

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

The Office of The Premier 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 Recruitment Centre: Office of The Premier Building; Private Bag X0047, Bhisho, 5605. OR- Hand delivered To Room 1039, First Floor, Office of The Premier Building; Independence Avenue; Bhisho and Enquires can be directed to Mr. M. Mbangi Tel no: (040) 609 6424/6290/6248.
- FOR ATTENTION** : Ms M. Mbangi
- CLOSING DATE** : 19 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://ecprov/ectreasury.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 Office of The Premier 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.

MANAGEMENT ECHELON

- POST 22/31** : **GENERAL MANAGER–PERFORMANCE MONITORING AND EVALUATION**
REF NO: OTP 05/04/2017
- SALARY** : R1 068 564– R1 277 610 per annum, Level 14
- CENTRE** : Bhisho
- REQUIREMENTS** : A three (3) Year degree or diploma in Policy and Development studies, or equivalent qualification. 5 years senior management experience with 3 years within policy/planning monitoring and evaluation. Analytical thinker with strong background in turnaround strategies and change management. A thorough understanding of policy and administrative processes of Government. A good understanding of political and governance issues. Ability to develop and manage effective working arrangements with other spheres of government to ensure coordinated and integrated actions as part of monitoring and evaluation of government programmes and service delivery. Working knowledge of government policy development processes and implementation; Knowledge of the PFMA, and Treasury regulations, Human Resource Management experience, good communication, analytical, research, innovative, problem solving, leadership and interpersonal skills. Good report writing skills; Ability to work under pressure and long hours when necessary.
- DUTIES** : Responsible for the management of the performance monitoring and evaluation chief directorate. To spearhead oversight over the provincial government with respect to governance and service delivery. To coordinate performance monitoring and reporting on the execution of the programme of action and strengthening of cluster functionality. To coordinate performance evaluation of government programmes. To provide regular reports to the executive structures of the provincial government. Support and monitor the performance monitoring initiatives of the Premier and EXCO. To provide feedback to provincial departments on their

performance. To coordinate and manage the implementation of integrated provincial performance monitoring systems. Coordinate and manage outcome based monitoring in line with Government strategic priorities. To coordinate annual intergovernmental planning, monitoring and evaluation cycles. To support the development of the Annual Programme of Action (POA). Provide support for departmental programme design and monitoring processes in the Province. Ensure setting of appropriate indicators, targets and standards. Develop and implement provincial performance monitoring and evaluation systems. Analyse performance information and develop high level reports with key findings and recommendations on remedial measures. Initiate, coordinate support and monitor key interventions to improve performance by provincial departments. Facilitate development of automated performance monitoring systems. Coordinate relevant evaluations and policy research linked to key outcomes.

ENQUIRES : Mr M. Mbangi Tel no: (040) 609 6424/6290/ 6248

POST 22/32 : **GENERAL MANAGER-INTERGOVERNMENTAL AND STAKEHOLDER RELATIONS REF NO: OTP 05/04/2017**

SALARY : R1 068 564 – R1 277 610 per annum, Level 14
CENTRE : Bhisho

REQUIREMENTS : A bachelor degree qualification in any field. 5 years' experience in intergovernmental relations, municipal and stakeholder engagement environment
 •thorough understanding of co-operative and participatory governance. Experience integrated governance and service delivery initiatives
 •Understanding of a developmental state, the constitution and the relevant legislation.

DUTIES : To facilitate the mechanisms for effective co-operative governance and service delivery in the province Spearhead co-operation between the Province and the National Government departments and State Owned, Entities, facilitate and monitor integrated service delivery initiatives in the Province, facilitate effective mechanisms of engagement with stakeholders and communities in the province, To facilitate and promote cooperative governance in the local and provincial government spheres. To facilitate the implementation of the Premier's priority interventions Ensure the OTP provides strategic leadership to intergovernmental relations in the province, To facilitate effective mechanisms for efficient international relations and cooperation in the Province in all spheres of government and public entities.

ENQUIRES : Mr M. Mbangi Tel no: (040) 609 6424/6290/ 6248

OTHER POSTS

POST 22/33 : **ASSISTANT MANAGER: DEVELOPMENTAL RESEARCH SPECIALIST EDUCATION, HEALTH & AGRICULTURE REF NO: OTP 01/05/2017**
 (1 year performance based contract)

SALARY : R417 552 per annum, Level 10
CENTRE : Bhisho

REQUIREMENTS : A three (3) year B degree at NQF Level 7 in social science, economics or development studies. 3 years' experience working in the relevant area. Very deep knowledge of wide range of activities such as computer aided applications for developers like, GIS applications &MS Project. Skills: Analytical thinking, Research and development, Professional Judgement, Technical consulting, Programme and Project Management, Strategic management and performance monitoring, Change and diversity management, Leadership, Development planning competencies in different sectors. The person must have excellent verbal and communication skills, strong leadership qualities as well as skills in computer, analysis, project management, business process mapping, team building, planning, organizing. Knowledge of Public Service Legislation such as Public Service Act 105 of 1994, Promotion of Administrative Justice Act, SA Constitution Act 108 of 1996, Spatial Planning and Land Use Management Act - Act 16 of 2013.

DUTIES : Develop and review policies and plans in the following sectors – Health, Education and Agriculture which will bring about sustainable changes in compilation of strategies and effective implementation thereof. Coordination of planning

management support services to the chief directorate priority projects. Provide technical assistance to Departments/Sectors on all aspects regarding health, education, agriculture and local government planning and development projects. Provide support in the compilation and adoption of technical and planning standards norms and guidelines. Support the planning and design of sustainable human settlement at local government level. Coordinate partnership with key service department with respect to the developmental agenda of provincial government priorities (POA). Provide technical assistant support in the policy analysis, planning and implementation of strategic plans and programmes utilising evidence based information. Provision of technical support on research and development projects. Assist the chief planners in conducting research by using updated new technologies and procedures. Coordinate research information to strengthen and guide planning on programme implementation that support sustainable development. Liaise with clusters and departments for better coordination. Facilitate the compilation of innovation proposals to ensure validity and adherence to provincial policy framework and legislative mandate in order to promote integrated service delivery. Coordinate project implementation. Coordinate the implementation of development compliance with applicable legislation, policy analysis, planning and research. Coordinate sector reviews on the functioning of clusters and submission of appropriate actions. Translate key national, provincial and Agricultural priorities into practical delivery of projects. Work with evidence approach within ethical framework to provide high quality and cost effective service. Facilitate access to Agricultural knowledge, practice and policy advice supporting public health research as required. Coordinate Health development projects for ECPA. Translate key national, provincial and local health priorities into practical delivery of projects. Work with evidence approach within ethical framework to provide high quality and cost effective service. Facilitate access to public health knowledge, practice and policy advice supporting public health research as required. Coordinate Education development projects for ECPA. Translate key national, provincial and DoE priorities into practical delivery of projects. Work with evidence approach within ethical framework to provide high quality and cost effective service. Facilitate access to DoE knowledge, practice and policy advice supporting Education development research as required.

ENQUIRES : Mr M. Mbangi Tel no: (040) 609 6424/6290/ 6248

POST 22/34 : **ASSISTANT MANAGER: DEVELOPMENTAL PLANNER: LOCAL GOVERNMENT AND ECONOMIC DEVELOPMENT REF NO: OTP 02/05/2017**
(1 Year Performance Based Contract)

SALARY : R417 552 per annum, Level 10

CENTRE : Bhisho

REQUIREMENTS : A three (3) year B degree at NQF Level 7 in social science, economics or development studies. 3 years' experience working in the relevant area. Very deep knowledge of wide range of activities such as computer aided applications for developers like, GIS applications &MS Project. Skills: Analytical thinking, Research and development, Professional Judgement, Technical consulting, Programme and Project Management, Strategic management and performance monitoring, Change and diversity management, Leadership, Development planning competencies in different sectors. The person must have excellent verbal and communication skills, strong leadership qualities as well as skills in computer, analysis, project management, business process mapping, team building, planning, organising. Knowledge of Public Service Legislation such as Public Service Act 105 of 1994, Promotion of Administrative Justice Act, SA Constitution Act 108 of 1996, Spatial Planning and Land Use Management Act - Act 16 of 2013. KNOWLEDGE: Public Service Act and Regulations, Public Finance Management Act, Constitution of the Republic of South Africa, National Development Plan, Provincial Development Plan, Government Plan of Action and its implications. In-depth knowledge and capacity on research and development. National and Provincial Strategic Priorities and Development Agenda, with particular focus on socio-economic development. Broad knowledge of economics, coupled with practical experience in working in related environment. Relevant policies, framework and legislation related to youth

DUTIES

development. Skills: Research, Analytical / Critical thinking, Complex Problem Solving, Coordination and organizing, Negotiation and communication skills
: Develop and review policies and plans in the Local Government and socio-economic sector which will bring about sustainable changes in compilation of strategies and effective implementation thereof. Coordination of planning management support services to the chief directorate priority projects. Provide technical assistance to Departments/Sectors on all aspects regarding local government planning and development projects. Provide support in the compilation and adoption of technical and planning standards norms and guidelines. Support the planning and design of sustainable human settlement at local government level. Coordinate partnership with key service department with respect to the developmental agenda of provincial government priorities (POA). Provide technical assistant support in the policy analysis, planning and implementation of strategic plans and programmes utilising evidence based information. Provision of technical support on research and development projects. Assist the chief planners in conducting research by using updated new technologies and procedures. Coordinate research information to strengthen and guide planning on programme implementation that support sustainable development. Liaise with clusters and departments for better coordination. Facilitate the compilation of innovation proposals to ensure validity and adherence to provincial policy framework and legislative mandate in order to promote integrated service delivery. Coordinate project implementation. Coordinate the implementation of development compliance with applicable legislation, policy analysis, planning and research. Coordinate sector reviews on the functioning of clusters and submission of appropriate actions. Translate key national, provincial and local government priorities into practical delivery of projects. Work with evidence approach within ethical framework to provide high quality and cost effective service. Coordinate Local Government development projects for ECPA.

