

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
PROVINCIAL TREASURY**

*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** : 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 3<sup>rd</sup> Floor: Tyamazshe Building, Bhisho.
- FOR ATTENTION** : Bonelwa Ndayi
- CLOSING DATE** : 26 May 2017
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to [www.dpsa.gov.za](http://www.dpsa.gov.za) and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For SMS posts: Females and people with disabilities are encouraged to apply and will be given preference.

**MANAGEMENT ECHELON**

- POST 19/50** : **CFO SUPPORT: DIRECTOR REF NO. PT 09/05/2017**  
(Three Year Contract)
- SALARY** : All inclusive package of R898 743 per annum all-inclusive salary package (including basic salary = 70% of package, the State's contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structure according to the individual's needs).
- REQUIREMENTS** : A Three year Degree (NQF level 7) in Financial Management/ local Government Finance with Accounting as a major. Postgraduate qualification and completion of SAICA training programmes will be added advantage. Extensive knowledge of public sector, finance and related reforms in the areas of budgeting, financial management and reporting, Supply Chain Management, asset and liability management and financial governance plus 7-8 year's experience in Financial Management environment, including at least five (5) years' experience in a middle/senior management position (Deputy Director Level). The candidate should be familiar with the accounting reforms currently implemented in the municipal space in line with the GRAP standards and MSCOA.
- DUTIES** : Lead and champion financial management reforms towards best practice in local government finance as encapsulated in a Municipal Finance Management Act (MFMA), and other Municipal Acts. Provide dynamic leadership to a team of financial management specialists in a district and effective hands on support to local municipalities in areas of budget preparation

and implementation, financial management and reporting, optimal revenue and debt management, efficient expenditure management, risk management, cost effective procurement systems, effective asset and liability management and promotion of transparency through the publication of local government revenue and expenditure. Expand networks and collaborative effort with other role players in the district toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team of financial management specialist, including human resource management, planning, risk management and reporting.

**ENQUIRIES**

: Ms B Ndayi 040 1010 072/071

**OTHER POSTS**

**POST 19/51**

: **DEPUTY DIRECTOR: FINANCIAL RECORDS & ACCOUNTING REF NO: PT. 11/05/2017**

**SALARY CENTRE REQUIREMENTS**

: All inclusive package of R657 558 per annum, Level 11  
 : Bhisho: Head Office  
 : 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 Accounting/Financial Management plus Minimum of 5 years experience in a relevant field of which: Minimum of 3 years experience in the preparation of financial statements. Minimum of 3 years must have been at middle management level (Assistant Director Level).

**DUTIES**

: **MANAGE THE RECONCILIATION OF INTER-DEPARTMENTAL ACCOUNTS AND SAFEKEEPING OF FINANCIAL RECORDS:** Ensure that all outstanding inter-departmental receivables are followed up, cleared and reconciled. Ensure reconciliation and clearing of suspense, bank, asset and liability accounts. Reconcile financial records and ensure records are in order before being properly filed. Ensure timeous settlement of inter-departmental payables.  
**MANAGE THE DEVELOPMENT OF MONTHLY, QUARTERLY AND ANNUAL FINANCIAL REPORTS:** Manage compilation of monthly, quarterly and annual financial reports. Ensure preparation of accurate and complete interim and annual financial statements in line with the prescribed prescripts (Modified Cash Standards, Accounting Manual for Departments). Ensure that suspense account reconciliations are carried out on a monthly basis. Ensure accurate and timely preparation of age analysis of suspense accounts and interdepartmental claims. Ensure bank reconciliation is carried out on a monthly basis.  
**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.  
**Competencies:** Knowledge of Legislative Framework and Policies and Regulations that Governs the Public Services. In-Depth knowledge of the following prescripts: Public Finance Management Act, National Treasury Regulations, GRAP, Modified Cash Standards, Accounting Manuals for departments, Annual Financial Statement Guidelines, National Treasury Practice Notes, Financial Accounting, Document management. 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, Computer Literate (Microsoft Excel, Word and PowerPoint).  
**Good Communication Skills (verbal and written).**

**ENQUIRIES**

: Ms B Ndayi Tel no: (040) 1010 072/071

**POST 19/52** : **CFO SUPPORT: 2 POSTS DEPUTY DIRECTORS REF NO: PT 10/05/2017**  
(Three Year Contract)

**SALARY** : All inclusive salary package: R657 558 per annum, Level 11  
**REQUIREMENTS** : 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 or related field with Accounting as a major, alternative majors in SCM and or Asset Management will also be considered, coupled with 5 years' experience of which 3 years managerial experience in a municipal /financial management environment. Ability to write reports and analyse financial statements, compile multiyear budgets, Annual Financial statements and cash flows. Computer literacy. Good communication skills (written and spoken) interpersonal skills. Client orientation and customer focus. The candidate should be familiar with the accounting reforms currently implemented in the municipal space in line with the GRAP standards and MSCOA.

**DUTIES** : Reporting to the CFO Support, the incumbent will analyse and provide advise on municipal budget, revenue and expenditure management to inform appropriate corrective action by all relevant stakeholders. Develop sustainable revenue enhancement strategies and turnaround plans for needy municipalities. Establish SCM best practices within the municipalities. Facilitate the development and implementation of policies for effective management in municipalities. Provide guidelines and hands on support to municipalities on key processes, such as budget, overall financial management, audit issues and annual financial statements preparation, noting the reporting requirements and best practices on local government finance. Report on local government performance to inform on decision making by all relevant stakeholders. For the above contract positions candidates must be willing to be placed at any municipality within the districts, as directed by EC Provincial Treasury.

