

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

The department of Cooperative Governance is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : should be directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered To Department: Cooperative Governance & Traditional Affairs; Tyhamzashe Building; Foyer Bhisho and enquires can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
- FOR ATTENTION** : Ms V. Nyhwalasi
- CLOSING DATE** : 09 June 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/ or <http://ecgta.ecprov.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. 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 Cooperative Governance and Traditional Affairs 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. 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.

OTHER POSTS

- POST 21/39** : **DEPUTY DIRECTOR: MUNICIPAL EVALUATION AND CAPACITY ASSESSMENT REF NO: COGTA 01/05/2017**
- SALARY CENTRE REQUIREMENTS** : R779 295.00 – R917 970.00. Commencing salary: R779 295.00 per annum
: Bhisho
: A recognized three year degree / diploma in Public Administration / Development Studies or NQF level 6 relevant qualification. Three (3) years working experience as an Assistant Manager in a local government environment. One to two years of research, professional and / or analytical work experience. Experience in monitoring and evaluation is preferred. Strong organizational skills and ability to multi task. Creative and innovative thinking. Computer literacy (Microsoft office applications) advanced experience in Microsoft excel is preferred. In depth knowledge of Local Government Legislation. Good verbal communication and presentation skills. Code 8 drivers license.
- DUTIES** : Develop and review Capacity Assessment Tool. Conduct capacity assessment of municipalities. Support the development of strategies on municipal capacity development. Identify and prioritise Capacity gaps. Assist in the development of Monitoring and Evaluation (M & E) Tool of all support programs. Conduct evaluation of support programs rendered to municipalities. Compile M & E reports and communication of results to the relevant stakeholders. Conduct monitoring of support programs to municipalities. Assist in the preparation of the directorate's budget. Assist in the preparation and development of Annual Performance Plan and Operational Plan. Management of Human, Financial and Physical resources according to prescripts. Responsible for efficient Management of the Sub-Directorate , including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.
- ENQUIRES** : can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.

NOTE : Preference will be given to African Male.

POST 21/40 : **DEPUTY DIRECTOR: LAN SPECIALIST REF NO: COGTA 02/05/2017**

SALARY : R657 558.00 –R774 576.00. Commencing salary R657 558.00
CENTRE : Bhisho
REQUIREMENTS : A recognised three-year degree / diploma in Computer Science/ Information Technology / Information Systems / Electrical Engineering. MCSE, CCNA, MCSA with ITIL V3, CCNA preferred. Three (3) years' experience in the Information Technology field, with working experience of Windows Active Directory and understanding of network topologies and infrastructure in a multi-site environment. Ideal candidate will have knowledge of TCP/IP, WAN/LAN networking, DHCP, DNS, WINS, Cisco Router and switch basic configuration and troubleshooting experience. Experience in Group Policies, SQL Server, SharePoint Portal Server, Project Server. A valid code 8 (EB) Driver's license is compulsory, Computer Literacy, Communication, Presentation and report writing skills is essential.

DUTIES : Responsible for designing and installing local area networks (LAN) and wide area networks (WAN), which include Internet and intranet systems, designing and implementing components such as cabling, terminals, bridges, and routers. Maintenance of network hardware and software; plan and coordinate maintenance; ensure network efficiency, design computer systems so that all of the individual components, including computers, the network and software, to work together in the best and most efficient manner; Responsible for maintaining the network servers and data line infrastructure, hardware for the database, web and application servers, network operating systems and PC operating systems. Responsible for implementing effective network security measures and connectivity; monitoring usage logs. Monitor network performance (availability, utilization, throughput, good put, and latency) and test for weaknesses. Setting up directories and user groups, setup user accounts, permissions and passwords. Define network policies and procedures. Excellent knowledge of best practices around management, control, and monitoring of server infrastructure and to ensure sufficient capacity. Ability to set up and configure server hardware. Familiarity with backup and recovery software and methodologies. Scanning for computer viruses; maintaining key documentation; software license compliance; inventory management; Provide technical consultation and advice on network architectures, network technologies and network management systems. Responsible for efficient Management of the Sub-Directorate , including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.

