

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM
DEDEAT 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 Head of Department: DEDEAT; Private Bag X0054, Bhisho, 5605 Hand Delivery: The Department of Economic Development and Environmental Affairs; Office/ Room No. 161, Beacon Hill Building, Cnr of Hargreaves St & Hockley Close, King Williams Town
- FOR ATTENTION** : Mr T. Gantsho
- CLOSING DATE** : 04 August July 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 29/57** : **GENERAL MANAGER: PORTFOLIO MANAGEMENT OFFICE (ONE YEAR CONTRACT) REF NO: DEDEA/2017/07/05**
- SALARY** : R1 068564 – R1 1 277610 per annum (Level 14). Commencing salary: R1 068564 per annum
- CENTRE REQUIREMENTS** : King Williams Town
 A undergraduate qualification (NQF level 7) as recognised by SAQA in Business Management, Public Administration or related field is required. A Master's degree in the same will be an added advantage. Minimum of 5 years of experience at a middle/senior Managerial level. PRINCE 2/PMBOK or other industry recognised Project/Programme Management methodology certification at Foundation level A valid driver's licence. Advanced computer literacy.
- DUTIES** : Develop and review DEDEAT Groups Project Management Framework. Coordinate project planning, Institute a platform for effective planning, implementation, management, monitoring and reporting of DEDEAT projects. Ensure development and maintenance of a central repository of DEDEAT's Project Products in conjunction with the Knowledge Management Unit. Monitor, evaluate and report on the performance of Projects. Manage the allocated resources of the Sub Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
- ENQUIRES** : Mr T. Gantsho Tel no: (043) 605 7091
- POST 29/58** : **SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT (ONE YEAR CONTRACT) REF NO: DEDEA/2017/07/01**
- SALARY** : R898 743 – R1 058691 per annum (Level 13). Commencing salary: R898 743 per annum
- CENTRE** : King Williams Town

<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Commerce/Accounting/Supply Chain Management/Logistics /Purchasing Management /Cost and Management Accounting (or equivalent qualification) as recognised by SAQA. Minimum of 5 years of experience at a middle/senior Managerial level. A valid driver's license
<u>DUTIES</u>	:	Develop and maintain the departmental supply chain system in line with legislative and treasury norms and standards. Manage and direct the provisioning of demand and acquisition management service. Manage and direct the provisioning of contract management services. Manage and oversee the provisioning of logistic and store management services. Manage and direct the provisioning of assets management and disposal services. Manage the departmental movable and immovable assets and be conversant with the government GIAMMA process and requirements. Manage and coordinate the provisioning of fleet management services. Manage the allocated resources of the Directorate in line with the legislative and departmental policy directives and comply with corporate governance and planning imperatives
<u>ENQUIRES</u>	:	Mr T. Gantsho Tel no: (043) 605 7091
<u>POST 29/59</u>	:	<u>SPECIALIST: AGRO PROCESSING (ONE YEAR CONTRACT) REF NO: DEDEA/2017/07/02</u>
<u>SALARY</u>	:	R898 743 – R1 058691 per annum (Level 13). Commencing salary: R898 743 per annum
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	A undergraduate qualification (NQF level 7) as recognised by SAQA in Agriculture, Manufacturing, Agricultural Economics or related field is required. A Master's degree in the same will be an added advantage. Minimum of 5 years of experience at a middle/senior Managerial level. A valid driver's licence. Advanced computer literacy. Track record in developing and executing strategies, plans and initiatives in the sector. Deep knowledge of the Eastern Cape agro-industrial sector.
<u>DUTIES</u>	:	Conduct a scientific analysis and assessment of the agro processing industry and sector and its impact on the Province. Provide highly specialised agro processing industry and sector advisory services. Develop and coordinate the provisioning of sector specific development services and projects. Monitor, evaluate and report on the general performance of the sector to stimulate economic growth and job creation
<u>ENQUIRES</u>	:	Mr T. Gantsho Tel no: (043) 605 7091
<u>POST 29/60</u>	:	<u>LEGAL ADVISOR (ONE YEAR CONTRACT) REF NO: DEDEA/2017/07/03</u>
<u>SALARY</u>	:	R898 743 – R1 058691 per annum (Level 13). Commencing salary: R898 743 per annum
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	postgraduate in Law, specialising in either Labour Law or Law of Contract and/or Forensic Investigation, The candidate must be a permanent South African citizen, At least 5 years' management experience in the legal and investigative field with proven successes from initiation of cases to conviction in court, The ability to effectively interact with senior and executive management and a track record of implementing best business practices in the legal and investigations field, A high level of computer literacy and an investigative understanding of accounting practices in Government, Experience in the investigation, prosecution and chairing of misconduct hearings at provincial government level will be an added advantage, The ability to facilitate the investigation of contraventions of the Public Finance Management Act (PFMA), The candidate must be a discreet individual and be able to maintain confidentiality on forensic audits and investigations. An undergraduate qualification (NQF level 7) as recognised by SAQA. Minimum of 5 years of experience at a middle/senior at a Managerial level
<u>DUTIES</u>	:	Implementation of litigation management strategy. Pro-active participation in risk management units. The collection and collation of data through a reliable registry system. The tracking and reporting of landmark litigation. Pro-active facilitation of compliance with court orders. Training and capacity building. Drafting and vetting of contracts and Legislative compliance.
<u>ENQUIRES</u>	:	Mr T Gantsho Tel no: (043) 605 7091

POST 29/61 : **MANUFACTURING SPECIALIST (ONE YEAR CONTRACT) REF NO: DEDEA/2017/07/04**

SALARY : R898 743 – R1 058691 per annum, Level 13. Commencing salary: R898 743 per annum

CENTRE REQUIREMENTS : King Williams Town
: A undergraduate qualification (NQF level 7) as recognised by SAQA in Manufacturing, Production Management, Operations Management, Business Studies or related field is required. A Master's degree in the same will be an added advantage. Minimum of 5 years of experience at a middle/senior Managerial level. A valid driver's licence. Advanced computer literacy. Track record in technical experience as a Sector Specialist and/or Advisor. Deep knowledge of the Eastern Cape manufacturing

DUTIES : Conduct scientific analysis and assessment of the manufacturing industry and sector in the Eastern Cape. Provide specialised manufacturing advisory services. Coordinate and manage stakeholders across public and private sector. Monitor, evaluate and report on the performance of the sector.

ENQUIRES : can be directed to Mr T. Gantsho at 043 605 7091

POST 29/62 : **SPECIALIST: DONOR MOBILIZATION & MANAGEMENT (ONE YEAR CONTRACT) REF NO: DEDEA/2017/07/06**

SALARY : R898 743 – R1 058691 per annum, Level 13. Commencing salary: R898 743 per annum

CENTRE REQUIREMENTS : King Williams Town
: A undergraduate qualification (NQF level 7) as recognised by SAQA in Business Studies, Public Administration, International Relations or related field is required A Master's degree in the same will be an added advantage. Minimum of 5 years of experience at a middle/senior Managerial level A valid driver's licence Advanced computer literacy Five (5) years in a middle or senior management level in international relations, inter-governmental relations or related sector Track record in technical experience as a Specialist and/or Advisor in the field.

DUTIES : Develop and maintain framework for official development assistance instruments and services. Lead and coordinate mobilisation of resources in the Department. Provide strategic direction on Corporate Social Investment initiatives of the DEDEAT Group. Monitor, evaluate and report on the sustainability of ODA programmes and instruments.

ENQUIRES : Mr T. Gantsho Tel no: (043) 605 7091

POST 29/63 : **RENEWABLE ENERGY SPECIALIST (ONE YEAR CONTRACT) REF NO: DEDEA/2017/07/07**

SALARY : R898 743 – R1 058691 per annum, Level 13. Commencing salary: R898 743 per annum

CENTRE REQUIREMENTS : King Williams Town
: A undergraduate qualification (NQF level 7) as recognised by SAQA in Engineering Sciences, or related field is required. A Master's degree in the same will be an added advantage. Minimum of 5 years of experience at a middle/senior Managerial level. A valid driver's licence. Advanced computer literacy. Five (5) years in a middle or senior management level in renewable and / or sustainable energy sector Track record in technical experience as a Sector Specialist and/or Advisor in the field Deep knowledge of the Eastern Cape energy industry and sector.

DUTIES : Support the project entitled Provision of support services to SMMEs in the energy sector and integration into municipal IDPs and LED strategies (Phases 4 and 5). Provide Institutional support to selected sustainable energy initiatives. Expedite all relevant forms of sustainable energy project procurement and payments. Maintain sustainable energy project list as per PMO requirements.

ENQUIRES : Mr T. Gantsho Tel no: (043) 605 7091

OTHER POSTS

- POST 29/64** : **MANAGER: CONSUMER PROTECTION (ONE YEAR CONTRACT) REF NO: DEDEA/2017/07/08**
- SALARY** : R657 558 – R774 576 per annum, Level 11. Commencing salary: R657 558 per annum
CENTRE : King Williams Town
REQUIREMENTS : Appropriate 4 years Degree or equivalent qualification in Law. Valid driver's license (code B) A minimum of 3 year's management experience in the field of Law, Commercial Law, Contracts or regulation of Consumer Protection; Computer Literacy. Financial Management. Project Management.
- DUTIES** : Develop policies, guidelines, norms, and standards, manage the promotion and coordination of promotion and compliance measures by business and other critical stakeholders in relation to Consumer Protection legislation and regulations, Monitor and evaluate consumer protection activities, analyse trends, identify challenges, produce reports and develop structured interventions. Receive and register consumer complaints at the Head Office, advise consumers and negotiate resolution and settlement of complaints and provide technical advice and resolve complicated complaints referred from Regional Offices. Ensure management of capacity building programmes, Facilitate promotion and protection of consumer rights and business regulations. Facilitate the enforcement of consumer and business legislation. Perform and manage administrative and related functions
- ENQUIRES** : Mr T Gantsho Tel no: (043) 605 7091
- POST 29/65** : **MANAGER: PORTFOLIO MANAGEMENT OFFICE (ONE YEAR CONTRACT) REF NO: DEDEA/2017/07/09**
- SALARY** : R657 558 – R774 576 per annum, Level 11. Commencing salary: R657 558 per annum
CENTRE : King Williams Town
REQUIREMENTS : A relevant Bachelor's degree or diploma. PRINCE2/PMBOK or any other industry recognized Project/Programme Management methodology. Valid driver's license.
- DUTIES** : Develop and maintain an organisational dashboard of DEDEAT Group's portfolio, programmes and projects. Provide technical advisory services on portfolio, programme and project management principles and procedures. Develop, provide and oversee the. Implementation of a standard framework for DEDEAT Group's portfolio, programme and project management framework. Coordinate and consolidate integrated reporting of the DEDEAT Group's portfolio, programmes and projects.
- ENQUIRES** : Mr T. Gantsho Tel no: (043) 605 7091
- POST 29/66** : **MANAGER: RENEWABLE ENERGY (ONE YEAR CONTRACT) REF NO: DEDEA/2017/07/10**
- SALARY** : R657 558 – R774 576 per annum, Level 11. Commencing salary: R657 558 per annum
CENTRE : King Williams Town
REQUIREMENTS : A Post Graduate Degree in Environmental Science/Renewable Energy Studies/Sustainable Development. Project Management skills/experience. Ability to interact at both strategic and operational level. Industry-specific research and knowledge management.
- DUTIES** : Support the project entitled Provision of support services to SMMEs in the energy sector and integration into municipal IDPs and LED strategies (Phases 4 and 5). Provide Institutional support to selected sustainable energy initiatives. Expedite all relevant forms of sustainable energy project procurement and payments. Maintain sustainable energy project list as per PMO requirements.
- ENQUIRES** : Mr T. Gantsho Tel no: (043) 605 7091
- POST 29/67** : **ASSISTANT MANAGER: CONTRACT MANAGEMENT (ONE YEAR CONTRACT) REF NO: DEDEA/2017/07/11**
- SALARY** : R334 545 – R394 065 per annum, Level 09. Commencing salary: R334 545 per annum
CENTRE : King Williams Town

REQUIREMENTS : Three-year National Diploma / Bachelor's Degree in Commerce/ Business Management / Public Administration / Law / Supply Chain Management / Procurement. Two year's relevant experience in Supply Chain Management / Procurement environment. Experience in various aspects of contract management and legal aspects of procurement will be an added advantage. Good understanding of Public Sector Supply Chain Management, corresponding legislation and National Treasury Directives. Good interpersonal and communication skills. Computer literacy

DUTIES : Design and implement Contract Management and Monitoring plan. To ensure effectiveness and efficiency in the use of supplier contracts. Work with legal department in drafting contracts, SLA and KPI for all contracts. To track and collate contract information. Attend to contract related queries from clients and end-user. Provide Contractual advice to End users. Manage contract spend and reporting thereof and ensure achievement of BBBEE targets. Supplier Relationship Management.

ENQUIRES : Mr T. Gantsho Tel no: (043) 605 7091

POST 29/68 : **ASSISTANT MANAGER: LOGISTICS & STORES (ONE YEAR CONTRACT) REF NO: DEDEA/2017/07/12**

SALARY : R334 545 – R394 065 per annum (Level 09). Commencing salary: R334 545 per annum

CENTRE : King Williams Town

REQUIREMENTS : B. Degree or Equivalent qualification majoring in supply chain management/ Public Administration. Three years' experience at supervisory level within the area of Supply Chain Management after obtaining the qualification.

DUTIES : Supervise the provisioning of logistic and stores services. Monitor and oversee the provisioning of logistics and store services in the District Offices. Supervise processes for reporting on stores management practices in the Department. Supervise subordinate staff and support departmental planning processes.

ENQUIRES : Mr T. Gantsho Tel no: (043) 605 7091

POST 29/69 : **ASSISTANT MANAGER: SUSTAINABLE RESOURCE (ONE YEAR CONTRACT) REF NO: DEDEA/2017/07/13**

SALARY : R334 545 – R394 065 per annum (Level 09). Commencing salary: R334 545 per annum

CENTRE : King Williams Town

REQUIREMENTS : 3-year Qualification in the fields of science, business/ economics, or engineering

DUTIES : Provide technical support on Energy Development. Assist in the coordination and facilitation of Nuclear Energy and other energy programs. Provide support on institutional structures. Perform administrative and related functions.

ENQUIRES : Mr T. Gantsho Tel no: (043) 605 7091

DEPARTMENT OF HEALTH

APPLICATIONS : Post to: Human Resource Office, Frere Hospital, Private bag X9047, East London, 5200 Enquiries: Ms N Mthitshana or P Zasawe - Tel No: 043 709 2487/2532 Enquiries: Mr Mjindi Z–Tel 041 405 2121 or Hand Deliver to Human Resources, Livingstone Tertiary Hospital, Olmar Buidling, Stanford Road, Kortsen Port Elizabeth.