**ENQUIRIES** : Ms B Ndayi Tel no: (040) 1010 072/071

#### **DEPARTMENT OF HUMAN SETTLEMENTS**

***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.***

**FOR THE ATTENTION** : Mr. Zolani Ntozini

**CLOSING DATE** : 26 May 2017

**NOTE** : Department of Human Settlements is an equal opportunity and affirmative action employer. Applications must be sent in time to the correct address as indicated below to reach on or before the closing date to avoid your application not to be considered. Applications sent to a wrong address and or received after the closing date and those that do not comply with the requirements will not be taken into consideration. In the event of hand-delivery of applications, applicants must sign an application register as proof of submission of application. Applications must be submitted on Z83 form obtainable from any Public Service department or at [www.gov.za](http://www.gov.za) and must be accompanied by a comprehensive CV and should include three references (should be people who recently worked with the applicant) and certified copies (with an original certification stamp not older than three (03) months. An identity document and qualifications including senior certificate, a valid driver's licence must be attached if it is the requirement in the post), (expired drivers licence will be considered only if a temporal drivers licence is attached). It is the applicant's obligation to have foreign qualifications assessed for equivalence by SAQA. Non South African citizens must attach proof of permanent residence in South Africa. Applications who do not comply with the above will be disqualified. No faxed and emailed applications will be considered. Note: Shortlisted candidates shall be subject to competency assessment, screening and security vetting. It will be expected for the candidates to be available for selection interview on a date and time to be determined by the department. The Department of Human Settlements is under no obligation to fill a post after the advertisement thereof. If you have not been contacted within a period of three months after the closing date you may regard your applications as unsuccessful. It is our intention to promote representativity (race, gender and disability) Due to budget constraints subsistence and travelling expenses will not be paid.

## MANAGEMENT ECHELON

<b><u>POST 19/53</u></b>	:	<b><u>CHIEF CONSTRUCTION PROJECT MANAGER: HUMAN SETTLEMENTS PROJECT PLANNING: REF NO: ECDHS/CCPM/HO/01/5/2017</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive package of R935 172 up to a maximum of R1 069 272, (Level 12 OSD)
<b><u>CENTRE REQUIREMENTS</u></b>	:	East London – Head Office
<b><u>REQUIREMENTS</u></b>	:	A 3 year degree/advanced diploma or an equivalent NQF7 qualification in the built environment (Civil, Quantity Surveying, Architecture and Building) with minimum of 3 years of solid experience in human settlements development. 3 years' experience as a Construction Project Manager. Solid proven experience in Project Planning and Project Management. Must be registered with SA Council for the Project and Construction Management Professionals (SACPCMP). Must possess a valid Code 08 drivers licence and must be willing to travel. MS Projects experience essential. Good communication skills (verbal and written) Computer literacy is a must.
<b><u>DUTIES</u></b>	:	Project planning, design, analysis, effectiveness and implementation. Assist developers in developing project implementation plans with realistic cash flows forecast. Perform final review and approvals or audits on project designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor project management efficiencies according to organizational goal to direct or redirect project services for the attainment of organisational objectives. Ensure the availability and management of funds to meet the MTEF objectives within the project environment/services. Provide technical consulting services for the operation of project related matters to minimise possible project crisis. Maintain project operational effectiveness. Manage the execution of project management strategy through the provision of appropriate structures system and resources. Set project standards, specifications and services levels according to organisational objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives. Keep up with new technologies and procedures. Follow approved programmes or development for registration purpose.
<b><u>ENQUIRIES</u></b>	:	Mrs W. Hartzenberg Tel no: (041) 711 9684

## OTHER POSTS

<b><u>POST 19/54</u></b>	:	<b><u>DEPUTY DIRECTOR: HOUSING PROGRAMME FACILITATION AND ADMINISTRATION: REF NO. ECDHS/DD/HPFA/OR/02/5/2017</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive package of R779 295 up to a maximum of R917 970 per annum, Level 12
<b><u>CENTRE REQUIREMENTS</u></b>	:	OR Tambo Region (Mthatha)
<b><u>REQUIREMENTS</u></b>	:	A 3 year degree/diploma in Social Sciences/Public Administration or equivalent NQF6 qualification with 3 years working experience in the housing programme facilitation and administration environment or a Senior Certificate with 10 years working experience in the housing programme facilitation and administration environment. A minimum of two (2) years as an Assistant Director. Computer literacy. Ability to work under pressure and to meet difficult deadlines. Good understanding of applicable legislation and prescripts. A valid Code 08 drivers licence is a must.
<b><u>DUTIES</u></b>	:	Administer implementation of subsidy programmes and schemes. Facilitate, co-ordinate and administer PHP support in respect of rural housing subsidies and savings scheme. Administer the implementation of human settlements development projects. Provide administrative support with implementation of MEC approved projects within District. Administer the implementation of emerging contractor support. Establish and maintain an emerging contractor database for the District. Ensure proper reporting, filing and records.
<b><u>ENQUIRIES</u></b>	:	Mrs W. Hartzenberg Tel no: 043 711 9685

**POST 19/55** : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT: REF NO: ECDHS/DD/HRD/03/5/2017**

**SALARY** : An all-inclusive package of R657 558 up to a maximum of R774 576 per annum, Level 11

**CENTRE REQUIREMENTS** : East London-Head Office  
: A three year degree/diploma or equivalent NQF6 qualification in Human Resource Development/Public Administration with 3 years working experience in human resource development or a Senior Certificate coupled with 10 years' experience in the human resource development environment. A minimum of 2 (two) years' experience as an Assistant Director in Human Resource Development Unit. Experience in Human Resource Development and speciality in training and development will be an added advantage. Knowledge of HR legislation and regulations. Computer literacy. Presentation, facilitation, research and analytical skills. Must have competency skills development facilitators' course certificate. A Valid Code 08 drivers licence is a must and willing to travel.