ENQUIRES NOTE : can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
: Preference will be given to White Male.

POST 21/41 : **DEPUTY DIRECTOR: SPECIAL PROGRAMMS UNIT REFNO: COGTA 03/05/2017**

SALARY : R657 558.00 –R774 576.00 Commencing salary: R657 558.00 per annum
CENTRE : Bhisho
REQUIREMENTS : A recognized three year degree / diploma in Public Administration / Social Sciences or NQF level 6 relevant qualification. Three (3) years working experience as an Assistant Director in a similar environment. Computer literacy in office applications; A valid Code 8 driver's licence.

DUTIES : Coordinate the promotion of programmes directed to youth, gender, Elderly and people with disabilities; Monitor and evaluate the Department's programmes directed to youth, gender, elderly and people with disabilities; Ensure integration of youth, gender, elderly and people with disabilities in the Department's programmes and projects; Liaise with International, National and provincial Stakeholders to facilitate integration and development of youth, gender, elderly and people with disabilities; Develop and maintain a database both provincial and national of all youth, gender, elderly and people with disabilities; Compile and monitor the component's budget and operational plans. Responsible for efficient Management of the Sub-Directorate including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.

ENQUIRES NOTE : can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
: Preference will be given to African Female.

POST 21/42 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: COGTA 04/05/2017**

SALARY : R657 558.00 –R774 576.00. Commencing salary R657 558.00 per annum
CENTRE : Bhisho

REQUIREMENTS : A recognized three year degree in Law / or LLB degree or NQF level 6 relevant qualification. Three (3) years working experience as an Assistant Director with contract management. Knowledge of Constitution, PFMA, Treasury Regulations and other legal prescripts applicable to the field. Computer literacy. Strong communication and negotiation skills. Problem Solving. Thorough knowledge and experience in project management and. Monitoring. Ability to do presentations, interpretation of reports and policies. Computer literacy. Ability to make high level of submission and excellent report writing skills. A valid Code 8 driver's licence.

DUTIES : Draft contracts and service level agreements. Evaluate the performance of contracts of service providers. Advise management timeously of expiry of contracts in order to provide end user division sufficient time to decide whether to renew the contract or re-advertise the requirements. Invoke termination clauses to contracts on breach of contracts, understanding of dispute resolution mechanism, Assist the Demand Management unit in crafting of tenders, specifications and terms of reference. Provide guidance in recommendation of variation orders / extension of contracts. Assist in resolution of disputes arising in award, performance and review of contracts. Manage budgets and personnel. Monitor budget spending. Efficiently manage the sub-directorate including effective utilisation of personnel, maintenance of discipline, promotion of sound and proper use of State property. Maintain a contract management register, Develop and review performance work plans and the related and supervise collection of information for performance and regulatory audit for submission to the Senior Manager. Assess process and performance risks in the sub-directorate in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge in the sub-directorate. Assist in gathering information and responding to audit queries. Responsible for efficient Management of the Sub-Directorate , including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.

ENQUIRES : can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
NOTE : Preference will be given to African Female.

POST 21/43 : **DEPUTY DIRECTOR: LOGISTICS REF NO: COGTA 05/05/2017**

SALARY : R657 558.00 – R774 576.00. Commencing salary: R657 558.00 per annum
CENTRE : Bhisho

REQUIREMENTS : A recognized three year degree / diploma in Supply Chain Management / Logistics or Purchasing / NQF level 6 relevant qualification with proven extensive Accounting background. Three (3) years working experience as an Assistant Director in a Supply Chain Management environment (Management, monitoring and reporting commitments N and accruals) Knowledge of PFMA. Knowledge of Medium Term Expenditure Framework (MTEF) .PPFA. Treasury Regulations. Logis. Computer literacy. Strong communication and negotiation skills. Problem Solving. Thorough knowledge and experience in project management and monitoring. Ability to do presentations, interpretation of reports and policies. Computer literacy. Ability to make high level of submission