ENQUIRES

: Mr M. Mbangi Tel no: (040) 609 6424/6290/ 6248

POST 22/35

: **ASSISTANT MANAGER: ORGANISATIONL DESIGN & SYSTEMS SUPPORT**
REFNO: OTP 03/05/2017

SALARY
CENTRE
REQUIREMENTS

: R417 552 – R491 847 per annum, Level 10
: Bhishe

: Three (3) year Degree / National Diploma with work-study/organizational effectiveness as a major subject or Three (3) year Degree/ National Diploma in Public Administration plus a certificate in Management Services or Applied Organisational Development. NB: Equate Job Evaluation Certificate is a prerequisite. 3 – 5 years in Work-study / Organisational Development / Management Services. Knowledge of relevant legislation, policies and prescripts the governs OD & JE in the Public Sector, Public Service Act, Public Service Regulations, Labour Relations Act and South African Constitution, Good communication (verbal & written), policy analysis, presentation and statistical analysis. Team building a strong inter-personal skills, outstanding planning, organizing and computer literacy skills. The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. A valid driver's licence, Code EB

DUTIES

: Conduct organizationally functionality assessments: Diagnose organisational defects in provincial departments. Facilitate group sessions to determine probable challenges and determine solutions. Use relevant tools for organisational diagnosis and organisational functionality assessment. Make recommendations and monitor the implementation thereof. Render effective secretariat services on the implementation of job evaluation in the province: Monitor the effective functioning of provincial job evaluation structures. Provide monthly, quarterly and annual reports on the status of job evaluation in the province. Render secretariat services to the provincial job evaluation structures. Facilitate training for job evaluation practitioners. Support the development of job descriptions in line with applicable norms. Support provincial departments on organisational restructuring: Provide hands on support to departments with inadequate capacity on restructuring. Support the validation of organizational structures submitted by departments for consultation purposes. Provide support on the transfer of functions within the

provincial administration. Provide support to provincial departments on business processes reengineering; Coordinate workshops and seminars on business process reengineering. Provide support to task teams responsible for business process reengineering in the province. Provide support on the development of Standard Operating Procedures (SOPs). Develop and maintain the provincial database: Develop and maintain the database of organizational structures in the province. Develop and maintain the database on job evaluation. Develop and maintain the database on business

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POST 22/36 : **ASSISTANT MANAGER: ORGANISATIONAL DEVELOPMENT REFNO: OTP 04/05/2017**

SALARY : R334 545 – R404 121 per annum, Level 09
CENTRE : Bhisho

REQUIREMENTS : A three/four (3/4) year Degree / National Diploma in the Human Sciences field, e.g. Organisational Design, Development and Effectiveness; HR Management and Development; Psychology / Industrial Psychology; with Organisational Development / Design / Effectiveness/ Behaviour as a major subject. A postgraduate qualification in the abovementioned areas would be an advantage. Candidates must have 2 – 3 years working experience in a similar environment, i.e. in any of the above areas. Knowledge of relevant Public Sector legislation including the Public Service Act, Public Service Regulations, the Labour Relations Act and South African Constitution is preferred. Applicants must be proficient in EXCEL, and have excellent verbal & written communication skills. Honesty, Responsiveness, People orientation, Trustworthiness, Conscientiousness and Adaptability/ Flexibility are particularly crucial in this role. The ability to multi-task, deal with competing priorities and work in a pressurised environment is a critical requirement. A valid driver's licence, Code EB is required.

DUTIES : Assist in the development & maintenance of the departmental organogram; Provides administrative and operational support related to the design of macro organizational structure; Keeps information on the organizational structure updated and effect changes as required; Understanding of the functions and service delivery processes and activities across the functional areas of the department. Change Management: Administer and provide operational support for change initiation and planning processes; Administer and provide operational support for the implementation of change awareness campaigns and stakeholders processes within the department; Provide administrative support in the rollout of change management training. Conduct business process improvements: Analyzes the processes/ activities in the department and maps the processes to establish the efficiency; Provides support in capturing/ mapping the different processes; Identifies areas needing improvement in processes with a view to take corrective measures; Provide advice and assist in the development of job descriptions: Conduct research on the contents of the job and benchmark with other departments/ provinces; Provides support and guidance to line managers with regards to analyzing jobs and developing job descriptions/ profiles; Provides support to line managers with regards to identifying the demands of the job, tasks and competencies most critical to the job in consultation with relevant stakeholders; Ensures that the job profiling process is accurate and that the job specifications are valid. Assist in the departmental Job Evaluation process: Collect information on the jobs by conducting job analysis interview; Capture information into the software (EQUATE); Present the evaluated jobs to the Quality Assurance Committee and Departmental Job Evaluation Panel.

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DEPARTMENT OF RURAL DEVELOPMENT & AGRARIAN REFORM

APPLICATIONS : Should be directed to The Recruitment Centre: Office of The Premier Building; Private Bag X0047, Bhisho, 5605 or- Hand delivered To Room 1039, First Floor, Office of The Premier Building; Independence Avenue; Bhisho and Enquires can be directed to Mr. M. Mbangi Tel no: (040)-609 6424/6290/6248.

FOR THE ATTENTION : Mr Mnikelo Mbangi

CLOSING DATE : 19 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 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 22/37 : **DIRECTOR: AGRICULTURAL TRAINING & EDUCATION REF NO: DRDAR/01/05/2017**

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).

CENTRE : Head Office

REQUIREMENTS : A qualification at NQF level 8 in Agricultural Education as recognized by SAQA. At least minimum of five (5) years' relevant experience at a middle management / deputy director / SMS level. Thorough knowledge and understanding of Skills Development Act, Skills Levies Act, SAQA Act, HET / FET Acts and AET Strategy of 2005. Good understanding of different education bands and the manner in which they function. Knowledge and experience in the agriculture education and training sector. Strategic leadership abilities. Creative and analytical thinking as well as problem solving abilities. Full understanding of Treasury Regulations and Public Service Regulatory Framework. Good communication (written and verbal), report writing, organizational and presentation skills. Computer literacy. A valid driver's license (Code EB) is essential. Candidates will be subjected to a competency exercise.

DUTIES : Operationalize the Agriculture Education and Training Strategy. Plan, budget and provide agricultural education and training to all aspiring and potential participants in the sector. Facilitate and implement farmer development and mentorship programs. Facilitate and implement learnership programs with special focus on youth in the sector. Liaise with the relevant SETAs, National Departments and Provincial Agriculture Education and Training Forums. Monitor, evaluate and report to the department, provincially and nationally on all agriculture education and training initiatives in the province. Establish collaborations and partnerships with all participants and authorities in the sector. Provide quality assurance services in training and education agricultural sphere. Comply with corporate governance and planning imperatives. Coordinate provincial agriculture, forestry and fisheries education and training forum. Effective and efficient management of allocated resources to the directorate.

- ENQUIRIES** : Mr. M. Mbangi Tel no: (040) 609 6424
- POST 22/38** : **DIRECTOR: AGRICULTURAL INSTITUTES AND FARMER SUPPORT REF NO: DRDAR/02/05/2017**
- 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).
- CENTRE REQUIREMENTS** : Head Office
 : A qualification at NQF level 8 in Agricultural Education as recognized by SAQA. At least minimum of five (5) years' relevant experience at a middle management / deputy director / SMS level. Thorough knowledge and understanding of Skills Development Act, Skills Levies Act, SAQA Act, HET / FET Acts and AET Strategy of 2005. Norms and standards of Agriculture Institutes, Governance and Financing Framework for the Agriculture Training Institutes in South Africa is a must. Good understanding of different education bands and the manner in which they function. Knowledge of management of Agriculture Training institutions. Strategic leadership abilities is essential. Creative and analytical thinking as well as problem solving abilities must be displayed. Clear understanding of Supply Chain Management processes and good understanding of PFMA, Treasury Regulations and Public Service Regulatory Framework. Good communication (written and verbal), sensitivity towards community needs geared towards service delivery imperatives, human resource management skills, project management and co-ordination skills, report writing skills, organizational and presentation skills are essential. Computer literacy and a valid driver's license (Code EB) are essential. Candidates will be subjected to a competency assessment.
- DUTIES** : Support the management of Agriculture Training Institutes and Farmer Development Centres in the province. Facilitate partnerships and collaborations for Agriculture Training Institutes and Farmer Development Centres in the province. Provide a link between the National Departments, other academic institutions locally and internationally with the provincial Agriculture Training Institutes and Farmer Development Centres. Manage the provision of human, financial and infrastructure resources for Agriculture Training Institutes and Farmer Development Centres in the province. Support and facilitate the accreditation of Agriculture Training Institutes and Farmer Development Centres in the province. Monitor, evaluate and report to the Provincial and National Departments of Agriculture on Agriculture Training Institutes and Farmer Development Centres. Establish collaborations and partnerships with all participants and authorities in the sector's educational sphere. Coordinate provincial agriculture, forestry and fisheries education and training forum. Effective and efficient management of allocated resources to the directorate.
- ENQUIRIES** : Mr. M. Mbangi Tel no: (040) 609 6424

OTHER POSTS

- POST 22/39** : **DEPUTY DIRECTOR: RESOURCE PLANNING REF NO: DRDAR/03/05/2017**
- SALARY** : All-inclusive package R 779 295 per annum, Level 12
- CENTRE** : Bisho: Head Office
- REQUIREMENTS** : A qualification at NQF level 7 in Agriculture. At least five (5) years' relevant experience, of which three (3) years must be at Assistant Director level. Intensive knowledge of Agricultural Resource Planning Management & Conservation. Experience in Agronomy, Pastures, Soil survey and Land-use Planning. Good interpersonal and communication skills. Ability to perform at both strategic and operational level. Computer literacy. A valid driver's license (Code EB) is essential. Candidates will be subjected to a competency exercise.
- DUTIES** : Provide scientific guidance to Scientists and Technicians in a multiple disciplinary team. Responsible for the professional management of agricultural land use planning, agricultural land-use management. Ensuring resource planning, management, conservation and GIS. Financial planning, budget management and personnel management.