**DUTIES** : Identifying and co-ordinating training needs and facilitating the development of a workplace skills plan. Monitoring and facilitating capacitation and training of departmental employees. Administration of departmental bursaries. Co-ordinate and implement learnerships and internships. Conduct a skills audit and develop a database. Align needs with the objectives of the Department and the organisation structure. Identify needs and develop a learner and internship skills programme. Administer contracts. Organise skills development committee.

**ENQUIRIES** : Mrs W. Hartzenberg Tel no: (041) 711 9685

**POST 19/56** : **DEPUTY DIRECTOR: PRE-AUDIT: REF NO: ECDHS/DD/PRE-AUD/04/05/2017**

**SALARY** : An all-inclusive package of R657 558 up to a maximum of R774 576 per annum, Level 11

**CENTRE REQUIREMENTS** : East London – Head Office  
: A recognised 3 year financial qualification or equivalent NQF6 financial qualification with 3 years working experience in a financial or auditing environment or a Senior Certificate coupled with 10 years' experience in the financial or auditing environment. A minimum of 2 years' experience as an Assistant Director in the relevant field. Good communication skills (verbal and written). Strong financial background. Knowledge and understanding of the Public Finance Management Act (PFMA), Supply Chain Management Regulations and Preferential Procurement Policy Framework Act (PPPFA), Treasury Regulations and Auditing prescripts. Computer literacy. A Valid Code 08 drivers licence is a must.

**DUTIES** : Manage the internal control unit for the department. Establish integrated internal control systems. Establish and maintain pre-audit systems. Develop and implement a Delegations framework. Develop and report on the implementation of Audit Intervention Plan. Investigate and report on detected irregular, unauthorised, fruitless and wasteful expenditure. Provide inputs to Financial Statements. Manage the human resources, assets and financial resources of the sub-directorate.

**ENQUIRIES** : Mrs W. Hartzenberg (043) 711 9685

**POST 19/57** : **2 POSTS CONSTRUCTION PROJECT MANAGERS PRODUCTION: GRADE A: PROJECT MANAGEMENT AND QUALITY ASSURANCE: REF NO: ECDHS/CPM/PMQA/JQ/05/5/2017**

**SALARY** : An all-inclusive package of R637 875 up to maximum of – R687 171, per annum (Level 11 OSD)

**CENTRE REQUIREMENTS** : Joe Gqabi Region (Aliwal North)  
: A 3 (three) year degree/diploma or an equivalent NQF6 qualification in built environment (Civil, Quantity Surveying and Building) with 3 years appropriate work experience in human settlements development. Solid proven experience in Project Planning and Project Management. Must be registered with the South African Council for Project and Construction Management professionals (SACPCMP). Three (3) years' experience as a Control Works Inspector or equivalent. MS projects and MS office experience essential. Good communication skills (verbal and written). Must possess a valid Code 08

		drivers licence and must be willing to travel. Computer literacy. Ability to work under pressure and meet tight deadlines. Ability to work independently and within team setup. COMPETENCIES: Planning and organisation. Problem analyses and solving skills. Project management. Ability to pay attention to detail. Excellent interpersonal and communication skills (verbal and written). Experience in facilitating work sessions and giving presentations
<b><u>DUTIES</u></b>	:	Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Project accounting and financial management. Report project progress to Chief Construction Project Manager. Office administration. Liaise and interact with service providers, client and management. Research and development. Keep up with new technologies and procedures.
<b><u>ENQUIRIES</u></b>	:	Mrs W. Hartzenberg at 043 711 9685
<b><u>POST 19/58</u></b>	:	<b><u>ASSISTANT DIRECTOR: RENTAL PROGRAMME: REF NO: ECDHS/ASD/RENTAL/06/5/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Salary Notch: R417 552.00 to up a maximum of 491 847.00 Level 10 East London – Head Office A 3 year degree/diploma in Law, Public Administration/Social Science or equivalent NQF6 qualification with 3 years' working experience in the rental programme environment or Senior Certificate coupled with 5 years working experience in the rental programme environment. Facilitate property rentals, resolution of conflicts and mediation. Sound knowledge of the Rental Housing Act. Experience in working with various stakeholders. Good communication skills, presentation skills and conflict management skills. Computer literacy. A valid Code 08 drivers licence is a must.
<b><u>DUTIES</u></b>	:	Facilitate investigations and informal mediations on reported unfair rental dispute. Provide administrative and secretariat support to the Rental Housing Tribunal. Market the Rental Housing Act, No 50 of 1999 to relevant stakeholders and communities. Manage and maintain database of caseloads, rulings, precedents and appeals. Provide support in efficient management of the Sub-Directorate.
<b><u>ENQUIRIES</u></b>	:	Mr M. Kana at 043 711 9743
<b><u>POST 19/59</u></b>	:	<b><u>CONTROL WORKS INSPECTOR: PROJECT MANAGEMENT AND QUALITY ASSURANCE REF NO: ECDHS/CWI/PMQA/SB/06/5/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Salary Notch: R417 552.00 up to a maximum of R491 847.00 Level 10 Sarah Baartman Region (Port Elizabeth) A 3 (three) Year degree/diploma in Civil Engineering/Building/Construction or NQF6 equivalent qualification with at least 3 years working experience in the technical field and or Senior Certificate/NQF3 coupled with 5 years' experience in the technical field. Registration with SACPCMP will be an added advantage. Proven ability and exposure in working with project management tools. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. A Valid Code 08 drivers licence a must.
<b><u>DUTIES</u></b>	:	Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up. Inspects, evaluate and provide input on approval of all phases of project planning life cycle, construction and improvement on work contracted by Human Settlements Departments, as requested to ensure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations, issues correction notices as required. Performs routine semi-skilled and technical construction inspection work for environmental, water, sewer, internal roads and other regional projects and programs. Assures compliances with federal, state and local codes and standards and contractual provisions. Inspects and approves construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers and waterlines, water meters, hydrants, service line, fire lines, cross connection control devices and related utilities and structures as assigned. Inspection and certification of construction works on various project sites in the Region. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance through inter alia. Ensure that the relevant project

documentation for new and existing structures is compiled through inter alia .Ensuring delivery of quality and quantity on each assigned project site. Compilation of progress and quality control related reports.  
Mr M. Kana at 043 711 9743