DUTIES : Ensure proper monitoring and financial reporting regarding departmental commitments and accruals as per National Treasury requirements. Implement efficient and effective systems in Transit, Procurement (Logistics) and LOGIS units to optimise performance. Manage the implementation of Procurement Reforms. Implementation and maintaining system for keeping optimum stock levels. Assist in resolution of queries related to accruals and commitments. Manage budgets and personnel. Efficiently manage the sub-directorate including effective utilisation of personnel, maintenance of discipline, promotion of sound and proper use of State property. Develop and review performance work plans and the related and supervise collection of information for performance and regulatory audit for submission to the Director. Assess process and performance risks in the sub-directorate in order to provide corrective mechanisms. Provide support for safekeeping and maintenance of records, information and knowledge

		in the sub-directorate. Assist in gathering information and responding to audit queries. Responsible for efficient Management of the Sub-Directorate , including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.
<u>ENQUIRES</u>	:	can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
<u>NOTE</u>	:	Preference will be given to Coloured Female
<u>POST 21/44</u>	:	<u>DEPUTY DIRECTOR: ACQUISITION MANAGEMENT REF NO: COGTA 06/05/2017</u>
<u>SALARY</u>	:	R657 558.00 – 774 576.00. Commencing salary R657 558.00 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A recognized degree/diploma in Supply Chain Management/ equivalent qualification with three years working experience in Supply Chain Management Environment (Compiling, Management, Monitoring and reporting, procurement Plan and Bid administration). A minimum of three year's experience at middle level management position or as an Assistant Director. Knowledge of PFMA. Knowledge of Medium Term Expenditure Framework (MTEF). PPPFA. Treasury Regulations. Computer literacy. Strong communication and negotiation skills. Problem Solving. Thorough knowledge and experience in project management and monitoring. Ability to do presentation of reports and policies. Ability to make high level of submission. Ability to work under pressure. Ability. A valid Code B drivers license. The willingness to periodically work overtime.
<u>DUTIES</u>	:	The incumbent will be responsible to maintain the managerial control, Leadership and smooth running of Demand and Acquisition elements, Compile, implement, monitor and report departmental Procurement Plan, Conduct market analysis and commodity analysis and check for cost-effective alternatives, Review quotations and in accordance with the applicable prescripts, Administer bids processes, Assist with the evaluation and analysis of bids as well as review procurement contracts on a regular basis, Advertise, prepare requests for bids and including other procurement related issues, Ensure regular dissemination of information and ensure adherence to the PFMA, SCM Framework, Treasury Regulations and any other applicable legislation. Maintain the supplier database, Render secretariat services to the Bid Committees and verify completeness and correctness of reports to prior submission to relevant committee, Compilation and distribution of agenda and documents, Taking of minutes and provide qualitative SCM monthly and quarterly, Proper filing of all documents relating to bids for audit purposes and transfer to the registry, Ensure that tender prescripts are implemented and adhered to by tenderers and employees, Identify supply risks and develop mitigating strategies, Conduct supplier assessments prior to awarding contracts, Manage budgets and personnel, Efficiently manage the sub-directorate including effective utilisation of personnel, maintenance of discipline, promotion of sound and proper use of State property, Develop and review performance work plans collection of information for performance and regulatory audit for submission to the Senior Manager, Assess process and performance risks in the sub-directorate in order to provide corrective mechanisms, Provide support for safekeeping and maintenance of records, information and knowledge in the sub-directorate, Assist in gathering information and responding to audit queries.
<u>ENQUIRES</u>	:	can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
<u>NOTE</u>	:	Preference will be given to Coloured Male.
<u>POST 21/45</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE MANAGEMENT REF. NO: COGTA 07/05/2017</u>
<u>SALARY</u>	:	R417 552.00 – R491 847.00. Commencing salary R417 552.00 per annum
<u>CENTRE</u>	:	Joe Gqabi / Bhisho
<u>REQUIREMENTS</u>	:	A recognized three year degree/ diploma in Public Management / Social Sciences or relevant NQF level 6 qualification with three years working experience in the related field as a Senior Admin Officer or equivalent ranks or senior certificate with five years working experience in the related field as a Senior Admin Officer or equivalent ranks OR Senior certificate with six (6) years relevant working experience as an Admin Officer or equivalent ranks. Five years experience in Local Government Environment. Full understanding of Local Government: Municipal Systems Act and other Local Government Legislation, including policies and procedures. Computer Literacy (Microsoft Office

