

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF ECONOMIC AFFAIRS AND ENVIRONMENTAL AFFAIRS**

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

- APPLICATIONS** : Should be directed to The Head of Department: DEDEAT; Private Bag X0054, Bhisho. Hand deliver To the Department of Economic Development and Environmental Affairs; Office/ Room No. 161, Beacon Hill Building, Cnr of Hargreaves St & Hockley Close, King Williams Town; Enquiries can be directed to Mr. T. Gantsho 043-605 7091
- FOR ATTENTION** : Mr T. Gantsho
- CLOSING DATE** : 14 June 2017
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department 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. 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 Economic Affairs and Environmental Affairs welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

OTHER POSTS:

- POST 26/30** : **SENIOR MANAGER: ORGANISATIONAL DEVELOPMENT REF NO: DEDEA 2017/06/01**
- SALARY** : R898 743.00 per annum Level 13
- CENTRE** : King Williams Town
- REQUIREMENTS** : An appropriate Master's degree in Social Science and a Post Graduate Qualification in Organisational Development (NQF 8) with five years' experience in the Organisational Development and Work-study field at Management Level.
- DUTIES** : Organizational Development, change management and organisational transformation; Conduct Organizational development investigations and implement change management interventions; Job evaluation and design; Ensure implementation, evaluation and monitoring of the Performance Management and Development Systems; Business Process Re-Engineering; Assessment of competencies in line with the Department's strategic plan; Identification and co-ordination of training needs and the facilitation of development of workplace skills plan; Facilitation of capacitating and training of Departmental employees; Administration of Department's bursaries; Co-ordination of and implementation of Learnerships and Internships; Efficient management of the sub – directorate, including the effective utilization of training of staff, the maintenance of discipline, promotion of sound labour relations and proper use of state property.
- POST 26/31** : **SENIOR MANAGER: ECONOMIST REF NO: DEDEA 2017/06/16**
- SALARY** : R898 743 – R1 058691 per annum (Level 13)
- CENTRE** : King Williams Town.

<u>REQUIREMENTS</u>	:	Bachelor's degree in Economics / equivalent post graduate; A relevant master degree will be an added advantage; 7 – 10 years relevant experience; Communications skills; Driver's license; Advanced computer literacy.
<u>DUTIES</u>	:	To manage and oversee: the development of the Provincial Economic Research Agenda; the consolidation and publishing of Provincial Economic Research Reports; the development and coordination of innovative solutions and mainstreaming thereof; the development and review of necessary policies, strategies and programmes that implement National and Provincial Economic Development priorities; the development of methodologies and instruments to assess economic development impact of state spending in the province; the development and maintenance of an integrated economic development information management system.
<u>POST 26/32</u>	:	<u>MANAGER: COMMUNICATIONS REF NO: DEDEA 2017/06/02</u>
<u>SALARY</u>	:	R657 558 – R774 576 per annum Level 11
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	Three year degree / National Diploma in Journalism / Public Relations and / or equivalent qualification; 3-5 years' experience in communications environment; Effective Communication Skills; Computer Literacy; Drivers Licence.
<u>DUTIES</u>	:	Development of Communication Strategy encompassing both Internal and External Environment. Provide Production services to enhance communication in the department Provide Media Liaison Services; Provide leadership on Events Management; Perform and manage administrative and related functions.
<u>POST 26/33</u>	:	<u>MANAGER: EXPENDITURE REF NO: DEDEA 2017/06/03</u>
<u>SALARY</u>	:	R657 558 – R774 576 per annum Level 11
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	Qualifications B.com Degree major in Accounting and or Financial Management / Public Finance Management; Experience 3-5 years' experience in the middle management Public service environment; Knowledge and understanding of applicable legislative framework, e.g. PFMA, MFMA and Treasury Regulations; Knowledge of BAS and Persal systems; Experience in the relevant operational fields; Computer literacy; Experience in expenditure , cash flow projections, transfer payments, evaluation and monitoring management; National/Provincial notices and Circulars; Understanding of Financial Management best practices; Financial Management Systems (PERSAL, BAS & LOGIS)
<u>DUTIES</u>	:	Implement and manage Risk, finance protocols and prescripts in the area of responsibility; Manage creditor payments and Reconciliation of Accounts; Manage the provisioning of departmental BAS system control support; Manage Salaries payments and rebates; Perform and manage administrative related functions.
<u>POST 26/34</u>	:	<u>MANAGER: INFORMATION SYSTEMS DEVELOPMENT (ISD) REF NO: DEDEA 2017/06/04</u>
<u>SALARY</u>	:	R657 558 – R774 576 per annum Level 11
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	National Diploma/ Bachelor's degree in ICT and/or equivalent (NQF Level and Credits). 2-3 years' experience in the ICT field, including Business systems analysis, system /solution design, system development, implementation and system maintenance. Experience in, business process management and business process engineering/reengineering. Must have successfully developed and implemented applications. Demonstrated project management competency and the execution of multiple projects, including managing resources across multiple projects.
<u>DUTIES</u>	:	Manage the Information Systems unit of the department that includes the system Business analysis, System development and support and GIS services. Contribute towards the development and implementation of the Information system of the department. Enterprise Architecture: Adhere to Architectural and Governance mechanisms for the Business Requirements Analysis and System Design to improve interoperability of government systems and quality of services and deliverables. System Analysis and Design: Model and develop target Business Solution Specification, business requirements analysis and

design work packages for integrated software components in accordance with ICT standards and the enterprise architecture for Government. Software Development and implementation Provide support in the implementation of the solution development life cycle which includes the full life cycle management of the solution to ensure standardisation in the business which will enable the delivery of a high quality solution and products for improved service delivery. Execution of functional testing of software in accordance with Test Methods and Testing Techniques using approved Testing Tools. Database Management to prepare a Database Management System environment for implementation and deployment, management and Administration of application, database, patches and service packs. Technical Competencies Description Knowledge of: Microsoft.net Framework 4 platform, VB.net, C#, SQL database, Module View Control (MVC), EDI. Application development, enhancement and maintenance practices; Development, Maintenance, Implementation and Integration, including Testing, Packaging and Release; IT Quality Management; IT Security and ICT Standards; Time Management. Skills: Software Development; Interfacing and Integration; Development Methodologies; (e.g. Agile, SUMMIT); Quality Management (ISO9001, CMMI); Entity Relationship Diagrams; Governance Processes and Standards (e.g. ISO/IEC12207, COBIT, ITIL); Modelling; IT Software Testing; Packaging and Release will be an added advantage.

POST 26/35 : **CONTROL ENVIRONMENTAL OFFICER GRADE A (EQM) REF NO: DEDEA 2017/06/05**

SALARY : R439 917 – R502 992 per annum (Grade A)
CENTRE : Joe Gqabi
REQUIREMENTS : Four (4) years relevant degree/National Diploma in the Environmental Management/Education or Natural Science field; Valid driver's licence (Code B); 6 years' environmental management experience; Computer literacy; Competencies sought will include project management, financial management, communications skills and facilitation skills, environmental impact assessment management, understanding and knowledge of relevant environmental prescripts.

DUTIES : Co-ordinating biodiversity and impact management in the region. Co-ordinating special programmes for the entire region. Provide line function support to the offices of the Directors (Biodiversity conservation and Integrated Environmental Management) and Chief Director. Scientific input, management of regional environmental impact assessments and environmental information systems. Coordination of district environmental inputs in land development processes. Attend departmental and interdepartmental meetings. Assist the Regional Director in the coordination, consolidation and preparation of the district budget.

POST 26/36 : **CONTROL ENVIRONMENTAL OFFICER COMPLIANCE & ENFORCEMENT GRADE A) REF NO: DEDEA 2017/06/06**

SALARY : R439 917 – R502 992 per annum (Grade A)
CENTRE : King Williams Town
REQUIREMENTS : Relevant four year degree or equivalent qualification in Environmental Management and/or Police Management ;Six years post qualification experience in an appropriate law enforcement field with experience in environmental law enforcement and particularly the compilation of legally defensible administrative action; Valid driver's license; Computer literacy; Environmental Management Inspector qualification will be an advantage.

DUTIES : Provision of specialist intervention into compliance monitoring and investigations of environmental crime focused on non-compliance with the Chief Directorate: Environmental Affairs environmental quality legislation mandate which, may from time to time include the planning and participation in compliance enforcement investigations and operations; Provision of administrative enforcement process, including drafting and issuing of legally defensible pre-notices, notices, directives and administration of legal correspondence and civil litigation if and where applicable; Promote co-operative governance awareness; Perform and manage administrative and related functions; Ensure effective and efficient risk management in the Department .

