) in Exchange and Active Directory with 7-years' experience managing Active Directory and Exchange environments. At least 3 years must be in a supervisory role. Certifications in SCCM, SCOM, VMWare, SAN administration, VEEAM will be an added advantage. A valid driver's. Competencies: An understanding of server security. Knowledge of Human Resource Management, including the Public Service Act, Public Service Regulations, Labour Relations Act and its regulations and the Employment Equity Act and related policies. Knowledge of Microsoft server and desktop licensing. Sound knowledge of Minimum Interoperability Standards (MIOS) of the Public Service. Extensive knowledge of the Minimum Information System Security Standards (MISS) of Government. Knowledge of the Promotion of Access to Information Act (PAIA) and Promotion of Administrative Justice Act (PAJA). Knowledge of Performance Management Systems in the Public Service. Good knowledge of problem-solving. Knowledge of customers/stakeholder. Extensive knowledge of virtualisation technology (VMWare). Extensive knowledge of Microsoft Windows desktop and server configuration. Good knowledge of the Information Management, systems and Technology (IMST) planning process and organisation, which includes Information Plan, system architecture, network architecture and security architecture. Good knowledge of the Microsoft Office Suite, VoIP, converged network and Local Area Network. Good knowledge of

<u>DUTIES</u>	:	backup technologies. Knowledge of Information System Security and related policies and legislation. Knowledge of Storage Area Network management.
	:	Configure and administer the Active Directory, Exchange and all related Microsoft servers. Upgrade all servers to the latest OS. Manage Microsoft servers, including servers in the districts. Perform server maintenance, software upgrades and patches management in all servers. Investigate and implement technical solutions based on investigation findings. Render user technical support and preventative maintenance services. Make sure all servers have antivirus installed and updated
<u>ENQUIRIES NOTE</u>	:	Ms B Nxusani, Tel no: (043) 6055103/Ms A. Bongco Tel no: (043) 605 5115
	:	Preference will be given to persons with disabilities
<u>POST 12/43</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: DSD 08/03/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R311 784 per annum, Level 09
	:	Provincial Office
	:	A recognised three-year Bachelor's Degree/National Diploma or equivalent qualification with five (5) years' experience in the appropriate field of which 3 years must be in Strategic Planning environment OR Grade 12 with ten (10) years' experience of three (3) years must be in Strategic Planning environment. A valid code 8 driver's license and willingness to travel. Computer Literacy. Post graduate qualification will be an added advantage. Competencies: Experience in Strategic Planning, Good project management, report writing, analytical skills, presentation and communication skills (written and verbal), Computer Literacy (Microsoft Word, Excel, PowerPoint) and a valid driver's license.
<u>DUTIES</u>	:	Co-ordinate the development of the statutory planning documents of the Department, namely Strategic Plan, Annual Performance Plan, Operational Plan. Facilitate Strategic Planning Sessions for the purposes of developing credible plans that meet the SMART principle. Assist in the Development of District Plans to ensure alignment of Departmental Plans. Communication of Departmental Plans and Priorities to internal and external stakeholders
<u>ENQUIRIES NOTE</u>	:	Ms B Nxusani, Tel no: (043) 6055103/Ms A. Bongco Tel no: (043) 605 5115
	:	Preference will be given to persons with disabilities
<u>POST 12/44</u>	:	<u>ASSISTANT DIRECTOR: RECORDS MANAGEMENT REF NO: DSD 09/03/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R311 784 per annum, Level 09
	:	Provincial Office
	:	Appropriate National Diploma/Degree plus five (5) years relevant experience, at least 3 years at supervisory level OR Senior Certificate plus ten (10) years relevant experience, at three (3) years at supervisory level. Successful completion of records management course will be an added advantage. A valid code 8 driver's license will be an added advantage. Computer Literacy
<u>DUTIES</u>	:	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.
<u>ENQUIRIES NOTE</u>	:	Ms B Nxusani, Tel no: (043) 6055103/Ms A. Bongco Tel no: (043) 605 5115
	:	Preference will be given to persons with disabilities
<u>POST 12/45</u>	:	<u>ASSISTANT DIRECTOR: HRA, PMDS, TRAINING AND RECRUITMENT REF NO: DSD 10/03/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R311 784 per annum, Level 09
	:	Alfred Nzo: 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

DUTIES : 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.