		Applications) Excellent communication skills (written and verbal): interpersonal relation skills; ability to work under pressure; attention to details; analytical skills; presentation skill; meticulous planning and organizational skills. Excellent communication, including producing quality reports.
<u>DUTIES</u>	:	Responsible for supporting municipalities of PMS i.e development of PMS framework. Assist in the timely preliminary assessment of Sec 46 reports from municipalities. Assist in the assessment of Sec 46 reports for the purpose of the development of Sec 47 report. Assist in the development of a high quality Sec 47 report for the province. Assist in compiling timely responses of parliamentary questions by the sub- directorate. Assist in the management and monitoring of the directorate financial and non-financial resources. Assist in providing hands on support on development of Performance Agreements (Pas) of Sec 54 and 56 Managers of municipalities. Assist in analysing Pas, monitor signing and timely submission of Pas as required by the legislation.
<u>ENQUIRES NOTE</u>	:	can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
	:	Preference will be given to Coloured Male.
<u>POST 21/46</u>	:	<u>ASSISTANT DIRECTOR: TRADITIONAL LEADERSHIP RURAL DEVELOPMENT FACILITATION REF NO: COGTA 08/05/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 552.00 – R491 847.00. Commencing salary R417 552.00 per annum
	:	OR Tambo / Amathole District Support Centres
	:	A recognized three year degree/ diploma in Development Studies or relevant NQF level 6 qualification with three years working experience in the related field as a Senior Admin Officer or equivalent ranks or senior certificate with five years working experience in the related field as a Senior Admin Officer or equivalent ranks OR Senior certificate with six (6) years relevant working experience as an Admin Officer or equivalent ranks in the related field. Public Administration, financial management, problem solving and facilitation skills are necessary. Valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Indepth knowledge of role / mandate of traditional leaders in community development. Must have insight community development planning. Must have an understanding of stakeholders / partnership management. Understanding of donor mobilization is an added advantage. Must demonstrate understanding of PFMA and budgeting.
<u>ENQUIRES NOTE</u>	:	can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
	:	Preference will be given to Coloured Female.
<u>POST 21/47</u>	:	<u>ASSISTANT DIRECTOR: GOOD GOVERNANCE REF NO: COGTA 09/05/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 552.00–R491 847.00. Commencing salary R417 552.00 per annum
	:	Bhisho
	:	A recognized three year degree/ diploma in Public Management / Bachelor of Administration or relevant NQF level 6 qualification with three years working experience in the related field as a Senior Admin Officer or equivalent ranks or senior certificate with five years working experience in the related field as a Senior Admin Officer or equivalent ranks OR Senior certificate with six (6) years relevant working experience as an Admin Officer or equivalent ranks. Three years working experience in Municipal Administration will be an added advantage. Full understanding of Local Government: Municipal Structures Act and other Local Government Legislation, including policies and procedures. Excellent communication skills (written and verbal); Interpersonal relation Skills. Ability to work under pressure; Attention to details; Analytical skills; presentation skills; meticulous planning and organizational skills. Computer Literacy (Microsoft Office Applications). Excellent communication, including producing quality reports. Valid driver's licence.
<u>DUTIES</u>	:	Ensure legislative compliance by municipalities. Assist municipalities in the reviewal rationalization of by-laws and policies. Assist the MDB in the redetermination of boundaries by receiving applications, assist in the hearings and meetings and also advise MDB. Gazette concurrencies. Assist in the determination of councillors as full-time. Assist in Section 139 Municipal Interventions. Responsible for efficient management of Sub-Directorate, including the effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of State property.
<u>ENQUIRES</u>	:	can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.

