

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM**

The Department of Rural Development and Agrarian Reform in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply.

- APPLICATIONS** : Post to: The Recruitment Centre; Office of The Premier; Private Bag X0047; Bhisho; 5605. Hand Delivery: Room 1039, First Floor, Office of the Premier Building, Independence Avenue, Bhisho 5605.
- FOR ATTENTION** : Mr M Mbangi
- CLOSING DATE** : 08 September 2017
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Rural Development and Agrarian Reform welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For SMS posts: Females will be given preference and for all posts people with disabilities will be given preference.

MANAGEMENT ECHELON

- POST 34/40** : **DIRECTOR: RURAL DEVELOPMENT REF NO: DRDAR 01/2017**
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration R 898 743 – R 1 058 691 per annum, Level 13
Bhisho
A qualification at NQF level 7 in Agriculture / Social Science / Rural Development / Developmental Studies / Business Management as recognized by SAQA. A postgraduate qualification will be an added advantage. At least 8 years relevant managerial experience of which five (5) years must be at middle management/Deputy Director Level. A good understanding of the relevant government regulatory framework, National and Provincial Rural Development Strategy imperatives. Good knowledge of Financial and Supply Chain Management. Proven leadership, strategic management, and financial management and people management skills. Excellent administrative, coordination and organizational skills. Good communication (written and verbal), report writing, organizational and presentation skills. Computer literacy. A valid driver's license is essential. Candidates will be subjected to a competency exercise.
- DUTIES** : Coordinate, develop and manage systems for sustainable delivery of the Comprehensive Rural Development Program in line with the Outcome 7 delivery agreement. Provide strategic leadership support to the Chief Director: Rural Development. Responsible for the overall efficient management of the Chief Director: Rural Development's office. Assist in coordination, implementation and monitoring of management decisions. Assist the Chief Director: Rural Development in the collation of strategic and operational plans as well as performance reports. Assist with strategic and business planning processes. Coordinate communication with all stakeholders and customers. Facilitate strategic partnerships. Assist in collation of report pertaining to key output areas of the Branch including, financial and material resources attached to the office of the Chief Director: Rural Development.

ENQUIRIES : Mr M. Mbangi Tel no: (040) 609 6290/48/6424

OTHER POSTS

POST 34/41 : **DEPUTY DIRECTOR: CO-ORDINATION REF NO. DRDAR 02/2017**

SALARY : An all-inclusive remuneration R 779 295.00 – R 917 970 per annum, Level 12
CENTRE : Chris Hani District
REQUIREMENTS : A qualification at NQF 7 in Agriculture / Developmental Studies. At least 5 – 8 in Agriculture / Rural Development of which three (03) years must be at Assistant Director Level / Control ADT. Understanding of financial management, good organizing and facilitation skills, verbal and written communication skills, good interpersonal skills. Good knowledge of Outcome 7 priorities and coordination. A valid driver's license is essential. Candidates will be subjected to a competency assessment.

DUTIES : Co-ordinate agricultural and rural development activities within local municipality. Co-ordination, facilitation, alignment and integration development programmes in the local municipality through IDP. Provisioning of overall management in the local municipality. Ability to participate at local municipality IGR Forums. Co-ordinate stakeholder engagement. Oversee overall implementation of agriculture and rural development programmes within the local municipality. Ensure effective and efficient mobilization and utilization of resources.

ENQUIRIES : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

POST 34/42 : **DEPUTY DIRECTOR: FINANCE REF NO: DRDAR 03/2017**

SALARY : An all-inclusive remuneration R 657 558 – R 774 576, Level 11
CENTRE : Chris Hani District
REQUIREMENTS : A qualification at NQF level 6 in Finance with Financial Accounting as one of the major subject. At least five (5) years relevant experience, of which at least three (3) years must be at an Assistant Director level. Ability to interact at both strategic and operational level. Knowledge and an understanding of Public Finance Management Act, Treasury Regulations, MTEF budgeting system, Financial Administration in Public Service and Transversal Systems, i.e. PERSAL and BAS. Applied strategic thinking, planning and organizing, project management, diversity management, budgeting and financial management. Continuous improvement, problem solving and decision-making, client orientation and customer focus, communication and information management. A valid driver's license is essential. Candidates will be subjected to a competency assessment.