**ENQUIRIES**

**POST 19/60**

**ASSISTANT DIRECTOR: RESEARCH REF NO: ECDHS/ASD/RES/08/5/2017**

**SALARY CENTRE REQUIREMENTS**

Salary Notch: R417 552 up to a maximum of R491 847 Level 10  
East London – Head Office  
A 3 year degree/diploma in Social Sciences/Development Studies/ Public Management or NQF6 equivalent qualification with three years working experience policy research environment. Knowledge of and experience in the environment of policy research Sound written, oral communication, good planning and organising skills. Knowledge of housing legislation and policies. Knowledge and experience in the human settlements environment. Ability to work under pressure. Ability to work in a team. Advanced computer literacy in the MS Office Software. A valid Code 08 drivers licence is a must and willing to travel extensively.

**DUTIES**

Render support in formulation and review of provincial housing policies and guidelines. Co-ordinate submission of stakeholder representative inputs in policy development processes. Facilitate presentation of policy briefs to the Executive Authority. Clusters and Executive Council. Provide province-wide awareness of housing policies and shifts thereof. Overall management of performance of the sub-directorate.

**ENQUIRIES**

Mr M. Kana at 043 711 9743

**POST 19/61**

**ASSISTANT DIRECTOR: PERSAL MANAGEMENT: REF NO: ECDHS/ASD/PERSAL/07/5/2017**

**SALARY CENTRE REQUIREMENTS**

R334 545 up to a maximum of R394 065 per annum, Level 09  
East London – Head Office  
An appropriate Bachelor's Degree/ National Diploma in Financial Management/Internal Audit or NQF6 qualification with three years working experience within Systems Control or Internal Control; or a Senior Certificate coupled with 5 years working experience within Systems Control or Internal Control. Successful completion of the PERSAL Introductory and Salary Administration courses. Knowledge of System Controls, Internal Controls and relevant National Directives. Effective communication (verbal and written), Planning and organisation, Relationship management, Analytical thinking, problem solving skills, decision making skills, presentation skills and report writing skills. A Valid Code 08 drivers licence is a must.

**DUTIES**

Monitor the Persal system and provide management information reports for analysis and decision making. Draw Audit Control and Salary reports on Persal. Monitor and advise on accurate, reliable and credible persal information in accordance with NMIR in terms of Persal clean-up strategy. Ensure implementation of an effective, efficient, and transparent system of internal controls Control and maintain user account management in terms of access reviews and security controls in the system. Perform analysis of systems to identify any control weaknesses. Evaluate and recommend changes to the systems. Implement control and audit measures on the system. Monitoring and review of manuals and procedures in line with National Directives. Accountable for the effective utilisation of the PERSAL system

**ENQUIRIES**

Mr M. Kana at 043 711 9743

**POST 19/62**

**ASSISTANT DIRECTOR: COMMUNICATIONS AND MARKETING SERVICES REF NO: ECDHS/ASD/COMM & MARK/09/5/2017**

**SALARY CENTRE REQUIREMENTS**

Salary Notch: R334 545.00 up to a maximum of R394 065.00 Level 9  
East London – Head Office  
A 3 year degree/diploma in Multi-Media or relevant NQF6 equivalent qualification with 3 years working experience in the communications and marketing services environment or a Senior Certificate with 5 years working experience in the communications and marketing services environment. Knowledge and experience in the environment of communications and marketing. Sound written and oral communication skills. Ability to work under