<u>NOTE</u>	:	Preference will be given to African Male.
<u>POST 21/48</u>	:	<u>ASSISTANT DIRECTOR: CUSTOMER CARE SERVICES REF NO: COGTA 10/05/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545.00 – R394 065.00 Commencing salary: R334 545.00 per annum Bhisho
	:	A recognised three year Degree/ Diploma in Communication/ Journalism/ Public Relations or relevant NQF level 6 qualification with three years' working experience in a related field as a Communication Officer or equivalent ranks. Knowledge of Public Services frame works relevant to communication, presentation, decision making skills and a valid driver's license. Must be prepared to travel throughout the Province on week-ends and Public Holidays.
<u>DUTIES</u>	:	Promote the effective implementation of the Local Government Communication System in Municipalities and traditional leadership institutions .Provide support to implement communication Rapid Response mechanisms in municipalities and Traditional Leadership Institutions. To provide communication support in the process of conducting Customer Satisfaction Surveys in municipalities. To manage stakeholder relations in the Province. Manage Human and Financial resources of the unit.
<u>ENQUIRES NOTE</u>	:	can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352. Preference will be given to African Male.
<u>POST 21/49</u>	:	<u>ASSISTANT DIRECTOR: SPECIAL PROGRAMMES UNIT REF. NO. COGTA 11/05/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545.00 – R394 065.00 Commencing salary: R334 545.00 per annum Bhisho
	:	A recognized three year degree / diploma in Public Administration / Social Sciences or NQF level 6 relevant qualification. Three (3) years working experience as a Senior Admin Officer or equivalent ranks or senior certificate with five years working experience in the related field as a Senior Admin Officer or equivalent ranks OR Senior certificate with six (6) years relevant working experience as an Admin Officer or equivalent ranks in the related field. Computer literacy in office applications; A valid Code 8 driver's licence.
<u>DUTIES</u>	:	Facilitate effective mainstreaming of disability issues in the Department and in municipalities. Development of standard operating procedures for integration of disability issues into all policies, projects, strategic plans, cluster and sector plans. Ensure that the rights of persons with disabilities are promoted, protected and prioritized in the Department through the recruitment, selection and retention of persons with disabilities. Coordinate, facilitate and participate in Departmental events that promote the rights of persons with disabilities within the Department and Municipalities. Create a leadership pipeline through which persons with disabilities can be capacitated and developed for upward mobility. Develop knowledge of legal, strategic framework and mandates at provincial level.
<u>ENQUIRES NOTE</u>	:	can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352. Preferred will be given to Coloured Male.
<u>POST 21/50</u>	:	<u>SENIOR ADMIN OFFICER: LED FACILITATION REF. NO. COGTA 12/05/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418.00-R331 497.00. Commencing salary: R281 418.00 per annum Bhisho
	:	A recognized three (3) year Degree / Diploma in Economics / Statistics or NQF level 6 relevant qualification with relevant experience in Developmental local government environment or Senior Certificate with five years working experience. Three years working experience as an Admin Officer or equivalent ranks in the related field/ or Senior certificate with 7 years working experience as a Senior Admin Clerk or equivalent ranks in the related field/ A recognized three (3) year Degree or Diploma in Economics / Statistics with 4 years working experience as a Senior Admin Clerk.
<u>DUTIES</u>	:	Promote, facilitate, coordinate, monitor and evaluate development and implementation of Local Economic Development initiatives in the Eastern Cape. These initiatives are centred at municipal or local government level and would focus primarily on municipal capacity, LED strategy as well as collaboration of public and drive sector partners to drive economic development as well as service delivery.