<u>POST 26/37</u>	:	<u>CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL EMPOWERMENT SERVICES GRADE A REF NO: DEDEA 2017/06/07</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R439 917 – R502 992 per annum (Grade A) Alfred Nzo Four (4) years relevant degree/National Diploma in the Environmental Management/Education or Natural Science field; Valid driver's licence (Code B); 6 years' environmental management experience; Computer literacy.
<u>DUTIES</u>	:	Ensure the promotion and facilitation of integrated environmental management; Co-ordinate and facilitate the promotion of environmental rights and awareness; Manage the promotion of natural and community-based sustainable resource use to promote sustainable development (long-term projects) ;Manage the development, implementation and monitoring of environmental action projects (short-term projects eg Adopt-a-Spot); Ensure the integration of environmental education into all relevant structures (formal and informal); Perform and manage administrative and related functions.
<u>POST 26/38</u>	:	<u>ASSISTANT MANAGER: OFFICE MANAGEMENT REF NO: DEDEA 2017/06/12</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 – R394 065 per annum (Level 09) King Williams Town A three year post matric qualification in Public Administration or Senior Certificate plus at least ten years' experience in administration; Three years' experience in staff supervision/management; Computer literacy.
<u>DUTIES</u>	:	Facilitate conditional survey of departmental buildings and compile reports; Establish and maintain database of fixed assets and their physical conditions; Coordinate maintenance by service providers, of quality standards and in accordance with OHS act, environmental health and security standards; Monitoring of service providers for office management related contracts(e.g. Cleaning Services); Responsible for office logistics; Supervision of subordinates; Perform administrative related functions.
<u>POST 26/39</u>	:	<u>ASSISTANT MANAGER: ECONOMIC DEVELOPMENT REF NO: DEDEA 2017/06/13</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 – R394 065 per annum (Level 09) Chris Hani/ Joe Gqabi/ Alfred Nzo. A three year degree/ diploma in the commercial / social science with Economics as a major subject, preferably extensive relevant experience in economic development field. Valid driver's license (code B)
<u>DUTIES</u>	:	Management of the Economic Affairs section in the region; Planning and organizing activities of the Section within the framework; Management and control of budget for the section; Liaison with District / Local Municipalities in respect of Local Economic Development issues (IDP/ ISRDP/ LED committees; Tourism development initiatives; Responsible for Enterprise development issues; Control of staff.
<u>POST 26/40</u>	:	<u>ASSISTANT MANAGER: CONSUMER PROTECTION SERVICES REF NO: DEDEA 2017/06/14</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 – R394 065 per annum (Level 09) Cacadu. A tertiary qualification in Law; At least two years' experience in a management position. Legal background and experience in Consumer Protection will serve as an advantage; Broad understanding of all consumer protection legislation; Strong technical skills and people management skills; Computer literacy; Must be in possession of a valid Driver's license.
<u>DUTIES</u>	:	Manage and direct the development and the implementation of a targeted district consumer awareness strategy; To promote and protect rights and responsibilities and to enhance informed consumer choice and public understanding of the competitive process and to accomplish these decisions without unduly burdening legitimate business activity; Provide information on policy formulation for consumer education and information; To encourage business compliance with legislation regulation and service delivery which includes comparative tests and surveys of consumer goods and service research into and advice on financial, food, health, safety, welfare and

environmental matters, representation at Parliamentary Committees and public enquiries an interest in consumer education and complaints advisory work; Manage and direct the provisioning of technical assistance to consumers to resolve complaints; Manage and direct the development and maintenance of an effective and efficient administration system for the area of operation to manage consumer protection initiatives and complaints; To ensure protection of consumers against unfair business practice; Liaise with Regulatory bodies on consumer related issues; Perform any other duties relating to administration and management as may be delegated from time to time.

POST 26/41 : **ENVIRONMENTAL OFFICER: COMPLIANCE & ENFORCEMENT REF NO: DEDEA 2017/06/10**

SALARY : R331 533 – R390 516 per annum (Grade C)
CENTRE : Chris Hani/ Cacadu/ Alfred Nzo
REQUIREMENTS : Relevant Degree / National Diploma in the environmental management or natural sciences field and/or National Diploma in police management; Valid driver's licence (code B) 3 years relevant experience in environmental management investigations; Computer literacy (MS Word;MS Excel; MS Power point.

DUTIES : Render proactive and reactive Compliance Monitoring.; Conduct Compliance Enforcement operations. Conduct criminal, civil and administrative investigations; Participate in Compliance Promotion / Awareness. Perform all necessary administrative and related functions.

POST 26/42 : **PRINCIPAL PERSONNEL OFFICER REF NO: DEDEA 2017/06/15**

SALARY : R281 418 – R331 497 per annum (Level 08)
CENTRE : King Williams Town.
REQUIREMENTS : Three year degree / National Diploma in Human Resources or Grade 12 certificate with three years relevant experience; Effective Communication Skills; Computer Literacy; Knowledge of persal will serve as an advantage.

DUTIES : Control of benefits in terms of Legislations and ensuring correctness thereof; Effective management of leave gratuities, IOD's service terminations, housing subsidies, medical aids, housing guarantees and implementation of PILIR; Coordinating and liaison with Regional Offices on service benefits; Management and control of activities of the section.

POST 26/43 : **ENVIRONMENTAL OFFICER: EIM REF NO: DEDEA 2017/06/08**

SALARY : Grade A – (240 015 – 266 376); Grade B – (282 726 – 313 782); Grade C – (331 533 – 390 516) Appropriated salary will be determined according to the regulatory Framework (based on OSD)

CENTRE : Chris Hani / Amathole
REQUIREMENTS : Degree/ Diploma in nature /environmental science field and relevant experience in Environmental Impact Assessment and Waste Management field; Computer literacy; Must in possession of a valid Driver's license.

DUTIES : Implementation of Environmental Management tools such as Environmental Impact Assessment and management systems to ensure compliance with Provincial and National Environmental Legislation and Policies; Perform inspection and compile inspection reports and Record of Decision in Accordance with the National Environmental law and National Environmental Management Act; Implement National Waste Management Strategies, Waste Management Act and Air Quality Management Act; EIA Regulations. Conduct Compliance monitoring on waste management as well as air quality services; Liaison with National, Provincial and Local Government in terms of Environmental policies procedures and legislation.

POST 26/44 : **ENVIRONMENTAL OFFICER: BIODIVERSITY REF NO: DEDEA 2017/06/09**

SALARY : GRADE A – (240 015 – 266 376); GRADE B – (282 726 – 313 782); GRADE C – (331 533 – 390 516) Appropriated salary will be determined according to the regulatory Framework (based on OSD)

CENTRE : Joe Gqabi
REQUIREMENTS : Degree/diploma in the environmental conservation science field Knowledge and experience in Community Based Natural Resource and Biological Diversity Management; Drivers license; Computer literacy and skills, good written and

- communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act).
- DUTIES** : Implementation of environmental policies, strategies, action plans and legislation for Biodiversity Conservation, Protected Area and Ecosystem management; Advise and guide the public members and private sector on the implementation of appropriate conservation techniques; Prepare inspection reports and draft permits for fauna and flora. Liaison with Head Office on wild life management; Undertake compliance monitoring exercises in respect of wild life permits activities and any other biodiversity conservation matters; Liaison with National, Provincial and local government on issues relating to biodiversity conservation and protected area management. Liaison with the Eastern Cape Parks Board; Attend to aquatic and wetlands management aspects. Perform any other duties relating administration and management as may be delegated by supervisor from time to time
- POST 26/45** : **ENVIRONMENTAL OFFICER: EMPOWERMENT SERVICES 2 POSTS REF NO: DEDEA 2017/06/17**
- SALARY** : GRADE A – (240 015 – 266 376); GRADE B – (282 726 – 313 782); GRADE C – (331 533 – 390 516) per annum Appropriated salary will be determined according to the regulatory Framework (based on OSD)
- CENTRE** : Chris Hani.
- REQUIREMENTS** : Degree/diploma in the Environmental Management/Education or Natural Science field; Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Driver's licence I Computer literacy and skills; Good written and communication skills ; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act).
- DUTIES** : Implement environmental education programmes to assist with the integration of Environmental Education into formal education structures (schools, SETA, ABET, higher education, etc) which would include the following: Identifying and implementing environmental capacity building programmes for the general public and relevant stakeholders.; developing and implementing community-based natural resource management and environmental action projects for sustainable development; Promoting and implementing environmental awareness programmes; Performing all administrative and related functions.
- POST 26/46** : **CONSUMER ADVISOR: REF NO: DEDEA 2017/06/11**
- SALARY** : R226 611 – R266 943 per annum (Level 7)
- CENTRE** : Amathole; Alfred Nzo; Joe Gqabi
- REQUIREMENTS** : A tertiary qualification in Law; Three (3) to Five (5) years relevant experience in the field; Computer Literacy; Driver's License is compulsory.
- DUTIES** : Provide technical assistance with the development of and implement the targeted district consumer awareness strategy; Establish liaison with communities on consumer education affairs; Receive and investigate complaints on unfair business practice and provide technical assistance to consumers; Provide good working relationship between the consumer and service providers and business; Liaise with Regulatory bodies on consumer related issues ;Provide information on policy formulation for consumer education and consumer protection; Assist the Assistant Manager on consumer related issues.