		pressure. Ability to work in a team. Computer literacy. A Valid Code 08 drivers licence is a must.
<b><u>DUTIES</u></b>	:	Produce and editing of corporate videos and photographic material. Set up screens and corporate videos at reception areas of the department. Audio visual support all departmental events. Produce videos, adverts and documentaries for external use. Creation and maintenance of an audio visual library. Providing public address sound system for departmental events. Oversee, design and layout of all documents and all promotional material. Produce the graphic, designing and layout of all in house publications and support material (newsletters, brochures, posters, pamphlets for programmes and booklets). Set up one multimedia online news channel and upload content online and all other communication platforms. Produce multimedia campaigns. Establish sound working relations and liaise with printers. Manage a digital studio to transfer and edit digital photographs onto CDs and DVDs and other communication platforms. Create and manage a departmental photographic library. Provide photography and videography services for events. Provide photography and videography services for the department.
<b><u>POST 19/63</u></b>	:	<b><u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES UNIT REF NO: ECDHS/ASD/SPU/10/5/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Salary Notch: R334 545.00 up to a maximum of R394 065.00 Level 9
	:	East London – Head Office
	:	A 3 year degree/diploma in Social Science/Marketing/Public Relations or NQF6 relevant qualification with at least 3 years working experience in the special programmes unit or a Senior Certificate coupled with 5 years working experience in the special programmes unit. A thorough understanding of special programme and gender mainstreaming of designated groups. Good communication skills (verbal and written). Ability to work under pressure. Good report writing and presentation skills. Computer literacy. A valid Code 08 drivers licence is a must.
<b><u>DUTIES</u></b>	:	Develop departmental special programmes strategy. Gender mainstreaming of designated groups in the Province. Compile a comprehensive database on opportunities created for the designated groups. Develop national and provincial strategies, programmes and projects regarding these groups. Evaluate to determine best practice. Interact and liaise with stakeholders at all levels. Compile Special Programmes Compliance reports Gender Equity reports, policies and strategies and workshop to attain stakeholder participation. Facilitate integration to policies, compliance reports, strategies and service implementation programmes. Evaluate departmental housing and associated programmes. Facilitate the introduction of special programmes in the departmental programmes and strategies. Monitor and evaluate the success of these ventures.
<b><u>ENQUIRIES</u></b>	:	Mr M. Kana at 043 711 9743
<b><u>POST 19/64</u></b>	:	<b><u>SENIOR PROVISIONING ADMINISTRATION OFFICER STORES AND WAREHOUSE MANAGEMENT REF NO: ECDHS/SPAO/STORES/11/5/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Salary Notch: R281 418.00 up to a maximum of R331 497.00 Level 8
	:	East London – Head Office
	:	A 3 year degree/diploma or NQF6 relevant qualification with at least 3 years working experience in supply chain management environment or a Senior Certificate with 4 years working experience in the supply chain management environment. Knowledge of supply chain management functions. Good interpersonal and organisational skills. Good communication skills (verbal and written). Computer literacy. Must have a Logis certificate.
<b><u>DUTIES</u></b>	:	Ordering of stock. Receive stock and maintaining of receipts register and records. Security of stores and warehouse. Issuing of stock and maintenance of register and records. Disposal of redundant/obsolete stock. Quarterly and annual stock count. Ensure security of the warehouse. Manage stores accounting, maintenance commitment register and update accounting records. Ensure optimum stock levels. Receive and dispatch goods on logis. Assist in proper procedures of ordering and issuing.
<b><u>ENQUIRIES</u></b>	:	Mr M. Cimela at 043 711 9774

**POST 19/65** : **SENIOR STATE ACCOUNTANT: SALARY CONTROL AND MANAGEMENT**  
**REF NO: ECDHS/SSA/SALARY/12/5/2017**

**SALARY CENTRE REQUIREMENTS** : Salary Notch: R281 418.00 up to a maximum of R331 497.00 Level 8  
: East London – Head Office  
: A 3 year degree/diploma in finance or equivalent NQF6 qualification with 3 years working experience in the salary control and management environment or a Senior Certificate coupled with 4 years working experience in the salary control and management environment. Extensive knowledge of the Persal System, BAS and other government financial systems. Computer literacy. Good communication skills (verbal and written). Sound understanding of government policies, financial prescripts and budget processes. Knowledge of the Public Finance Management Act and Treasury Regulations. Ability to work under pressure.

**DUTIES** : Render payments of conditions of services (benefits of employees). Rendering payment of provisioning and recruitment of services. Clearing of salary related suspense accounts. Settlements of inter-departmental debts or claims. Supervise personnel.

**ENQUIRIES** : Mr M. Cimela at 043 711 9774

**POST 19/66** : **SENIOR WORKSTUDY OFFICER ORGANISATIONAL DEVELOPMENT**  
**AND SERVICE EXCELLENCE REF NO: ECDHS/SWO/13/5/2017**

**SALARY CENTRE REQUIREMENTS** : Salary Notch: R281 418.00 up to a maximum of R331 497.00 Level 8  
: East London – Head Office  
: A 3 year degree or national diploma in Management Services/Industrial Psychology/Production Management with at least 3 years working experience in the work study field. Knowledge of procedures and principles of developing and reviewing the organisational structure. Knowledge of job evaluation system applicable to the public sector. An analyst job evaluation certificate will serve as an added advantage. Knowledge of EQUATE system will be an added advantage. A valid Code 08 drivers licence is a must.

**DUTIES** : Undertake organisation and work study investigation on the following:- Organisation structures, process design and development (BPR) and Business Analysis. Compile job descriptions. Office input and accommodation need analysis. Frontline services and demographic analysis. From design and establishment management and job evaluation. Supervise and control human and physical resources.

**ENQUIRIES** : Mr M. Cimela

**POST 19/67** : **LAN/DESKTOP TECHNICIAN NETWORKS & IT INFRASTRUCTURE**  
**MANAGEMENT REF NO: ECDHS/LAN TECH/14/5/2017**

**SALARY CENTRE REQUIREMENTS** : Salary Notch: R281 418.00 up to a maximum of R331 497.00 Level 8  
: East London – Head Office  
: A 3 year degree/diploma in Information Technology with 3 years working experience in the information technology environment or a Microsoft Certified Systems Administrator or higher coupled with 3 years working experience in the information technology environment. Technical problem solving skills. Knowledge of Microsoft Products (Active Directory, Microsoft Exchange and System Centre and Configuration Manager) and HP environment. Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches and cabling) environment. Knowledge of VCX Telephony System. Knowledge of Virtualization and Cloud technology. Responsiveness, innovative, client oriented. Good communication skills.

**DUTIES** : Provide desktop and LAN support services. Install and support the use of departmental photocopiers, scanners and printers. Administer storage and backup of all network directories. Monitor daily, weekly and monthly backups for both Head Office and Regions. Collaborate with network and server to ensue efficient operation of the desktop computing environment. Provide general technical ICT support.