ENQUIRES NOTE : can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
: Preference will be given to African Female.

POST 21/51 : **SENIOR ADMIN OFFICER: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT REF NO: COGTA 13/05/2017**

SALARY CENTRE REQUIREMENTS : R281 418.00-R331 497.00. Commencing salary: R281 418.00 per annum
: Rharhabe Region
: A recognized three (3) year Degree / Diploma in Public Administration/ Management / Social Science or NQF level 6 relevant qualification with relevant experience or Senior Certificate with five years working experience. Three years working experience as an Admin Officer or equivalent ranks in the related field/ or Senior certificate with 7 years working experience as a Senior Admin Clerk or equivalent ranks in the related field/ A recognized three (3) year Degree or Diploma in Public Administration / Management / Social Science with 4 years working experience as a Senior Admin Clerk in the related field.

DUTIES : Check book of accounts in respect of Traditional Councils for submission to head office. Administer the provisioning of support and resources to Traditional Leadership Institutions. To facilitate the recognition and termination of Traditional Leaders. Administer the conditions of service of Traditional Leaders. Provide administration support in the processing of sitting allowances of Traditional Councils. Assist in the administration of claims and payment of gratuities to beneficiaries of Traditional Leaders. Administer the physical verification of traditional leaders periodically. Assist in the identification of training needs for traditional leaders. Responsible for the efficient management of the sub-directorate, including efficient utilization of resources, training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state property.

ENQUIRES NOTE : can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
: Preference will be given to Coloured Male.

POST 21/52 : **SENIOR ADMIN OFFICER: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT REF NO: COGTA 14/05/2017**

SALARY CENTRE REQUIREMENTS : R281 418.00-R331 497.00. Commencing salary: R281 418.00 per annum
: Bhisho
: A recognized three (3) year Degree/ Diploma in Public Administration/ Management/ Social Science or NQF level 6 relevant qualification with 4 years relevant experience or Senior Certificate with five years working experience. Three years working experience as an Admin Officer or equivalent ranks in the related field/ or Senior Certificate with 7 years working experience as a Senior Admin Clerk or equivalent ranks in the related field/ A recognised three (3) year Degree or Diploma in Public Administration/ Management/Social Science with 4 years working experience as a Senior Admin Clerk.

DUTIES : Procurement of Furniture, Stationery and cleaning material for Traditional Leadership institutions. Provide logistical arrangements for Traditional Leaders and Kingdoms. Responsible for the efficient management of the sub-directorate, including efficient utilization of resources, training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state property.

ENQUIRES NOTE : can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
: Preference will be given to Coloured Male.

POST 21/53 : **ADMIN OFFICER: MUNICIPAL INFRASTRUCTURE SERVICES REF NO: COGTA 15/05/2017**

SALARY CENTRE REQUIREMENTS : R226 611.00 –R266 943.00. Commencing salary: R226 611.00 per annum
: Bhisho
: A recognized Degree / Diploma in Public Management / Administration or NQF level 6 qualification with three years working experience as a Senior Admin Clerk or Senior Certificate with four years appropriate experience. Computer and communication Skills.

DUTIES : Render office work and support within the sub- directorate. Assist the Senior Admin Officer with directorate's Financial Management reports and commitment register. Assist the district or regional officers with compilation of reports and submit to the Directorate Head. Perform secretariat duties in the directorates'