CLOSING DATE : 28 July 2017

NOTE : 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.

MANAGEMENT ECHELON

POST 29/70 : **HEAD: CLINICAL DEPARTMENT GR1–OBSTETRICS & GYNAECOLOGY REF NO: ECHEALTH/HCD/FTH/01/07/2017**

SALARY : R1 938 279-2 057 214 per annum (OSD) plus commuted overtime benefits
CENTRE : Frere Tertiary Hospital
REQUIREMENTS : 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.

ENQUIRIES : Ms N Mthitshana Tel no: (043) 709 2487/2532

POST 29/71 : **HEAD: CLINICAL DEPARTMENT GR 1–PAEDIATRICS AND CHILD HEALTH REF NO: ECHEALTH/HCD/LVTH/01/07/2017**

SALARY : R1 938 279- R2 057 214 per annum (OSD) plus commuted overtime benefits
CENTRE : Livingstone Tertiary Hospital
REQUIREMENTS : 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.

ENQUIRIES : Mr Mjindi –Tel no: (041) 405 2121

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

FOR ATTENTION
CLOSING DATE
NOTE

: Mr M. Mbangi
: 04 August 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 29/72

: **DIRECTOR: LEGAL SERVICES REF NO: DRPW 01/07/2017**

SALARY
CENTRE
REQUIREMENTS

: R898 743 per annum, Level 13
: Bhisho
: LLB or equivalent 4 year Law degree (NQF 7) coupled with at least 5 years legal experience as a Deputy Director. A valid driver's license is essential. Admission and enrolment as an Advocate or Attorney is compulsory. Experience in and understanding of the constitutional framework and South African Judicial System. KNOWLEDGE AND SKILLS: Legal research and drafting of legislation and litigation procedures, Interpretation, good communication and interpersonal skills. Dispute Resolution skills, Presentation skill. Project Management. Report writing and analytical thinking, Planning and decision making skills, Strategic capabilities and leadership skills, Knowledge of Government and Departmental policies and strategies, Maintenance of confidential information. Knowledge of Financial Management. Service delivery innovation and analytical thinking skills. Regulations and other prescripts

DUTIES

: Prepare and provide general legal advice on matters affecting the Department. Draft Legal documents and contract entered into by/ with the Department. Provide litigation support to the Department. Liaise with different stakeholders, particularly the Office of the Premier and Office of the State Attorney. Obtain responses and/ or clarifications from line functionaries on queries and questions raised by the State Attorney's Office. Provide assistance and strategic input in the overall management of the Directorate. Undertake efficient budgetary & expenditure control and procurement in terms of the PFMA, Treasury. Provide legal training and presentation on the acts provided by or that have a bearing on the Department.

ENQUIRIES

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

POST 29/73

: **DIRECTOR: INTERNAL AUDIT, REF NO: DRPW 02/07/2017**

SALARY
CENTRE
REQUIREMENTS

: R898 743 per annum, Level 13
: Bhisho
: An appropriate Bachelor's degree in Auditing and Accounting. Successful completion of Articles in Accounting and Auditing with a registered firm of chartered accountants and CIA, will be an added advantage and audit experience in infrastructure related projects. 6- 8 years' experience in internal audit services, risk management and Special IT audits; and a minimum of 4 years in managing internal audit services in Deputy Director Level. A valid driver's license. Experience in strategy formulation, implementation and delivery. Experience in designing, implementing and reviewing corporate governance, risk management processes and internal controls, Up to date knowledge of local and international auditing standards and risk practices, Strong IT

systems knowledge and KNOWLEDGE AND SKILLS: Problem solving skills, Strategic capability and leadership, Management skills, Communication skills, Computer skills, customer service skills, Programme and project management. Driver's licence is a must. Public Finance Management Act (PFMA); Standards for the Professional Practice of Internal Auditors, Public Service Regulations and Framework; Computer audit software (teammate and ACL, etc) Values: Integrity, Objectivity, Confidentiality, Competency. It is expected from the incumbent to work outside normal working hours from time to time.

DUTIES

: The Director internal audit will assist the Chief Audit executive: To coordinate the provision and management of Internal Audit services. To provide an independent objective assurance and consulting activity designed to add value and improve an organization's operations. Develop Internal Audit policies and procedures in accordance with the Institute of Internal Auditors (IIA) standards. Prepare, for approval by the audit committee a rolling three-year strategic internal audit plan. Evaluate and improve quality, adequacy and effectiveness of internal controls. Manage all the resources for the component. Co-ordinate with other internal and external providers of assurance to ensure proper coverage and to minimize duplication of effort. Providing support to the Audit Committee in terms of plans and reports. Monitor and evaluate systems of internal control, risk management and Governance processes. Assisting the Department in adhering to sound corporate governance principles, complies with all government regulations and satisfies all legislative oversight requirements. Assess the operational procedure and monitoring mechanisms over all transfers made and received, including transfers in terms of the annual Division of Revenue Act. Assist the accounting officer in maintaining efficient and effective controls by evaluating those controls to determine their effectiveness and efficiency, and by developing recommendations for enhancement or improvement. Assist the accounting officer in achieving the objectives of the Department by evaluating and developing recommendations for the enhancement or improvement of the processes. Establish internal audit priorities, Develop a good work relationship with external auditors as well as the chairperson and members of the audit committee

ENQUIRIES

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

OTHER POSTS

POST 29/74

: **CHIEF QUANTITY SURVEYOR (GRADE A) 2 POSTS**

SALARY CENTRE

: R805 806 per annum (OSD)
: Bhisho

REQUIREMENTS

: Ref No: DRPW 03/07/2017 Buildings- Education X1 post
Ref No: DRPW 04/07/2017 Provincial Department X1 post
Degree in Quantity Survey or relevant qualifications Six years quantity Survey post-qualification experience required. Compulsory Registration with the South African Council for Quantity Survey Profession (SACQSP). A valid Driver's license. KNOWLEDGE AND SKILLS: Programme and Project Management. Quantity Survey Legal and operational compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development Computer aided engineering applications. Creating high performance culture. Technical Consultancy. Professional Judgement

DUTIES

: Quality Survey analysis effectiveness: Perform final review and approval or audits on quality survey procedure, co-ordinate quality survey efforts and integration across discipline to ensure seamless integration with current technology Maintain quality survey operational effectiveness: Manage the execution of quantity survey strategy thorough the provision of appropriate structures, systems and resources, Set quality survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Set quality survey effectiveness according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment / services, Manage the operational capital project portfolio for the operation] to ensure effective resourcing according to organization needs and objectives, allocate, monitor, control expenditure according to budget to ensure efficient cash flow management and Manage the compilation added value of the

discipline –related programmes and projects. Governance: Allocate, monitor and control resources, Compile risk logs (database) and manage significant risk according to sound risk management practices and organizational requirements, Provide technical specialist services for the operation of quality survey related matters to minimize possible risks, Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirement and return on investment. People Management: Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity y survey according to organizational needs and requirements and Manage subordinates key performance arrears by setting and monitoring performance standards and taking action to correct deviations to achieve department objectives.

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

POST 29/75 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT 2 POSTS**

SALARY : R657 558 per annum, Level 11
CENTRE : Ref No: DRPW 05/07/2017 Mt Ayliff
 Ref No: DRPW 06/07/2017 Queenstown

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/Public Management/ Accounting/Commerce on educational qualifications with at least five (5) years relevant experience in Supply Chain Management with three (3) years at Assistant Director level ·A valid driver's license **KNOWLEDGE AND SKILLS:** Analytical skills. Knowledge of Asset and Inventory Management, Logistics, Acquisition, Demand and Contracts Management. Communication skills (written and verbal). Computer literacy. Knowledge of and experience in Project Management or Financial Accounting Systems. Extensive knowledge of prescripts. Knowledge of PFMA and Treasury Regulations. A valid driver's license. Excellent analytical, numeric, communication and report - writing skills · Financial Management skills· Ability to handle multiple and complex tasks and projects. Good computer skills in MS Word, MS Excel, MS Project and PowerPoint. People Management skills with the ability to deal with stakeholders at all levels. Ability to work in a team. Ability to develop and analyses policies. Ability to work under pressure and meet tight deadlines

DUTIES : Monitor the implementation of the operational plan for the unit to support the achievement of departmental strategic objectives. Develop and monitor the regional procurement plan. Monitor compliance with relevant legislation. Manage and monitor the mitigation of identified SCM risk. Manage and monitor the audit implementation plan. Facilitate the procurement of goods and services in the region. Facilitate the procurement of construction services in the region. Manage the database of regional service providers. Manage needs analysis and financial planning. Monitor SCM unit performance through monthly and quarterly reporting. Monitor contracts and report on supplier's performance. Manage stocktaking and asset verification on a monthly and quarterly basis. Ensure the development and management of employees in the unit. Develop and sustain a culture of high performance, professionalism and integrity to support the overall quality of service delivery. Ensure the control of budgeting and expenditure processes in line with strategic objectives and relevant legislation. Ensure the effective utilization of other resources (i.e. systems and assets).Manage Logistics, ensuring the generation of orders. Coordinate sitting of regional bid committees and secretariat services. Manage regional fleet services.

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

POST 29/76 : **DEPUTY DIRECTOR: CONTRACTOR DEVELOPMENT (EXPANDED PUBLIC WORKS PROGRAMME) REF NO: DRPW 07/07/2017**

SALARY : R657 5588 per annum, Level 11
CENTRE : Bhisho

REQUIREMENTS : An appropriate Bachelor's Degree/National Diploma in Public Administration/ Management. A recognised degree in Quantity Surveying/ Engineering or Construction Projects Management will be added advantage. 5 years' experience in SMME Development of which 3 years must be at an Assistant director level in the Public Sector. Understanding of the CIDB regulations. A valid drivers' licence

		KNOWLEDGE AND SKILLS: Knowledge of Project and Programme Management. Applied Skills in Resource Management including amongst others team and People Management. Conflict Management. Planning and organising skills. Negotiation and Presentation Skills. Client Orientation and Customer Focus.
<u>DUTIES</u>	:	Lead and Manage CIDP Programme in DRPW. Manage implementation of: Integrated Contractor Development Programme (ICDP), Control and provide strategic guidance to subordinates for optimal performance. Reporting, monitoring and evaluation to ensure effective service delivery. Manage implementation of APTCOD programme. Promotion of Black Economic Empowerment (BEE) in the procurement of goods and services in the manufacturing and supply of material during project implementation
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6424/6290/ 6248
<u>POST 29/77</u>	:	<u>DEPUTY DIRECTOR: TECHNICAL X2 POSTS: MAINTENANCE SERVICES, REF NO: DRPW 08/07/2017</u>
<u>SALARY</u>	:	R657 558 per annum, Level 11
<u>CENTRE</u>	:	Port Elizabeth
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma in Engineering (NQF level 6) with five (5) years relevant experience in Civil Engineering as well as safety management within the roads environment of which 3 years at Assistant Director level. Knowledge of project management principles and methodologies. Sound knowledge of government protocols, procurement processes and regulations. Excellent communication skills. Problem solving and analytical skills. Extensive computer literacy and efficiency with Computer-Aided Engineering applications, e.g. Civil Designer, CAD, GIS. Sound knowledge of relevant legislation and procedures covering the road proclamations. Good interpersonal relations skills. A valid Code B driver's license.
<u>DUTIES</u>	:	Review engineering designs and specifications. Execute local surveys and compile plans. Maintain and monitor engineering operational effectiveness according to departmental goals and objectives. Compile and manage the asset database for provincial roads. Manage the development, training, motivation and utilization of the technical human resources in terms of governmental regulations. Supervise and manage in-house and outsourced works. Manage projects in terms of time, cost and quality. Monitor road projects and report to management on regular basis. Ensure Occupational Health Awareness on sites. Implementing risk management system in line with occupational health and safety legislation and other relevant requirements. Coordination of a standard approach to maintaining accident records and legally required incident/accident investigating and reporting. Compile project specific Health and Safety risk assessments/specifications for inclusion in tender documents. Compile tender documents for appointment of external Health and Safety consultants. Check and approve health and safety plans submitted by contractors.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6424/6290/ 6248
<u>POST 29/78</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT: SPECIALISED AND OPERATIONAL AUDITS, REF NO: DRPW 09/07/2017</u>
<u>SALARY</u>	:	R657 558 per annum, Level 11
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/diploma with majors in Information Systems and Auditing or equivalent qualification. A minimum of 5 years in the Information Systems Auditing. Auditing in Construction environment will be added advantage with at least three (3) years' experience at Assistant Director Level. Audit experience (minimum of three years) including the ability to identify new risks facing the institution with significant management responsibilities. A valid driver's license. Must be prepared to travel, work irregular and long hours. Expected to work overtime and must be prepared to disclose their financial interests, Security clearance. Learning Fields: Auditing Knowledge and Skills: Excellent verbal, written and facilitation skills along with well-developed presentation skills. Extensive knowledge in Public Sector, Standards for the Professional Practices of Internal Auditing (SPPIA), Treasury Regulations, PFMA, Public Service regulations, National and Provincial Treasury Regulatory Framework and other relevant prescripts. Be a member of IIA and other relevant professional bodies Advanced Computer knowledge. Good communication (verbal and written),

DUTIES

Analytical, interpersonal, inquiring mind, information systems. Strategic thinking, report writing and presentation skills, problem solving, innovative and sound managerial skills, ability to work under pressure and be deadline driven

Responsible for all types of audits. Assist in the development of Strategic Audit Plan, Annual Internal Audit Coverage Plan and quarterly reports to management and Audit committee. Coordinate and manage of all audit assignments. Ensure proper management of all audit assignments within the budgetary time parameters, report on all audit findings and follow-up on remedial actions by management. Ensure efficient and effective utilization of resources on audit assignments. Assist the department including management with the compliance with laws and regulations. Control, manage and direct activities to ensure smooth functioning of the Directorate. Assist in the development of Strategic Audit Plan, Annual Internal Audit Coverage Plan and quarterly reports to management and Audit committee • Support, coach, mentor and develop subordinates. Ensure acceptable quality and compliance to International Standards for the Professional Practice of Internal Auditors issued by the Institute of Internal Auditors(SA).Review of departmental systems both applications and general controls. Review of departmental systems both applications and general controls. Review User access, IT security controls and data management. Review compliance with ethical and social practices including IT norms and standards. Review compliance with applicable standards for Construction industry. Communication with other stakeholders