**ENQUIRIES** : Mr M. Cimela at 043 711 9774

**POST 19/68** : **CHIEF PERSONNEL OFFICER – CONDITIONS HUMAN RESOURCE MANAGEMENT REF NO: ECDHS/CPO COND/HRM 15/5/2017**

**SALARY CENTRE REQUIREMENTS** : Salary Notch: R281 418.00 up to a maximum of R331 497.00 Level 8  
: East London – Head Office

: A 3 year degree/diploma in Human Resource Management or NQF 6 relevant qualification with 3 years working experience in the human resource management environment or a Senior Certificate coupled with 4 years' experience in human resource management environment. Must have a Persal Introductory Certificate. Knowledge of human resources and conditions of service. Knowledge of the Persal System, Public Service Act, Basic Conditions of Employment Act, Public Service Regulations. Excellent communication skills (written and verbal). Ability to work in a team. Ability to work under pressure. Computer literacy

**DUTIES** : Implement and administer all functions to service benefits, conditions of service which includes government employees housing scheme (GEHS) and state guarantees, all types of leaves including policy and procedure on incapacity leave and ill-health retirement (PILIR), overtime, long service recognition, medical aid, resettlements, termination of services, leave reconciliation, payment of leave gratuities and withdrawal of pension benefits. Approval of transactions on the PERSAL System. Prepare weekly, quarterly and annual reports on personnel administration issues and provide statistics. Supervise and develop staff. Any other duties as determined by management.

**ENQUIRIES** : Mr M. Cimela at 043 711 9774

**POST 19/69** : **SENIOR ADMINISTRATIVE OFFICER LAND ACQUISITION AND FACILITATION REF NO: ECDHS/SAO/LAND/16/5/2017**

**SALARY REQUIREMENTS** : Salary Notch: R281 418.00 up to a maximum of R331 497.00 Level 8  
: A 3 year degree/diploma or equivalent NQF6 qualification with 3 years working experience in the land acquisition and facilitation environment or a Senior Certificate coupled with 4 years' experience in the land acquisition and facilitation environment. Sound knowledge and understanding of transfer and land ownership. Good communication skills (verbal and written). Ability to work under pressure. Computer literacy. Must have a valid Code 08 drivers licence and must be willing to travel.

**DUTIES** : To facilitate the transfer and handing over of housing units to qualifying beneficiaries in conjunction with conveyancers and municipalities. Provide technical advice to municipalities on housing transfer processes and land related issues. To ensure handing over of title deeds to approved beneficiaries. To verify the appointment of conveyances for the RDP housing projects in the Eastern Cape Province. Check whether the appointment of the conveyances for all approved projects are in place.

**ENQUIRIES** : Mr M. Cimela at 043 711 9774

**POST 19/70** : **LABOUR RELATIONS OFFICER HUMAN RESOURCE MANAGEMENT REF NO: ECDHS/LRO/HRM/17/5/2017**

**SALARY CENTRE REQUIREMENTS** : Salary Notch: R281 418.00 up to a maximum of R331 497.00 Level 8  
: East London – Head Office

: A 3 year degree/diploma in Labour Law/Human Resources or relevant NQF6 qualification with 3 years' experience in the labour relations field or a Senior Certificate coupled with 4 years' experience in the labour relations field. Experience in labour relations and co-ordinating discipline and grievance process. Understanding of the workplace laws. Good communication skills (verbal and written). Ability to work under pressure for extended periods of times. Able to plan and organise and take initiatives. Good report writing, presentation and project management skills. In-depth knowledge of all relevant legislations/prescripts that are applicable in the public service. High level of confidentiality. PERSAL Introductory certificate will be an added advantage. A valid Code 08 drivers licence is a must.

**DUTIES** : Ensure compliance with applicable legislations, rules and regulations. Co-ordinate discipline and grievance processes within the Department. Maintain database on all misconduct, grievance and disputes. Capture on PERSAL and excel database all reported misconduct cases, grievances and disputes cases. Investigate misconduct cases disputes within department and monitor the

		implementation of sanctions and arbitration awards. Facilitate the handling of grievances. Implement labour relations communication strategy.
<b><u>ENQUIRIES</u></b>	:	Mr M. Cimela at 043 711 9774
<b><u>POST 19/71</u></b>	:	<b><u>PERSONAL ASSISTANT TO DIRECTOR STAKEHOLDER ENGAGEMENT REF NO: ECDHS/PA/STAKE/18/5/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Salary Notch: R226 611.00 up to a maximum of R266 943.00 Level 7 East London - Head Office A 3 year degree/diploma in Office Management/Administration/Secretarial diploma or relevant NQF6 qualification with 2 years working experience in the office administration environment. Computer literacy with strong and sound typing skill (Excel is compulsory with MS Word and Powerpoint). Excellent communication skills (verbal and written). Excellent filing skills and to keep record of flow of documents. Experience in office administration, diary management, events and project co-ordination. Flexible and adaptable. Ability to work under pressure and adhere to strict timeframes. Ability to take initiative and work independently. Ability to identify and handle confidential matters at all times.
<b><u>DUTIES</u></b>	:	Managing of the diary of the Director. Responsible for managing of all office activities. Assist in preparation of memoranda, reports, speeches, minute taking etc. Constantly assist in monitoring and directorate budget. Facilitate co-ordination of budget motivations for the section. Facilitate co-ordination of strategic plan/work plan/operation plan and other reports for the branch. Facilitate co-ordination of compilation of quarterly/half yearly/annual reports for the branch. Sit in management meetings and prepare minutes of management meetings and make follow ups to decisions taken. Receive correspondence from inside and outside the branch and guide correspondence to relevant directories. Liaise and communication with other directories/branches within the department and also with outside clientele. Responsible for timeous provision of logistics to the Director.
<b><u>ENQUIRIES</u></b>	:	Mr M. Sangqu at 043 711 9780
<b><u>POST 19/72</u></b>	:	<b><u>CUSTOMER CARE OFFICER CUSTOMER CARE REF NO: ECDHS/CCO/19/5/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Salary Notch: R226 611.00 up to a maximum of R266 943.00 Level 7 East London – Head Office A 3 year degree/diploma in Communications, Public Relations, Marketing or relevant NQF6 qualification with 2 years working experience in the customer care environment or a Senior Certificate coupled with 3 years working experience in the customer care environment. Knowledge of communication environment. Good interpersonal relations skills. Communication skills (verbal and written). Be able to handle confidential matters. Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Deal directly with beneficiaries either by telephone, electronically or face to face. Respond promptly to beneficiary enquires. Handle and resolve beneficiary complaints. Obtain and evaluate all relevant information to handle inquires and complaints. Perform customer verifications. Direct requests and unresolved issues to the designated programme manager. Keep records of customer interactions and transactions. Record details of actions taken. Communicate and co-ordinate with internal directorates. Follow up on customer interactions.
<b><u>ENQUIRIES</u></b>	:	Mr M. Sangqu at 043 711 9780
<b><u>POST 19/73</u></b>	:	<b><u>STATE ACCOUNTANT GRANT MANAGEMENT REF NO: ECDHS/SA/GRANT/20/5/2017</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	Salary Notch: R226 611.00 up to a maximum of R266 943.00 Level 7 East London – Head Office A 3 year degree/diploma in finance or NQF6 equivalent qualification with 2 years working experience in the financial environment or a Senior Certificate coupled with 3 years working experience in the financial environment. Experience in financial administration related to conditional grant management. Sound knowledge of policies and prescripts that are applicable to grant management. Good communication skills and analytical skills. Sound knowledge of Basic Accounting System (BAS). Computer literacy