DEPARTMENT OF HEALTH

- APPLICATIONS** : Post to: Human Resource, Nkonkobe Sub-District, P.O Box 967, FORT BEAUFORT, 5720 or hand delivery to Human Resource, Nkonkobe Sub-District, Room 8 First floor Heald Road, FORT BEAUFORT, 5720.
Enquires: Ms N.A Mcetywa - TEL NO: 046 645 2695. Post to: Human Resource Office, Mbhashe Sub-District, Private bag X1212, IDUTYWA, 5000Enquires: Ms X.O Bushula - TEL NO: 047 489 2416. Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, QUEENSTOWN, 5320 or hand delivery to Frontier Hospital, 5320. Enquires: Mrs P Marongo - TEL NO: 045 8084 272. Post to: Human Resource Office, Buffalo City Metro, Private bag X 9015, Main Post Office, EAST LONDON, 5200 or hand delivery to Sheffield Road, Woodbrook/Wesbank, EAST LONDON, 5200Enquires: Ms Sawula - TEL NO:

043 708 1700. Post to: Human Resource Office, Frere Hospital, Private bag X 9047, EAST LONDON, 5200 Enquires: Ms N Mthitshana or P Zasawe - TEL NO: 043 709 2487/2532. Post to: Human Resource Office, Intsika Yethu Sub-District, Private bag X90, COFIMVABA, 5380. Enquires: Ms A Mabentsela – TEL NO: 047 874 0079

CLOSING DATE
NOTE

: 14 July 2017
: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified in the past 03 months), Proof of registration, 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 dept. of Health 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. Applications directed to the addresses as indicated below or Hand Delivered as indicated below.

ERRATUM

: Kindly note that all the adverts for Department of Health Eastern Cape are re-adverts, they were advertised in Circular 24 without the closing date. The closing date of these adverts is 14 July 2017 as stated above.

MANAGEMENT ECHELON

POST 26/47

: **HEAD: CLINICAL DEPARTMENT- PAEDIATRICS GRADE 1-2-REF NO. ECHEALTH/HCD/FTH/03/06/2017**

SALARY
CENTRE
REQUIREMENTS

: R1 938 279 – R2 249 457 per annum (OSD)
: Frere Tertiary Hospital
: Registration with HPCSA as a Specialist plus at least ten (10) years of appropriate experience in the respective department after registration with the HPCSA as a specialist of which six years of management experience in a hospital environment. Leadership, administration, programmes planning, assessment of patients within candidate's field of expertise. Management of diversity in the workplace. Counseling and conflict resolution skills.

DUTIES

: Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Problem solving, participate in the provision of tertiary and central services. Provide outreach services to clinicians including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients.

ENQUIRES

: Ms Mthitsana Tel no 043 709 2487/2532

POST 26/48

: **HEAD: CLINICAL UNIT 6 POSTS**

SALARY
CENTRE

: R1 550 331 – R1 645 464 per annum (OSD)
: Frere Tertiary Hospital REF NO. ECHEALTH/HCUM/FTH/03/06/2017) – MEDICAL
REF NO: ECHEALTH/HCUIM/FTH/03/06/2017) – INTERNAL MEDICINE
REF NO: ECHEALTH/HCUU/FTH/03/06/2017) – UROLOGY
REF NO: ECHEALTH/HCUA/FTH/03/06/2017) - ANAESTHESIA
REF NO: ECHEALTH/HCUE/FTH/03/06/2017) - ENT

		REF NO: ECHEALTH/HCUP/FTH/03/06/2017) - PAEDIATRICS
<u>REQUIREMENTS</u>	:	Registration with HPCSA as a Specialist plus at least ten (10) years of appropriate experience in the respective department after registration with the HPCSA as a specialist of which six years of management experience in a hospital environment. Leadership, administration, programmes planning, assessment of patients within candidate's field of expertise. Management of diversity in the workplace. Counseling and conflict resolution skills.
<u>DUTIES</u>	:	Co-ordinate specialist services within the central region to ensure equitable distribution of resources to achieve optimal patient care within the defined level of services. Problem solving, participate in the provision of tertiary and central services. Provide outreach services to clinicians including expert advice to clinicians to manage patients appropriately. Active participation in the academic undergraduate and postgraduate training programmes. Direct clinical governance activities in the department. Establish protocols for the management of patients. Co-ordinate with relevant departmental heads to ensure optimal care for patients. Lead and supervise departmental research activities.
<u>ENQUIRES</u>	:	Ms Mthitsana Tel no 043 709 2487/2532
<u>POST 26/49</u>	:	<u>MEDICAL SPECIALIST GRADE 1-2 (SURGERY) REF. ECHEALTH/MSS/FTH/03/06/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 991 857 – R 1 645 464 per annum (OSD) Frere Tertiary Hospital
	:	An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist in General Surgery. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 2: Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a specialty.
<u>DUTIES</u>	:	Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Attend to administrative matters as pertains to the unit. The candidate will under the direction of the head of the Department of General Surgery inter alia: Undertake regular ward rounds, maintain and develop specialist services according to clinical service demands. Attend to patients requiring surgical services. Attend to patients in Surgery outpatient clinics. Conduct specialist ward rounds Provide after hour cover in general surgery and clinical support to junior staff. Provide advice to district/regional level hospitals. Manage/supervise allocated human resources. Ensure equipment is maintained. Undertake administration of surgery unit and have input into the unit's administration Undertake undergraduate and postgraduate training and support relevant clinical research and clinical trials. Assist with the setting of protocols for management for General Surgery. Develop measures to ensure quality assurance for the General surgery unit. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical stand.
<u>ENQUIRES</u>	:	Ms Mthitsana Tel no 043 709 2487/2532
<u>POST 26/50</u>	:	<u>MEDICAL SPECIALIST GRADE 1-2 –REF NO: ECHEALTH/MS/FTH/03/06/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R 991 857 – R 1 645 464 per annum (OSD) Frere Tertiary Hospital
	:	An appropriate qualification that allows registration with HPCSA as a Medical Specialist. Current registration with the HPCSA as a Medical Specialist in General Surgery. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 2: Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a specialty.
<u>DUTIES</u>	:	Training of undergraduate and post graduate medical students. Active participation in quality improvement programmes including clinical audits and continuous professional development activities. Attend to administrative

matters as pertains to the unit. The candidate will under the direction of the head of the Department of General Surgery inter alia: Undertake regular ward rounds, maintain and develop specialist services according to clinical service demands. Attend to patients requiring surgical services. Attend to patients in Surgery outpatient clinics. Conduct specialist ward rounds Provide after hour cover in general surgery and clinical support to junior staff. Provide advice to district/regional level hospitals. Manage/supervise allocated human resources. Ensure equipment is maintained. Undertake administration of surgery unit and have input into the unit's administration Undertake undergraduate and postgraduate training and support relevant clinical research and clinical trials. Assist with the setting of protocols for management for General Surgery. Develop measures to ensure quality assurance for the General surgery unit. Attend to meetings and workshops as directed. Comply with all legal prescript Acts, Legislatives, Policies, Circular, Procedure, Guidelines and code of conduct for public service. Adhere to correct channels of communication as per the hospital organogram. Maintain clinical, professional and ethical stand.

ENQUIRES :

Ms Mthitsana Tel no 043 709 2487/2532

OTHER POSTS

POST 26/51 :

OPERATIONAL MANAGER SPECIALITY 2 POSTS

SALARY CENTRE :

R499 953 – R562 698 per annum (OSD)
 Mbashe Sub-district- (Nqabara-Willowvale Clinic) REF NO. ECHEALTH/OM/NWC/03/06/2017
 Bomvana Clinic REF NO. ECHEALTH/OM/BOM/03/06/2017

REQUIREMENTS :

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC as a General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES :

Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal Framework. Effective utilisation of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRES :

Ms X.O Bushula Tel no 047 489 2416

POST 26/52 :

OPERATIONAL MANAGER SPECIALITY- REF NO. ECHEALTH/OM/VIC/03/06/2017

SALARY CENTRE :

R499 953 – R562 698 per annum (OSD)
 Nkonkobe Sub-district – (Victoria East Gateway)

REQUIREMENTS :

Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in the relevant specialty. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC as a General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES :

Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participation in training and research. Provision of support to Nursing Services.

Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRES

: Ms N Mccetywa Tel no 046 645 2695

POST 26/53

: **CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO. ECHEALTH/CNP/MKHO/03/06/2017**

SALARY CENTRE REQUIREMENTS

: R340 431 – R514 962 per annum (OSD)
 : Mbashe Sub-district (Kwa-Mkhuloza Clinic)
 : Senior Certificate. Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in “Curative Skills in Primary Health Care” with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse.
 Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
 Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant speciality.