ENQUIRIES : Mr. M. Mbangi at 040-609 6424

POST 22/40 : **DEPUTY DIRECTOR: ENTREPRENEURIAL DEVELOPMENT REF NO: DRDAR/04/05/2017**

SALARY CENTRE REQUIREMENTS : All-inclusive package R 779 295.00 per annum, Level 12
 : Chris Hani District
 : A qualification at NQF level 7 in Agriculture having majored in Agricultural Economics. At least five (5) years' relevant experience, of which at least three (3) years must be at Assistant Director Level. Intensive knowledge of Agriculture, Marketing and Production Economics. Good interpersonal and communication skills. Ability to perform at both strategic and operational level. A valid driver's license (Code EB) is essential. Candidates will be subjected to a competency assessment.

DUTIES : Provide economic, marketing and statistical services in the department. Conduct, implement and promote agricultural economic activities. Facilitate the economic operation of agricultural markets. Collect, collate and analyze statistical data. Develop and maintain a database of statistical data/information. Render advisory services to farmers and promote economic viable projects.

ENQUIRIES : Mr. M. Mbangi Tel no: (040) 609 6424

POST 22/41 : **DEPUTY DIRECTOR: CORPORATE SERVICES 2 POSTS REF NO: DRDAR 05/05/2017**

SALARY CENTRE REQUIREMENTS : All-inclusive package R 657 558 per annum, Level 11
 : Alfred Nzo & Dohne
 : A qualification at NQF level 6 in Human Resource Management / Public Management. At least 5 years relevant experience, of which three years must be at an Assistant Director level. A good understanding of HR legislation and policies applicable to the Public Service. Good interpersonal and communication skills. Thorough knowledge of HR systems and processes in particular HR Development, HR Administration, Employment Relations, PERSAL, Performance Management and Employee Wellness. Ability to perform at both strategic and operational level. A valid driver's license (Code EB) is essential. Candidates will be subjected to a competency exercise.

DUTIES : Recruitment and Selection processes. Management and administration of service benefits. Responsible for the facilitation of HR Development and Performance Management in the District. Management of Employment Relations and Employee Wellness. Financial planning and management. Manage corporate functions such as IT, OD and Communication Services.

ENQUIRIES : Mr. M. Mbangi at 040-609 6424

POST 22/42 : **DEPUTY DIRECTOR: MANAGEMENT INFORMATION SYSTEM (MIS) REF NO: DRDAR 06/05//2017**

SALARY CENTRE REQUIREMENTS : All-inclusive package R 657 558 per annum, Level 11
 : Head Office
 : A qualification at NQF level 6 level in Information Technology. At least five (5) years relevant experience, of which at least three (3) years must be at an Assistant Director level. Ability to interact at both strategic and operational level. Thorough knowledge of Department, Information Technology skills. Ability to think and work independently. Thorough knowledge of relevant Legislative prescripts. Good interpersonal and communication skills. A valid driver's license (Code EB) is essential. Candidates will be subjected to a competency assessment.

DUTIES : To ensure the provision of integrated web enabled information systems. To ensure adherence to Government IT legal requirements. To provide authorized access to electronic information. To promote a computer literate workforce that can maximize the benefits of technology. To utilize IT towards promotion of customer satisfaction. To render MIS administrative support. To promote ICT business across the department. Develop website and provide support service to communications. Provide management and leadership to all staff within MIS services.

ENQUIRIES : Mr. M. Mbangi at 040-609 6424

POST 22/43 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DRDAR/07/05/2017**

SALARY : All-inclusive package R 657 558 per annum, Level 11
CENTRE : Chris Hani
REQUIREMENTS : A qualification at NQF level 6 level in Commerce / Accounting / Logistics / Purchasing Management / Auditing. At least five (5) years relevant experience, of which at least three (3) years must be at an Assistant Director level. Ability to interact at both strategic and operational level. Thorough knowledge of Supply Chain Management, Asset Management, Tender Procedures, Procurement Procedures, Fleet Services and Logistics. Understanding of the public service regulatory framework such as the PFMA, Treasury Regulations and Public Service Regulations. Good interpersonal, negotiation, people management and empowerment skills. A valid driver's license (Code EB) is essential. Candidates will be subjected to a competency assessment.

DUTIES : Managing all Supply Chain Management functions in Chris Hani District including Asset Management, Tenders and Contracts, Demand Management and Vendor and Management. Render advisory services to the Departmental Bid Evaluation Committee. Advise management on SCM best practices. Generate management Reports related to SCM for senior management and other relevant organs of state. Human Capital and Financial Management of the unit.

ENQUIRIES : Mr. M. Mbangi at 040-609 6424

POST 22/44 : **DEPUTY DIRECTOR: COMMUNICATION SERVICES REF NO: DRDAR/08/05/2017**

SALARY : All-inclusive package R 657 558 per annum, Level 11
CENTRE : Head Office
REQUIREMENTS : A qualification at NQF 6 level in Communications / Public Relations / Journalism. At least five (5) years relevant experience, of which at least three (3) years must be at an Assistant Director level. Thorough knowledge of Agricultural Sector as well as knowledge or experience in Government communication policies and programmes. Experience in documents layout and design as well as in the use of multi-media equipment. Good verbal and written communication skills, leadership skills, analytical and research skills, financial management skills, project management skills, propaganda and conflict management skills and ability to liaise with key stakeholders. A valid driver's license (Code EB) is essential. Candidates will be subjected to a competency assessment.

DUTIES : Develop, implement and monitor communication strategies, plans and programmes. Initiate, plan and implement campaigns of the department collaboratively. Compile publications of the department. Manage and provide appropriate leadership. Profiling of the executive management.

ENQUIRIES : Mr. M. Mbangi at 040-609 6424

POST 22/45 : **PRODUCTION SCIENTIST: ANIMAL (GRADE A) REF NO: DRDAR/09/05/2017**

SALARY : All-inclusive package R 549 639.00 per annum OSD level.
CENTRE : Western District
REQUIREMENTS : A qualification at NQF level 7 in Agriculture having majored in Animal Science. Compulsory registration with SACNASP as a Professional. At least three (3) years appropriate post qualification experience The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license (Code EB) is essential.

DUTIES : Develop and implement scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including HR and Financial Management.

ENQUIRIES : Mr. M. Mbangi at 040-609 6424

POST 22/46 : **PRODUCTION SCIENTIST: ANIMAL (GRADE A) REF NO: DRDAR/10/05/2017**

SALARY : All-inclusive package R 549 639 per annum, OSD level

CENTRE : Joe Gqabi District

REQUIREMENTS : A qualification at NQF level 7 in Agriculture having majored in Animal Science. Compulsory registration with SACNASP as a Professional. At least three (3) years appropriate post qualification experience · The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license (Code EB) is essential.

DUTIES : Develop and implement scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including HR and Financial Management.

ENQUIRIES : Mr. M. Mbangi at 040-609 6424

POST 22/47 : **CONTROL ANIMAL HEALTH TECHNICIAN REF. NO: DRDAR/12/05//2017**

SALARY : R417 552 up to a maximum R 491 847 per annum, Level 10

CENTRE : Joe Gqabi District

REQUIREMENTS : A qualification at NQF level 6 in Animal Health. At least 6 years' relevant experience, preferable in the public sector. Proof of Registration with the South African Veterinary Council. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Knowledge of Animal Health Extension Methodology and Project Planning. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driving license is essential. Computer literacy. Candidates will be subjected to a competency assessment.

DUTIES : The successful candidate will be responsible for the co-ordination and management of animal Health activities in terms of the Animal Health Diseases Act (Act 35 of 1984). Manage the detection, prevention, eradication and control of controlled and notifiable animal diseases and zoonosis through Vaccinations for animal diseases, inspections of livestock for the presence of controlled and notifiable diseases. Perform campaigns and other activities aimed at eradicating the spread of animal diseases. Manage the support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement. Identify challenges and shortcomings in Animal Health Extension Services and take initiative in resolving them. Coordinate and facilitate in Animal Health Extension Services. Coordinate the training of Animal Health Technicians. Provide guidance to Technicians and advisors.