**DUTIES** : Assist with the management of the provincial housing funds (conditional grant). Update DORA reporting template monthly/quarterly DORA. Prepare ad-hoc reports monthly and quarterly on various performance indicators. Processing of Housing Project payments and related transactions in the Provincial Financial System. Management of Trust Accounts. Risk Management.

**ENQUIRIES** : Mr M. Sangqu at 043 711 9780

**POST 19/74** | **PERSONNEL OFFICER PROVISIONING HUMAN RESOURCE MANAGEMENT REF NO: ECDHS/PO/PROV/HRM/21/5/2017**

**SALARY CENTRE REQUIREMENTS** : Salary Notch: R152 862.00 up to a maximum of R180 063.00 Level 5  
: East London – Head Office  
: A 3 year degree/diploma in Human Resource Management or equivalent NQF6 relevant qualification with 1 years working experience in human resource administration environment or a Senior Certificate with 2 years working experience in human resource administration environment. Must have a Persal Introductory Certificate. Knowledge of human resources and understanding of recruitment selection process. Knowledge of structuring for SMS, MMS and OSD members. Knowledge of the Persal System, Public Service Act, Basic Conditions of Employment Act, Public Service Regulations. Excellent communication skills. Ability to work in a team and under pressure. Computer literacy.

**DUTIES** : Knowledge and capturing of the structuring and restructuring of the SMS, MMS and OSD members. Involvement in the recruitment and selection processes such as receiving and receipting of applications, sorting, capturing of masterlists, secretarial function during shortlisting and interviews. Capturing of appointments, transfers, relocations, promotions and movements on the Persal System. Prepare weekly, monthly, quarterly and annual reports on personnel administration and provide statistics. Any other duties as determined by management.

**ENQUIRIES** : Mr M. Sangqu at 043 711 9780

**POST 19/75** : **MESSANGER/DRIVER REF NO: ECDHS/MESS/DRIVER/22/5/2017**

**SALARY CENTRE REQUIREMENTS** : Salary Notch: R127 851.00 up to a maximum of R150 606.00 Level 4  
: Cacadu Region (Port Elizabeth)  
: A Standard 8 Certificate (Grade 10) with 1 years working experience as A messenger and driver. Be able to keep confidential information. Good interpersonal relations and communication skills. Exposure and knowledge of record management processes. A valid Code 08 drivers licence with PDP is a must.

**DUTIES** : Drive heavy, light and medium vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timeously. Complete all required and prescribed records and logbooks with regard to the vehicle and goods handled. Render clerical support/messenger service in the relevant office (i.e. collect and delivery documentation and related items, copy and fax documents) Collection of incoming and outgoing documents. Carry out other duties as directed by supervisor. Assist with the transportation of officials to workshops, seminars and meetings.

**ENQUIRES APPLICATIONS** : Mr M. Sangqu at 043 711 9780  
: Post to: the Director: Human Resource Management, Department of Human Settlements, Private Bag X13008, Cambridge, 5206 Hand deliver: at Steve Tshwete House, 31 – 33 Phillip Frame Road (in front of SARS), Waverly Park, Chiselhurst, East London.

**FOR ATTENTION** : Mr Zolani Ntozini.

#### **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** : Post to: King William's Town; The Head of Department, Social Development and Special Programmes, Private Bag X 0039, Bhisho, 5605. 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.

Amathole: The District Co-ordinator, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at SA Eagle House, No. 58 Terminus Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe at 0437116626

**FOR THE ATTENTION**  
**CLOSING DATE**  
**NOTE**

: Bongiwe Nxusani  
: 26 May 2017  
: Applications must be submitted on form z83, obtainable from any Public Service Department or on the internet at [www.dpsa.gov.za/documents](http://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.