DUTIES

: Provision of quality comprehensive Primary Health Care, promotive, Preventative curative and Rehabilitative, assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients' conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.

ENQUIRES

: Ms X.O Bushula Tel no 047 489 2416

POST 26/54

: **CLINICAL NURSE PRACTITIONER GRADE 1-2 11 POSTS**

SALARY CENTRE

: R340 431 – R514 962 per annum (OSD)
 : Tshabo Clinic-REF NO.ECHEALTH/CNP/TSHABO/03/06/2017
 : Zanempilo Clinic REF NO ECHEALTH/CNP/ZANE/03/06/2017
 Thembisa NU7 Clinic- REF NO. ECHEALTH/CNP/NU7/03/06/2017
 NU 9 Luyolo Clinic- REF NO. ECHEALTH/CNP/NU9/03/06/2017
 NU 5 Zingisa Clinic x3-REF NO. ECHEALTH/CNP/NU5/03/06/2017
 Dimbaza CHC- REF NO. ECHEALTH/CNP/DIMBAZA/03/06/2017
 NU 17 Clinic- REF NO. ECHEALTH/CNP/NU17/03/06/2017
 Ncera Clinic- REF NO. ECHEALTH/CNP/NCERA/03/06/2017
 Welcomewood Clinic- REF NO. ECHEALTH/CNP/WW/03/06/2017

REQUIREMENTS

: Senior Certificate. Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification in “Curative Skills in Primary Health Care”with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse.
 Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
 Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable

experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provision of quality comprehensive Primary Health Care, Promotive, Preventative, curative & Rehabilitative Assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients' conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as Part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports.

ENQUIRES : Ms Sawula Tel no 043 708 1700

POST 26/55 : **CLINICAL NURSE PRACTITIONER GRADE 1-2 REF NO. ECHEALTH/CNP/IYS/03/06/2017**

SALARY CENTRE REQUIREMENTS : R340 431 – R514 962 per annum (OSD)
: Intsika Yethu Sub-district
: Senior Certificate. Basic R425 qualification (i.e Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse.
Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC.
Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provision of quality comprehensive Primary Health Care, Promotive , Preventative curative and Rehabilitative Assessment, screening, diagnosis and treatment of patients/clients. To integrate HCT to PHC package of services and evaluate patients' conditions and counsel according to needs. Participate and support the implementation of quality improvements programmes. Maintain accurate patients/clients records. Ensure proper and effective utilization of resources equipment, pharmaceuticals and other supplies. Implementation of ARV/PMTCT services support. Provision of support and supervision of lower categories according to the code of conduct in Public Service. To demonstrate effective communication with patients, supervision and other staff members. To work as part of Multi-Disciplinary team to ensure quality nursing care at PHC setting in all health programmes. Compile monthly, quarterly statistics reports

ENQUIRES : Ms A Mabentsela Tel no 047 874 0079

POST 26/56 : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 (2 Posts) REF NO. ECHEALTH/PNS2/FTH/03/06/2017**

SALARY CENTRE REQUIREMENTS : R340 431 - R514 962 per annum (OSD)
: Frere Tertiary Hospital
: Senior Certificate. Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse.
Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC.
Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary). Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provision of support to nursing services. Maintain professional growth or ethical standards and self -developments.

ENQUIRES : Ms Mthitsana Tel no 043 709 2487/2532

POST 26/57 : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 2 POSTS**

SALARY : R340 431 – R514 962 per annum (OSD)
CENTRE : Duncan Village CHC- REF NO. ECHEALTH/PN/DVDH/03/06/2017
NU8 Zingisa Clinic- REF. ECHEALTH/PN/NU8/03/06/2017

REQUIREMENTS : Senior Certificate. Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse.

Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC.

Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provide comprehensive nursing treatment and care to patients in a clinic/CHC setting in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary). Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provision of support to nursing services. Maintain professional growth or ethical standards and self-development.

ENQUIRES : Ms Sawula Tel no 043 708 1700

POST 26/58 : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO. ECHEALTH/PN/FH/03/06/2017**

SALARY : R340 431 – R514 962 per annum (OSD)
CENTRE : Frontier Hospital
REQUIREMENTS : Senior Certificate. Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse.

Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC.

Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES : Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary). Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provision of support to nursing services. Maintain professional growth or ethical standards and self-developments.

POST 26/59 : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2 -REF NO. ECHEALTH/PN/TCHC/03/06/2017**

SALARY : R340 431 – R514 962 per annum (OSD)
CENTRE : Thornhill CHC
REQUIREMENTS : Senior Certificate. Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional

- Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse.
Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC.
Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
- DUTIES** : Provide comprehensive nursing treatment and care to patients in a specialty unit in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary). Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provision of support to nursing services. Maintain professional growth or ethical standards and self-developments.
- POST 26/60** : **PROFESSIONAL NURSE SPECIALTY GRADE 1-2-REF NO: ECHEALTH/PN/SHE/03/06/2017**
- SALARY CENTRE REQUIREMENTS** : R340 431 – R514 962 per annum (OSD)
: Nkonkobe Sub-district – (Sheshegu Clinic)
: Senior Certificate. Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. A post basic nursing qualification with duration of at least 1 year accredited with SANC. Proof of current registration with South African Nursing Council as a Professional Nurse.
Grade 1: Minimum of four (4) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC.
Grade 2: Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 of the period referred to above appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.
- DUTIES** : Provide comprehensive nursing treatment and care to patients in a clinic setting in a cost effective, efficient and equitable manner. Act as shift leader in Unit (where necessary). Provision of optimal, holistic specialised nursing care with set standards and within a professional/legal framework. Effective utilisation of resources. Participate in training and research. Provision of support to nursing services. Maintain professional growth or ethical standards and self-developments.
- ENQUIRES** : Ms N Mcetywa Tel no 046 645 2695

OFFICE OF THE PREMIER

The Office of The Premier in the Eastern Cape 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; Private Bag X0047, Bhisho, 5605. Hand delivered To Room 1039, First Floor, Office of the Premier Building, Independence Avenue, Bhisho and enquiries can be directed to Mr M. Mbangi at 040-609 6290/6290/6248.
- FOR ATTENTION** : Mr M. Mbangi
- CLOSING DATE** : 14 June 2017
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement,

please accept that your application was unsuccessful. The 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 26/61** : **HEAD OF THE DEPARTMENT OF DEPARTMENT: SOCIAL DEVELOPMENT REF NO: HOD/DSD/1/2017**
- SALARY** : R1 689 750.00 – R1 903 506.00. Commencing salary: R1 689 750.00 per annum
- CENTRE REQUIREMENTS** : King Williams Town
: An appropriate undergraduate qualification and a post graduate qualification (NQF level 8) as recognised by SAQA. 8 to 10 years relevant experience at a senior and executive managerial level (at least 3 years of which must be with any organ of state as defined in the Constitution, Act 108 of 1996). The suitable candidate will also be visionary, stable, innovative, excellence - oriented and a developmental administrator, a servant leader whose predisposition is to serve the poorest of the poor with distinction and empathy. Proficiency in the application of the MS Office Package (Word, Power Point and Excel). Valid Drivers' License. COMPETENCIES: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication
- DUTIES** : The successful candidate shall be the Head of Department and Accounting Officer of the Department of Social Development and be responsible for managing and giving strategic direction in the following matters: Strategic leadership, planning and management of departmental operations. Provision of social development services to individuals, groups and communities to enable them to enjoy an acceptable quality of life and become self-reliant, with the primary focus on the poor, vulnerable and socially excluded. Provision of social welfare services (promotive, preventive, palliative, rehabilitative, therapeutic). Provision of comprehensive social security services. Community development facilitation and support. Poverty and inequality eradication. Prevention and mitigation of the effects of HIV / AIDS on vulnerable groups. Aligning departmental planning to the national and provincial priorities, including but not limited to the National Development Plan and Provincial Strategic Framework. Ensuring integrated intra- and interdepartmental planning, collaboration and delivery of programmes and services pertaining to Social Development. Ensuring the creation of an enabling environment for effective service delivery through the mobilisation and utilisation of internal and external resources. Implementing good governance systems and compliance monitoring frameworks including the effective and efficient management of finances, risk assurance management services, customer and stakeholder participation in planning, service delivery and decision making. Ensure cooperation and collaboration with relevant institutions like parliamentary committees, provincial and national inter and intra-governmental structures and external stakeholders. Management of Provincial Transversal programs and transformational priorities. Implementation of Minimum Information Security Standards (MISS). Efficiently managing corporate services in the department.
- ENQUIRES** : can be directed to Mr M. Mbangi at 040-609 6424/6460.

DEPARTMENT OF ROADS AND PUBLIC WORKS

The Department of Roads and Public Works 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; Private Bag X0047, Bhisho, 5605. Hand deliver To Room 1039, First Floor, Office of

FOR ATTENTION
CLOSING DATE
NOTE

the Premier Building, Independence Avenue, Bhisho and enquiries can be directed to Mr M. Mbangi at 040-609 6290/6290/6248.