ENQUIRIES : Mr. M. Mbangi at 040-609 6424

POST 22/48 : **CONTROL ENGINEERING TECHNICIAN REF NO: DRDAR/11/05/2017**

SALARY : R396 375 up to a maximum R453 216, OSD Level.

CENTRE : Alfred Nzo District

REQUIREMENTS : A qualification at NQF 6 level in Agriculture or Civil Engineering. At least 6 years post-qualification technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. Understanding and competence in all facets

of practices, design methods operation and maintenance of all systems in the full spectrum of the field. Proof of registration must be provided. Good technical problem-solving abilities. Appropriate experience in project management, fieldwork, formulating and setting of standards, managerial and administrative fields. Understanding of Government policies. Knowledge of the implementation of the Occupational Health and Safety Act (OHS). Knowledge of environment conservation and the National Water Act. Good interpersonal relations (good human relations) presentation, organizing and analytical skills. Proven ability to operate independently. Computer literacy. The successful candidate will be required to travel and will work away from home from time to time and may work under physically demanding conditions. He/she must be prepared to undergo intensive in-house training at different locations. A valid driving license is essential. Computer literacy. Candidates will be subjected to competency assessment.

DUTIES : Be responsible for the technical team under his control for the irrigation planning and design of irrigation systems, Manage all construction and maintenance of irrigation projects in the district. Perform quality control tasks on planning, designs, tender specifications, tender documents, construction management and reports done by subordinates. Write technical reports. Compile relevant monthly statistics and progress reports. Support subordinates in project management. Provide guidance and assist subordinates. Supervise and train subordinates in his/her division.

ENQUIRIES : Mr. M. Mbangi Tel no: (040) 609 6424

POST 22/49 : **SENIOR AGRICULTURAL ADVISORS 7 POSTS REF NO: DRDAR/13/05/2017**

SALARY : R334 545 up to a maximum of R 404 121 per annum Level 09
CENTRE : All Districts

REQUIREMENTS : A qualification in Agriculture at NQF level 7. At least six (6) years appropriate experience at Agricultural Advisor level. Knowledge of agriculture extension methodology and project planning, self-management, financial management, people management, change management, conflict management, customer focus and responsiveness. Planning and organizing skills, communication skills, presentation skills and interpersonal skills. Advanced computer skills must be demonstrated. A valid driver's license (Code EB) is essential. Candidates will be subjected to a competency assessment.

DUTIES : Ensure that government programs (CASP, LETSEMA, LANDCARE and LRAD) are implemented by each extension officer / advisor in the area. Ensure that tasks performed by Extension Technicians and Advisors are in accordance with the required norms and standards. Identify challenges and shortcomings in Extension Services and take initiative in resolving them. Execute tasks that require high-level knowledge and expertise. Financial and HR Management.

ENQUIRIES : Mr. M. Mbangi at 040-609 6424

POST 22/50 : **ASSISTANT DIRECTOR: CORPORATES SERVICES 3 POSTS REF NO: DRDAR/14/05/2017**

SALARY : R334 545 up to a maximum of R 404 121 per annum, Level 09
CENTRE : Western District (PE), TARDI & Mpofu Training Centre

REQUIREMENTS : A qualification at NQF 6 level in Human Resources Management / Public Management. At least three to six (3-6) years' experience in human resources, of which three (3) years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resources Administration, Performance Management, Human Resources Development, Employee Relations and Wellness Programmes. Good understanding of the Public Service Regulatory Framework. Experience in working on PERSAL system. People management and empowerment skill. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driving license is essential. Computer literacy and good interpersonal skills.

DUTIES : Provide HRM, HRD, Employee Relations, Employee Health and Wellness Services in the District / Center. Facilitate the recruitment process. Process applications for service benefits and exists within the Districts. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Provide

HRM & Development advice to management and staff in the District / Center. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports, staff procurement, training and development, service conditions, appointments, staff exits and transfers. Manage Corporate Services in respect to ICT and Office Services.

ENQUIRIES : Mr. M. Mbangi at 040-609 6424

POST 22/51 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: DRDAR/15/05/2017**

SALARY : R334 545 up to a maximum of R 404 121 per annum, Level 09
CENTRE : O.R. Tambo District
REQUIREMENTS : A qualification at NQF level 6 in Commerce / Internal Auditing. Internal Auditing and Accounting must be major subjects. At least three to six (3-6) years' relevant experience of which three (3) years as Senior State Accountant. A good understanding of the PFMA, Treasury Regulations and other relevant policies. Good interpersonal, liaison and presentation skills. Ability to supervise and manage staff is compulsory. Good interpersonal skills, verbal and written communication skills. A valid driving license (Code EB) is essential. Computer literacy.

DUTIES : Ensure that all commitment documents comply with relevant prescripts and procurement processes and procedures. Ensure that all payment vouchers comply with the relevant prescripts and payment processes and procedures. Ensure prevention of irregular and unauthorized expenditure.

ENQUIRIES : Mr. M. Mbangi at 040-609 6424

POST 22/52 : **ASSISTANT DIRECTOR: ICT REF NO: DRDAR/16/05/2017**

SALARY : R334 545 up to a maximum of R 404 121 per annum, Level 09
CENTRE : Head Office
REQUIREMENTS : A qualification at NQF level 6 in Information and Communication Technology. At least a minimum of 3 years relevant experience at a Supervisory level. Ability to coordinate Information and Communication Technology issues. Ability to work under pressure. Ability to supervise and manage staff. Good interpersonal skills, verbal and written communication skills. A valid driving license (Code EB) is essential.

DUTIES : Coordinate provincial IT related issues. Develop and implement service level agreement and monitoring strategy. Rendering first line technical support to users on transversal systems, network and applications. Develop and manage updating of user's database. Advising and empower users on fault reporting and ICT issues. Ensure compliance with ISS (Information Security System), policies and procedures. Coordinate GITO functions across the Department. Rendering advice on all aspects relating to information systems and technology to the Department. Ensure security of all IT infrastructure. Ensure the availability, integrity, access, storage and security of all data within the Department.

ENQUIRIES : Mr. M. Mbangi at 040-609 6424

POST 22/53 : **VETERINARY TECHNOLOGIST REF NO: DRDAR/17/05/2017**

SALARY : R281 418 up to a maximum of R 331 497 per annum, Level 08
CENTRE : Chris Hani District
REQUIREMENTS : A qualification at NQF level 6 in Veterinary Technology. Registration with the South African Veterinary Council. 3 years' experience in veterinary laboratory diagnostic services. Computer literacy. Good interpersonal skills, verbal and written communication skills. A valid driving license (Code EB) is essential.

DUTIES : Undertake Veterinary Laboratory Diagnostic testing. Field investigation and sampling, Receive, collect, register, and process specimens, Analyze and interpret laboratory diagnostic test readings, Use approved methods and techniques to carry out diagnostic tests, Review and verification of test results. Coordinate and supervise the activities of the Veterinary laboratory assistants in the Laboratory. Allocate responsibilities to Veterinary laboratory assistant and oversee analysis done, Analyze and interpret laboratory diagnostic test readings. Provide advice on the results of the diagnostic tests, Disseminate information to the public, farmers, and organized agriculture on the results of diagnostic tests and types of diagnostic tests available, Develop and implement new

procedures, techniques and / or equipment to ensure that an efficient and effective Veterinary Diagnostic service is rendered. To perform administrative and related functions. Produce reports of laboratory analysis on a daily, monthly and annual basis, Forward planning of procurement for the laboratory section under his/her responsibility, Stock control of the Laboratory, Control and maintenance of laboratory equipment, including calibration verification and Compile Standard operation.

ENQUIRIES :

Mr. M. Mbangi at 040-609 6424

POST 22/54 :

ANIMAL HEALTH TECHNICIAN REF NO: DRDAR/18/05/2017

SALARY :
CENTRE :
REQUIREMENTS :

R281 418 up to a maximum of R 331 497 per annum, Level 08
Chris Hani District

A qualification at NQF level 6 in Animal Health. Proof of Registration with the South African Veterinary Council. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driving license (Code EB) is essential. Candidates will be subjected to a competency assessment.

DUTIES :

The successful candidate is expected to plan and implement disease control. Measures, which would, entail Administering of vaccinations for animal diseases, Collect specimens, examine and dispatch samples with regard to animal diseases and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of noticeable diseases. Participate in campaigns and other activities aimed at eradicating the spread of animal diseases. Render a support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement, which would, entail Conducting inspections of animals, animal products, vaccine distribution points and installations where animal products are processed. Assist the State Veterinarian with investigations relating to surveys, post mortems and animal diseases. Obtaining and processing of epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary road blocks, and border posts. Provide extension services on animal health to animal owners.

ENQUIRIES :

Mr. M. Mbangi at 040-609 6424

POST 22/55 :

ENGINEERING TECHNICIAN 2 POSTS REF NO: DRDAR/19/05/2017

SALARY :
CENTRE :
REQUIREMENTS :

R274 440 up to a maximum of R 295 638 per annum OSD level.
Alfred Ndzo District & Joe Gqabi District

A qualification at NQF level 6 in Civil Engineering. Three (3) years post qualification experience. Proof of registration with ECSA as Professional Engineering Technician. Good writing and verbal communication skills. Ability to conduct meetings. Budgeting and financial management skills. Organizing and planning skills. Knowledge of administrative procedures in the Public Service. Good Organizing & facilitation skills/ verbal and written communication skills, good interpersonal skills. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driving license (Code EB) is essential.