ENQUIRIES

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

POST 29/79

DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT: HUMAN RESOURCE UTILIZATION AND CAPACITY DEVELOPMENT, REF NO: DRPW 10/07/2017

SALARY

R657 558 per annum, Level 11

CENTRE

Bhisho

REQUIREMENTS

An appropriate Bachelor's Degree/National Diploma in Human Resources Management/Industrial Psychology/Psychology or Public Administration/Management (NQF Level 6) with at least 5 years' relevant experience in HR Utilisation and Capacity Development of which three (3) years must be at an Assistant Director level. A valid driver's licence. Knowledge and Skills: Planning and organizing. Computer literacy. Problem solving. Negotiation Events Management. Presentation. Information analysis. Investigating. People and diversity management. Problem solving. Financial Management. Client orientation and customer focus. Communication and interpersonal skills. Knowledge and experience: Public Service Act. Public Service Regulations. PFMA and Regulations. White Paper on transformation of Public Service. Basic Condition of Employment Act. Employment Equity Act. Skills Development Act. Knowledge of and experience in HRD policy development, implementation and monitoring. Extensive knowledge of PMDS prescripts and experience of the administration and application thereof. Public Service transformation and management Project Management. Batho Pele Principles. SMS handbook. Skills. Presentation. Communication. Computer Literacy. Financial Management

DUTIES

Manage the effectiveness of Performance Management Development System. Provide performance management related advice to command and management bodies and individuals in Senior Management appointments. The development and maintenance of policy for performance management and measurement. Co-ordinate and quality assure performance agreements in line with norms and standards. Manage the implementation of performance management incentives. Coordinate and facilitate the timeous submission of employee performance documentation. Plan and manage the coordination of PMDS training and management programmes. Co-ordinating the management of individual performance in the DRPW. Co-ordinating of Service efforts with respect to Performance Management and Measurement. Develop and implement the action plan to ensure that employees submit performance reviews and assessments. Conduct research to improve performance management processes. Monitor and evaluate the implementation of the PMDS. Co-ordinate PMDS implementation across the department. Provide expert and technical advice to SMS and non-SMS members on PMDS issues Manage a compilation of the annual Departmental Performance Management Report. Manage Human and Financial resources

ENQUIRIES

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

POST 29/80 : **DEPUTY DIRECTOR: MONITORING AND EVALUATION OF SERVICE DELIVERY TRANSFORMATION SMU REF NO: DRPW 11/07/2017**
Directorate: Integrated Monitoring and Evaluation

SALARY : R657 558 per annum, Level 11
CENTRE : Bhisho
REQUIREMENTS : A three (3) year Degree (NQF level 7) or National Diploma (NQF Level 6) in Administration/Public Administration/Business Administration/Information Management/Development Studies/Operational Management or related fields OR Honours or Master's Degree as well as a formal training course in Project Management and research will be an added advantage with a minimum of five (5) years relevant experience in Private Sector or Government Service with three (3) years at Assistant Director level, A valid driver's license

DUTIES : Develop, manage and maintain M&E Frameworks, norms and standards systems for service delivery improvement. Conduct research, develop internal systems and maintain baseline information on beneficiaries and services offered. Manage, coordinate, advice on and support the planning and Implementation of services delivery transformation programmes and activities, Provide technical support to business units with regard to business modelling, re-engineering to ensure resource and operational alignment with departmental strategies and organisational structures., Research and evaluate the implementation of departmental policies and assess the impact and sustainability of programmes, Set up and analyse information systems from which key information for Monitoring and reporting is extracted, Coordinate the analysis and verification of performance data produced by the branches of the department to ensure that it meets the requirements of the FMPPI and where necessary engage with branches to assist them to improve the quality of their performance data.

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

POST 29/81 : **DEPUTY DIRECTOR: EVALUATIONS SMU, REF NO: DRPW 12/07/2017**
Directorate: Integrated Monitoring and Evaluation

SALARY : R 657 558 per annum Level 11
CENTRE : Bhisho
REQUIREMENTS : A three (3) year Degree (NQF level 7) or National Diploma (NQF Level 6)) in Administration/Public Administration/Business Administration/Information Management/ Development Studies/ Operational Management or related field OR Honor's or Master degree as well as a formal course in M& E will be an added advantage with a minimum of five (5) years relevant experience in Private Sector or Government Service with three (3) years at Assistant Director level. A valid driver's license

DUTIES : Develop and implement monitoring and evaluation systems, impact evaluation. Establish evaluation systems in the department. Support the implementation of the evaluation framework and systems. Evaluate impact of policies and strategies towards service delivery improvement. Conduct evaluation of projects and programs to determine outcomes and impacts. Provide capacity support and liaison to program managers. Ensure clear procedures and processes for evaluation and institutional arrangement is in place. Conduct evaluation studies and the socio- economic impact of department policies and program. Input into provincial, compile and monitor the department evaluation plan.

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

POST 29/82 : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT 3 POSTS**

SALARY : R657 558 per annum, Level 11
CENTRE : Ref No: DRPW 13/07/2017 Mount Ayliff
Ref No: DRPW 14/07/2017 East London
Ref No: DRPW 15/ 07/2017 Mthatha
REQUIREMENTS : A Bachelor's Degree / National Diploma in Town Planning/ Public Administration/ Property Administration/ Built Environment. 5 years' experience in in State Land Administration or Property Management of which 3 years must be at an Assistant director level A valid driver's license is a prerequisite Knowledge and Skills: Sound

knowledge and workable understanding of State Land administration and management including legislation (e.g. Eastern Cape Land Disposal Act) and practices (e.g. land surveying, valuations, lease management) pertaining to the property industry. A good understanding of the Constitutional obligations and programmes of Government to address the imbalances in the property ownership and land use patterns of our country. Good financial management skills and proven budgeting ability. Good computer skills in MS Word, Excel and PowerPoint. An ability to execute analytical analyses in the property environment, supported with strong communication skills (written and verbal) is essential. The person must also be able to multitask and be results driven orientated, motivated, meet deadlines and accept responsibility. Knowledge of Asset Management. Knowledge of Properties as well as operations of the Office of the Survey- General, the Registrar of Deeds and Surveys and Mapping. The applicant must be willing to travel extensively. Knowledge and experience in the vesting of State Land. Knowledge and understanding of the PFMA, GIAMA, the Property Charter and the role and functions of the PSLDC as well as operational knowledge in the GIS (Esri- products) and property database environment will be advantageous.

DUTIES

: Ensure the effective administration and management of the property portfolio of the Eastern Cape Provincial Government in all aspects. Manage the acquisition, disposal and leasing of immovable property and rights (e.g. servitude & mineral) therein. Manage the control of property rights and the confirmation of vesting of properties that should be in the asset register of the Region in terms of legislation. Manage the verification of State and other public land by conducting appropriate land use investigations and audits thereon • Ensure the administration and performance of buildings within a region as to obtain maximum yields on investment, optimum levels of maintenance and utilization, and client satisfaction. Manage client relations by ensuring effective liaison with client departments on various levels. Assist client departments in drafting inputs for the compilation of their immovable asset management plans. Ensure economic efficiency in the Department's leasehold portfolio in line with market trends. Ensure that immovable property assets support government's socio-economic objectives such as the release of State Land for land reform and municipal development purposes. Manage the regional asset register, the tenancy management portfolio and the property holdings portfolio by designing and implementing strategies and best practices to minimize property expenditure and maximize property utilization and income. Ensure that all expenditure and revenue in respect of State-owned and leased properties are captured in the relevant property information/financial systems. Manage the timeous and correct payment of property rates, municipal service charges, lease payments, cleaning, gardening & security contracts and revenue collection from property sales, leases, user charges, etc. Manage the rendering of cost-effective and efficient cleaning, gardening and security services. Address all property and land related enquiries from the public. Liaise with client departments, other provincial Governments, national Government, municipalities, parastatals, and other organs of the State. Manage the appointment and supervision of service providers and consultants. Support the Management, update and maintenance of the Regional Strategic Accommodation Plan. Prepare budgeting programmes for accommodation according to the provincial Strategic Accommodation Plan. Determine optimal acquisition and disposal strategies. Undertake research and development to ensure highest and best use of properties. Identify superfluous properties that are not needed over the long term • Compile User Asset Management Plans and Custodian Asset Management Plan for the Region for submission to Head Office. Undertake human resource management.

ENQUIRIES

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

POST 29/83

: **DEPUTY DIRECTOR: FINANCIAL SERVICES REF NO: DRPW 16/ 07/2017**

SALARY

: R657 558 per annum, Level 11

CENTRE

: Mthatha

REQUIREMENTS

: A National Diploma or B Degree in Accounting /Commerce/Financial Management, Taxation, Internal Auditing or A National Diploma in Cost and Management or Accounting or Bachelor of Business Administration with at least five (5) years Financial Management environment experience of which three (3) years' experience must be at an Assistant Director Level. A proven track record of managing a team. Relevant

		experience in the Public Service would be an added advantage. A valid driver's license. KNOWLEDGE AND SKILLS: Sound understanding of Basic Accounting Principles (GRAP and Modified Cash Basis) and proven ability to apply them, Knowledge of budget process, BAS, PERSAL and LOGIS .Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in Ms Word, Excel and Outlook. Knowledge of laws, Regulations, Policies ,Instructions, Practices, Public Finance Management Act,, Notes of the Public Finance Management Act(PFMA)and National Treasury Regulations.
<u>DUTIES</u>	:	Provide strategic guidance on handling financial matters of the region Ensure that budget-related matters are handled accordingly. Ensure that financial policies and regulations are implemented properly. Control the administration of accounts and make follow ups on the budget to ensure that it is utilized properly. Handle audit related queries. Responsible for Payroll Management. Manage Personnel. Expenditure analysis. Manage compliance with legislative requirements on payment processes and reporting Monitor and manage the authorization of receipts and deposits and timeous submissions of returns to Head Office. Management of the Financial Administration component. Effective and efficient identification and management of risks within the unit Management, safeguarding and maintenance of assets, including debtors. Management of liabilities and collection of revenue. Compliances with taxes, levies, duties, pension and all financial commitments. Detect and report on unauthorized, irregular, fruitless and wasteful expenditure and losses resulting from criminal and other conduct Settlement of contractual obligations and payment of all money owing, including inter-governmental claims within the agreed or prescribed period. Keeping full or proper records of the financial affairs of the Region. Control and review of monthly reconciliation. Assist Management to ensure compliance with the PFMA, Treasury Regulations, and other relevant guidelines and legislation. Risk Management.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6424/6290/ 6248
<u>POST 29/84</u>	:	<u>DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME 2 POSTS</u>
<u>SALARY CENTRE</u>	:	R657 5588 per annum, Level 11 Ref No: DRPW 17/07/2017 Queenstown, Ref No: DRPW 18/07/2017 Mthatha
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma in the Socio Economic Development field/ Public Administration/ Management with five (5) years relevant experience in the economic or infrastructural field of which 3 years must be at an Assistant Director level. Knowledge of the Community Based Public Works Programme. Emerging Contractors Development Programme Manual. Intergrated Development Planning Policy and the PFMA. A valid driver's licence. KNOWLEDGE AND SKILLS: Understanding of EPWP. Familiarity of working with communities. Analytical skills and excellent Communication skills. Computer literacy. Social facilitation, problem solving, administration and budgeting skills. Project and Financial Management. Basic statistical analysis skills.
<u>DUTIES</u>	:	Management of EPWP personnel and promoting the development planning and coordination of EPWP activities, both internal and external. Budget control and financial management across EPWP sub-programmes. Technical support to municipalities and sector departments in order to promote labour-intensive methods in project implantation. Ensure that the Departments increase their investments in poverty alleviation programme. Ensure that training and development are key aspects of the sectoral plans. Collect and collate report from sectoral committee.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6424/6290/ 6248
<u>POST 29/85</u>	:	<u>CONTROL ENGINEERING TECHNOLOGIST–GRADE A: BUILDINGS REF NO: DRPW 19/07/2017</u>
<u>SALARY CENTRE</u>	:	R673 956 per annum (OSD) East London
<u>REQUIREMENTS</u>	:	Bachelor of Technology in Engineering (B Tech) or relevant qualification. Six (6) years post qualification Engineering Technologist experience required technical experience. A valid driver's license. Compulsory Registration with the Engineering Council of South Africa (ECSA) as an Engineering Technologist. KNOWLEDGE AND SKILLS: Project

		Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting
<u>DUTIES</u>	:	Manage Technological advisory Services:- Plan technological support to engineers and associate professionals in the field. Ensure the adherence and promotion of promotion of safety standards in line with statutory and regulatory requirements. Solve broadly defined technological challenges through application of proven techniques and procedures; and develop, maintain and manage current. Monitoring and evaluation of technological designs:- Evaluate and monitor existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and make recommendations for approval by the relevant; and Identify and optimize technical solutions. Manage administrative and related functions:- Provide inputs in budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technological/ engineering operational plan. Ensure the development, implementation and maintenance databases; and Manage and supervise personnel and assets. Research and development:-Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology. To liaise with relevant bodies/councils on engineering- related matters
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6424/6290/ 6248
<u>POST 29/86</u>	:	<u>CONTROL WORKS INSPECTOR: BUILDINGS, REF NO: DRPW 20/07/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 552 per annum, Level 10 East London A National diploma (T/N/S Streams) in the built environment/ Electrical/Mechanical engineering with three (3) years relevant experience or N3 and a passed trade test in the built environment with five (5) Years relevant experience. A B-Tech in the Built environment/ Electrical/ Mechanical engineering. Registration as a Professional Engineering Technician /Technologist/ Candidate Construction Project Manager will be an added advantage. Broad based buildings maintenance experience and ability to implement pro-active/preventative maintenance system. A valid driver's license is compulsory. Knowledge and Skills: Good management and interpersonal skills. Computer literacy. Understanding of Occupational Health and Safety Act (OHS) Act. Conflict management skills. Client orientation and customer focus skills. Self-management. Report writing skills. Knowledge of Building regulations. Knowledge of quality control and South African national Standard. Quality control of all Construction Works. Management of people, risk, change and the promotion of teamwork
<u>DUTIES</u>	:	Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow up. Ensure that the outputs are aligned to departmental strategic goals and objective and satisfy client's needs. Maintain policy for standard construction, maintenance operation specifications for all buildings services rendered on behalf of the department and client departments. Evaluate installation activities to ensure that the designs and specifications are executed and performed to acceptable standards. Management of planned and unplanned maintenance projects under the supervision of the Deputy Director Technical Services. Monitor the performance and management of building inspectorate in terms of time, cost, quality and socio-economic objectives. Administration of contractors for emerging and established contractors. Design and develop documentation for in-house projects as and when required. Travel and visit construction sites on a regular basis for control inspections. Monitor building programmes and report to management on a regular basis for control inspections. Monitor building programmes and report to management on a regular basis. Co-ordinate the conditional surveying of buildings. Co-ordinate and check tender documents, valuation for payment certificates, prepare estimates and call for quotations for work to be done. Be prepared to travel and overnight within the district as and required in the course of duty. Supervise the performance and conduct of subordinates through inter alia: Enter into agreements with sub-ordinates in terms of the PMDS policy. Identify skills development needs and provide training and development opportunities of subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: 040-609 6424/6290/ 6248.