Mr M. Mbangi

14 June 2017

Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The 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 26/62

CHIEF DIRECTOR: OPERATIONS REF NO: DRPW 01/06/2017

SALARY
CENTRE
REQUIREMENTS

R1 068 564.00 per annum Level 14

Bhisho

The candidate must be in possession of Bachelor Degree in Public Management/ Administration (NQF level. 7) or equivalent qualifications with at least 5 years' experience as a Director in a Public Sector. Post graduate diploma in project management will be an added advantage. A Valid Driver's License KNOWLEDGE AND SKILLS: Functioning of government Programme management. Project Management Financial Management. General Management skills. Computer skills. Report writing skills. Communication (verbal and written). Marketing. Interpersonal skills. Decision making skills. Lobbying skills. Diplomatic skills. Programme and Project Management skills. Service delivery innovation and analytical thinking skills. Policy development, implementation and analysis. Negotiation and motivation VALUES: Ability to work under pressure. Ability to communicate at all levels; including the highest political levels. People orientated. Analytical thinking. Hard-working. Self Driven. Self-motivated Honesty and Integrity. Professionalism. Commitment. Assertiveness.

DUTIES

Manage and guide the implementation of the strategic plan: Guide the implementation of the strategic plan of the Department and the Regions in ensuring they meet the performance target. Coordinate the standardization of service delivery standards and ensure adherence to these by line functions and Regions. Develop and deploy reporting methodologies and metrics and consolidate performance reporting to Top Management and other structures. Monitor overall performance and monitor progress in implementing interventions Departmental operations are efficient and effective: Ensure the formulation, implementation and continuous review of best practices, policies and procedures. Develop and implement performance guideline and standards on operational management. Manage records of the Department: Develop and maintain the Department's Records Management Policies procedures and systems. Ensure Department's records management practices comply with the National Archives and Records Service Act 1996. Develop and maintain the Department's file plan. Act as a Custodian of all Departmental records. Ensure correct classification of documentation in line with Minimum Information Security Standards (MISS) Manage the Project Management Office (PMO). Ensure the establishment and operation of a PMO as a knowledge repository of Project Management practices with a province-wide mandate. Ensure the PMO is an effective custodian of the Department's Project Management

Frameworks. Manage delivery on the Department's portfolio of projects through.

ENQUIRIES : can be directed to Mr M. Mbangi at 040-609 6424/6290/ 6248.

OTHER POSTS

POST 26/63 : **DEPUTY DIRECTOR: PROJECT ACCOUNTING REF NO: DRPW 02/06/2017 (1 Year Contract)**

SALARY : R657 558.00 per annum Level 11

CENTRE : Bhisho

REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma in Finance, Auditing, Financial Information Systems. At least five (5) years relevant experience of which at least 3 years must be at an Assistant Director level. Working knowledge of Government financial systems (BAS, LOGIS, PERSAL, and VULINDLELA), Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations. Proven interpersonal and communication skills at all levels. Strong analytical skills. Excellent financial management skills. Good communication skills. Advance computer literacy (MS Word, Excel, PowerPoint & Access). Knowledge of the Public Sector SCOA. Valid driver's licence.

DUTIES : Compiling and monitoring projects budgets and cash-flows. Monitoring expenditure against contracts. Ensuring effective allocations on per project base. Manage administering of commitments with supporting documents in respect of projects. Manage processing of journals. Handle project exceptions. Monitor the implementation of policies, and setting of norms and standards in respect of projects. Manage enforcement of compliance to financial prescripts. Manage human resources related matters in the section. Ensure implementation and compliance to the Public Finance and Management Act and General Accounting Practices. Maintain a good working relationship with customers and stakeholders. Implement internal control systems. Attend to and resolve audit queries. Gather and provide information required by auditors. Address audit queries and attend to request. Analyse data and compare with financial systems (BAS, LOGIS and PERSAL) Supervising and controlling the filing system.

ENQUIRES : can be directed to Mr M. Mbangi at 040-609 6424/6290/ 6248.

POST 26/64 : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: DRPW 03/06/2017 1 Year Contract**

SALARY : R657 558.00 per annum Level 11

CENTRE : Bhisho

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma in Commerce/Accounting/ Financial Management. At least five (5) years' experience in Financial Reporting of which at least 3 years must be at Assistant Director level. A clear understanding of accounting reforms in government will be an advantage. Computer skills (MS Word, Excel, PowerPoint & Access). Knowledge of the Public Finance Management Act, Treasury Regulations , financial policies and procedures. Good communication skills. A valid driver's license.

DUTIES : Compilation of monthly management accounts. Review of working paper files for different elements of financial statements, Review Interim and Annual Financial Statements in accordance with National Treasury Guidelines, Monitor the year end closure processes and reports to ensure they are timeously completed. Provide feedback to providers on information for the Interim and Annual Financial Statements to ensure compliance with requirements in terms of Financial Reporting Framework. Manage human resources related matters in the section. Gather and provide information required by auditors. Address audit queries and attend to request. Supervise and control the filing system.

ENQUIRES : can be directed to Mr M. Mbangi at 040-609 6424/6290/ 6248.

POST 26/65 : **SENIOR STATE ACCOUNTANT: PROJECT ACCOUNTING REF NO: DRPW 04/06/2017**
1 Year Contract

SALARY : R281 418.00 per annum Level 8
CENTRE : Bhisho
REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma in Finance, Auditing, Financial Information Systems. At least three (3) years relevant experience. Working knowledge of Government Financial systems (BAS, LOGIS, PERSAL, and VULINDLELA), Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations. Proven interpersonal and communication skills at all levels. Strong analytical skills. Excellent financial management skills. Good communication skills. Computer literacy (MS Word, Excel, PowerPoint & Access). Knowledge of the Public Sector SCOA. Valid driver's licence.

DUTIES : Assist in compiling and monitoring projects budgets and cash-flows. Assist in monitoring expenditure against contracts. Ensuring effective allocations on per project base. Assist in recording of projects discussed at BAC. Assist in identifying and obtaining award letters and VOs. Assist in processing journals. Obtain awards documentation and VOs and also determine source of funding (DRPW vs. client department). Assist in handle project exceptions. Assist in monitoring the implementation of policies, and setting of norms and standards in respect of projects. Draw and prepare BAS expenditure report. Obtain scanned payment vouchers from PV Team Update commitments register. Assist in enforcing compliance to financial prescripts. Perform and monitor both electronic and manual filling.

ENQUIRES : can be directed to Mr M. Mbangi at 040-609 6424/6290/ 6248.

POST 26/66 : **STATE ACCOUNTANT: PROJECT ACCOUNTING REF NO: DRPW 05/06/2017**
1 Year Contract

SALARY : R226 611.00 per annum Level 7
CENTRE : Bhisho
REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma in Finance, Auditing, Financial Information Systems. At least two (2) years relevant experience in Financial Administration. Working knowledge of Government Financial systems (BAS, LOGIS, PERSAL, and VULINDLELA), Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations. Proven interpersonal and communication skills at all levels. Strong analytical skills. Excellent financial management skills. Good communication skills. Computer literacy (MS Word, Excel, PowerPoint & Access). Knowledge of the Public Sector SCOA. Valid driver's licence.

DUTIES : Assist in monitoring expenditure against contracts. Assist in ensuring effective allocations on per project base. Assist in recording of projects discussed at BAC. Assist in identifying, obtaining and file award letters and VOs • Assist in processing of journals. Obtain awards information and VOs and determine source of funding (DRPW vs. client department). Assist in handling project exceptions. Obtain scanned payment vouchers from PV Team. Update commitments register. Assist in enforcing compliance to financial prescripts. Perform both electronic and manual filling.

ENQUIRES : can be directed to Mr M. Mbangi at 040-609 6424/6290/ 6248.

DEPARTMENT OF SPORTS, RECREATION, ARTS & CULTURE

The Department of Sports, Recreation, Arts & Culture 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 NB: Forward applications to the relevant centre
Head Office & Museums: Enquiries – Mr M Cezula Tel: 043 604 4158 Post to:
The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture,
Private Bag X0020, Bisho, 5605 Hand deliver to No. 5 Eales Street, Wilton
Zimasile Mkwazi Building, King William's Town, 5605

Amathole District: Enquiries Mr. Trevor Jantjies Tel: 043 704 7806 Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver: No 16 Commissioner Street, Old Elco Building, East London, 5201

Sarah Baartman District: Attention Mr V Ketelo: 046 6034244 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 OR Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Grahamstown.

Nelson Mandela District: Attention Mr V Kitching: 041 408 4533/32 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Port Elizabeth, 6003 OR Hand deliver to: 1st Floor, Goldenmile Building, North End, Port Elizabeth.