DUTIES : Prepare the relevant main budget and adjustment estimates. Support the relevant Line Senior Management in the execution of their functions in terms of the PFMA Code of budgeting on the system. Perform capturing and cash flow management (projections). Develop and maintain financial systems and operations relating to financial management. Manage and report on conditional grants. Prepare the appropriation account and financial statements. Managing staff, budget and assets.

ENQUIRIES : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

POST 34/43 : **DEPUTY DIRECTOR: EXECUTIVE SUPPORT TO COO REF NO: DRDAR 04/2017**

SALARY : An all-inclusive remuneration R 657 558 – R 774 576 per annum, Level 11
CENTRE : Bhishe
REQUIREMENTS : A qualification at NQF level 6 in Office Management / Public Management / Management Assistant / Business Management. At least five (5) years relevant experience, of which three (3) years must be at an Assistant Director level. Good planning, organizing, coordinating and administrative skills. Ability to engage with both internal and external stakeholders. Knowledge of Public Service Regulatory Framework and Policies. Continuous improvement, problem solving and decision-making, client orientation and customer focus, communication and information management. A valid driver's license is essential. Candidates will be subjected to a competency assessment.

DUTIES : Coordinate communication with internal and external stakeholders. Receive, sort and analyse the incoming and outgoing correspondence in the office of the COO. Ensure proper record management in the office of the COO. Handle all complaints referred to the office of the COO. Collect and consolidate responses to all legislature committees, Treasury and other Provincial and National departments as well as all other entities that do business with the department. Monitor and update departmental calendar to ensure that reporting deadlines are met. Facilitate linkage

	:	between the office of the HOD and the office of the COO. Manage human, financial and material resources attached to the office of the COO.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6290/48/6424.
<u>POST 34/44</u>	:	<u>STATE VETERINARIAN 4 POSTS REF NO: DRDAR 05/2017</u>
<u>SALARY</u>	:	An all-inclusive remuneration R 657 558 – R 774 576 per annum, Level 11
<u>CENTRE</u>	:	Amatole District, Chris Hani District, Joe Gqabi (2)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 10 in veterinary science or B. VSc. / B. VMch and registration with SA Veterinary Council. Good verbal and written communication skills, leadership skills, analytical and research skills, financial management skills, leadership skills and conflict management skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Responsible for Animal Disease Surveillance and Control. Enforce compliance with the Animal Disease Act and Meat Safety Act. Play a leading role in animal identification and livestock improvement. Handle administrative functions emanating from these activities, including HR and Financial Management.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6290/48/6424.
<u>POST 34/45</u>	:	<u>PRODUCTION SCIENTIST (GRADE A): PASTURE SCIENCE 2 POSTS REF NO: DRDAR 06/2017</u>
<u>SALARY</u>	:	An all-inclusive remuneration R 549 639 – R592 110 per annum, (OSD Level)
<u>CENTRE</u>	:	Dohne, Western District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Agriculture having majored in Livestock / Pasture Science. Compulsory registration with SACNASP as a Professional. At least three (3) years appropriate post qualification experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.
<u>DUTIES</u>	:	Develop and implement scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including HR and Financial Management.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6290/48/6424.
<u>POST 34/46</u>	:	<u>PRODUCTION SCIENTIST (GRADE A): HORTICULTURE REF NO: DRDAR 07/2017</u>
<u>SALARY</u>	:	An all-inclusive remuneration R 549 639–R592 110 per annum (OSD Level)
<u>CENTRE</u>	:	Western District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Agriculture having majored in Horticulture (Fruit Specialization). Compulsory registration with SACNASP as a Professional. At least three (3) years appropriate post qualification experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.
<u>DUTIES</u>	:	Develop and implement scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including HR and Financial Management.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

POST 34/47 : **PRODUCTION SCIENTIST (GRADE A): LAND USE MANAGEMENT REF NO: DRDAR 08/2017**

SALARY : An all-inclusive remuneration R 549 639 – R 592 110 per annum (OSD Level)
CENTRE : OR Tambo District

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

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

ENQUIRIES : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

POST 34/48 : **CONTROL MEAT INSPECTOR REF NO: DRDAR 10/2017**

SALARY : R 417 552 – R 491 847 per annum, Level 10
CENTRE : Joe Gqabi District

REQUIREMENTS : A qualification at NQF level 6 in Environmental Health. At least 5 years' relevant experience in Veterinary Public Health services. Compulsory registration with South African Statutory Body. Sound knowledge of abattoir planning and the construction of abattoirs. Proof of registration must be provided. A valid driver's license is essential. Computer literacy. Candidates will be subjected to competency assessment.