POST 29/87 : **CONTROL WORKS INSPECTOR 1 POST) INSPECTORATE SERVICES–
MECHANICAL REF NO: DRPW 26/07/2017**

SALARY : R417 552 per annum, Level 10

CENTRE : Mthatha

REQUIREMENTS : A National diploma (T/N/S Streams) in Mechanical engineering with three (3) years relevant experience or N3 and a passed trade test in the built environment Mechanical field with five (5) Years relevant experience. A B-Tech/Bachelor in Mechanical engineering, Registration as a Professional Engineering Technician /Technologist/ Construction Project Manager will be an added advantage. Broad based buildings maintenance experience and ability to implement pro-active/preventative maintenance system. A valid driver's license is compulsory. KNOWLEDGE AND SKILLS: Good management and interpersonal skills. Computer literacy. Understanding of Occupational Health and Safety Act (OHS) Act. Conflict management skills. Client orientation and customer focus skills. Self-management. Report writing skills Knowledge of Building regulations. Knowledge of quality control and relevant South African Bureau of Standard standards. Quality control of all Construction Works. Management of people, risk, change and the promotion of teamwork

DUTIES : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow up. Ensure that the outputs are aligned to departmental strategic goals and objective and satisfy client's needs. Maintain policy for standard construction, maintenance operation specifications for all buildings services rendered on behalf of the department and client departments. Evaluate installation activities to ensure that the designs and specifications are executed and performed to acceptable standards. Monitor the performance and management of building inspectorate in terms of time, cost, quality and socio-economic objectives. Design and develop documentation for in-house projects as and when required. Travel and visit construction sites on a regular basis for control inspections. Monitor building programmes and report to management on a regular basis for control inspections • Be prepared to travel and overnight within the district as and required in the course of duty. Supervise the performance and conduct of subordinates through inter alia: Enter into agreements with sub-ordinates in terms of the PMDS policy. Identify skills development needs and provide training and development opportunities of subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures.

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

POST 29/88 : **CONTROL WORKS INSPECTOR (X1 POST): INSPECTORATE SERVICES –
HEALTH, REF NO: DRPW 27/07/2017**

SALARY : R417 552 per annum, Level 10

CENTRE : Mthatha

REQUIREMENTS : A National diploma (T/N/S Streams) in Architecture/Buildings with three (3) years relevant experience or N3 and a passed trade test in the built environment field with five (5) Years relevant experience. A B-Tech/Bachelor in Architecture/Construction Management/Quantity Surveying, Registration as a Professional Senior Architectural Technologist/Architectural Technologist/Construction Project Manager/Quantity Surveying will be an added advantage. Broad based buildings maintenance experience and ability to implement pro-active/preventative maintenance system. A valid driver's license is compulsory. Knowledge and Skills: Good management and interpersonal skills. Computer literacy. Understanding of Occupational Health and Safety Act (OHS) Act. Conflict management skills. Client orientation and customer focus skills, Self-management, Report writing skills. Knowledge of Building regulations. Knowledge of quality control and relevant South African Bureau of Standard standards. Quality control of all Construction Works. Management of people, risk, change and the promotion of teamwork

DUTIES : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow up. Ensure that the outputs are aligned to departmental strategic goals and objective and satisfy client's needs. Maintain policy for standard

construction, maintenance operation specifications for all buildings services rendered on behalf of the department and client departments. Evaluate installation activities to ensure that the designs and specifications are executed and performed to acceptable standards. Monitor the performance and management of building inspectorate in terms of time, cost, quality and socio-economic objectives. Design and develop documentation for in-house projects as and when required. Travel and visit construction sites on a regular basis for control inspections. Monitor building programmes and report to management on a regular basis for control inspections. Be prepared to travel and overnight within the district as and required in the course of duty. Supervise the performance and conduct of subordinates through inter alia: Enter into agreements with sub-ordinates in terms of the PMDS policy. Identify skills development needs and provide training and development opportunities of subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures.

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

POST 29/89 : **CONTROL ENGINEERING TECHNICIAN 5 POSTS**

SALARY : R396 375 per annum (OSD)
CENTRE : Ref No: DRPW 21/07/2017 Bhishe X3 posts
 Ref No: DRPW 22/07/2017 East London X1 post
 Ref No: DRPW 23/07/2017 Sterkspruit X1post

REQUIREMENTS : National Diploma in Engineering or equivalent qualification with 6 years post qualification technical experience. Compulsory Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. A valid driver's license. Knowledge and Skills: Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting

DUTIES : Manage Technical Services:- Manage technical services and support in conjunction with the Engineers, Technologists and associates in field, workshop and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions:- To provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases; and Manage, supervise and control technical and related personnel and assets. Research and development:- Continuous professional development to keep up with the new technologies and procedures Research/literature studies on technical engineering technology to improve expertise and to liaise with relevant bodies/councils on engineering related matters

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

POST 29/90 : **CHIEF ARTISAN - GRADE A: ROADS BRANCH, REF NO: DRPW 24/07/2017**

SALARY : R343 329 per annum (OSD)
CENTRE : Port Elizabeth
REQUIREMENTS :

An appropriate Trade Test Diploma certificate. Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. Valid driver's license. Knowledge and Skills: Project Coordination. Technical design and analysis knowledge. Research and development. Computer-Aided Architectural applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills

DUTIES : Manage technical services: - Manage technical services and support in conjunction with Technicians/Artisans and associate in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance in line with specifications• Manager administrative and related functions: - Provide inputs into budgeting process; Compile and submit reports as required; Provide and consolidate

inputs to the technical operational plan; Update databases and Manage artisans and related personnel and assets. Financial Management: - Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline-related activities and services. People management: - Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements; Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: - Continuous individual development to keep up with technologies and procedures; Research/literature studies on technical/engineering to improve expertise; Liaise with relevant bodies/councils on technological/engineering-related matters.

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

POST 29/91 : **CHIEF ARTISAN - GRADE A: BUILDINGS 4 POSTS BUILDINGS CONSTRUCTION-3 POST; BUILDINGS 1 POST REF NO: DRPW 25/07/2017**

SALARY : R343 329 per annum (OSD)

CENTRE : Queenstown

REQUIREMENTS : Appropriate Trade Test Certificate in Auto Electrician • Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. Valid driver's license.

DUTIES : Manage technical services: - Manage technical services and support in conjunction with Technicians/Artisans and associate in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance in line with specifications. Manager administrative and related functions: - Provide inputs into budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical operational plan; Update databases and Manage artisans and related personnel and assets Financial Management: - Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline-related activities and services. People management: - Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements; Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: - Continuous individual development to keep up with technologies and procedures; Research/literature studies on technical/engineering to improve expertise; Liaise with relevant bodies/councils on technological/engineering-related matters.

ENQUIRIES : Mr M. Mbangi Tel no: 040-609 6424/6290/ 6248

POST 29/92 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT: SUPPLY CHAIN MANAGEMENT, REF NO: DRPW 28/07/2017**

SALARY : R334 545 per annum, Level 09

CENTRE : Port Elizabeth

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma in Supply chain Management/ Logistic Management/ Public Management/ Public Administration with subjects in public procurement or finance and or Supply Chain Management/ Commerce/ FIS/Local Government Finance/ Internal Auditing/ Management/ Business Management/ Accounting/ Law with at least 4 years relevant in Supply Chain Management/ Contracts Management of which 2 years must be at supervisory level working experience. Experience in the drafting, management, monitoring and evaluation of contracts and SLAs. Good project management, operational and financial management skills, reviewing and drafting contracts and legislation and applying them to business/ organizational requirements. Good knowledge of operational performance planning and monitoring, corporate governance knowledge of the PFMA, Treasury Regulations, Law of contracts and Supply Chain Management prescripts. Proven knowledge of Government procurement process related to

construction procurement. Understanding of JBCC, GCC, NEC and other forms of contracts related to construction. A valid Driver's license. KNOWLEDGE AND SKILLS: Excellent analytical, numeric, communication and report- writing skills. Financial Management skills with the ability to handle multiple and complex tasks and projects. Good computer skills i.e. MS Word, MS Excel, MS Project and PowerPoint. People Management skills with the ability to deal with stakeholders at all levels. Ability to work in a team. Ability to develop and analyses policies. Ability to work under pressure and meet tight deadlines.

DUTIES : Contracts and Service Level Agreements drafting. Ensure consistent application of SCM process across all contracts including compliance with legislative and regulatory framework. Liaise with relevant line managers in preparation and reviewing service level agreements and business contracts between service providers and the Department. Analyse bids and proposals and ensure that the specifications of binding agreements with the service providers are legal and comply with Government policies. Provide support to all departmental bid committees. Safeguarding of contracts related documentation and contract files. Maintain an up to date departmental register. Maintain contract guarantees and contractors/service providers. Implement SCM audit plan Report and advice on all Contract management risks. Prepare appointment and termination letters on contracts awarded. Render support to the monitoring and implementation of internal controls systems in order to meet delivery expectations.

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

POST 29/93 : **ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION 4 POSTS**

SALARY CENTRE : R334 545 per annum, Level 09
 : Ref No: DRPW 29/07/2017 Port Elizabeth
 : Ref No: DRPW 30/07/2017 Mount Ayliff
 : Ref No: DRPW 31/07/2017 Mthatha
 : Ref No: DRPW 32/07/2017 Queenstown

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma in Commerce/ Accounting/ Financial Management, Taxation and Internal Auditing OR Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6). Minimum 4 years relevant experience in the Financial Management environment of which two (2) years must be at supervisory level. Knowledge of the functioning of government; programme management and financial management. A valid driver's license. KNOWLEDGE AND SKILLS: Knowledge of the functioning of government; programme management and financial management. Knowledge of policy development, implementation and analysis. Sound understanding of Basic Accounting Principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, Persal and LOGIS. Have the ability to perform independently and under pressure. Good communication, negotiation, decision making and analytical thinking skills. Computer literacy and report writing. Knowledge of regulations, policies, Instructions, practices, Public Finance Management Act (PFMA) and National Treasury Regulations

DUTIES : Handle financial expenditure services: -Effect payments on accounts; Establish a data base for safe keeping of records of payments; Collect and collate accurate information on expenditure returns. Administer salary and payroll matters:-Develop and maintain an update salary register; Handle and effect all salary related matters (deductions, etc.). Assist with budget coordination: - Provide advice to sub programme managers on financial analysis and project costing; Assist with planning, organizing and controlling Regional budget; Monitor expenditure trends and initiate financial reporting for In Year Monitoring (IYM). Handle revenue management:-Supervise the collection and banking of revenue; Prepare weekly revenue reports and submit to management; Issue monthly statements (lease revenue). Monitor rendering of Pre-Audit services:- Supervise receipt of payment requests and vouchers against budget allocations; Issue authorizing certificates; Supervise capturing of payments of accounts on audited expenditure transactions; Maintain registers and records. Assist with creditor's reconciliation services:-Receive and record invoices and statements from suppliers; Maintain age analysis of invoices; Compile reports. Assist the Manager with other related tasks that might be assigned from time to time. Supervision of staff.

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

POST 29/94 : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS (IGR) 2 POSTS: REGIONAL DIRECTOR'S OFFICE**

SALARY CENTRE : R334 545 per annum, Level 09
: Ref No: DRPW 33/2017 Port Elizabeth X1 post
: Ref No: DRPW 34/07/2017 Mount Ayliff X1 post

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma in Public Administration/ Management/Development studies/Political science OR Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6). Minimum four (4) years relevant experience in community relations towards advocating on behalf of government issues affecting service delivery of which 2 years must be at a supervisory level. Knowledge of wide range of functions of Sector Departments and Municipalities. Strong networking skills and the ability to develop and maintain relationships with various individuals, organizations and government departments. Good communication skills both verbal and non-verbal and the ability to address a variety of audiences including communities, local and provincial lawmakers. Good client relations skills and conflict management. Good organizational skills and time management. Knowledge and understanding of Masiphathisane (Flagship Programme). Coordination of audit responses. A valid driver's license.

DUTIES : Manage the establishment and maintenance of Stakeholder relations: - Develop stakeholder relations. Maintain effective relations with sector Departments at the District level and all municipalities by: Attending and participating in all IGR forums; Cluster Forums; IDP representative forums; End user forums; DIMAFO & Coordination of implementation of Cluster Collaborative. Enhance cooperation between DRPW and relevant community based stakeholders. Maintain conflict between DRPW, other Departments, Municipalities and Community stakeholders in the region. Receive and review enquiries regarding DRPW Programmes and service related issues from Municipalities and stakeholders. Provide support to EPWP on Social Facilitation Programme. Resolution Management: - Generate and communicate resolutions taken from regional management meetings, extended regional management and general staff meetings to relevant programmes with agreed timelines. Receive resolutions from IGR committees and cascade them to Management. Monitor implementation of resolutions. Monitor and Evaluate Projects: - Ensure development of Project Plans. Monthly progress reporting on the Implementation of Project Plans. Monitoring of staff in the Office of the Regional Director. Ensure development of quarterly regional newsletter by the communications officer.