OR Tambo District: Attention Ms Kenqa: 047 502 9211 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Umtata, 5100 OR Hand deliver to: Human Resource Management, 6th Floor, Botha Sgcau building, corner Leeds and Owen Street, Umtata.

Alfred Nzo District: Attention Ms T Ntsevu: 039 254 0960 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 OR Hand deliver to: No 67 Church Street Mt Ayliff

Joe Gqabi District: Attention Mr Y Dlamkile: 051 633 2090 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: No. 27 Queens Terrance, Aliwal North

Chris Hani District: Attention Mr X Kwanini: 051 633 2090 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, P.O Box 7190, Queenstown, 5320 OR Hand deliver to: No. 6 Ebden Street, Queens town

FOR ATTENTION
CLOSING DATE
NOTE

: Mr M Cezula
: 14 June 2017
: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or <http://eclogta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Sports, Recreation, Arts & Culture welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

OTHER POSTS

POST 26/67

: **MANAGER: RECREATION DEVELOPMENT REF NO: DSRAC 02/06/2017**

SALARY
CENTRE
REQUIREMENTS

: R779 295.00 – R917 970.00 per annum (Level 12)
: King Williams Town
: Appropriate Bachelor's Degree/Diploma in the field of Sport and Recreation coupled with 10 years' experience in the field of Sport and Recreation of which 3 years must be at Assistant Manager Level. Knowledge of Preferential Procurement Policy Framework Act and Regulations, Public Finance Management Act, Division of Revenue Act (DORA), Sport and Recreation Mass Participation Conditional Grant (Framework), National Sport and Recreation Plan, Sport environment of the Eastern Cape. Must also have good interpersonal skills, problem solving, and crisis management skills. Show good strategic capabilities and leadership and ability to work under pressure. Valid driving license.

DUTIES

: Develop sub-directorate Plans. Ensure compliance with Conditional Grant Framework. Prepare budget, cash flow projections and procurement plans.

Develop inputs into the Conditional Grant Business Plan. Provide strategic leadership and ensure capacity building for subordinates. Ensure productive organizing culture, Implement mass participation programmes, coordinate recreation council, implement recreation programmes in voted funds, and organize major recreation events. Knowledge of national recreation trends in the country, develop a training schedule for communities, conduct feasibility analysis of voluntary participation in communities and develop concept documents. Knowledge of project management. Implement the hub programmes
ENQUIRES: can be directed to Mr M Cezula Tel: 043 604 4158

POST 26/68 : **MANAGER: LIBRARY AND INFORMATION SERVICES (PROVINCIAL LIBRARIES REF NO: DSRAC 01/06/2017)**

SALARY CENTRE REQUIREMENTS : R657 558.00 – R774 576.00 per annum (Level 11)
: King Williams Town
: Four-year Degree in Library and Information Services, coupled with 10 years' experience in the field of Libraries & Information Services of which 3 years must be at an Assistant Manager level in the field of Library & Information Services. A post graduate Diploma in related field will be an added advantage. Knowledge of relevant legislative framework and understanding of the Library function. Research, planning and organizing, report writing. Managerial skills, project management skills, financial Management skills. Good interpersonal relation skills, willingness to work under pressure and work irregular hours. Advanced computer skills. Valid driving license.

DUTIES : Manage Library and Information Service, strategic planning and reporting. Library and Information services planning. Develop annual budget for Library and Information Services. Maintain asset register. Personnel Supervision. (People with disabilities are encouraged to apply).

ENQUIRES : can be directed to Mr M Cezula Tel: 043 604 4158

POST 26/69 : **MANAGER: STRATEGIC PLANNING REF NO: DSRAC 03/06/2017**

SALARY CENTRE REQUIREMENTS : R657 558.00 – R774 576.00 per annum (Level 11)
: King Williams Town
: Bachelor's degree in Business/Public administration and or in quantitative discipline (i.e. Economics NQF L8, Statistics, etc.) coupled with 10 years' experience in strategy development and business planning environment of which 3 years must be at an Assistant Manager Level, post graduate Diploma in Monitoring and Evaluation and/ Strategy development. Project management certificate (PMP or Prince 2). Understanding of strategic planning in government institution. Monitoring and evaluation experience in the field of strategic planning. Good level of proficiency in Windows, Excel and quantities analysis, among other packages of MS Office. Capacity to produce high-quality reports in English and proven written communication and presentation skills, presenting evaluation findings through a variety of mediums- data visuals e.g. graphs, reports presentations. A strong working knowledge of issues related to development and humanitarian programming (community development, gender equity, inclusion and advocacy). Valid driving license.

DUTIES : Direct and administer all activities relating to the development and review of the departmental strategy, business planning processes, institutional performance management and reporting. Implementation of National and Provincial Strategic Planning Frameworks, develop strategic plans, Annual Performance Plans and operational plans for the department in guidance with strategic planning frameworks, regulations and prescripts, management of the annual strategic planning process, institutional reporting, stakeholder management, collating monthly and quarterly reports, evaluating evidence provided for performance, compiling performance information, compiling technical indicator descriptors with smart criteria and compiling all divisions strategy documents. Lead/facilitate strategy design, making sure that the Support and operational units are aligned to the departmental strategy, communicate the departmental strategy and adjust the strategy

ENQUIRES : can be directed to Mr M Cezula Tel: 043 604 4158

POST 26/70 : **MANAGER: MONITORING & EVALUATION REF NO: DSRAC 04/06/2017**

SALARY CENTRE : R657 558.00 – R774 576.00 per annum (Level 11)
: King Williams Town

- REQUIREMENTS** : Bachelor's degree in Business/Public administration and or in quantitative discipline (i.e. Economics NQF L8, Statistics, etc.) coupled with 10 years' experience in strategy development and business planning environment of which 3 years must be at an Assistant Manager Level, post graduate Diploma in Monitoring and Evaluation and/ Strategy development. Project management certificate (PMP or Prince 2). Understanding of strategic planning in government institution. Monitoring and evaluation experience in the field of strategic planning. Good level of proficiency in Windows, Excel and quantities analysis, among other packages of MS Office. Capacity to produce high-quality reports in English and proven written communication and presentation skills, presenting evaluation findings through a variety of mediums- data visuals e.g graphs, reports presentations. A strong working knowledge of issues related to development and humanitarian programming (community development, gender equity, inclusion and advocacy). Ability to provide coordination for operational evaluation studies. Valid driving license.
- DUTIES** : Supporting the implementation of the Monitoring and evaluation Framework and Systems. To implement monitoring and evaluation plan within the Province's wide Monitoring and Evaluation Framework and/or Strategy specific to DSRAC's strategies', needs and contexts. To provide unique skills set to the team, which include systems, building, quantitative and statistical analysis. Develop and Implement Monitoring and Evaluation Systems, Impact Evaluation.
- ENQUIRES** : can be directed to Mr M Cezula Tel: 043 604 4158
- POST 26/71** : **ASSISTANT MANAGER: MTHATHA REPOSITORY REF NO: DSRAC 09/06/2017**
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration R417 552.00 –R491 847.00 (Level 10)
: OR Tambo District
: A Degree or Diploma in Archives and Records Management coupled with 3-5 years' experience in a supervisory level. A National Archives certificate is a prerequisite Comprehensive knowledge of Archives Records Services legislation and policies. Knowledge of public service regulations and IT skills. Knowledge of electronic records management system. Good management and leadership abilities. Research and report writing skills. A valid driver's license.
- DUTIES** : Manage and supervise Mthatha Repository operations. Responsible for managing Government records in accordance with the Provincial Archives and Records Service Act. Liaise with organs of state regarding proper management and use of records. Manage proper maintenance of records and registries of client office. Supervise systematic disposal plans, policies and procedure manuals. Assist client office in designing electronic records management environment. Promote awareness of Archives and Records services through outreach programmes. Monitor compliance to proper records management practice in government bodies.
- POST 26/72** : **ASSISTANT MANAGER: TAX REBATES & RECONCILIATION REF NO: DSRAC 05/06/2017**
- SALARY CENTRE REQUIREMENTS** : R334 545.00 – R404 121.00 per annum (Level 09)
: King Williams Town
: A Degree/ Diploma in Financial Management or equivalent qualification coupled with at least 3 years' experience in the field of Salary and Tax Administration or Matric with 10 years' experience in the field of Salary and Tax Administration with three years' supervisory experience. Knowledge of Basic Accounting System (BAS) and PERSAL. Knowledge of Public Service Regulations, Public Finance Management Act, and applicable circulars/ Determinations. Understanding of generally accepted accounting practice. Must possess the following Skills: Analytical skills, Report writing skills and Computer literacy. Valid Driving License.
- DUTIES** : Management and control payroll function, Manage Tax Rebates office services. Manage departmental receivables. Manage PERSAL deductions and distribution functions including clearing of suspense accounts. Supervise and develop personnel.
- ENQUIRES** : can be directed to Mr M Cezula Tel: 043 604 4158

POST 26/73 : **ASSISTANT MANAGER: FINANCIAL ADMINISTRATION REF NO: DSRAC 06/06/2017**

SALARY CENTRE : R334 545.00 – R404 121.00 per annum (Level 09)
Chris Hani District

REQUIREMENTS : A 3-year Degree/ Diploma in Financial Management or equivalent qualification coupled with at least 3 years' experience in Financial Management, 3 years' supervisory experience or Matric coupled at least 10 years' experience in Financial Management with 3 years' supervisory experience. Knowledge of Public Service prescripts such as PFMA, Treasury Regulations. Knowledge of PERSAL and BAS. Knowledge of GAAP. Computer Literacy. A valid driving license.