DUTIES : Participate in integrated development planning of local municipalities. Conduct awareness campaigns on food safety. Apply the Meat Safety Act and the Regulations promulgated in terms of the Act. Responsible for the planning, evaluation and monitoring of abattoir plans to ensure compliance with the Act. Audit abattoir hygiene during the slaughtering of animals. Investigate the illegal slaughtering of animals. Liaison and co-ordination with relevant departments and organizations. Personnel and financial management

ENQUIRIES : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

POST 34/49 : **ASSISTANT DIRECTOR: RESOURCE PLANNING REF NO: DRDAR 11/2017**

SALARY : R 417 552 – R 491 847 per annum, Level 10
CENTRE : Amatole District

REQUIREMENTS : A qualification at NQF level 6 in Agricultural or Environmental Sciences majoring in Land Use Planning. At least 3-5 years' experience in human resources, of which 2 years must be at supervisory level. Ability to interact at strategic and operational level. Knowledge of Agriculture sector prescripts regulating financial management, procurement and administration. Minimum of five years' experience in the Department of Agriculture particularly in Land Use Management. People management and empowerment skill. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driver's license is essential. Computer literacy.

DUTIES : Lead a multi-disciplinary team of agricultural scientist and technicians to carry out natural resource identification and utilization. Responsible for the professional management of agricultural land use planning, land use management, resource planning, conservation and GIS. Assist the Deputy Directors in the compilation of reports. Assist in the implementation of agricultural policy in the Province. Overall supervision of staff.

ENQUIRIES : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

POST 34/50 : **CONTROL ENGINEERING TECHNICIAN (GRADE A) 2 POSTS REF NO: DRDAR 09/2017**

SALARY : R 396 375 – R 453 216 (OSD Level)

CENTRE : Amatole District, Joe Gqabi District

REQUIREMENTS : A qualification at NQF level 6 in Agriculture or Civil Engineering. At least 6 years post-qualification technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. Understanding and competence in all facets of practices, design methods operation and maintenance of all systems in the full spectrum of the field. Proof of registration must be provided. Good technical problem-solving abilities. Appropriate experience in project management, fieldwork, formulating and setting of standards, managerial and administrative fields. Understanding of Government policies. Knowledge of the implementation of the Occupational Health and Safety Act (OHS). Knowledge of environment conservation and the National Water Act. Good interpersonal relations (good human relations) presentation, organizing and analytical skills. Proven ability to operate independently. Computer literacy. The successful candidate will be required to travel and will work away from home from time to time and may work under physically demanding conditions. He/she must be prepared to undergo intensive in-house training at different locations. A valid driver's license is essential. Computer literacy. Candidates will be subjected to competency assessment.

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

ENQUIRIES : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

POST 34/51 : **ASSISTANT DIRECTOR: CORPORATES SERVICES REF NO: DRDAR 12/2017**

SALARY : R 334 545 – R 404 121 per annum, Level 09

CENTRE : OR Tambo District

REQUIREMENTS : A qualification at NQF level 6 in Human Resources Management / Public Management. At least 3-5 years' experience in human resources, of which 2 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resources Administration, Performance Management, Human Resources Development, Employee Relations and Wellness Programmes. Good understanding of the Public Service Regulatory Framework. Experience in working on PERSAL system. People management and empowerment skill. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driver's license is essential. Computer literacy.

DUTIES : Provide HRM, HRD, Employee Relations, Employee Health and Wellness Services in the District / Center. Facilitate the recruitment process. Process applications for service benefits and exists within the Districts. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Provide HRM & Development advice to management and staff in the District / Center. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports, staff procurement, training and development, service conditions, appointments, staff exits and transfers. Manage Corporate Services in respect to ICT and Office Services.