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

POST 29/95 : **ASSISTANT DIRECTOR: STRATEGIC MANAGEMENT UNIT, GENDER EQUALITY REF NO: DRPW 35/07/2017**

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

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma (NQF Level 6) in Administration/ Public Administration/Business Administration/Development Studies or related field with a minimum of four (4) years in Private Sector or Government Service of which two (2) years must be at a supervisory level · A working experience in the field of community services and protecting human rights of vulnerable groups will be an added advantage. A valid driver's licence

DUTIES : Develop and implement awareness programmes on the legal framework and mandates pertaining to women's empowerment in line with the Gender Strategic Framework for Public Service. Identify focus group of women to be empowered and arrange for all women managers to participate in Management and Leadership Training Conduct gender audit to assess representatively and levels amongst women employees ·Monitor and evaluate the policies and practices of the department to ensure that they promote and protect gender equality ·Investigate inequality and complaints on any gender related issues Undertake interventions on matters considered to be undermining equality between men and women and those that unfairly discriminates against women on the basis of gender in terms of Promotion of Equality and Prevention of Unfair Discrimination Act (PEPUDA),2000 ·Roll out Sexual Harassment Policy to all departmental employees

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

POST 29/96 : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT 2 POSTS, SUPPLY CHAIN MANAGEMENT**

SALARY : R334 545- R404 121 per annum, Level 09
CENTRE : Ref No: DRPW 36/07/2017 Queenstown X1 Post
Ref No: DRPW 37/07/2017 Mount Ayliff X1 Post

REQUIREMENTS : An appropriate Bachelor's Degree / National Diploma in Supply Chain Management/ Logistic Management/ Public Administration/Public Management with subjects in Public Procurement or Finance and or Supply Chain Management / Commerce/ FIS/Local Government Finance/Internal Auditing/Management/Business Management/Accounting with at least four (4) years relevant experience in Supply Chain Management of which two (2) years must be at a supervisory level. · Computer skills in Microsoft Office Applications · Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts · Experience in Demand and Acquisition Management· Knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, BBBEE, CIDB, Treasury Regulations and Supply Chain Management prescripts · A valid driver's license. Knowledge and Skills: · Knowledge of Supply Chain Management Demand and Acquisition management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. Knowledge of office procedure and Bid Administration. Decision making. Background in procurement or competencies in administration of bids. Computer skills. Problem solving Writing skills. Creativity. Ability to engage with service providers with matters related to acquisition of goods or services. Highly motivated. Good understanding of acquisition/ demand management processes. ability to work under pressure.

DUTIES : The successful candidate will ensure that resources required to fulfil the demand needs identified in the departmental strategic planning as well as business, operational and project plans are delivered at the correct time, price, place, and that the quantity and quality will satisfy those needs. · Manage the establishment and maintenance of a supplier database to ensure compliance in implementation of effective and efficient service delivery. · Manage and advise the specification committee to ensure compliance to relevant legislation. · Ensure that the current and future construction needs of the department are analyzed by conducting market research, commodity and industry analyses. Assist end users with the development of procurement plans. Consolidate departmental procurement plans and facilitate procurement of construction projects as per the Procurement Plan. Coordinate demand inputs from Construction Branches and offer assistance so as to have budget alignment in terms of MTEF. Monitor compliance and adherence to policies, procedures and processes pertaining to demand management.

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

POST 29/97 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING, REF NO: DRPW 38/07/2017**

SALARY : R334 545 per annum Level 09
CENTRE : Head Office (Bhisho)

REQUIREMENTS : B. Degree/ National Diploma in Human Resource Management/ Industrial Psychology/ Public Management or in relevant field. A minimum of 4 years' experience in Human Resource Administration/ Provisioning of which two (2) years must be at a supervisory level. •Computer literacy in all MS Office packages. Knowledge of Persal is Compulsory. A valid drivers licence. KNOWLEDGE AND SKILLS: Public Service Act, Proclamation 103 of 1994 as amended Public Service Regulations. Basic conditions of Employment Act. Analytical skills. Problem solving skills. Policy development skills. HRM policies and procedures. Performance management. Report writing. Computer Literacy. Conflict management. Presentation. Working in a team.

DUTIES : Manage human resource provisioning services. Manage processes for advertising of positions, recruitment, selection and filling of positions. Ensure validation of qualifications. Manage assumption of duties. Manage issuing of letters of appointment contracts. Manage probation processes and confirmation of appointments. Manage deployment - Manage personnel utilization and mobility through transfers, translations in rank, promotions and secondments. Maintain high standards by ensuring that the

team/ section produce excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide necessary guidance and development opportunities. Ensure timeously development of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timeously Performance Assessments of all subordinates.

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

POST 29/98 : **ASSISTANT DIRECTOR: PROVINCIAL COORDINATION 3 POSTS EXPANDED PUBLIC WORKS PROGRAMME, REF NO: DRPW 39/07/2017**

SALARY : R334 545 per annum Level 09
CENTRE : Bhisho
REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma in Socio-economic Development/ Public Administration/ Management with at least four (4) years relevant experience of which two (2) years must be at a supervisory level. Advanced knowledge of Expanded Public Works Programme. Knowledge of labour-intensive methodologies. Experience in development planning policy. An understanding of government legislation, policies and procedures. A valid driver's license.

DUTIES : KPA's: Reporting to the Manager EPWP, the incumbent will be expected to: Liaise with public bodies to increase their investments in poverty alleviation programmes. Assist public bodies to ensure their programmes complement the job creation initiatives and are mainstreamed within department plans. Ensure public bodies contribute towards sectoral plans. Ensure that training and development form key aspects of sectoral plans. Establish sectoral committees and ensure they are functional. Collect and collate reports from sectoral committees Contribute towards the realisation of EPWP targets.

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

POST 29/99 : **ASSISTANT DIRECTOR: MONITORING AND EVALUATION: EXPANDED PUBLIC WORKS PROGRAMME, REF NO: DRPW 40/07/2017**

SALARY : R334 545 per annum Level 09
CENTRE : Bhisho
REQUIREMENTS : An appropriate Bachelor's Degree or National Diploma in socio-economic development/ information management/Monitoring and evaluation. A post graduate qualification in statistics or quality management will be an added advantage. Advanced knowledge of Expanded Public Works Programme. Knowledge of labour-intensive methodologies. Experience in development planning policy. An understanding of government legislation, policies and procedures. A valid driver's license. KNOWLEDGE AND SKILLS: The position requires a strategic thinker, a resourceful facilitator with good interpersonal skills, sound understanding of Expanded Public Works Programme, ability to work under pressure, being able to understand intergovernmental relations, ability to interact at high level whilst monitoring and evaluating the performance of public bodies.

DUTIES : The incumbent will be expected to: Report to the Manager EPWP M&E. Liaise with public bodies to increase their investments in poverty alleviation programmes and ensure that they are reported. Monitor the performance of the province on EPWP against the set targets. Conduct evaluation studies of the provincial performance periodically. Develop a sound monitoring environment and systems for all provincial public bodies. Analyse the reports to inform the strategic direction the programme should follow. Ensure that the data collected and reported is reliable, useable and has integrity. Ensure that training and development of public bodies in understanding and implementing proper monitoring and evaluation practices. Manage relationship with public bodies.

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

POST 29/100 : **ASSISTANT DIRECTOR: APTCOD COORDINATOR: EXPANDED PUBLIC WORKS PROGRAMME REF NO: DRPW 41/07/2017**

SALARY : R334 545 per annum, Level 09

<u>CENTRE REQUIREMENTS</u>	:	BHISHO
	:	An appropriate Bachelor's Degree or National Diploma in the Built Environment coupled with 4 years' experience in Artisan development of which two (2) years should be at a Supervisory level. Have knowledge of the APTCoD programme. A valid driver's license. Have skills and knowledge on report writing, project management, social facilitation, and EPWP. Knowledge and Skills: Coordination, facilitation, negotiations and Analytical thinking, Presentation and report writing, proficiency in MS office, Conflict Resolution.
<u>DUTIES</u>	:	To coordinate and monitor the implementation of the APTCoD programme. Liaise with the APTCoD coordinators, trade test institutions, training centers and TVET colleges. Capacitate mini training centers in Regions. Advise regions on the skills needed by the industry during recruitment Generate and analyze information on EPWP performance and assess the socio-economic impact of the APTCOD programme. To monitor and evaluate compliance with EPWP principles and guidelines (internal and external). Stakeholder management
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040)-609 6424/6290/ 6248
<u>POST 29/101</u>	:	<u>ASSISTANT DIRECTOR: FLEET MANAGEMENT: SUPPLY CHAIN MANAGEMENT, REF NO: DRPW 42/07/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum Level 09
	:	Mthatha
	:	A Bachelor's Degree/National Diploma in Fleet/Transport Management, Public Management/Administration, Commerce, Financial Accountancy, Auditing with 3 years relevant working experience in fleet Management of which 2 years at Supervisory level. Knowledge of PFMA and National treasury regulations and Supply Chain Management Prescripts, Knowledge of the Departmental mandate and its relationship with stakeholders in the sector and client departments. A valid driver's licence. KNOWLEDGE AND SKILLS: Extensive knowledge of fleet management services, Excellent analytical, numeric, Communication and report writing skills, Computer skills in Ms Word, Ms Excel and PowerPoint, People Management skills with ability to deal with stakeholders at all levels. Ability to work in a team, Ability to work under pressure and meet tight deadlines.
<u>DUTIES</u>	:	Control all Departmental Transport/fleet. Monitor adherence to transport legislations and policies. Maintain vehicle accident reports. Manage and monitor SLA with contracted suppliers. Maintain vehicle asset registration fleet service history. Co-ordinate the provision of official and subsidized vehicles to the Department. Provide maintenance and co-ordinate the use of Government Motor Transport within the branches of the Region. Manage and supervise staff in the fleet management component. Monitor and manage submission of all returns. Prepare transport estimates. Monitor the registration and licensing of the Departmental fleet.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6424/6290/ 6248
<u>POST 29/102</u>	:	<u>CHIEF WORKS INSPECTOR (BUILDINGS): INSPECTORATE SERVICES, REF NO: DRPW 43/07/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418.00 per annum Level 08
	:	Port Elizabeth
	:	An appropriate National Diploma (NQF level 6) (T/ N/ S stream) or an equivalent qualification OR A N3 and a passed trade test in the building environment OR Registered as an Engineering Technician. 3 to 5 years' appropriate experience gained in the field of construction. A valid driver's license. Computer literacy. Knowledge and ability to supervise contractors; compile technical specifications and detailed reports for submission to controlling officer.
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Render inspection service of work done on new projects and existing structures. Analyze and compile relevant project documentation for new and existing structures. Manage the activities of contractors in respect of the compliance to legislation and procedure. Gather and submit information in terms of the Expanded Public Works Programme. Supervise the performance and conduct of Works Inspectors. Be prepared to travel and work overnight within the district.

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

POST 29/103 : **SENIOR ADMIN OFFICER: PROVINCIAL COORDINATION: EXPANDED PUBLIC WORKS PROGRAMME REF NO: 44/07/2017**

SALARY CENTRE REQUIREMENTS : R281 418 per annum Level 08
: Bhisho
: An appropriate Bachelor's degree/ National Diploma in the socio-development field/ Public Administration/ Management with at three (3) years relevant experience. Knowledge of the Expanded Public Works Programme (EPWP) or Public Employment Programmes. An understanding of government legislation, policies and procedures. Valid driver's license.

DUTIES : Liaise with public bodies to increase their investments in poverty alleviation programmes. Assist public bodies to ensure that their job creation initiatives are mainstreamed within the departmental plans. Ensure public bodies contribute towards sectoral plans. Ensure that training and development form key aspects of sectoral plans. Establish sectoral committees and ensure they are functional. Collect and collate reports from sectoral committees. Contribute towards the realisation of EPWP targets and public bodies report utilising the EPWP reporting tools.

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

POST 29/104 : **ARCHITECTURAL TECHNICIAN–GRADE A: BUILDINGS 2 POSTS**

SALARY CENTRE REQUIREMENTS : R274 440 per annum (OSD)
: Ref No: DRPW 45/07/2017 Queenstown X1 Post
: Ref No: 46/07/2017 Sterkspruit X1 post
: National Diploma in Architecture or relevant qualification. 3 years post qualification technical experience. Compulsory Registration with SACAP as a professional Architectural Technician. A valid driver's license
KNOWLEDGE AND SKILLS: Project Coordination. Technical design and analysis knowledge Research and development. Computer-Aided Architectural applications. Knowledge of legal compliance. Technical report writing. Technical consulting

DUTIES : Render Architectural services:- Assist Architects, technologists and associates in CAD drawing and technical documentation in respect of housing and other projects. Promote safety in line with statutory and regulatory requirements. Evaluate existing standard drawings and procedures to incorporate new technology; and produce plans with specifications and submit for evaluation and approval by the relevant authority. Produce plans with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions:- Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/architectural operational plan. Develop, implement and maintain databases and supervise and control technical and related personnel and assets. Research and development:- Continuous professional development to keep up with new technologies and procedures. Research/ literature studies on technical architectural technology to improve expertise and liaise with relevant bodies/councils on architectural-related matters.

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

POST 29/105 : **ENGINEERING TECHNICIAN- GRADE A: ROADS BRANCH 6 POSTS**

SALARY CENTRE REQUIREMENTS : R 274 440 per annum (OSD)
: Ref No: DRPW 47/07/2017 Mount Ayliff X1post,
: Ref No: DRPW 48/07/2017 Queenstown X1post,
: Ref No: DRPW 49/07/2017 Port Elizabeth X2 posts;
: Ref No: DRPW 50/07/2017 (Bhisho)/ In-house Construction X2 posts
: National Diploma in Engineering or relevant qualification with 3 years post qualification technical experience. Compulsory Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. A valid driver's license.
KNOWLEDGE AND SKILLS: Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance Technical report writing Technical consulting

<u>DUTIES</u>	:	Manage Technical Services:-Manage technical services and support in conjunction with the Engineers, Technologists and associates in field, workshop and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions:- To provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases; and Manage, supervise and control technical and related personnel and assets. Research and development:- Continuous professional development to keep up with the new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and to liaise with relevant bodies/councils on engineering related matters
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6424/6290/ 6248
<u>POST 29/106</u>	:	<u>ENGINEERING TECHNICIAN - GRADE A: BUILDINGS 3 POSTS</u>
<u>SALARY CENTRE</u>	:	R 274 440 per annum (OSD)
<u>REQUIREMENTS</u>	:	Ref No: DRPW 51/07/2017, Roads Branch Queenstown X1post, Ref No: DRPW 52/07/2017 Port Elizabeth X2 posts A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. A Valid driver's license. Compulsory registration with ECSA as a Professional Engineering Technician. KNOWLEDGE AND SKILLS: Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting
<u>DUTIES</u>	:	Render technical services:- Assist Engineers, Technologists and associates in field, workshop and technical office activities, promote safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs and specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions:- Provide inputs into budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain database and Supervise and control technical and related personnel and assets. Research and Development:- Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6424/6290/ 6248
<u>POST 29/107</u>	:	<u>IT TECHNICIAN: INFRASTRUCTURE, REF NO: DRPW 53/07/2017</u>
<u>SALARY CENTRE</u>	:	R226 611 per annum, Level 07
<u>REQUIREMENTS</u>	:	Bhisho An appropriate Bachelor's degree/ National Diploma in Information technology/electronics with a minimum of two years' experience in the field of WAN, LAN infrastructure and Desktop user support. International recognized certification such as A+, N+, or MCSE and a valid Driver's license will be an added advantage. Knowledge: Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, and WAN and LAN infrastructure is essential. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software and server related problems is required. Hands on experience and knowledge in troubleshooting hardware related problems and performing hardware maintenance on ICT user equipment. Hands on experience and knowledge in configuring equipment in LAN such as Desktops, switches, servers and routers, knowledge of ICT Security.
<u>DUTIES</u>	:	To perform all ICT end user Technical Support. To perform all preventive maintenance services and ICT audits. To participate in infrastructure rollout projects. To participate in systems software and server rollout projects. To render the maintenance of all ICT

equipment/infrastructure. Implement, install, configure and support operating systems and systems software packages on PCs and file servers.