	:	coordination fora or meetings. Capture infrastructure project data into the Management Information System (MIS). Facilitate bookings for meetings, trainings, travelling, and accommodation for the directorate's officials. File all documents for bookings and any admin related documents.
<u>ENQUIRES NOTE</u>	:	can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
	:	Preference will be given to African Male and Coloured Female.
<u>POST 21/54</u>	:	<u>2 POSTS SENIOR ADMIN CLERK: TRADITIONAL AFFAIRS REF. NO. COGTA 16/05/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 558.00 – 216 216.00. Commencing salary: R183 558.00 per annum Ndlambe and Emboland
	:	A recognised National Senior Certificate or equivalent NQF 6 qualification. Computer Literacy.
<u>DUTIES</u>	:	Receiving and banking all monies of the Traditional Council. Compilation of financial statement. Recording of minutes in the meeting. Compilation of estimates of revenue and expenditure. Compilation of monthly returns through cash book. Compilation of vouchers for payment. Assist in typing of correspondence in the Traditional Council. Maintain good relationship between the Traditional Council, Municipalities and other structures.
<u>ENQUIRES NOTE</u>	:	can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
	:	Preference will be given to African Male.
<u>POST 21/55</u>	:	<u>SENIOR REGISTRY CLERK REF. NO. COGTA 17/05/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R183 558.00 – 216 216.00. Commencing salary: R183 558.00 per annum Bhisho
	:	A recognised three year degree / diploma in Human Resource / Public Management with 0-2 years' experience. Knowledge of Batho Pele Principles, Public Service act.
<u>DUTIES</u>	:	Provide registry counter services: Attend to clients, Handle telephonic and other enquiries received. Received and register hand delivered mail/files. Handle incoming and outgoing correspondence: Receive all mail. sort register and dispatch mail. Distribute notices on registry issues. Render an effective filling and records management services: Opening and close files according to record classifications system. Filing / storage, tracing (electronic / manual) and retrieval of documents and files. Operate office machines in relation to registry function: Open and maintain franking machine register. Frank post, Record money and update register on a daily bases. Undertake spot checks on post to ensure no private post is included. Lock post in postbag for messenger to deliver in post office. Open and maintain remittance register. Record all valuables articles as prescribed in the remittance register. Keep daily record of amount of letters franked. Process of documents for archiving and disposal.
<u>ENQUIRES NOTE</u>	:	can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
	:	Preference will be given to Coloured Male
<u>POST 21/56</u>	:	<u>DRIVER: FLEET MANAGEMENT REF. NO. COGTA 18/05/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R127 851.00 – R150 606.00. Commencing salary: R127 851.00 per annum Bhisho
	:	Grade 8 / equivalent qualification. Driver's license code 10 with PDP. Knowledge or Transport Regulations.
<u>DUTIES</u>	:	To transport officials when necessary. To collect and deliver documents. To deliver and collect vehicles from service providers. Assisting in conducting inspection of fleet vehicles.
<u>ENQUIRES NOTE</u>	:	can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
	:	Preference will be given to African Male.
<u>POST 21/57</u>	:	<u>DRIVER: TRADITIONAL AFFAIRS REF NO: COGTA 19/05/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R127 851.00–R150 606.00. Commencing salary: R127 851.00 per annum Maluti
	:	Grade 8 / equivalent qualification. Driver's license code 10 with PDP. Knowledge or Transport Regulations.
<u>DUTIES</u>	:	To transport officials when necessary. To collect and deliver documents. To take care of driving for the Region. To collect stationery and cleaning material from