ENQUIRIES : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

POST 34/52 : **ASSISTANT DIRECTOR: PERSAL CONTROL UNIT REF NO: DRDAR 13/2017**

SALARY : R 334 545 – R 404 121 per annum, Level 09

CENTRE : Head Office (Bhisho)

REQUIREMENTS : A qualification at NQF level 6 in Human Resources Management / Public Management / Administration. At least 3-5 years' experience in human resources, of which 2 years must be at supervisory level in HR and Salary Systems. Successful completion of PERSAL Introduction, PERSAL Personnel Administration and PERSAL Controller courses is essential. Thorough knowledge PERSAL system operation, applicable requirements for PERSAL Users, Supervisors, Personnel and Salary Controllers is essential. Good understanding of the Public

Service Regulatory Framework. Experience in working on PERSAL system. People management and empowerment skill. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driver's license is essential. Computer literacy.

DUTIES : Control PERSAL in the department. Orientation of the users of PERSAL system. Ensure effective monitoring and control of all PERSAL related functions. Ensure effective and efficient utilization and management of human, physical and financial resources of the sub-directorate. Ensure development and implementation of policies relating to PERSAL management. Develop, monitor and evaluate the rendering of PERSAL services within the department. Liaise with Provincial and National Treasury regarding the functionality of PERSAL system, compliance matters and extraction of reports from PERSAL system. Sorting of extracted reports according to the individual needs. Management of reporting on activities of the sub-directorate.

ENQUIRIES : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

POST 34/53 : **ASSISTANT DIRECTOR: SCM (LOGISTICS) 2 POSTS REF NO: DRDAR 14/2017**

SALARY : R 334 545 – R 404 121 per annum, Level 09
CENTRE : Alfred Nzo District, OR Tambo District
REQUIREMENTS : A qualification at NQF level 6 in Supply Chain Management / Logistics, Accounting / Business Management. At least 3-5 years' experience in Supply Chain Management, of which 2 years must be at supervisory level. Ability to interact at strategic and operational level. Sound knowledge of government prescripts relevant to SCM and Finance. Traceable working experience in Procurement, Transport, LOGIS and BAS. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driver's license is essential. Computer literacy.

DUTIES : Responsible for effective and efficient Procurement Services, Fleet Management services and Logistics - Ensure compliance with all relevant legislation and Policy. Management and control LOGIS. Monitor supplier registration on LOGIS. Provide training to staff on the LOGIS system. Ensure that LOGIS is integrated into all systems of the department. Monitor commitments and re-commitments on the systems. Facilitate implementation of LOGIS within the department. Management and control of the departmental transport. Management of the handling of accidents, damages to vehicles, stolen vehicles, theft and losses. Management and control of purchasing stores, equipment and services. Management and control of contract administration.

ENQUIRIES : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

POST 34/54 : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: DRDAR 15/2017**

SALARY : R 334 545 – R 404 121 per annum, Level 09
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A qualification at NQF level 6 in Labour Relations / Human Resource Management coupled with 5 years relevant experience of which 2 years must be at supervisory level. Knowledge Constitution, Public Service Legislative, LRA, BCEA, EEA PSCBC resolutions and GPSSBC Resolutions, PFMA and relevant legislative directives, Analytical thinking, Conflict management, Diagnostic, Negotiation, Persuasive, Problem solving, Communication (written and verbal), management and leadership skills. Ability to work with Microsoft Outlook, PowerPoint, MS Word, Excel and other relevant software packages. People management and empowerment skills. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driver's license is essential. Computer literacy.

DUTIES : Maintain Labour peace and promote sound relations between employer and employees. Facilitate consultative employee Relations processes. Administer Employee Relations Policy. Facilitate and co-ordinate misconduct, grievance and disputes. Ensure development and implementation of Labour Related Policy. Monitor implementation of collective agreements. Provide training on a range of Labour Relations issues. Render advisory services regarding all Labour issues.