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

POST 29/108 : **IT TECHNICIAN: OPERATIONS 2 POSTS, REF NO: DRPW 54/07/2017**

SALARY : R226 611 per annum, Level 07

CENTRE : Bhisho

REQUIREMENTS : An appropriate Bachelor's degree/ National Diploma in Information technology/ electronics/ Information systems with at least two years' experience in the field of ICT Operations and Desktop user support. International recognized certification such as A+, N+, or MCSE and a driver's license will be an added advantage. **KNOWLEDGE AND SKILLS:** Good knowledge in ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems, and LAN equipment is essential. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software relate problems in ICT user equipment. Hands on experience and knowledge in troubleshooting hardware related problems and performing hardware maintenance on ICT user equipment. Hands on experience and knowledge in configuring equipment in LAN such as Desktops, switches, serves and routers, knowledge of ICT Security.

DUTIES : To perform all ICT end user Technical Support. To perform all preventive maintenance services and ICT audits. To participate in infrastructure rollout projects. To participate in systems software rollout projects. To render the maintenance of all ICT equipment/infrastructure. Implement, install, configure and support operating systems and systems software packages on PCs and file servers. Assist with backup services of the departmental data and systems. Provide technical support with regard to access, system availability, and backup and restore procedures, optimisation, virus control, disk space and problems experienced. Develop and maintain the ICT equipment register, to provide a detailed analysis of equipment replacement needs and central ICT resourcing.

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

POST 29/109 : **IT TECHNICIAN: SYSTEM SECURITY, REF NO: DRPW 55/07/2017**

SALARY : R226 611 per annum, Level 07

CENTRE : Head Office (Bhisho)

REQUIREMENTS : An appropriate Bachelor's degree/ National Diploma in Information technology/ Information system. ISACA certifications will be an added advantage. A minimum of two (2) years' experience in the field of Desktop user support is required. Code 8 Driver's license will be an added advantage. **KNOWLEDGE AND SKILLS:** Good knowledge in ICT user equipment, Antivirus software, and Microsoft Office Suite, Microsoft Operating Systems, and SQL servers is essential. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software relate problems in ICT systems. Hands on experience and knowledge in troubleshooting hardware related problems and performing hardware maintenance on ICT user equipment.

DUTIES : To perform all ICT end user Technical Support. To perform all preventive maintenance services with a special focus of patch management and back up of user data. To participate in systems software rollout projects. Provide technical support with regard to access, system availability, and backup and restore procedures, optimisation, virus control, disk space and problems experienced. Develop and maintain the ICT equipment register, to provide a detailed analysis of equipment replacement needs and central ICT resourcing. To render the maintenance of all ICT equipment/infrastructure. Implement, install, configure and support operating systems and systems software packages on PCs and file servers. Assist with backup services of the departmental data and systems

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

POST 29/110 : **IT TECHNICIAN: INFORMATION SYSTEMS 2 POSTS REF NO: DRPW 56/07/2017**

SALARY : R226 611 per annum, Level 07

CENTRE : Bhisho

<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree/ National Diploma in Information technology/ Information Systems with a minimum of two (2) years' experience in desktop and Systems support including management of ICT Projects and suppliers. International recognized certification such as MCSA will be an added advantage. KNOWLEDGE AND SKILLS: knowledge of Information Systems and their application in the department. Good knowledge of Project Management, ICT user equipment, Microsoft Office Suite, Microsoft Operating Systems. Knowledge of departmental transversal systems will be an added advantage. Hands on experience and knowledge in troubleshooting and resolving software relate problems in ICT user equipment. Excellent analytical skills.
<u>DUTIES</u>	:	To perform all ICT end user Technical Support. To coordinate SITA SLA services and other ICT suppliers. To participate in the rollout of ICT system projects. To clarify technical / requirements specifications for client approval. To be involved in project execution to deliver required products. Ensures project documents are complete, current and appropriately stored as per ICT Governance requirements. Review technical solutions for compliance to business processes.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6424/6290/ 6248
<u>POST 29/111</u>	:	<u>INTERNAL AUDITORS: INTERNAL AUDIT 2 POSTS, REF NO: DRPW 57/07/2017</u>
<u>SALARY CENTRE</u>	:	R226 611 per annum, Level 07 Bhisho
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/ National Diploma in Internal Auditing with a minimum of two years relevant experience in the field of internal audit and risk management. A valid driver's Licence and a person must be a member of IIA SA. KNOWLEDGE AND SKILLS:- Reasonable knowledge of Public Service, Internal Auditing, International Standards for the Professional Practice of Internal Auditing (ISPPA) understanding of the Regulatory Framework for Public Service, e.g. PFMA, Public Service Regulations, National and Provincial Treasury Regulations and other relevant prescripts, Understanding of project management principles. Innovative, good interpersonal and problem solving Skills. The IA is expected to affect sound and impartial ruling to ensure observance with internal audit guidelines and proactively control divergence in sensitive circumstances. Must be computer literacy and be able to use teammate audit software. Have an understanding of BAS, PERSAL and LOGIS and any other related analytical software. Excellent oral , written Communication and report writing skills. Good organizational and administrative skills. Computer skills including use of audit software. Good organizational and administrative skills.
<u>DUTIES</u>	:	Execution of internal audits by, identifying and assessing systems for areas or activities under audit. Gather information regarding systems, procedures and management controls. Analysing and evaluating control systems for areas or activities under audit. Implementation of Internal Audit Coverage Plan. Conduct the planning of individual audit assignments. Execute detailed audit procedures. Prepare working papers recording and summarizing audit procedures performed. Develops a detailed audit report on each audit. Reports include a review of the findings and an identification of recommendations to correct any deficiencies. Conduct ad-hoc and consulting audit assignments as allocated. Determine compliance with acts, regulations and policies. Review the process of recording and safeguarding assets. Evaluate adequacy and effectiveness of internal controls,
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6424/6290/ 6248
<u>POST 29/112</u>	:	<u>WORKS INSPECTOR 6 POSTS</u>
<u>SALARY CENTRE</u>	:	R183 558.00 per annum, Level 06 Ref No: DRPW 58/2017 Port Elizabeth, Inspectorate Services (Electrical) X1 post Ref No: DRPW 59/2017 East London, Buildings, X5 posts
<u>REQUIREMENTS</u>	:	A National Diploma (T/ N/ S stream) or an equivalent qualification OR A N3 and a passed trade test in the electrical environment OR Registered as an Engineering Technician. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Render a basic inspection service of work done on minor new and existing structures on a project basis: Check if new and /or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct Inspections on work done, or to be done, to check that proper quality control is maintained. Compile

an estimate of repairs and costs for minor new works and maintenance work to be undertaken. Analyze and compile relevant documentation for work to be done on minor new and existing structures: Draw up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work contractors: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timely development of reports on problems emanating from projects.

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

DEPARTMENT OF TRANSPORT: GFMS- TRADING ENTITY

The Department of Transport: GFMS Trading Entity is in the Eastern Cape is an equal opportunity, affirmative action employer. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : should be directed to Government Fleet Management Services: Private Bag X 0001 East London – 5208 or Hand delivery applications should be submitted at No 9 Cotton Road, Westbank, at Office no.9 and enquiries can be directed to Ms S Njokweni at 043-731 2980/043 731 2319.

FOR ATTENTION : Ms S Njokweni
CLOSING DATE : 04 August 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 educational qualifications, driver's license (where applicable)and Identity Document (with an original certification stamp). The Z83 form must be signed by an original signatures. Incomplete and unsigned applications will be disqualified. It is the responsibility of the applicant to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). The shortlisted candidates will be subject to security vetting, reference checking, verification of qualification and driving test. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. None South African citizens must attach proof of permanent residence in South Africa. Applicants are respectfully informed that if no notification of appointment is received within 3 months of the closing date, they must accept that their application was unsuccessful and that communication including correspondence will only be entered into with short listed candidates. Applications received after closing date will not be considered. No faxed/email and late applications will be accepted.

MANAGEMENT ECHELON

POST 29/113 : **DIRECTOR: FLEET DEVELOPMENT & PROVISIONING: REF NO: GFMS 01/07/2017**
 (1 year contract)

SALARY : R898 743 per annum, Level 13
CENTRE : East London
REQUIREMENTS : Post Graduate Qualification in Commerce with 5 years relevant working experience at Middle management level, of which 3 years must be in fleet modelling and pricing. Competencies: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Problem Solving and Analysis, People Management, Empowerment and Communication.

DUTIES : Provide specialist services to establish and maintain processes and systems to develop and maintain an effective, efficient, reliable and a “fit for purpose” fleet for the Eastern Cape Provincial Government. Establish cost-effective and efficient systems for the provision of short-term rental vehicles to provincial government departments. Provide research, data analysis, statistical reporting, management and product pricing

services. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. As a member of the executive management team, support the optimal functioning of GFMS's governance structures and the sustainability of the Entity.

ENQUIRIES : Ms S Njokweni at 043-731 2980/043 731 2319

OTHER POSTS

POST 29/114 : **MANAGER: CLIENT RELATIONS MANAGEMENT: REF NO: GFMS 17/07/2017**
(1 Year Contract)

SALARY : R779 295 per annum Level 12

CENTRE : East London

REQUIREMENTS : B. Degree/ National Diploma (NQF 6) in Marketing/ Public Relations/ Business Administration/Business Management/ Public Administration and Communication with 5 years relevant working experience of which 3 years at Management level in client relations environment. **COMPETENCIES:** Applied strategic thinking, Budgeting and Financial Management, Communication and Information Management, Continuous improvement, Developing others, Impact and influence, Managing in interpersonal Conflict and resolving problems, Planning and Organising, Decision Making.

DUTIES : Business Development. Clients relations management. Debt Management. Vehicle replacement conformation and allocation. Fleet Advisory and Consultation. SLA review and implementation management. Fleet Management training and development* Supervise the allocated resources.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/115 : **MANAGER STRATEGY AND RISK MANAGEMENT: REF NO: GFMS 26/07/2017** (1 Year Contract)

SALARY : R779 295 per annum, Level 12

CENTRE : East London

REQUIREMENTS : B Degree/ National diploma (NQF 6) in Commerce/ Public Administration with 3 years' relevant working experience at Management level in Strategic planning, development, performance monitoring and evaluation. Must have managed a team of at least 2 people in the past. **Competencies:** Strategic Capability, Creative Thinking, Decision Making, Problem Solving, Team Player, Technical Proficiency, Ability to co- ordinate cross functional and multi-disciplinary teams, Sound project management capability, Excellent presentation skills.

DUTIES : Development of Annual Performance Plans and Operational plans. Develop systems and interventions to promote a culture of performance and reporting within the entity. Manage the quarterly performance reporting process. Co- ordinate the Executive management group engagements. Management of the risk management and action plans implementation process. Organisational policy development. Assist in preparing reports to the Governance Structure/s. Manage the Entity's Stakeholders. Manage direct reports.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/116 : **ASSISTANT MANAGER: RISK MANAGEMENT REF NO: GFMS 27/07/2017**
(1 Year Contract)

SALARY : R417 552 per annum, Level 10

CENTRE : East London

REQUIREMENTS : B. Degree/ National Diploma (NQF 6) in Risk Management / Finance/Internal Audit with 3 years' relevant working experience in operational risk management. **Competencies:** Creative thinking, Organisational communication effective, Team Leadership, Self-management, Problem analysis and Solving, Technical proficiency, Project Management

DUTIES : Provide technical support with the development and maintenance of GFMS's Risk Management Governance Structure framework, policies and instruments, Implement GFMS's enterprise-wide risk management framework. Supervise and implement the GFMS's ethics and integrity management framework. Supervise subordinate staff and support departmental planning processes.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/117 : **ASSISTANT MANAGER: INTERNAL AUDIT 2 POSTS REF NO: GFMS 09/07/2017**
(1 Year Contract)

SALARY : R417 552 per annum Level 10
CENTRE : East London
REQUIREMENTS : B-Tech/ National Diploma (NQF 6) in Auditing and/or Accounting, or BComm in Accounting with 5 to 6 years' relevant working experience in the auditing or accounting field. Any certification will be an added advantage (IAT, PIA). Valid code 08 driver's license. Competencies: Communication and Information, Client orientation and Customer Focus, Project Management, Problem Solving and Decision making, Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives. Skills needed to perform the job: Analytical thinking skills, Planning and Organizing Skills, Good Verbal and written communication skills, Good Interpersonal Relations and Computer literacy - Data Analytics, EXCEL etc.)

DUTIES : Perform consulting/assurance service for value-add on internal controls. Closely manage projects through all audit phases. Manage and maintain assets. Manage and mentor individual staff members. Facilitate meetings to discuss exceptions and audit reports with auditee. Produce minutes of the Audit Committee meetings. Assist in the utilisation of the approved unit budget. Conduct necessary research on best practices for value-add on execution of audit projects.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/118 : **ASSISTANT MANAGER: FLEET RISK MANAGEMENT REF NO: GFMS 10/07/2017**
(1 Year Contract)

SALARY : R417 552 per annum, Level 10
CENTRE : East London
REQUIREMENTS : B. Degree/ National Diploma(NQF 6) in Risk Management / Commerce / Business Management / Logistics / Public Administration / Administration – with five (5) years' relevant working experience of which one (1) year must be in a fleet environment. Competencies: Creative thinking, Organisational communication effective, Team Leadership, Self-management, Problem Solving, Decision Making , Planning & organising and Computer Literacy.

DUTIES : Manage accident related claims (including 3rd party claims), vehicle losses & related cost recovery processes. Manage fuel exceptions (irregularities with fuel transactions) and related cost recovery processes and facilitate reporting for the relevant investigations. Manage the vehicle tracking system installations, de-installation, repairs, driver identification tags, invoice payment and relevant reports. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/119 : **WAREHOUSE CONTROLLER- X 2: REF NO: GFMS 11/07/2017 (PORT ELIZABETH) AND REF NO: GFMS 12/07/2017 (MTHATHA)**
(1 Year Contract).