<u>ENQUIRIES</u>	:	Head Office. Move assets from one place to another. See to it that vehicle is taken to service when necessary. Serves as a Messenger to Regional Offices.
<u>APPLICATIONS</u>	:	enquires can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
<u>FOR ATTENTION</u>	:	should be directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered To Department: Cooperative Governance & Traditional Affairs; Tyhamzashe Building; Foyer Bhisho and
<u>CLOSING DATE</u>	:	Ms V. Nyhwalasi
<u>NOTE</u>	:	09 June 2017
	:	Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za/ or http://ecgta.ecprov.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.
<u>POST 21/58</u>	:	<u>Intern REF. NO: COGTA 20/05/2017</u> Directorate: Office of the Deputy Director General Duration: 12 Months
<u>SALARY</u>	:	Stipend: R5000.00 per month
<u>CENTRE</u>	:	Head Office-Bhisho
<u>REQUIREMENTS</u>	:	ND: Public Admin & Management with Computer Knowledge as optional advantage ENQUIRIES: can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
<u>POST 21/59</u>	:	<u>INTERN REF. NO: COGTA 20/05/2017</u> Directorate: Traditional Finance Duration: 12 Months
<u>SALARY</u>	:	Stipend: R5000.00 per month
<u>CENTRE</u>	:	Head Office-Bhisho
<u>REQUIREMENTS</u>	:	ND: ND: Finance specializing in Accounting
<u>ENQUIRIES</u>	:	can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
<u>POST 21/60</u>	:	<u>INTERN 3 POSTS REF NO: COGTA 20/05/2017</u> Directorate: Spatial Planning Duration: 12 Months
<u>SALARY</u>	:	Stipend: R5000.00 per month
<u>CENTRE</u>	:	Head Office-Bhisho
<u>REQUIREMENTS</u>	:	Degree in Town and Regional Planning
<u>ENQUIRIES</u>	:	can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
<u>POST 21/61</u>	:	Intern 2 POSTS REF. NO: COGTA 20/05/2017 Directorate: Land Survey and Cadastral Information Management Duration: 12 Months
<u>SALARY</u>	:	Stipend: R5000.00 per month
<u>CENTRE</u>	:	Head Office-Bhisho
<u>REQUIREMENTS</u>	:	Bsc in Land Suvey or ND:Land Survey
<u>ENQUIRIES</u>	:	can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.
<u>POST 21/62</u>	:	<u>INTERN REF NO: COGTA 20/05/2017</u> Directorate: Land Survey and Cadastral Information Management Duration: 12 Months
<u>SALARY</u>	:	Stipend: R5000.00 per month
<u>CENTRE</u>	:	Head Office-Bhisho
<u>REQUIREMENTS</u>	:	ND: Public Admin and Management with Computer Knowledge as optional advantage.
<u>ENQUIRIES</u>	:	can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.

POST 21/63 : **INTERN 3 POSTS REF NO: COGTA 20/05/2017**
 Directorate: Land Use Management and Administration
 Duration: 12 Months

SALARY : Stipend: R5000.00 per month
CENTRE : Nelson Mandela Bay Metro, Joe Gqabi and Alfred Nzo DMs
REQUIREMENTS : Property Management background
ENQUIRIES : can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.

POST 21/64 : **INTERN 2 POSTS REF. NO: COGTA 20/05/2017**
 Directorate: Valuation Services
 Duration: 12 Months

SALARY : Stipend: R5000.00 per month
CENTRE : Head Office-Bhisho
REQUIREMENTS : Degree or ND in Property Valuation Registered as Candidates with SA Council for Property Valuers Profession
ENQUIRIES : can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.

POST 21/65 : **Intern 3 POSTS REF NO: COGTA 20/05/2017**
 Directorate: Intergrated Development Planning
 Duration: 12 Months

SALARY : Stipend: R5000.00 per month
CENTRE : Head Office-Bhisho
REQUIREMENTS : Degree or ND in Development Planning/ Development Studies/ Public Administration and Management with IT Knowledge as optional advantage
ENQUIRIES : can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.

POST 21/66 : **INTERN 2 POSTS REF NO: COGTA 20/05/2017**
 Directorate: Researchers
 Duration: 12 Months

SALARY : Stipend: R5000.00 per month
CENTRE : Houses of Traditional Leaders in Bhisho
REQUIREMENTS : Degree in Anthropology / Sociology
ENQUIRIES : can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.

POST 21/67 : **INTERN 2 POSTS REF NO: COGTA 20/05/2017**
 Directorate: Work Study Officers
 Duration: 12 Months

SALARY : Stipend: R5000.00 per month
CENTRE : Head Office-Bhisho
REQUIREMENTS : Degree/ ND in work Study
ENQUIRIES : can be directed to Ms V. Nyhwalasi at 040-6095350/5258/5239/5352.