ENQUIRIES : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

POST 34/55 : **OFFICE MANAGER TO CHIEF DIRECTOR: FARMER SUPPORT & CHIEF DIRECTOR: CORPORATE SERVICES 2 POSTS REF NO: DRDAR 16/2017**

SALARY : R 334 545 – R 404 121 per annum, Level 09
CENTRE : Head Office (Bhisho)

REQUIREMENTS : A qualification at NQF level 6 in Office Management, Management Assistant, Management, and Commercial Administration. At least 3-5 years' experience in Office Management and providing support to SMS level. Ability to interact at strategic and operational level. Knowledge of Departmental strategic goals. Knowledge of the Public Service Regulatory Framework. Strategic thinking and leadership skills. Project Management, research and negotiation skills, Creative and analytical, Problem solving and decision making, Conflict management, Accuracy and attention to detail, Understanding confidentiality in Government, Report writing; Communication (oral and written) skills. Computer literacy (MS Office, intranet and Internet); Presentation skills; Customer service orientation. Ability to work independently, yet as part of a team when required, work under pressure, and meet deadlines. Professionalism, policy analysis and implementation. Financial management. A valid driver's license is essential.

DUTIES : Provide support to the Chief Director in decision making and planning. Attend to correspondences. Monitor and track business objectives. Oversee the office's activities and resources. Provide effective people management.

ENQUIRIES : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

POST 34/56 : **SPECIAL PROGRAMME UNIT (SPU) COORDINATOR REF NO: DRDAR 17/2017**

SALARY : R 334 545 – R 404 121 per annum, Level 09
CENTRE : Western District

REQUIREMENTS : A qualification at NQF level 6 in Developmental studies or Community development / Social and any other related studies with 3 years' experience in working with special groups at Supervisory level. Knowledge of Public Policies and Procedures. Understanding and practical experience / exposure to Community Development issues. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driver's license is essential. Computer literacy.

DUTIES : Providing an effective coordination and monitoring and evaluation framework of the implantation in the districts and liaise with the Head Office SPU Directorate. Assisting the designed groups in accessing the services offered by the department. Providing support and advice to the District on issues affecting gender, disability, youth, children & elderly. Report on programmes and activities affecting designated groups in the district.

ENQUIRIES : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

POST 34/57 : **PROJECT COORDINATOR Ref NO: DRDAR 18/2017**

SALARY : R 334 545 – R 404 121 per annum, Level 09
CENTRE : Western District

REQUIREMENTS : A qualification at NQF level 6 in Agriculture / Developmental Studies /Economics / Tourism. Certificate in Project Management will be an added advantage. Three years' experience in the above mentioned fields of which at least one year must be direct involvement with project management. Good written and verbal communication skills. Ability to compile and manage budgets, control cash flow, institute risk management and administer tender procurement processes. Ability to initiate and support organizational transformation and change. Ability to explore and implement new ways of delivering services. Ability to systematically identify, analyse and resolve existing and anticipated problems. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driver's license is essential. Computer literacy.

DUTIES : Facilitate project-screening committees at local municipality level. Present project recommendations to district screening committees. Facilitate awareness of departmental programmes. Ensure adherence to the district planning schedule. Compile and consolidate individual project plans. Presentation of local municipality project plans. Facilitation of procurement processes. Conduct project visits site handovers and site meetings. Reporting on implementation status and deviations from projects plans. Recordkeeping and data capturing for performance audit requirements. Collection of data and update of online information systems (EPWP MIS, Smart Pen, etc.) of stakeholders and department. Verification of collected

information in conjunction with stakeholders. Geo referencing of projects. Performance reporting (monthly, quarterly and annually) in respect of conditional grants.

ENQUIRIES : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

POST 34/58 : **MONITORING & EVALUATION SPECIALIST 2 POSTS REF NO: DRDAR 19/2017**

SALARY : R 334 545 – R 404 121 per annum, Level 09
CENTRE : Head Office (Bhisho), Western District
REQUIREMENTS : A qualification at NQF level 6 in Monitoring & Evaluation or a relevant tertiary qualification with a basic background and knowledge of the application of M&E systems. A strong research background. The ability to appraise programmes and development projects. 3 to 5 years' experience in the field of monitoring and evaluation. Knowledge and understanding of computers and application of relevant programmes. The ability to work extended hours when required to do so. 3 Contactable references. Valid driver's license essential. **COMPETENCIES:** Knowledge: Rural development knowledge would be advantageous. Management of information and translation into credible reports. Basic knowledge of evaluation of performance to establish outcomes and impacts of intervention programmes. Skills: Good writing and command of the English Language. Good interpersonal. Interviewing. Communication including the ability to give formal presentations. Problem solving and analysis. Coordination, Organizational and Leadership skills. The ability to meet stringent deadlines. The ability to work under immense pressure. The ability to be multi-skilled would be advantageous. Attitudes. A pleasant manner. Punctual. Perseverance. Team player. Friendly. Assertive. Results driven. Control.