ENQUIRIES : Ms B Nxusani, Tel no: (043) 6055103/Ms A. Bongco Tel no: (043) 605 5115

NOTE : Preference will be given to persons with disabilities

POST 12/46 : **SENIOR GIS TECHNICIAN REF NO: DSD 12/03/2017**

SALARY : R211 194 per annum, Level 07

CENTRE : Provincial office

REQUIREMENTS : Three – Four years GIS Degree or related BSC Computer with GIS. 2 – 3 years post qualification GIS experience required OR Grade 12/equivalent qualification with ten (10) years relevant experience in administration environment. Competencies: Proficiency with ESRI suite of software products (ArcEditor 9.X ArcIMS, ArcSDE, etc). User of Data capturing and modelling tools. Ability to troubleshoot GIS problems stemming from hardware or software preferred. Proficiency of operating GIS system hardware, software, plotter GPS, and video camera

DUTIES : Development and production of GIS mapping products including the design and implementation of digital and hard – copy maps. Maintenance of GIS database such as addresses, roads and property information. Providing technical support and expertise to internal staff and the generic public regarding day to day and ad-hoc requests for GIS Information and analysis. Liaising with other Departments agencies and general public on technical matters related to GIS application and products. Conducting programmatic and manual analysis and creating reports and thematic maps based on data within the GIS. Ensuring that quality assurance on new or revised data conforms to Cooperate GIS standards. Converting, importing and exporting data in and out of the GIS system. Assisting with communication and training sessions related to the Enterprise GIS. Preparing regular status reports, highlight GIS issues requiring attention. Creating and documenting procedures. Operate and maintain GIS system hardware, software, plotter, digitizer, colour printer and video camera. Retrieve stored maps. Note: All shortlisted candidates will go through a competency test.

ENQUIRIES : Ms B Nxusani, Tel no: (043) 605 5103/Ms A. Bongco Tel no: (043) 605 5115

NOTE : Preference will be given to persons with disabilities

POST 12/47 : **COMMUNITY DEVELOPMENT PRACTITIONER GR 1 5 (TO THE FOLLOWING DIOSYTRICTS**

SALARY : R178 512 per annum

CENTRE : CHRIS HANI: Inxuba Yethema Local Service Office (1) (Ref DSD 015/03/2017)

Engcobo Local Service Office (1) (Ref DSD 016/03/2017)

O.R. TAMBO: Nyandeni Local Service Office (Ngqeleni) (1) (Ref DSD 017/03/2017)

Mhlontlo Local Service Office: Tsolo (1) (Ref DSD018/03/2017)

SARAH BAARTMAN: (Ref DSD018.0/03/2017) Camdeboo Local Service Office (1)