SALARY : R334 545 per annum, Level 09
CENTRE : Port Elizabeth and Mthatha Government Garages
REQUIREMENTS : B. Degree/ National Diploma (NQF 6) in Logistics / Commerce / Public Administration with 5 years' relevant working experience of which one (1) year must be in a fleet environment. Logistics experience will be an added advantage. A valid code 08 driving license. Competencies: Good communication skills, Team player, Self-management, Problem Solving and Decision Making, Computer Literacy.

DUTIES : Responsible for overall running of the depot / Warehouse. Manage the receipt of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Manage the accessory suppliers. Manage the dispatching of vehicles to the different users. Vehicle stock reconciliation and reporting. Manage the vehicle post delivery

services and key management of all vehicles. Manage the allocated resources. Manage provisioning of facilities and Security Services.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/120 : **ASSISTANT MANAGER: ACCOUNTING AND REPORTING REF NO: GFMS 04/07/2017**
(1 Year Contract)

SALARY : R 334 545 per annum, Level 09
CENTRE : East London
REQUIREMENTS : B Com in Accounting with 4 years relevant working experience in Finance, in an accrual environment, of which one year must be in preparation of GRAP compliant financial statements. Competencies: Creative Thinking, Decision Making, Problem Solving, Team Player, Technical Proficiency, Practical knowledge of Pastel and Caseware is essential

DUTIES : Provide input for the development and maintenance of the GFMS's financial management system in line with legislative, treasury and GRAP standards. Assist in the management of GFMS's general ledger. Maintain GFMS's bank and investment accounts. Assist in coordinating planning, preparation, consultation and compilation of the MTEF budgeting process in compliance with the Treasury guidelines. Preparation of Annual Financial Statements. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/121 : **ASSISTANT MANAGER: HRM AND ADMINISTRATION: REF NO: GFMS 19/07/2017**
(1 Year Contract)

SALARY : R334 545 per annum Level 09
CENTRE : East London
REQUIREMENTS : B Degree/National Diploma (NQF6) in Human Resource Management with five years' technical experience in HR provisioning and Conditions of Services environment* Knowledge of HR Government Prescripts. TECHNICAL Competencies: Human Resource Management Systems (PERSAL), Human Resource Records Management, Strategic Partner, Change Management, Administrative Partner, Employee Champion

DUTIES : Analyse national policy imperatives and facilitate implementation thereof through the development, consultation and adoption of GFMS policy instruments (policy, delegations, procedure maps and plans). Develop and maintain the GFMS Human Resource Policies and Plans. Supervise and provide recruitment, selection and employment services. Supervise and provide service benefit administration services. Management of Strategic Human Resource. Manage transformation and change. Manage firm infrastructure. Manage employee contribution. Provide, supervise and facilitate the implementation of PMDS Policy in the entity. Facilitate the implementation of Employee Relations activities. Provide the implementation of Training and Development. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/122 : **ASSISTANT MANAGER SMALL MEDIUM MICRO ENTERPRISES DEVELOPMENT: REF NO: GFMS 23/07/2017**
(1 Year Contract)

SALARY : R334 545 per annum, Level 09
CENTRE : East London
REQUIREMENTS : B Degree / National Diploma (NQF 6) in Business administration/ Commerce with 3 years' relevant working experience in project coordination of economic development initiatives will be necessary. Fleet Management experience will be an added advantage. A valid code 08 driving license. Computer Literacy – Extensive knowledge of Microsoft Excel / Word and PowerPoint. COMPETENCIES: Creative thinking,

Innovative, Decision Making, Good Organizational Communication effectiveness*
Problem Analysis, Good Self-Management, Detail Orientated

DUTIES : Manage rendering of technical administrative support services to the SMME Development unit. Coordinate the development of Supplier data base. Manage and coordinate the creation of Partnerships with institutions of higher learning to execute the skills development plan for the Auto Sector. Manage in overhaul Skills Development and Training of SMME in the Auto Sector. Coordinate Resource Mobilisation for Merchant development. Analyses of financial reports on spend on suppliers especially BEE Merchants. Leverage on OEMs CSI programmes for capacity building. Manage budget of the unit with all planning activities. Manage and coordinate the implementation of unit projects

ENQUIRIES : Ms S Njokweni Tel no: (043)-731 2980/043 731 2319

POST 29/123 : **ADMINISTRATION OFFICER: ENATIS 2 POSTS REF NO: GFMS 13/07/2017**
(1 Year Contract)

SALARY : R281 418 per annum, Level 08
CENTRE : East London
REQUIREMENTS : B. Degree/ National Diploma(NQF 6) in Commerce / Public Administration / Administration with three (3) years' relevant working experience in administration of which one (1) year must be in a fleet or eNatis environment. COMPETENCIES: Good communication skills, Team player, Self-management, Problem Solving and Decision Making, Technical proficiency, Computer Literacy.

DUTIES : Process the registration & licensing of new vehicles in line with AARTO & NRTA requirements on eNatis system. Process the license renewal services, re & de-registration, COFs, Police clearance services, change of ownership, auction support and all services related to functions of eNatis. Distributing Face Value Documents to each user to print Registration Certificates and License Discs and reconcile FVDs used and returned record and print detailed reports. Process the payment of eNatis & related cost recovery processes including ensuring that all transactions are accounted for. Provide general office administration and projects support services. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/124 : **VEHICLE QUALITY MANAGEMENT OFFICER: REF. NO: GFM 02/07/2017**
(1 Year Contract)

SALARY : R281 418 per annum Level 08
CENTRE : East London
REQUIREMENTS : A Bachelor's Degree/National Diploma (NQF 6) in Mechanical/ Autobody Engineering. At least 3 years relevant working experience in a technical field/ fleet management environment. A working knowledge of engineering drafting and designing. A valid Code 08 driving licence. Experience in the motor industry or fleet management will be an added advantage. Competencies: Creative Thinking, Decision Making, Communication, Problem Analysis, Self-Management, Team Membership and Technical Proficiency.

DUTIES : Researching and assessing suitability and fitness for purpose of fleet vehicles. Facilitating the vehicle needs analysis process. Investigating and resolving technical queries and complaints on vehicle performance problems .Coordinating and organising technical and driver training sessions. Development of vehicle modification specifications to satisfy the special needs of client departments. Monitoring and quality control of vehicle conversion projects. Facilitating the disposal of defleeted vehicles. Managing and coordinating the processes for the development and maintenance of the Annual Fleet Replacement Plan. Facilitating processes for the procurement of fleet enhancement and replacement vehicles in line with the Annual Fleet Replacement Plan. Managing and coordinating processes for the requisition of official orders for the procurement of fleet enhancement and replacement items as per the approved Fleet Acquisition Schedule. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/125 : **FLEET ANALYST: REF NO: GFMS 03/07/2017**
(1 Year Contract)

SALARY : R281 418 per annum, Level 08
CENTRE : East London
REQUIREMENTS : A Bachelor's Degree/National Diploma (NQF 6) in Finance, Accounting, Business Management, Economics, Business Science .The qualification must have courses in finance and statistics, at second year level (a certified copy of the academic transcript must be provided). At least 3 years relevant working experience. Proficiency in Microsoft Excel. High numeracy level. Experience in the motor industry or fleet management will be an added advantage. Competencies: Creative Thinking, Decision Making, Communication, Problem Analysis, Self-Management and Team Membership.

DUTIES : Analysis of performance of the maintenance and insurance funds, and tracking of vehicle compliancy ratios. Management of the vehicle replacement fund. Facilitating the development of the vehicle replacement projections and budget. Maintenance and updating of the pricing model. Coordinate the collection and processing of data and information requirements for rate card review. Identification of vehicles to be procured by GFMS on the RT57 Contract, for the implementing the Fleet Procurement Plan. Carrying out total cost ownership analysis on vehicles to be procured, and assessing OEM dealer availability in the Eastern Cape Province. Assessing the performance of the rate card. Providing research and business intelligence services. Implementing metrics for measuring the general performance of the fleet. Facilitating the disposal of defleeted vehicles. Assisting in the vehicle procurement process. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/126 : **STATE ACCOUNTANT: ACCOUNTS PAYABLE REF NO: GFMS 05/07/2017**
(1 Year Contract)

SALARY : R226 611 per annum, Level 07
CENTRE : East London
REQUIREMENTS : B Com in Accounting/ National Diploma (NQF 6) in Accounting with 3 years' relevant working experience in Finance, in an accrual environment. Practical experience in Pastel is essential. Competencies: Creative Thinking, Decision Making, Problem Solving, Team Player, Technical Proficiency, Practical knowledge of Pastel.

DUTIES : Processing of Supplier invoices. Preparation of Supplier reconciliations. Updating of invoice tracking register. Preparation of payment submissions. Maintenance of commitments register. Maintenance of Irregular, Fruitless and wasteful expenditure register.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/127 : **STATE ACCOUNTANT: BILLING AND DEBT MANAGEMENT 3 POSTS REF NO: GFMS 06/07/2017**
(1 Year Contract)

SALARY : R226 611 per annum, Level 07
CENTRE : East London
REQUIREMENTS : B Com in Accounting/ National Diploma (NQF 6) in Accounting with 3 years' relevant working experience in Finance, in an accrual. Competencies: Creative Thinking, Problem Solving, Team Player, Ability to work with minimal supervision, take initiative.

DUTIES : Preparation of billing schedules and invoices to clients. Allocation of receipts from clients. Processing of customer invoices. Preparation of debtor's reconciliations. Preparation of journals relating to Accounts receivable.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/128 : **HUMAN RESOURCE OFFICER: REF NO: GFMS 20/07/2017**
(1 Year Contract)

SALARY : R 226 611.00 per annum Level 07
CENTRE : East London

REQUIREMENTS : B. Degree/ National Diploma (NQF 6) in Human Resource Management with 3 years clerical experience in Service Conditions, Human Resource Development and Employee Relations. Valid code 08 driving license will be an added advantage. Knowledge of HR Government Prescripts. Competencies: PERSAL system, Records Management, Service Termination Leave Management. Employee Benefits, Salary administration, Implementation of PMDS outcomes, Employee Relations, Computer Literacy.

DUTIES : Perform administrative support functions for the administration of Service Benefits (Housing Allowance, Acting Allowance, State Guarantee, IOD, S&T claims, Service Termination, Resettlement and PILIR). Administer PMDS in the GFMS. Provide administrative support with the implementation of GFMS's Workplace Skills Plan and talent development programmes. Provide Human Resource document management and registry services in line with National Minimum Information Requirement standards (NMIR) issued by the MPSA. Leave Administration* Provide help Desk Services. Provide administrative support with the implementation of grievances and disciplinary procedures.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/129 : **ADMINISTRATION OFFICERS: FLEET MAINTENANCE 2 POSTS REF NO: GFMS 24/07/2017**
(1 Year Contract)

SALARY CENTRE REQUIREMENTS : R226 611 per annum, Level 07
: East London
: B degree/ National Diploma (NQF 6) in Commerce/ Mechanical/ Vehicle Repairs and Maintenance qualification with 3 years relevant working experience in office administration and in fleet maintenance environment, Computer Literacy - Advanced Microsoft Excel / Word and PowerPoint skills* A valid code 08 driving license* An OEM / Dealer network background will be an added advantage. COMPETENCIES: Creative thinking, Decision Making, Good Organizational Communication effectiveness, Problem Analysis, Good Self-Management, Detail Orientated, Technical Proficiency and work well in a team environment.

DUTIES : Maintain an active fleet register. Reconciliation of monthly bills (authorised invoices from Suppliers). Ad-hoc duties when required. Report on vehicles. Analyse all transactions and categorise on a monthly basis. Check and sign authorisations as per delegations. Identify vehicles that are down and create the downtime report for the month to be reviewed by the Chief Artisan. Coordinate the requests for relief vehicles and record as such.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/130 : **SECRETARY: FINANCE REF NO: GFMS 07/07/2017**
(1 Year Contract)

SALARY CENTRE REQUIREMENTS : R152 862 per annum, Level 05
: East London
: B. Degree/ National Diploma (NQF 6) in Secretarial/ Office Administration/Management with 2 years' relevant working experience as a Secretary or Office management. At least 1 year experience in supporting in a Finance environment. Competencies: Creative Thinking, Problem Solving, Team Player, Ability to work with minimal supervision, take initiative.

DUTIES : Render administrative support. Provide secretarial/receptionist support service to the Senior Managers. Provide support for Unit Managers.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/131 : **ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT REF NO: GFMS 08/07/2017**
(1 Year Contract)

SALARY CENTRE REQUIREMENTS : R152 862 per annum Level 05
: East London
: B. Degree/National Diploma (NQF 6) in Finance/ Supply Chain Management with two (2) years relevant working experience including understanding of SCM processes.

Competencies: Computer Skills, Interpersonal relations, Good verbal written communication skills, Teamwork.

DUTIES : Request and receive quotations. Place orders. Issue and receive bid documents. To maintain database of bid issued and received. Update and maintain register of suppliers.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/132 : **ADMINISTRATION CLERK: FLEET LOGISTICS X3: REF NO: GFMS 14/07/2017(EAST LONDON) AND REF NO: GFMS 15/07/2017 (PORT ELIZABETH)**
(1 Year Contract)

SALARY : R152 862 per annum, Level 05
CENTRE : East London (X2) and Port Elizabeth (X1)
REQUIREMENTS : B. Degree/ National Diploma (NQF 6) in Logistics / Fleet Management / Commerce /Public Administration with 2 years' relevant working experience of which one (1) year must be in a fleet environment. A valid code 08 driving license. COMPETENCIES: Good communication skills, Team player, Self-management, Problem Solving and Decision Making, Computer Literacy.

DUTIES : Receiving of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Coordinate and monitor the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Dispatching of vehicles to the different users. Stock reconciliation and reporting .Manage the post delivery services and key management of all vehicles. Perform messenger duties and any other duties assigned.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/133 : **ADMINISTRATION CLERK: FLEET RISK MANAGEMENT: REF NO: GFMS 16/07/2017**
(1 Year Contract)

SALARY : R152 862 per annum Level 05
CENTRE : East London
REQUIREMENTS : B Degree/ National Diploma (NQF 6) in Risk Management / Commerce/ Public Administration / Administration - with two (2) years' relevant working experience of which one (1) year must be in a fleet environment. COMPETENCIES: Good communication skills, Team player, Self-management, Problem Solving and Decision Making and Computer Literacy.