DUTIES :

Evaluation of business proposals and preparation of relevant feasibility reports. Planning and design of agricultural infrastructure. Preparation of operation and maintenance manuals for design systems. Installation of infrastructure including detailed designs, specifications and drawings for tender documents in line with CIDB regulations. Construction management and supervision. Attend meetings and writing reports. Advising farmers on the management and maintenance of infrastructure.

ENQUIRIES :

Mr. M. Mbangi at 040-609 6424

POST 22/56 :

PERSONAL ASSISTANTS TO COO & CHIEF DIRECTOR: RURAL DEVELOPMENT AND TO DISTRICT DIRECTOR: OR TAMBO DISTRICT 3 POSTS REF NO: DRDAR/20/05/2017

SALARY :

R226 611 up to a maximum of R 266 943 per annum, Level 07

CENTRE REQUIREMENTS : Head Office (2) & OR Tambo District
 : A qualification at NQF level 6 in office management/secretarial studies. A minimum of 3 years' experience in rendering secretarial support. Experience in scheduling, diary management, telephone etiquette and stakeholder relations. The candidate must be proficient and have knowledge of a range of software package (Advance MS Office). Exceptional written and oral communication, planning, and organizational skills. Show discretion with confidential information. Must be presentable, people's person with excellent interpersonal skills and portray front line image. Thorough understanding of Public Service and its processes. Candidates will be subjected to a competency assessment.

DUTIES : Implement and manage all administrative systems, processes and procedures in the Senior Management office. Manage the Directors' appointment schedule and diary. Prepare correspondence, reports, and materials for meetings. Perform general administrative and secretarial duties. Organize work by reading, routing correspondence, collecting information and initiating telecommunications. Organize and maintain office systems including filling (manually and electronically) and general office housekeeping.

ENQUIRIES : Mr. M. Mbangi at 040-609 6424

POST 22/57 : **STATE ACCOUNTANT: PAYMENTS Ref NO: DRDAR/21/05/2017**

SALARY CENTRE REQUIREMENTS : R226 611 up to a maximum of R 266 943, per annum, Level 07
 : Alfred Nzo District
 : A qualification at NQF level 6 in Financial Management majoring in Accounting / Cost & Management Accounting. Three (03) years' relevant experience in expenditures services. Knowledge of Financial Management / Budget planning and implementation. Good knowledge of BAS and Logis. Communication and Interpersonal skills. Knowledge of PFMA and Public Service Regulations and Treasury Regulations.

DUTIES : Checking and counter-signing of payments documentation. Processing and reconciliation of Sundry Creditor transactions. Preparation of reconciliation of creditors on a monthly basis. Processing of payments in the District. Maintaining commitment registers and journals in the District. Handling account queries in the District. Monitoring the processing of creditors, sundry and transfer payments. Preparing journals on misallocated codes. Perform supplier reconciliation. Checking of creditors and sundry payment vouchers. Prepare payment cycle, creditor age analysis and accruals. Pre-authorize payments on Logis. Monitoring of documents center. Compile and submit accrual reports on a monthly basis. Attend to audit queries. Attend to queries from suppliers.

ENQUIRIES : Mr. M. Mbangi at 040-609 6424

POST 22/58 : **DRIVER (EXTRA HEAVY) 2 POSTS REF NO: DRDAR/22/05/2017**

SALARY CENTRE REQUIREMENTS : R127 851 up to a maximum of R 150 606 per annum, Level 04.
 : Dohne
 : Minimum of Grade 10. Grade 12 will be an added advantage. A valid driving license (Code 10 / 11) with PDP. Three years previous experience as a Driver in the public service. Good understanding of routes in-between towns or cities in Eastern Cape Province as well as nationally. Candidates will be subjected to a compulsory driving competency test. Extra heavy driver's licence will be added advantage.

DUTIES : Driving of State vehicles. Routine maintenance of vehicles, garaging of vehicles and the timely reporting of defects. Keep record of trips and goods handled.

ENQUIRIES : Mr. M. Mbangi at 040-609 6424

POST 22/59 : **COMMUNITY ANIMAL HEALTH WORKER 4 POSTS REF NO: DRDAR/23/05/2017**

SALARY CENTRE REQUIREMENTS : Salary Notch: R 107 886.00 up to a maximum of R 127 086 per annum, Level 03
 : Alfred Nzo District
 : Minimum of Grade 10 and related experience to dipping functions. Grade 12 and animal health experience will be added advantage. Candidates will be subjected to a competency assessment.

<u>DUTIES</u>	:	Count and record cattle for dipping. Ensure that water level for dipping is correct. Mixing of dipping material. Monitor dipping. Clean entrance to dipping kraal and drainage area after each dipping. Do minor dipping tanks repairs. Ensure that dipping material is safeguarded. Report to Animal Health Technician any defects and problems that need attention. Assist with vaccinations, treatments and restraining of animals during castration and dehorning.
<u>ENQUIRIES</u>	:	Mr. M. Mbangi at 040-609 6424
<u>POST 22/60</u>	:	<u>FARM AID 13 POSTS REF NO: DRDAR/24/05/2017</u>
<u>SALARY</u>	:	Salary Notch: R 90 234.00 up to a maximum of R 106 290 per annum, Level 02
<u>CENTRE</u>	:	Dohne Satellites (12), Mpofu
<u>REQUIREMENTS</u>	:	Minimum of Grade 10 and related exposure to farming functions. Candidates will be subjected to competency assessment. Grade 12 will be added advantage
<u>DUTIES</u>	:	Rendering support necessary for the effective operation of a farm.
<u>ENQUIRIES</u>	:	Mr. M. Mbangi at 040-609 6424
<u>POST 22/61</u>	:	<u>CLEANER REF NO: DRDAR/25/05//2017</u>
<u>SALARY</u>	:	R90 234 up to a maximum of R 106 290 per annum, Level 02
<u>CENTRE</u>	:	Joe Gqabi District
<u>REQUIREMENTS</u>	:	ABET plus appropriate experience relating to general cleaning and maintenance. Candidates will be subjected to a competency exercise.
<u>DUTIES</u>	:	Cleaning and maintenance of offices and agricultural premises.
<u>ENQUIRIES</u>	:	Mr. M. Mbangi at 040-609 6424

ROVINCIAL 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.

<u>APPLICATIONS</u>	:	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 rd Floor: Tyamashe Building, Bhisho. Enquiries: Ms B. Ndayi Tel no: (040) 1010 072/071
<u>FOR ATTENTION</u>	:	Bonelwa Ndayi
<u>CLOSING DATE</u>	:	15 June 2017
<u>NOTE</u>	:	Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to 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 will be given preference and for all posts people with disabilities will be given preference.

MANAGEMENT ECHELON

<u>POST 22/62</u>	:	<u>DIRECTOR INFRASTRUCTURE MONITORING REF NO: PT 13/05/2017</u>
<u>SALARY</u>	:	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). Level 13
<u>CENTRE REQUIREMENTS</u>	:	Bhisho: Head Office NQF Level 7 i.e. Degree as recognized by SAQA in Accounting / Economics / Built Environment or related field plus Minimum of 7-8 years' experience in Financial Management / Public Finance / Built Environment with an emphasis in public sector infrastructure delivery of which 5 years must have been at middle management level (minimum Deputy Director Level).
<u>DUTIES</u>	:	Manage the monitoring and reporting of over- and under-expenditure for infrastructure project implementation by provincial departments and public entities: Report on infrastructure budget and expenditure performance. Provincial Portfolio, Program and Project technical analysis of expenditure performance and projected expenditure versus budget allocations, identify risk issues for under- or over-expenditure and provide technical guidance. Review the infrastructure committed budget proposals in terms of norms and standards, affordability, provincial goals, life cycle costing and maintenance plans. Monitor and report that infrastructure projects are managed efficiently, effectively, economically and equitably. Monitor and report that departments and Implementing Agents comply with the PFMA, IDMS, SIPDM, DORA and PIDF requirements. Coordinate and review the submission of regular consolidated reports to all relevant stakeholders on progress made with infrastructure planning, expenditure and implementation. Monitor and report on the performance of infrastructure units within sector departments and make recommendations on capacitation requirements. Monitor and report expenditure for infrastructure projects of provincial departments in terms of value for money considerations: Report on number of infrastructure facilities delivered within time, cost and quality (Infrastructure Reporting Model). Monitor and report on departmental infrastructure projects to determine if they are planned in line with norms and standards requirements. Manage and coordinate that the infrastructure site visits take place to investigate elements of value for money (e.g. earned value analysis, quality assurance, payments are compared against physical progress made with infrastructure project implementation, strategic brief information and relevant project documentation). Manage and coordinate the follow up actions resulting from site visits. Manage and coordinate continuous research in terms of seeking best practice, implementation and monitoring of current performance to determine methods to improve the delivery of infrastructure. Implement and manage risk, finance and supply-chain management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that procurement planning takes place, that specifications are developed timeously, and that there is compliance with supply chain processes. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage Area of Responsibility: Support and co-ordinate the effective and efficient running and management of the Unit. Implementation of service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the recruitment, selection and placement of staff is according to laid down policy and procedure. Ensure the implementation and management of risk, finance and supply-chain management protocols and prescripts in area of responsibility
<u>ENQUIRIES</u>	:	Ms B Ndayi Tel no: (040) 1010 072/071

POST 22/63 : **DIRECTOR: MACRO ECONOMIC ANALYSIS REF NO: PT 14/05/2017**

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), Level 13

CENTRE : Bhisho: Head Office

REQUIREMENTS : NQF Level 7 i.e. Degree as recognised by SAQA in Economics / Finance Accounting. Postgraduate qualification will be an added advantage coupled with 8-9 years experience in Economics or a related field of which 5 years must have been at middle management level (Deputy Director Level). **SKILLS:** In depth understanding of legislative framework that governs the Public Service. Knowledge & application of PFMA, Alliance building, Supply Chain Management policies and practices. Knowledge of Risk management policies and practices. Project appraisals. Strategic Capability and Leadership. Programme and Project Management. Budget and Financial Management. Change Management, Knowledge Management, Project Management. Information Management, Data analysis and research. Economic analysis, Service Delivery Innovation. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written) and Computer Literacy.