REQUIREMENTS : 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 licence. 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>	:	Facilitate awareness campaigns on community development programmes. Mobilise local community into Integrated Development Structures. Facilitate community Development initiatives in each local Municipality. Facilitate the development of community profiles utilizing contextualized Participatory Development Methodologies. Facilitate the development and alignment and utilization of resources from various Departments towards the implementation of Integrated Development Plans in each local Municipality. Assess application for funding to the Department by community organizations. Monitor, evaluate and render support service funded programmes/ Projects.
<u>ENQUIRIES</u>	:	Ms B Nxusani, Tel no: (043) 605 5103/Ms A. Bongco Tel no: (043) 605 5115
<u>NOTE</u>	:	Preference will be given to persons with disabilities
<u>POST 12/48</u>	:	<u>CHILD AND YOUTH CARE SUPERVISOR GR 1 REF NO: DSD 019/03/2017)</u>
<u>SALARY</u>	:	R163 365 per annum
<u>CENTRE</u>	:	Nelson Mandela metro: Erica Place of Safety (1) (Ref DSD 019/03/2017)
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 4 (Grade 12) or equivalent qualification. A minimum of 10 years' appropriate experience in child and youth care work or 5 years' experience in a substance abuse environment. . Computer literacy. A valid driver's licence. Added advantage: FET or BQCC Qualification in Child and Youth Care. Competencies: Managerial and leadership skills. Knowledge of the relevant policies pertaining to child care. Be able to implement and manage administrative procedures, and new development and methodologies in child care work. Good communication skills. Conflict management and problem-solving skills. The ability to interpret policies and legislation. Planning and organizing skills. Basic research and analytical skills. Presentation and facilitation skills. Monitoring and evaluation skills. People management and empowerment skills. Understanding. Non-judgmental. Respectful and caring. Assertive. Tolerant. The ability to motivate.
<u>DUTIES</u>	:	Supervise staff to ensure an effective care service. Facilitate and supervise the caring for and life space interventions of children and young people. Form part of a multidisciplinary team. Keep up to date with new developments in the child and youth care and substance abuse field. Supervise and perform clerical/administration functions. Compile shift schedule for child and youth care workers and team leaders.
<u>ENQUIRIES</u>	:	Ms B. Nxusani, Tel. No: (043 6055103)/ Ms A. Bongco (043) 605 5115
<u>NOTE</u>	:	Preference will be given to persons with disabilities
<u>POST 12/49</u>	:	<u>ADMIN CLERK: HR REF NO: DSD 13/03/2017)</u>
<u>SALARY</u>	:	R142 461 per annum, Level 05
<u>CENTRE</u>	:	Sarah Baartman: Camdeboo local service (1)
<u>REQUIREMENTS</u>	:	Senior Certificate with at least 1 year's relevant experience in Human Resources. Knowledge of Human Resource and understanding of recruitment, selection and condition of service. Computer literacy. Fair understanding of Public Service Regulation and HR Policies. Knowledge and ability to use Persal functions will be an added advantage.
<u>DUTIES</u>	:	Be responsible for variety of administrative duties related to staff provisioning and condition of service. Ensure efficient and effective processing of service benefits and incentives of all employees. Administer HR processes at operational level.
<u>ENQUIRIES</u>	:	Ms B Nxusani, Tel no: (043) 605 5103/Ms A. Bongco Tel no: (043) 605 5115
<u>NOTE</u>	:	Preference will be given to persons with disabilities
<u>POST 12/50</u>	:	<u>DATA CAPTURER/TYPIST REF NO: DSD 14/03/2017)</u>
<u>SALARY</u>	:	R142 461 per annum
<u>CENTRE</u>	:	O.R. Tambo: KSD Local Service (Maqnduli) (1)
<u>REQUIREMENTS</u>	:	A Senior Certificate with 1 year's relevant experience. Computer literacy. Competencies: The ability to use a computer, fax machine, photocopier, scanner and telephone. Communication skills. The ability to work independently, prioritise work activities and use time efficiently. The ability to maintain confidentiality. The ability to work under pressure and stressful condition.

DUTIES : Type letters and memorandums and monitor the flow of documents within the Service Office. Handle general administration duties and recordkeeping. Perform all other duties as assigned. Perform other clerical duties such as sorting, filing, e-mailing, etc.

ENQUIRIES : Ms B Nxusani, Tel no: (043) 6055103/Ms A. Bongco Tel no: (043) 605 5115

NOTE : Preference will be given to persons with disabilities

POST 12/51 : **SOCIAL AUXILIARY WORKER GR 1 REF NO: DSD 20/03/2017) (SW – A1**

SALARY : R121 560 per annum

CENTRE : Alfred Nzo: matatiele Local Service Office (Maluti)

REQUIREMENTS : Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/current year. Computer literacy. Code 08 driver's licence is a prerequisite. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).

DUTIES : Be responsible for crime prevention programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion programmes by gathering information for report writing, and like skills programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young persons placed by the court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.

ENQUIRIES : Ms B. Nxusani, Tel no: (043) 605 5103/Ms A. Bongco Tel no: (043) 605 5115

NOTE : Preference will be given to persons with disabilities