**OTHER POSTS**

**POST 19/76**

: **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT (PMDS) REF NO: DSD.01/05/2017**  
RE- ADVERTISEMENT

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: Salary Range: R657 558 up to a maximum of R774 576 per annum, Level 11  
: Provincial Office (King Williams Town)  
: Appropriate Degree/National Diploma in Human Resource Management/ Human Resource Development/ equivalent qualification with 10 years relevant experience of which 3 year's must have been at the level of an Assistant Director in the relevant field. A valid driver's license is essential. 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**

: Supervise the development and updating of accurate PMDS database. Manage implementation of performance incentives schemes and ensure implementation complies with the applicable legislative frame requirements. Monitor and report on compliance to PMDS policy framework. Develop, review and monitor the implementation of PMDS policy. 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

**ENQUIRIES**  
**NOTE**

: Ms B. Nxusani, Tel no: (043 6055103)/ Ms A. Bongco (043) 605 5115  
: N.B preference will be given to persons with disabilities

**POST 19/77**

: **DEPUTY DIRECTOR: CORPORATE SERVICES REF NO: DSD.02/05/2017**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R657 558 up to a maximum of R774 576 per annum, Level 11  
: Amathole: District Office  
: Appropriate Degree / National Diploma in Public Administration/Public Management/ 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 driver's license is essential. 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
<b><u>DUTIES</u></b>	:	Coordinate all corporate services for Amathole 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
<b><u>ENQUIRIES</u></b>	:	Ms B. Nxusani, Tel. No: (043 6055103)/ Ms A. Bongco (043) 605 5115
<b><u>NOTE</u></b>	:	N.B preference will be given to persons with disabilities
<b><u>POST 19/78</u></b>	:	<b><u>CONDITIONAL GRANT POST: QUANTITY SURVEYOR GRADE A REF NO: DSD.03/05/2017</u></b> (1 year Contract)
<b><u>SALARY</u></b>	:	R549 639 – R 592 110 per annum
<b><u>CENTRE</u></b>	:	Provincial Office (King Williams Town)
<b><u>REQUIREMENTS</u></b>	:	B. Degree in Quantity Survey/equivalent qualification. Registration with three (3) years relevant experience in this profession. Proof of Registration with South African Council for the Quantity Surveying Profession (SACQSP) is required as Professional Quantity Surveyor. Valid (Code B/EB) driver's licence is essential. COMPETENCIES: Knowledge of Infrastructure delivery planning documents and strategic planning and policies including risk analysis and risk mitigation strategies. Programme and Project Management. Quantity Survey principles and methodologies. Research and development. Knowledge of legal compliance, technical report writing. Financial Management, planning and organising, team leadership, communication, conflict management, problem solving and analysis, people management, change management and innovation. Computer Literacy (Ms projects).
<b><u>DUTIES</u></b>	:	Perform quantity surveying activities on buildings, structures and facilities. Adhere to building standards to ensure safety and requirements, provide technical support, and contribute to the development of quantity survey related policies, methods and practices. Office administration: provide assistance with tender administration, contribute to the human resources and related activities, liaise and interact with service provider, manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Monitor and control expenditure. Report on expenditure and service delivery. Research and development: keep up with the new technologies and procedures, Follow approved programme of development for registration purposes. Provide solution on non-compliance on quantity determination. To review the cost determinations of projects and estimates accomplished by building designers and/or sub professional personnel
<b><u>ENQUIRIES</u></b>	:	Ms B. Nxusani, Tel. No: (043 6055103)/ Ms A. Bongco (043) 605 5115
<b><u>NOTE</u></b>	:	N.B preference will be given to persons with disabilities.
<b><u>POST 19/79</u></b>	:	<b><u>CONDITIONAL GRANT POST: PROJECT MANAGER 2 POSTS REF NO: DSD.04/05/2017</u></b> (1 Year Contract)
<b><u>SALARY</u></b>	:	R334 545 per annum, Level 09
<b><u>CENTRE</u></b>	:	Provincial Office (King Williams Town)
<b><u>REQUIREMENTS</u></b>	:	Bachelor's Degree or National Diploma, tertiary qualification in Project Management/equivalent qualification. With a minimum of 3 years' relevant experience. Computer Literacy. A valid driver's licence is essential. COMPETENCIES: Strategic Capability and Leadership; Programme and Project Management; Change Management and innovation; Financial Management; planning and organizing, conflict management, problem solving and analysis, People Management and Empowerment; Analytical ability, motivational ability, negotiation- and persuasion ability, ability to function on a conceptual level; Advanced proficiency in MS Office (Word, Powerpoint, Excel), Ms projects.gtty Must be willing to travel extensively. Proven ability to manage a diverse team of personnel, as well as bring in projects on time and within budget.
<b><u>DUTIES</u></b>	:	Manage and Coordinate all aspects of projects. Guide the Project planning, implementation, monitoring, reporting and evaluation in line with projection management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identifying

resources needed and assign individual responsibilities. Project and accounting and Financial Management; Report project progress. Manage project budget resources. Office Administration: provide inputs with tender administration. Contribute to the human resources related activities. Research development: keep up with new technologies and procedures. Research/literature on new developments on project management technologies. Provide technical consulting services for the operation of project related matters to minimize possible project risks

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

**POST 19/80** : **CONDITIONAL GRANT POST: ADMIN ASSISTANT (1 YEAR CONTRACT)**  
**(LEVEL 6) REF NO: DSD.05/05/2017**

**SALARY** : Salary Notch R183 558 per annum  
**CENTRE** : Provincial Office (King Williams Town)  
**REQUIREMENTS** : B. Degree/National Diploma/relevant qualification in Administration with at least 0-2years experience/Senior Certificate with five (5) year's relevant experience. Computer literacy **COMPETENCIES:** Excellent interpersonal communication skills (both written and verbal). Ability to work as a team. Ability to meet tight deadlines. Good at prioritizing tasks to make sure that multiple deadlines are met.

**DUTIES** : Responsible to assist in ensuring that project contracts and bids are complete and filed on time. Responsible for coordinating activities such as answering telephones, taking messages and following up with customers, sorting mails, managing records, filing, copying, scanning, monitoring expenses, ordering supplies, organize workshops and meetings and arrange travels.

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