DUTIES : To Provide Strategic Leadership in the Planning And Implementation of a Credible and Sound Budget By: Determining and analysing key economic variables, their inter-relation and relevance for the budget. Determining the potential and constraints for growth and development and their interaction with governmental spending and revenue patterns/trends. Determining alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators (provincial economic review). Assessing the impact of previous fiscal policy objectives on selected economic variables. Developing institutional coordination and sector integration. Researching and conducting analysis of social sectors and economic investment issues. Implement and manage risk, finance and supply-chain management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage Area of Responsibility: Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility).

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

OTHER POSTS

POST 22/64 : **EXECUTIVE SUPPORT TO DDG: CORPORATE MANAGEMENT REF NO: PT. 15/05/2017**

SALARY : All inclusive package of R 657 558 per annum, Level 11

CENTRE : Bhisho: Head Office

REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Public Administration /

Finance / Public Management or any other related field plus Minimum of 5 years experience in a relevant field (specifically program / project management) of which 3 years must have been at middle management level (Assistant Director Level). A Postgraduate qualification in the above areas will be an added advantage. SKILLS: Knowledge and application of Legislation, regulations and policies that governs the Public Service (PFMA, Treasury Regulations, PSR.). Good project management skills, financial management acumen, people management skills. Excellent communication skills (verbal and written), computer literacy, problem solving and decision making abilities as well as customer orientation and focus.

DUTIES

: Provide direction and guidance on the effective management of the office of the DDG: Ensure staff adhere to relevant protocols in the day to day running of the DDG office. Provide an oversight role in the implementation of governance systems and take corrective action where necessary. Develop internal control systems, policies and procedures. Ensure that internal control systems, policies and procedures are adhered to at all time. Prepare and distribute Annual Planner for the Programme and ensure adherence to it. Maintain high standards of professionalism by ensuring that the team / unit produces excellent work in terms of quality, quantity and timeliness. Advise and sensitise the DDG and CD's of upcoming events and the preparations required for these events. Recommend systems that will help support service delivery in the unit to DDG so as to achieve Programme objectives. Support the programme by providing strategic and technical leadership in order to ensure the full execution of departmental plans and programmes: Facilitate the preparations for the development of the Annual Performance Plan (APP) and monitor its implementation in the Programme.- Coordinate the development of stakeholder protocols and monitor the implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the development of the Annual Operational Plan and monitor its implementation. Coordinate and consolidate all Programme reports and other required submissions timeously within the stipulated timeframes and submit them to the DDG. Coordinate Chief Directorate meetings and ensure that optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate and distributed within 5 working days. Make follow up on resolutions taken during the meetings. Provide support towards ensuring appropriate and sound finance, human resource management: Facilitate the timeous submission of Performance Agreements for the Programme and quality check these prior to submission to DDG. Facilitate the timeous conduct of quarterly Performance Assessments / Evaluations and the submission thereof. Provide input to the annual budget process. Ensure effective expenditure control which is in line with the approved budget for the Programme. Ensure the management, safekeeping and maintenance of assets in the DDG office. Maintain proper financial records in the office of the DDG. Analyse monthly, quarterly and any other ad hoc reports so as to identify risks that could negatively impact programme performance, advise DDG and CD's and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Facilitate the budget preparations, recruitment and procurement plans within the stipulated timeframes. Review IYM report to Financial Management and quarterly report to OSM and ensure that the information contained therein is accurate, variances on IYM are costed and that mitigation plans on variances are valid. Ensure timely reporting on Procurement Plans to SCM, Recruitment Plans to HR, Risk Management and Audit Improvement Plans and responses to CFO and the Performance Report, and follow up on deviations
Ms B Ndayi Tel no: (040) 1010 072/071

ENQUIRIES

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POST 22/65

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EXECUTIVE SUPPORT TO DDG: FINANCIAL GOVERNANCE REF NO: PT 16/05/2017

SALARY CENTRE REQUIREMENTS

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All inclusive package of R 657 558 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 Finance or Auditing, plus 5 years' experience in an accounting environment, of which a minimum of

three (3) years must be in the immediate lower position (Assistant Director level management experience). Having completed articles of clerkship, possession of a relevant postgraduate qualification and experience in the public sector financial environment will be an added advantage. Competencies: Proven record of interacting at a strategic level with advanced project management and communication skills. Advanced technological skills (competent on the use of Microsoft Applications, innovation capabilities, change management and excellent problem solving skills. A clear understanding of the PFMA, Treasury Regulations, MFMA, GRAP, GAAP, complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers' licence.

DUTIES : Support the office of the Deputy Director-General on the planning an execution of departmental programmes, including stakeholder management, preparing and reporting on programme budgets, preparation of management reports, develop and maintain service standards, develop and communicate operating procedures, manage correspondence, manage programme performance around leave, assets, meetings administration and Performance Management and Development Systems (PMDS) to ensure overall programme effectiveness in line with the applicable legislation and / policies.

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

POST 22/66 : **EXECUTIVE SUPPORT TO DDG: MUNICIPAL FINANCIAL GOVERNANCE REF NO: PT.17 /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 Finance or Auditing or Public Administration, plus 5 years' experience in an accounting or public administration environment, of which a minimum of three (3) years must be in the immediate lower position (Assistant Director level management experience). Having completed articles of clerkship, possession of a relevant postgraduate qualification and experience in the public sector financial environment will be an added advantage. Competencies: Proven record of interacting at a strategic level with advanced project management and communication skills. Advanced technological skills (competent on the use of Microsoft Applications, innovation capabilities, change management and excellent problem solving skills. A clear understanding of the PFMA, Treasury Regulations, MFMA, GRAP, GAAP, complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers' licence.

DUTIES : Support the office of the Deputy Director-General on the planning an execution of departmental programmes, including stakeholder management, preparing and reporting on programme budgets, preparation of management reports, develop and maintain service standards, develop and communicate operating procedures, manage correspondence, manage programme performance around leave, assets, meetings administration and Performance Management and Development Systems (PMDS) to ensure overall programme effectiveness in line with the applicable legislation and / policies.

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

POST 22/67 : **DEPUTY DIRECTOR: INFRASTRUCTURE MANAGEMENT REF NO: PT. 18/05/2017**

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 Accounting / Economics / Building Environment or relevant field plus Minimum of 5 year's experience in Financial Management/ Business / Built Environment in public sector infrastructure delivery of which 3 years must have been at middle management Level (Assistant Director level). Competencies: Knowledge of Microsoft Office especially for

DUTIES

Advanced Excel, Graphs and Pivot Table Interpretation. Contract Management incl. Construction Procurement. Financial Modelling (analysis of economic viability).

: Analyse the infrastructure funding frameworks and long term infrastructure planning. Integrated portfolio management plans: Analyse departmental infrastructure projects to determine if they are planned in line with norms and standards requirements. Analyse infrastructure in sector departments to ensure that they maintain their facilities in line with the PFMA and GIAMA. Provide inputs into the provincial infrastructure strategy as well as support and monitor the implementation of strategy. Analyse the Construction Procurement Strategy of the infrastructure departments and ensure that the IDM Risk Management System is implemented. Analyse Service Plans, U-AMPS and C-AMP, departmental construction procurement strategies, IPMP and IPIPs in terms of value for money, financial credibility and compliance. Analyse SDA to ensure compliance with Provincial IDMS requirements. Analyse the alignment of IDPs with Provincial Infrastructure Plans. Analyse relevant provincial infrastructure plans and budgets and provide expert infrastructure inputs and guidance: infrastructure expenditure performance report: Analyse infrastructure committed budget proposals in terms of norms and standards, affordability, provincial goals, life cycle costing and maintenance plans and provide support to infrastructure departments. Check that the committed budget proposals and recommendations are correctly captured. Analyse the credibility of budgets and financial data and make recommendations. Assist in analysing projects to ensure that infrastructure projects are closed out timeously and make recommendations for corrective actions. Draw expenditure reports from the system and analyse these together with infrastructure spending reports. Conduct an analysis and compile report with recommendations on the alignment and correctness of data between IYM, IRM and BAS. Assist in the compilation of presentations and provincial consolidated reports to all relevant stakeholders on progress made with infrastructure planning, spending and implementation of infrastructure projects. Assist in analysing whether departmental infrastructure procurement takes place in line with approved plans. Analyse whether infrastructure departments incorporate the asset life cycle management and maintenance into plans. Analyse infrastructure project cash flow projections and assist in providing recommendation to improve performance. Support departments to comply to DORA / requirements and to institutionalise best practice activities in line with the IDMS. Analyse provincial infrastructure capacitation challenges (including resourcing and training). Assist in updating all sector departments' with changes in reporting modules and legislative requirements. Analyse over/under spending for infrastructure projects of provincial departments in terms of value for money considerations and make recommendation for corrective measures: number of infrastructure facilities delivered within time, cost and quality (infrastructure reporting model): Analyse and provide assistance so that infrastructure projects comply with the IDMS project management gateway system. Assist with infrastructure, budget and payments within departments to address infrastructure payment bottlenecks as it impacts significantly on time, cost and quality aspects for infrastructure projects. Provide assistance on infrastructure projects so that they comply with a framework for standardized unit costing. Undertake infrastructure site visits to assist in the investigate elements of value for money (e.g. payments are compared against physical progress made with infrastructure project implementation, strategic brief information and submit reports). Assist in analysing project information from site visits, make recommendations in terms of corrective actions and update information into the GIS system. Assist in checking whether departments are utilising project close out guidelines (including the capitalisation of projects on to the asset register. 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