DUTIES : Process accident related claims, vehicle losses & related cost recovery processes. Identify & process fuel exceptions (irregularities with fuel transactions) and related cost recovery processes and facilitate reporting for the relevant investigations. Coordinate the vehicle tracking system installations, de-installation, repairs, driver identification tags, invoice payment and relevant reports. Assist with any other administrative duties of the unit and on special projects

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/134 : **RECEPTIONIST: REF NO: GFMS 18/07/2017**
(1 Year Contract)

SALARY : R152 862 per annum Level 05
CENTRE : East London
REQUIREMENTS : B. Degree/National Diploma (NQF 6) in Customer Management/Business Management /Public Management/Office Management with 2 years' relevant working experience in receptionist environment. COMPETENCIES: Good telephone etiquette, Good verbal and written communication skills, Conflict resolution, Self-Management, Interpersonal Relations, Records Management, Multi-tasking and time management skills with the ability of prioritising task and Computer Literacy.

DUTIES : Welcome visitors in person and or telephonically. Direct visitors to the appropriate person. Provide receptionist services to the GFMS. Provide general administrative support services. Coordinate and manage all incoming and outgoing correspondence. Answering the switchboard, screening and forwarding incoming phone calls. Provide basic and accurate information in-person or via phone/email. Receiving and sorting daily mail/deliveries/couriers. Maintain office security by following safety procedures

and controlling access via the reception desk. Perform other clerical receptionists duties such as filing photocopying transcribing and faxing.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/135 : **ADMINISTRATION CLERK: FACILITIES AND SECURITY MANAGEMENT: REF NO: GFMS 21/07/2017**
(1 Year Contract)

SALARY : R152 862 per annum Level 05
CENTRE : East London
REQUIREMENTS : B Degree/ National Diploma (NQF 6) in Public Administration with 2 years' relevant working experience of which 1 year must be in a fleet environment. Competencies: Creative thinking, Interpersonal skills, Communication skills, Problem Solving, Computer Literacy. Knowledge: Knowledge MISS, PSIRA, OHS Act, Knowledge Control of Access to Public Premises and Vehicles Act, 1985 as amended.

DUTIES : Facilitate the implementation of Service Level Agreements (SLAs). Facilitate monitoring and evaluation of SLA implementation. Assist in the implementation of OHS Act 85 of 1993 as amended. Implement OHS and Security inspection findings. Provide administrative support in the area of facilities and security management. Provide central document and records management services. Assist in the development/review of SLA. Coordinate and manage all incoming and outgoing correspondence, including driver/ messenger itinerary

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/136 : **ADMINISTRATION CLERK: FLEET MAINTENANCE 2 POSTS REF NO: GFMS 25/07/2017**
(1 Year Contract)

SALARY : R152 862 per annum, Level 05
CENTRE : East London
REQUIREMENTS : B Degree / National Diploma (NQF 6) in Business Administration /Management / Public Management with 2 years relevant working experience in fleet management environment* A valid code 08 driving license* Computer Literacy - Advanced Microsoft Excel / Word and PowerPoint skills. Competencies: Creative thinking, Creative and Innovative, Decision Making, Good Communication Skills, Telephone Etiquette, Good Self-Management, Detail Orientated and work well in a team environment.

DUTIES : Provide clerical support services with fleet maintenance and repair authorizations/ receive & capture all authorisation requests from service provider. Provide clerical support services with the provisioning of fleet maintenance and repair services. Coordinate the signing of all authorisations and file – Daily. Reconcile the work done the previous day vs the actual signed off authorisations. Booking services and follow-ups on vehicles at merchants. Compile daily, weekly and monthly reports for fleet maintenance office. Categorise the work done and record vehicles that are down with the information from merchants and districts. Maintain an active fleet register. Administer and provide administrative support for Head Office and district staff. Split MM/FML authorised and record daily for cost recovery at the end of the month. Perform all administrative functions in the office and in support of district staff. Liaise on behalf of supervisors with internal and external stakeholders with the objective of sourcing and securing supporting documentation internally and externally.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

POST 29/137 : **DRIVER/ MESSENGER: FACILITIES AND SECURITY MANAGEMENT: REF NO: GFMS 22/07/2017**
(1 Year Contract)

SALARY : R107 886 per annum Level 03
CENTRE : East London
REQUIREMENTS : Grade 10 plus valid Driver's license with PDP. Two (2) years driving experience. Competencies: Basic: reading, writing, good verbal communication, team work, driving skills.

DUTIES : Provide driving service. Provide general administrative support services.

ENQUIRIES : Ms S Njokweni Tel no: (043) 731 2980/043 731 2319

**PROVINCIAL ADMINISTRATION: FREE STATE
DEPARTMENT OF SOCIAL DEVELOPMENT**

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

<u>APPLICATIONS</u>	:	Posted to: The Department of Social Development, Private Bag x 20616, Bloemfontein 9300.
<u>FOR ATTENTION</u>	:	Ms. MV Mophethe – Human Resource Manager: Human Resource Planning & Advisory Services Civilia Building, Merriam Makeba Street, Tel No: (051) 409 0734.
<u>CLOSING DATE</u>	:	04 August 2017
<u>NOTE</u>	:	Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.

MANAGEMENT ECHELON

<u>POST 29/138</u>	:	<u>CHIEF DIRECTOR: DISTRICTS AND INSTITUTIONAL MANAGEMENT REF NO: DSS 03/17</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive package of R 1 068 564 per annum, Level 14 Bloemfontein
<u>DUTIES</u>	:	Appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP as a Social Worker. A Minimum of 10 years appropriate experience in Social Work of which 5 years must be Senior Management experience. Valid Driver's License Administering and coordinating national legislation to the Province, provision of advice, monitoring and evaluation legislation. Coordination of the Chief Directorate's activities and assisting the HOD in giving strategic direction to Senior Managers in the Chief Directorate in terms of the line functions pertaining to the Chief Directorate, participating in meetings of the Department and other Committees. Assisting the HOD in publicizing and Marketing the Department to all stakeholders, provision of information and periodic reporting to the public and liaison and communication with communities. Manage and influence the services rendered to the clients of the Department to realize and meet the Batho Principles. To provide an effective and efficient support service delivery to the people of Free State Province. Participate in the compulsory deployment to service delivery points for 5 Days (coal face) as part of personal development. The Chief Director is accountable to the HOD for the exercise of his powers and the performance of his functions in terms of the provisions of the prevailing legislation. He/she shall Act in accordance with the Constitution, and provide the HOD with full and regular reports concerning matters under his/her control. The Chief Director shall, in order to provide services with the best value for money, set measurable objectives for the chief directorate, optimally utilize the chief directorate human and other resources and apply fair labour practices. To enable Deputy Director to manage their functions effectively and efficiently, and shall, provide all Senior Managers with appropriate powers and authority by means of appropriate delegations and authorizations, where necessary. The Chief Director shall uphold the principles and measures set out in the Public Service Act, the Public Service Regulations and

the Public Finance Management Act. He may not require or permit any employee to engage in an activity or take a decision in breach of the Regulations. He shall exercise his powers, perform his duties and carry out his obligations under the Public Service Regulations subject the Labour Relations Act and the relevant collective agreements. He shall also ensure that prior Treasury approval exists for any decision that involves expenditure from revenue. The Chief Director shall participate in the development of strategic policies and plans in the department of Social Development and shall be responsible for the co-ordination and integration of the Department's activities with that of the Free State Provincial Government. He shall further be responsible for ensuring a consultative and participative approach to the policy process with all relevant stakeholders. The Chief Director shall act with integrity and professionalism, within the law and with respect for the MEC and the HOD's role.

ENQUIRIES : Mr. J.M.W. Linström Tel no: (083) 441 3852

POST 29/139 : **CHIEF DIRECTOR: CORPORATE SERVICES REF NO: CS 05/17**

SALARY : An all-inclusive package of R 1 068 564 per annum, Level 14
CENTRE : Bloemfontein
REQUIREMENTS : Appropriate Bachelor's Degree or equivalent qualification (NQF level 7 as recognized by SAQA) in the Human Resource Management / Human Sciences / Commerce / Management / Public Administration. 5 years of experience at a Senior Managerial level is required. Valid Driver's License

DUTIES : Strategically direct plan, manage and coordinate the following services (ensure resources are available, human, financial management, equipment, etc.), Human Resources Management and Development, Facilities & Auxiliary Services; Security Management Services, ICT Management Services, Strategic Communication and Legal Services. Develop & implement a Corporate Services Strategy to support the core business and strategic thrust of the Department. Play a leading role to assist the Department to create strategic capability to implement its Strategic Plan. Develop policies, design planning frameworks and guidelines to operationalize the strategy. To advice and support the Head of Department on all matters relating to Corporate Services Chief Directorate in order to ensure sound decision making and planning. Tracking process of the Chief Directorate and reporting appropriately. Oversee and implement the Chief Directorate's Programmes. Liaise with all relevant internal and external stakeholders to ensure that programmes are aligned, planned and executed in accordance with Programme of Action, etc. Represent the Department in various committees & for and attend such meetings towards contributing towards improved service delivery, good governance and development impact.

ENQUIRIES : Mr. J.M.W. Linström Tel no: (083) 441 3852

POST 29/140 : **DIRECTOR: DISTRICT SERVICES REF NO: DC 16/06/17**

SALARY : An all-inclusive package of R 898 743 per annum, Level 13
CENTRE : Xhariep District
REQUIREMENTS : Appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP as a Social Worker. A Minimum of 10 years appropriate experience in Social Work plus 5 years managerial experience. A valid driver's license

DUTIES : Strategically guide and direct the District in respect of the delivery of Community Development, Social Welfare Services and Institutions. Manage and implement Poverty Alleviation Programmes to ensure relief to the needy and promote self-sufficiency. Manage, coordinate and implement professional social work services to communities to ensure a safe and enabling environment to people. Management of Administrative Support Services to officials of District Fezile Dabi to ensure proper execution of all line functions. Liaise with all stakeholders i.e. governmental, NGO's, CBO's, FRO's, TLC's and communities to enhance accessible and coordinated social services. Participate in the development of and strategically guide the successful implementation of the Department's 5-Year Strategic Plan and Annual Business Plan towards achieving the objectives of the FSGDS and report monthly, quarterly and annually thereon. Represent the Department in various committees and fora and attend such meetings towards contributing towards improved service delivery. Plan, manage and co-ordinate all resources (e.g. finances, equipment, human resources, etc.)

ENQUIRIES : Mr. J.M.W. Linström 083 441 3852

OTHER POSTS

POST 29/141 : **SOCIAL WORK MANAGER GRADE 1 ECD REF NO: SWS 03/17**

SALARY : R712 827- R 802 305 per annum

CENTRE : Bloemfontein

REQUIREMENTS : Appropriate Bachelor's Degree in Social Work. Current Registration with the SACSSP as a Social Worker. A Minimum of 10 years appropriate experience in Social Work

DUTIES : Provide a social work service of the highest, most advanced and specialized nature within (a) defined area(s) or specialization with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes in partnership with stakeholders. Attend to any other matters that could result in, or stem from, social instability in any form. Facilitate the development and planning of programmes and interventions to render a social work service through the efficient, economical and effective utilization of financial resources. Manage a social work unit to ensure that an efficient and effective social work service is delivered through the efficient and effective utilization of human resources. Keep up to date with the new developments in the social work and management fields. Plan and ensure that social work research and development are undertaken. Undertake complex social work research. Perform and/or ensure that all the administrative functions required in the unit are performed.

ENQUIRIES : Ms. R.C.M. Senatle Tel no: (051) 409 0630

POST 29/142 : **CENTRE MANAGER REF NO: DC 20/06/17**

SALARY : An all-inclusive package of R 657 558 per annum, Level 11

CENTRE : Matete Matches Secure Care Centre (Kroonstad)

REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma or equivalent qualification. Current registration with the appropriate South African Council for Social Service Professions. A minimum of 6-10 years relevant working experience in the field of Child and Youth care. Computer literacy. Valid Driver's License

DUTIES : Management of the Residential Care Centre. Facilitated and plan development programmes for children. Implementation of strategic and operational plans. Ensure effective budgetary planning, administration and financial management. Facilitate and monitor the development of relevant internal policies. Manage provision of integrated development and therapeutic services to children in need of care or in conflict with the law. Ensure good governance through effective management of systems, processes and resources. Manage and Develop Performance of personnel. Ensure good governance through effective management of systems, processes and research.

ENQUIRIES : Mr. J.M.W. Linström Tel no: (083) 441 3852

POST 29/143 : **DEPUTY DIRECTOR: LABOUR RELATIONS REF NO: CS 06/17**

SALARY : An all-inclusive package of R 657 558 per annum, Level 11

CENTRE : Bloemfontein

REQUIREMENTS : A three year Bachelor's Degree/ National Diploma or equivalent qualification in Law. A minimum of 3-5 years' experience in the field of Labour Relations as an Assistant Director, in initiating disciplinary hearings, conducting investigations and negotiations. Computer literacy. Valid Driver's License

DUTIES : Advise management on all Labour Relations matters. Assist in the development and implementation of Labour Relations guidelines/policies. Handle collective bargaining issues. Manage and handle finalization of all grievances received in from employees in the Department. Provide specialist assistance and advice to all line managers on the disciplinary and grievance process. Represent the Department in Arbitration and Conciliation. Conduct research, train line functionaries and give advice on Labour Legislation and related matters. Promote sound Labour practices and discipline within the Department. Supervise and manage subordinates

ENQUIRIES : Mr. J.M.W. Linström 083 441 3852

POST 29/144 : **PROJECT ASSISTANT MANAGER REF NO: FS 28/17**
Terms of Employment: 3 Years Contract

SALARY : R334 545 per annum, Level 09
CENTRE : Bloemfontein
REQUIREMENTS : Diploma in Project Management and preferably Quantity Surveying Diploma. 1 – 3 years relevant experience. Knowledge of the relevant Public Service Legislation. Knowledge of Project Management and tools. Knowledge of the Project Management discipline and Life Cycles (PMBOK, PRINCE2). Computer literacy skills.

DUTIES : Ensure that the database are complete and maintained. Provide guidance on the necessary assessments for the improvements. Ensure compliance with the Conditional Grant requirements. Maintain all invoices and required information for payment. Submit monthly payment schedule for the allocated provinces. Update and maintain rates for allocated provinces. Coordinate the assessment in allocated districts. Coordinate improvements in the allocated districts. Establish a district steering committee. Ensure that the meetings take place. Compile progress reports for allocated districts. Manage invoices and payments. Submit monthly reports to the Chief Quantity Surveyor. Maintain information required for the IRM. Maintain assessments and improvements through site visits.

ENQUIRIES : Ms. MPP Mtirara Tel no: (083) 448 5302