DUTIES : Facilitate financial planning and budget services. Render expenditure, Accounting, Pre-Audit services. Ensure that the prescribed financial procedures and methods are applied and supervise domestic procedures and methods. Supervise the activities of subordinates entrusted with inter alia, the care accounts, voucher, documents, financial planning and budget, report on budget deviations, cost control and cost analysis programs, internal control and financial administration. Collect and coordinate expenditure planning data. Compile budget proposals on the basis of the financial decisions of the Accounting Officer. Ensure execution of all financial prescripts and procedures of the PFMA and Treasury Regulations.

ENQUIRES : can be directed to Mr X Kwanini Tel: 051 633 2090

POST 26/74 : **ASSISTANT MANAGER: LIBRARIES & INFORMATION SERVICES**

SALARY CENTRE : An all-inclusive remuneration R334 545 to R404 121 per annum (Level 09)
Ref No: DSRAC 07/06/2017 (or Tambo District), Ref No: DSRAC 08/06/2017 (Sarah Baartman District)

REQUIREMENTS : A Degree/Diploma or postgraduate diploma in Library and Information Science with 3 years' experience in Library Services. Must be able to interpret policies and implement strategies. Good management and communication skill. Sound knowledge of collection development and SLIMS. Computer Literacy. A valid driving license.

DUTIES : Supervise and manage staff within the district and Public Libraries. Develop and implement strategic plans of the section. Develop operational plans and manage the section's budget. Supervise collection development for the public libraries. Establish and maintain relationships with municipalities. Identify training needs and organize workshops for staff.

ENQUIRES : can be directed to Ms Kenqa Tel: 047 502 9211

POST 26/75 : **ASSISTANT MANAGER: HUMAN RESOURCE MANAGEMENT (ADMINISTRATION) REF NO: DSRAC 10/06/2017**

SALARY CENTRE : An all-inclusive remuneration R334 545.00 –R404 121.00 (Level 9)
Alfred Nzo District

REQUIREMENTS : A relevant 3-year bachelor's Degree/Diploma in HRM/Public Administration with 3 years' supervisory experience in the field of HRM or Matric with 10 years' experience in the field of HRM of which 3 years must be at supervisory level. Advanced knowledge of the PERSAL system. Knowledge of applicable PILIR, Basic Conditions of Employment Act, Labour Relations Act, Employment Equity Act, Skills Development Act. A valid driver license.

DUTIES : Supervise and manage Human Resources staff. Oversee human resource utilization. Coordinate and manage human resource development, Labour relations and Wellness. Provide advice regarding the applications of HR Policies. Coordinate and administer EPMDS. Manage HRM budget.

ENQUIRES : can be directed to Ms Ntsevu Tel: 039 254 0960

POST 26/76 : **PRINCIPAL MUSEUM HUMAN SCIENTIST (MUSEUM and HERITAGE)**

SALARY CENTRE : An all-inclusive remuneration R281 418.00 –R331 497.00 (Level 8)
Ref No: O.R Tambo District (DSRAC 11 /06/2017), AMATHOLE DISTRICT (DSRAC 12/06/2017), SARAH BAARTAMAN (DSRAC 13/06/2017)REQUIREMENTS: Degree in History/Heritage/Philosophy/social Science with 3 years' relevant experience or Matric with 5 years' experience in the field of Museums and Heritage. Knowledge and understanding of Government process. Project management skills. Good communication and

		interpersonal skills. Ability to work pressure without supervision. Computer Literacy. Valid driver's license.
<u>DUTIES</u>	:	Assist in the implementation of projects aimed identifying, conversing and managing Heritage resources. Assist in the implementation of projects aiming at promoting cultural heritage tourism. Assist in hosting of national days and significant heritage events. Audit cultural and historical significant heritage sites and objects in the Province. Identification, develop and promote intangible cultural heritage and indigenous knowledge systems. Strengthen relations with local authorities, traditional and religious leaders. Facilitate in changing names for geographical areas around the District. Assist in raising community awareness and development of strategies to promote protection and proper management of heritage resources.
<u>POST 26/77</u>	:	<u>PRINCIPAL / SENIOR LANGUAGE PRACTITIONER: LANGUAGE & LITERATURE REF NO: DSARC 17/06/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R281 418.00 –R331 497.00 (Level 8) Head Office
	:	A three-year degree/diploma in languages with 2 years' experience in promotion and development of language and literature or Matric with three years' experience in the field. Thoroughly understanding of the language industry; committed and dedicated to his/her work, must be able to communicate in Sign Language and offer interpreting services when necessary, be able to work beyond normal hours of duty, knowledge of prescripts/policies governing Language in the country and in the province and their implementation, be computer literate in Microsoft Word, Excel and Outlook. Financial and budgeting skills. Willingness to travel. A valid driving license.
<u>DUTIES</u>	:	Communicate and liaise with Deaf stakeholders and institutions in the province. Carry out Deaf and language development functions and translations, assist in the execution of all languages development duties in the sub-directorate, and assist the supervisor in strategic planning, budgeting, operational planning, and preparation of reports. Facilitate the promotion and co-ordination of Language and Literature in the Province.
<u>ENQUIRES</u>	:	can be directed to Mr M Cezula Tel: 043 604 4158
<u>POST 26/78</u>	:	<u>PUBLIC RELATIONS OFFICER REF NO: DSRAC 18/06/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R226 611.00 –R266 943.00 (Level 7) Bayworld Museum
	:	Relevant National Diploma or Degree in Public Relations, plus at least two years' relevant experience, valid driver's license.
<u>DUTIES</u>	:	Internal and external liaison (Media, Bayworld Friends, Sponsors) Supervise visitor service staff. Arrange special events. Report writing press releases, Marketing, Fundraising. Assist and liaison with other museum sections and public. Weekend work when required.
<u>POST 26/79</u>	:	<u>CULTURAL OFFICER: PERFORMING ARTS 2 POSTS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R226 611.00 –R266 943.00 (Level 7) REF NO: Amathole (DSRAC 19/06/2017) & O.R Tambo (DSARC 20/06/2017)
	:	A Degree or National Diploma in Arts and Culture or Matric Certificate plus 3 years' experience in Arts and Culture. General knowledge of government prescripts, knowledge of project management. Computer Literacy. Good interpersonal and communication skills (verbal and written). A Valid driving license.
<u>DUTIES</u>	:	Implement and coordinate the District Office Arts and Culture activities in accordance with the provincial policy. Implement the approved micro plans of Arts and Culture in the District. Carry out the mandate of the Directorate with the Chris Hani District. To manage, assist and coordinate District and / or Departmental projects arts and culture projects, liaison with local artists, authorities and Arts and Culture bodies (Association Forum etc.).
<u>POST 26/80</u>	:	<u>CHIEF AUXILLIARY SERVICE OFFICER REF NO: DSRAC 21/06/2017</u>
<u>SALARY CENTRE</u>	:	An all-inclusive remuneration R226 611.00 –R266 943.00 (Level 7) Burgersdorp Museum