ENQUIRIES : Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.
Ms B Ndayi Tel no: (040) 1010 072/071

POST 22/68 : **DEPUTY DIRECTOR: TRANSVERSAL INTERNAL AUDIT SERVICE REF NO: PT 19/05/2017**

SALARY : All inclusive package of R 657 558 per annum, Level 11
CENTRE : Bhishe: Head Office
REQUIREMENTS : An appropriate B.Com degree or three year National Diploma in Internal Auditing or Auditing (A relevant post-graduate qualification/ BTech in Internal Auditing or Auditing, CIA, IAT, PIA or Accreditation in QAR will be an added advantage). Appropriate minimum of five (5) years' Internal Audit experience, of which a minimum of three (3) years must be in the immediate lower position (Assistant Director level management experience).

DUTIES : Monitor compliance with the international standards for professional practice of internal auditing (ISPPF): Manage the review / development of standard Internal Audit and Audit Committee Charters. Provide guidance on how charters should be developed by Internal Audit units and Audit Committees. Provide recommendations and guidance on how standards should be applied by the departments. Determine that all departments have standard documents for their day to day operations. ie. Charters, Internal Audit Manuals and Internal Audit Methodology. Conduct workshops for Provincial departments on Internal Audit methodology. Provide guidance on development of departments' 3 year and 1 year Internal Audit Plans. Review provincial departments recommendations whether they are achievable and workable. Report on progress against Internal Audit Plans for departments. Promote the image of internal audit both internally and externally: Provide open understanding of sound Internal Audit and Audit Committees in the province. Engage Chief Audit Executives of departments and other relevant stakeholders of emerging issues which places a lot of lateral thinking and analytical abilities during (CAEF) Chief Audit Executive's Forum. Engage Audit Committee Chairpersons of all departments and other relevant stakeholders of emerging issues. Assess the performance of Audit Committees in the province. Monitor and report on the performance of all Internal Audit units and Audit Committees in the province. Provide secretariat duties on the sittings of CAEF and ACCF meetings. Perform Specialised Audits: Perform the Internal Quality Assurance Reviews for departments. Monitor, advise and report on the implementation of Quality Assurance Improvement Plans. Coordinate the External Quality Assurance Reviews. Ensure that Quality Assurance Reviews reports are finalised and reported to relevant departments timely. Perform Information Communication Technology audits (ICT Audits) in-house as well as manage the ICT Audits conducted by the service providers. Provide inputs into the Terms of Reference for procurement of service providers to conduct Specialised Audits i.e. ICT & Performance Audits. Manage Service Level Agreements of the service providers conducting Specialised Audits. Ensure Specialised Audits reports are completed and reported timely. Monitor implementation of recommendations: Monitor department's Internal Audit Units to produce reliable, accurate and factual reports on internal controls provincially. Facilitate the development of best practice monitoring tools that are suitable for Internal Audit functions. Analyse and provide recommendations on how audit reports should be structured, presented and well populated. Provide technical support and capacity building in provincial departments and entities: Identify key Internal Audit training and capacity building initiatives in respect of topical key areas of the profession and ensure coordination of such training. Provide Continuous Professional Development training for Internal Audit throughout the province. Analyse and workshop departments on service delivery performance areas in the province

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

POST 22/69 : **DEPUTY DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: REF NO. PT. 20/05/2017**

SALARY : All inclusive package of R 657 558 per annum, Level 11

CENTRE REQUIREMENTS : 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 Management/Financial accounting plus Minimum of 5 years' experience in Finance or related field of which 3 years must be at middle managerial level (Assistant Director level). Previous experience in monitoring or working in Municipal environment is essential.

DUTIES : Provide guidance and assistance on the technical application of accounting standards in compliance with the financial reporting framework as required by the municipal finance management act: Assess and determine the capability and capacity of Municipalities in relation to the implementation of the latest prescribed GRAP Reporting Framework as well as updates on Standards of GRAP and submit inputs for risk based training plan to the Director to improve compliance. Roll out training, provide advice and technical assistance/application on GRAP related issues to municipalities in the district in consultation with National Treasury. Prepare response to improve the quality of financial reporting by conducting research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board for submission to the Director. Conduct selected municipal visits to assess the readiness of municipalities to submit quality Annual Financial Statements, by monitoring of AFS plans, implementation of audit action plans and completeness of Audit File and compile report to the Director with recommendation to improve compliance with the MFMA. Provide report to the supervisor on the analysis and interpretation of Annual Financial Statements to ascertain financial health of municipalities. Monitor SCOA Implementation Plans of municipalities against set timelines to improve compliance with SCOA Regulations to ensure alignment with GRAP Standards and Business Processes. Assess, advise and monitor municipalities with preparation of monthly, quarterly and annual financial statements. Review the analysis of Consolidated Management Report to identify common issues and for dissemination to municipalities and roll out transversal support. Monitor and report on timeous submission of AFS for each Municipality in the district as per the MFMA requirements. Direct, co-ordinate and conduct research for the development of Position Papers, on technical GRAP issues that affect the municipalities to provide clear guidance, application and direction. Participate, in the Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms. Coordinate, manage and provide a high-level review of AFS for each municipality prior to submission for audit in order to reduce financial misstatements. Conduct sessions and provide Financial Standing Procedure Manuals relating to Accounting in consultation with National Treasury. Guiding and advising stakeholders on accounting practice and issues and compile documents/presentations for discussion on various topics related accounting on various sessions. Respond to queries raised on accounting issues by providing advice and technical assistance to municipalities. To provide assistance, support and control mechanism on issues of compliance to supply chain management (SCM), asset management (AM): Develop analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities for submission to the Director. Conduct analysis of municipal SCM policy against the SCM Model Policy, legislation regulatory framework as well as National Treasury policy and practice notes and against any determined assessment tool ensuring that municipal SCM policy is aligned to current legislation and policy frameworks for SCM. Designing and implementing SCM / moveable asset management training Interventions to develop skill and capacity within municipalities. Assessment of compliance of regulatory framework for supply chain and moveable asset management. Monitoring that policy has been tabled before the municipal council and report on approved SCM Policy and assessment submitted to National Treasury. Conduct research on queries/issues raised on SCM & AM through the help desk by municipalities and prepare response on improving compliance for submission to the Director. Conduct assessment on the functionality of Bid Committees as per developed checklist and provide advice on gaps identified. Participate in supplier open days and supplier developmental initiatives. Monitor mSCOA Implementation

Plans of municipalities against set timelines to improve compliance with mSCOA Regulations to ensure alignment with SCM/AM Regulations and Business Processes. Assess the training needs as support/intervention for municipalities to improve compliance to each district's unique needs and submit inputs for risk based/bespoke training plan to the Director. Evaluate reports and conduct research to improve integrity of data on the financial systems to assist in compliance with SCM regulations. Conduct Budget assessment on the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans and provide report to the Director on the recommendations to improve compliance with the MFMA. Monitor compliance with financial assets and liabilities and revenue management: Assist in monitoring financial asset management compliance and compile a report. Assist with advisory services and commentary in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities. Monitor and facilitate the implementation of the recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. Manage Area of Responsibility: Supervise and co-ordinate the effective and efficient running and management of the directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the directorate's Annual Operational Plans monitor and report on the implementation thereof monthly, quarterly and annually (Effective Performance Management). Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Assess knowledge and technical capabilities of directorate officials to support training and development of skills. Preparing and presenting quarterly operational reports to the relevant key stakeholders. Ensure the implementation and management of risk, finance and supply-chain management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the directorate's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

- ENQUIRIES** : Ms B Ndayi Tel no: (040) 1010 072/071
- POST 22/70** : **PROJECT MANAGER: PERSAL CENTRALISATION (ONE YEAR CONTRACT): REF NO. PT. 21/05/2017**
- SALARY CENTRE REQUIREMENTS** : All inclusive package of R 657 558 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 Public Management / Human Resource Management or any related field coupled with Minimum 5 of year's experience in Recruitment and Selection environment of which 3 years must be at middle managerial level (Assistant Director Level). Knowledge of PERSAL system. PERSAL certificate(s) must be attached. Understanding of relevant legislative framework policies and prescripts that govern recruitment and selection process in the Public Service. Competencies: In-depth knowledge of the legislative framework that governs the Public Service. Knowledge, understanding and application of legislative framework, policies and prescripts that govern the Recruitment and Selection process in the Public Service. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Other, 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. Good Communication Skills (verbal and written)

DUTIES : Manage authorisation of appointments: Monitor and manage compliance by the departments during submission of appointment files. Ensure correct procedures and processes are followed when files are submitted. Liaise with DG's office on matters related to compliance. Coordinates meetings with all relevant stakeholders (internal and external clients). Ensure that timelines for the authorisation of appointment are met. Provide advice on the opening of codes and granting permission for PERSAL special runs on matters related to appointments. Develop policies, procedures and strategies for the management of authorization of appointments: Develop SOP for Authorisation of appointment. Development of procedure manuals. Development of guidelines/ templates for the smooth running of the appointment centre. Communicate with departments on matters of compliance. Coordinate bi-annual meetings with departments for the feedback on the project. Preparation and presentation of reports and statistics to the management: Coordinate compilation of all statistics by authorizers and make consolidation. Prepare progress reports and make high lights on challenges and recommendations thereof. Present reports to the Provincial Treasury. Provide technical advice on challenges related to authorization of appointments. Manage analysis of PERSAL reports i.e list of all types appointments processed per month, quarter etc. 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, provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage employee performance daily and ensure timely authorization of appointments. Ensure development & implementation of work plans for all supervisees.

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

POST 22/71 : **4 POSTS OF PERSAL APPOINTMENT AUTHORISER: PERSAL CENTRALISATION REF NO. PT. 22/05/2017**
One Year Contract

SALARY : R226 611 per annum, Level 07
CENTRE : Bhishe: Head Office
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management / Public Admin / Public Management / Finance/ IT with 2 year's experience in Human Resource Management environment or systems. Understanding of Treasury environment and budget controls will be an added advantage. Knowledge of PERSAL system. Copy of PERSAL certificate(s) must be attached Competencies: Human Resource Management prescripts and legislation and PERSAL. Project Management, Analytical thinking, Decision Making, Planning and Organising. People Management, Good Communication Skills (verbal & written). Computer Literate.

DUTIES : Support departments on the implementation of appointments: Receive appointment files from various departments. Verify supporting documents for appointment on files received. Prepare receiving register for record purposes. Confirm availability of funds for appointments: Process submission to Budget Office for budget/funds verification. Make a follow-up with Budget office on the submission made to determine the availability of funds for appointments. Authorize appointments on persal system: Verify if appointment details are correctly captured on PERSAL. Authorize appointment transaction on PERSAL. Stamp verified documents during authorization. Render administrative support services on compilation of statistics: Compile and submit weekly statistics of all authorized and rejected appointments.

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

POST 22/72 : **PERSONAL ASSISTANT TO DIRECTOR: MUNICIPAL FINANCIAL GOVERNANCE: ALFRED NZO: REF NO: PT. 23/05/2017**

SALARY : R226 611 per annum, Level 07
CENTRE : Mount Ayliff
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration or any other related qualification coupled with Minimum of 2 years working experience in office administration environment.

DUTIES : Provide secretarial / receptionist support service to the director: Receive telephone calls. Perform advanced typing for the Director. Operate and ensure that office equipment, e.g. fax machine and photocopies are in good working order. Records the engagements of the Director. Coordinate, sensitize and advises Director regarding his / her engagements. Compile schedules of all appointments. Render administrative support services to the office of the director: Ensure effective flow of information and documents from and to the office of the Director. Ensure the safe keeping of all documentation in the office of the Director in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g. Progress Reports, Monthly Reports, and Management Reports. Scrutinise routine submissions / reports and make notes or recommendations for the Director. Respond to enquiries received internal and from external stakeholders. Draft document as required. File documents for the Director and the Directorate where required. Collects, analyse and collates information as requested by the Director. Clarifies instructions and notes on behalf of the Director. Coordinate travel arrangements on behalf of the Director. Prioritise issues in the office of the Director. Manage leave register and telephone Accounts for the office of the Director. Administer procurement of standard items (stationery & refreshments) for the Office of the Director. Obtain necessary signatures on documents items like procurement and monthly salary reports. Provide support to the director regarding meetings and directorate meetings: Scrutinise documents to determine actions / information/ other documents required for the meeting. Collects and compiles necessary documents for the Director to inform him / her on the contents. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes for the Director as required. Coordinates logistical arrangement for the meetings when required. Support director with the administration of the directorate's budget: Collects and coordinate all documents related to the Directorates budget. Assist Director in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alerts Director of possible over – and under spending. Check and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the Director and compile a draft memorandum for this purpose.

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

DEPARTMENT OF SAFETY AND LIAISON

APPLICATIONS : Post to: The Senior Manager: Department of Safety and Liaison; Private Bag 0057, Bhishe, 5605; Hand Delivery: No 7 Taylor Street, Archies Building, King Williams Town 5601.

FOR ATTENTION : Ms NA Zuma
CLOSING DATE : 15 June 2017

NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting,

qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

OTHER POSTS

- POST 22/73** : **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: ESL/2017/02/01**
- SALARY** : R334 545 – R404 121 per annum, Level 09
CENTRE : Bhisho
REQUIREMENTS : Grade 12, three year degree / national diploma in Social / Behavioural science /Psychology/Social Work or relevant qualification. Three year (3) year supervisory level experience in Employee Wellness Programmes. A valid driver's licence and must be willing to travel. **SKILLS:** In-depth knowledge of the public service prescripts, employee health and wellness intervention programmes. Knowledge of employee wellness framework. Proven computer literacy in MS Office (MS Word, MS Excel, and MS .Outlook, ability to administer counsellor. Good communication (verbal and written). Ability to work under pressure for extended hours.
- DUTIES** : Responsible to develop, implement wellness programmes (HIV & TV management, Health and Productivity Management, Wellness & SHEQ Management. Facilitate the functionality of Wellness Committee. Manage all resources of the section (physical, human and financial). Develop partnership and network with relevant stakeholders. Manage and analyse data and other wellness information for reporting purposes and produce reports thereof. Manage high level of confidential.
- ENQUIRIES** : Ms Nomandla Zuma Tel no: (043) 605-2000 / 6806
- POST 22/74** : **COMMUNITY LIAISON OFFICER REF NO: ESL/2017/02/02**
- SALARY** : R281 418 – R331 497 per annum, Level 08
CENTRE : Alfred Nzo
REQUIREMENTS : Grade 12, three (3) year Degree or National Diploma in the field of Safety – Social Science / Criminology/Development Studies or relevant qualification. 3 years relevant working experience in the field. A valid driver's license. Skills: Problem solving and leadership skills. Knowledge of the criminal justice system. Understanding of the policy environment regarding Crime Prevention. Good writing and verbal communication skills. Understanding of Constitution of RSA, SAPS Act, Public Finance Management Act, White Paper on Safety and Security, and other relevant prescripts. Code 8 Drivers License. Ability to meet deadlines. Ability to work under pressure and preparedness to work overtime, when required as well work independency Excellent analytical, planning, project and organizational skills.
- DUTIES** : Facilitate the flow of information between the District Office and to relevant communities and stakeholders. Represent the department at relevant for a with respect to crime prevention. Conduct and monitor an oversight function over relevant structures of the South African Police Service particularly on Crime Prevention. Support Local Authorities with respect to their role in crime prevention. Conduct research pertaining to policing and crime in the district.
- ENQUIRIES** : Ms Nomandla Zuma Tel no: (043) 605-2000 / 6806
- POST 22/75** : **SENIOR PROVISIONING ADMIN OFFICER: ACQUISITION MANAGEMENT REF NO: ESL/2017/02/03**
- SALARY** : R281 418 – R331 497 per annum, Level 08
CENTRE : Bhisho

- REQUIREMENTS** : Grade 12, three year degree or National Diploma in the field of Purchasing Management/ Public Administration/Financial/Logistics Management or relevant qualification. Three (3) years relevant experience in Supply Chain Management. A valid driver's licence Skills: Strong communication skills both verbal and written. Computer literacy (preferable packages such as MS Excel, PowerPoint, MS Word, Internet etc) Planning and Organisation skills. Interpersonal skills. Presentation skills.
- DUTIES** : Identify and authorise orders. Monthly reporting on irregular expenditure. Draw monthly commitment report. Conduct invitation and evaluation of bids/quotations/proposals. Facilitation of procurement process. Responsible for procurement of all goods and services. Supervise the generation of orders. Continuous implementation of departmental policies with regards to acquisition management. Supervise and supply chain management staff.
- ENQUIRIES** : Ms Nomandla Zuma Tel no: (043) 605-2000 / 6806
- POST 22/76** : **ADMIN CLERK: FINANCE AND SUPPLY CHAIN MANAGEMENT REF NO: ESL/2017/02/04**
- SALARY** : R152 862 – R180 063 per annum level 05
- CENTRE** : Nelson Mandela Metro District
- REQUIREMENTS** : Grade 12, three year degree or National Diploma in the field of Purchasing Management/ Public Administration/Financial/Logistics Management or relevant qualification. One (1) year relevant experience in financial management /SCM, SKILLS: Knowledge of PFMA, Treasury Regulations, Tender procedures and regulations. Knowledge of Public Services Act and Public Services Regulations. Financial Management Skills, problem solving, communication skills (verbal and written), customer care etc. Knowledge and ability to use financial systems. Computer Literacy.
- DUTIES** : Preparation of procurement requests for Supply Chain management Unit. Processing of submitted requisition. Capturing valid requisitions on LOGIS. Perform other general clerical duties.
- ENQUIRIES** : Ms Nomandla Zuma Tel no: (043) 605-2000 / 6806