- REQUIREMENTS** : An appropriate Degree/Diploma in History/Tourism or equivalent with 1-year experience in Museum environment or Matric with three years' experience in museum environment. Good Public Relations skills. Good verbal and written communication skills. Good telephone etiquette. Willingness to work on weekends and public holidays. A valid driving license.
- DUTIES** : Reception of visitors. Opening and closing of museum to the public. Compile a monthly register of visitors. Reconciliation of daily income. Host visitors and school groups. Supervise cleaning staff. Take care of collections. Manage historical house museum. Present exhibitions and assist with guided tours. Respond to call outs by the security company.
- ENQUIRES** : can be directed to Mr M Cezula Tel: 043 604 4158
- POST 26/81** : **CHIEF RECREATION OFFICER REF NO: DSRAC 22/06/2017**
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration R226 611.00 –R266 943.00 (Level 7)
: Amathole District
: A Three-year Degree/ Diploma in Sport Management or Human Movement Science or Matric certificate with 3 years' experience in Sport Management environment. Good communication and organizing skills. Ability to work under pressure. Basic computer skills. Knowledge of relevant prescripts. Experience in working in sport and recreation environment. A valid driving license.
- DUTIES** : To promote and encourage participation in sport and recreation through indigenous games and other recreational focused activities. To create platform for talent identification through the implementation of the indigenous and recreational programmes. To organize and implement capacity building programmes and festivals. To facilitate participation of provincial indigenous games teams and horse racing/ riding at provincial and national organized competitions. To champion the establishment of hubs. To liaise with relevant government and community-based structures relating to recreation development and advancement.
- ENQUIRES** : can be directed to Mr Trevor Jantjies Tel: 043 704 7806
- POST 26/82** : **INTERNAL AUDITOR REF NO: DSRAC 23/06/2017**
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration R226 611.00 –R266 943.00 (Level 7)
: Head Office
: A Degree/Diploma in Accounting/Internal Auditing. Knowledge of Standards for the relevant government pre scripts. Knowledge of service delivery (Batho Pele) principles. Good verbal and communication skills. Internal audit techniques. Organizational relationships. A high level of confidentiality. Drafting of reporting points. Computer Literacy
- DUTIES** : Provision of innovative, cost effective and value-added business processes and internal control view to ensure good corporate governance in the Department. To strive for continuous improvement in systems of internal control within the Department. Plans and monitors own daily performance of audit assignments to ensure quality and timeous delivery. Preparation of reports.
- ENQUIRES** : can be directed to Mr M Cezula Tel: 043 604 4158
- POST 26/83** : **LIBRARIAN 2 POSTS**
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration R226 611.00 –R266 943.00 (Level 7)
: REF NO: DSRAC 24/06/2017 (OR TAMBO) & DSRAC 25/06/2017 (ALFRED NZO)
: A Degree in Library and Information Science or equivalent qualification with at least 2 years' experience in Library work. Must be able to translate policies into implementation strategies. Good supervisory and communication skills. Able to catalogue and classify knowledge of Provincial Libraries and Information Act and other relevant legislation.
- DUTIES** : Develop collection in Libraries. Audit all Public Libraries within the District/Province. Conduct workshops for Libraries. Conduct book van tours. Catalogue and classify material. Assist in stock taking. Coordinate and implement Library projects. Supervise Library Assistants and monitor Public Library activities.

<u>POST 26/84</u>	:	<u>SPORT PROMOTION OFFICER REF NO: DSRAC 26/06/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R226 611.00 –R266 943.00 (Level 7) Chris Hani District A 3-year Degree/Diploma in Sport Management or equivalent qualification or Matric with 3 years' experience in Sport Management environment. Good communication and organizing skills. Knowledge of relevant prescripts. Ability to work under pressure. A valid driving license.
<u>DUTIES</u>	:	Facilitate, organization and implementation of Sport development programme in the District. Oversee and implement all approved sport projects and programs in the district. Preparation of documentation for submission. Planning and implementation of sport and recreation programs. Organize and co-ordinate sport and recreation activities in the district and provincially in accordance with the provincial sport policy. To implement approved operational plans of the district/ department. Implement, assist and co-ordinate district and / or departmental projects. Liaise with communities, structures, associations and maintain partnerships. Administration of sport and recreation programs. Organize coaching clinics for coaches and officials in the districts. File documents. Compile reports.
<u>ENQUIRES</u>	:	can be directed to Mr X Kwanini Tel: 051 633 2090
<u>POST 26/85</u>	:	<u>ARCHIVIST: PE REPOSITORY REF NO: DSRAC 27/06/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R226 611.00 –R266 943.00 (Level 7) Nelson Mandela Tertiary qualification specializing in Archives and Records Management or equivalent qualification with 2 years' experience in records management field or Matric with 3 years' experience in the field. Knowledge of Archives and Records Service policies. Knowledge of electronic records management systems and digitized archiving. IT skills, good verbal and written communication skills. A valid driving license will be an added advantage.
<u>DUTIES</u>	:	Responsible for managing Government records in accordance with the Provincial Archives and Records Services Act. Liaise with organs of state regarding proper maintenance of records in registries of client offices of the designated area. Supervise systematic disposal plans. Review policies and procedure manuals. Assist client offices with the management of electronic records.
<u>ENQUIRES</u>	:	can be directed to Mr V Kitching Tel: 041 408 4533
<u>POST 26/86</u>	:	<u>LIBRARY ASSISTANT: PROVINCIAL LIBRARIES REF NO: DSRAC 28/06/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R152 862.00 –R180 063.00 (Level 5) Head Office A Degree/Diploma in Library and Information Studies or Matric with 2 years' experience in Library environment. Good command of at least 2 official languages. Knowledge of Library systems and relevant government prescripts. Good verbal and written skills. Computer literacy.
<u>DUTIES</u>	:	Assist with 1 st level cataloguing and classification. Responsible for dispatching of library material to districts. Compile dispatch lists. Assist in the procurement of library material. Generate catalogue cards and spine labels. Responsible for manual processing of library material.
<u>ENQUIRES</u>	:	can be directed to Mr M Cezula Tel: 043 604 4158
<u>POST 26/87</u>	:	<u>LIBRARY ASSISTANT 2 POSTS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R152 862.00 –R180 063.00 (Level 5) Ref No: DSRAC 29/06/2017 (OR Tambo) & Ref No: DSRAC 30/06/2017 (Chris Hani District)
<u>REQUIREMENTS</u>	:	A Degree/ Diploma in Library and Information Studies or Matric certificate with 2 years' experience in Library environment. Good command of at least 2 official languages. Knowledge of library systems and relevant government prescripts. Computer literacy. Good verbal and written skills.
<u>DUTIES</u>	:	Assist with cataloguing and classification of library material to libraries. Allocation and distribution of library material to libraries. Quality check loading of item records. Generate dispatch lists. Prepare material for mobile library services/book van tour. Assist with stock taking and setting up libraries. Issue

		library material to members of the community. Join/renew library membership. Assist with shelving and circulation of library materials. Attend to reference queries brought by members of the public and learners. Maintain good public relations with the neighborhood, community or target populations served by library.
<u>ENQUIRES</u>	:	can be directed to Mr X Kwanini Tel: 051 633 2090
<u>POST 26/88</u>	:	<u>ADMIN CLERK REF NO: DSRAC 31/06/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R152 862.00 –R180 063.00 (Level 5) Albany Museum A Diploma/certificate in Financial Management or Matric with 2 years' experience in Finance environment. Ability to understand and interpret basic financial policies. In-depth knowledge of PFMA. Knowledge of BAS and PERSAL. Willingness to work under pressure. Good verbal and communication skills. Computer literate.
<u>DUTIES</u>	:	Examine documents to all information is correct before museum goes expenditure as well as the continuous process of monitoring finance through the year. Ensure adherence of internal controls and authorizing orders. Day to day and monthly reporting on irregular, unauthorized, wasteful and fruitless expenditure to the supervisor.
<u>POST 26/89</u>	:	<u>AUXILLIARY SERVICE OFFICER: MTHATHA MUSEUM REF NO: 32/06/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R127 851.00 –R150 606.00 (Level 4) OR Tambo Matric plus relevant training. Relevant experience an added advantage. Must be able to work on weekends and public holidays.
<u>DUTIES</u>	:	To provide for the reception of the public to the Museum building and recording attendance statistics. The courteous reception of visitors and providing guided tours through the galleries. Sale of entry tickets and museum shop items. Monitoring security in the museum through use of CCTV system, floor walking and staff liaison. Checking cleanliness of museum galleries, functioning of systems and wellbeing of displays. Assisting in other areas of the museum when required.
<u>ENQUIRES</u>	:	can be directed to Ms Kenqa Tel: 047 502 9211
<u>POST 26/90</u>	:	<u>GENERAL ASSISTANT REF NO: DSRAC 33/06/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R90 234.00 –R106 290.00 (Level 2) Albany Museum Grade 8 certificate or ABET qualification. Must be able to write and read. Good interpersonal skills. Good verbal and written communication skills. Self-motivated.
<u>DUTIES</u>	:	Perform routine duties relating to maintenance of the Centre. Load and move heavy equipment. Offload delivered goods from the suppliers. Assist in packing the delivered items to the storeroom and offices. Perform any other duties related to General Assistant work that may arise.
<u>POST 26/91</u>	:	<u>GENERAL ASSISTANT 2 POSTS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R90 234.00 –R106 290.00 (Level 2) REF NO: DSRAC 34/06/2017 (HEAD OFFICE) & DSRAC 35/06/2017 (JOE GQABI DISTRICT) Grade 8 certificates or ABET qualification. Must be able to write and read. Good interpersonal skills. Good verbal and written communication skills. Self-motivated.
<u>DUTIES</u>	:	Perform routine duties relating to maintenance of the Centre. Load and move heavy equipment. Offload delivered goods from the suppliers. Assist in packing the delivered items to the warehouse and offices. Perform any other duties related to General Assistant work that may arise.
<u>ENQUIRES</u>	:	can be directed to Mr M Cezula Tel: 043 604 4158.