DUTIES : Track performance through performance indicators of the district Annual Performance Plan as a monitoring and evaluation tool to feed into the overall departmental report. Put together the processes involved in M&E into a comprehensive report for the departmental at district level. Be involved in the processes facilitation and presentation. Compile and analyse the departmental monthly, quarterly and annual reports. Provide detailed project reports and other project detailed, documentation. Promote quality assurance of information received to account for development interventions. Conduct verification of projects undertaken in the district. Provide effective liaison communication and consultation with relevant stakeholders.

ENQUIRIES : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

POST 34/59 : **ANIMAL HEALTH TECHNICIAN 2 POSTS REF NO: DRDAR 20/2017**

SALARY : R 281 418 – R 331 497 per annum, Level 08
CENTRE : Alfred Nzo District
REQUIREMENTS : A qualification at NQF level 6 in Animal Health. Proof of Registration with the South African Veterinary Council. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license is essential. Candidates will be subjected to a competency assessment.

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

ENQUIRIES : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

- POST 34/60** : **AGRICULTURAL ECONOMIST 2 POSTS Ref NO: DRDAR 21/2017**
- SALARY** : R 281 418 – R 331 497 per annum, Level 08
CENTRE : Amatole District, Alfred Nzo District
REQUIREMENTS : A qualification at NQF level 7 in Agricultural Economics with Economics or Agricultural Economics as major subjects. Computer literacy skills and statistical skills. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid drivers' license is essential.
- DUTIES** : Conduct agricultural economic research in all relevant fields of agricultural economics, e.g. farm management, production economics and agricultural marketing. Provide advanced agricultural economic advice to clients of the department in order to promote the sustainability of their businesses. Facilitate access to finance and markets. Promote cooperative and commodity group development. Conduct project appraisals, compile and evaluate business plans. Conduct research to identify trends relating to the economic environment and render advice on policy issues related to the agricultural sector. Work with Research Scientist. Monitor agricultural measure and evaluate alternatives for advice rendering purposes. Identify and design projects for commercial and developing agriculture. Perform administrative and related functions. Comply with the Public Service prescripts and departmental policies
- ENQUIRIES** : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.
- POST 34/61** : **LABOUR RELATIONS PRACTITIONER 3 POSTS Ref NO: DRDAR 22/2017**
- SALARY** : R 281 418 – R 331 497 per annum, Level 08
CENTRE : Head Office (Bhisho), Or Tambo District, Amatole District
REQUIREMENTS : A qualification at NQF level 6 in Labour Relations / Labour Law / Human Resource Management / Social Science with Labour Relations / Law as major subjects. An Honours degree in Labour Relations will be an added advantage. At least 3 years practical proven experience in Employment Relations environment. A good understanding of Labour legislation, policy and procedures applicable to the Public Service. Knowledge of disciplinary, grievance and dispute resolution procedures. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license is essential.
- DUTIES** : Represent the department at disciplinary and conciliation hearings. Advice management / employees on the handling of labour related matters. Conduct audits, surveys on compliance with labour Relations legislation. Co-ordinate training, workshops and meetings for the component. Co-ordinate the submission and consolidation of prescribed reports. Conduct research related to employment relations in the Department and present proposals to improve relationships at all levels in the organization.
- ENQUIRIES** : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.
- POST 34/62** : **EMPLOYEE ASSISTANT PROGRAMME (EAP) PRACTITIONER REF NO: DRDAR 23/2017**
- SALARY** : R 281 418 – R 331 497 per annum, Level 08
CENTRE : Amatole District, Joe Gqabi District
REQUIREMENTS : A qualification at NQF level 6 in Social Work / Psychology / a relevant qualification. At least minimum of three to five years' relevant experience. Knowledge of Public Service Employee Wellness Programmes, Public Service Legislative Regulatory Framework procedures and Policies. Good communication skills, Report writing, Facilitation, Co-ordination, Liaison, Networking, Decision-making skills. Ability to conduct research. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license is essential.
- DUTIES** : To render employee wellness services to the district. Implement the Safety, Health and Environment policy (SHE). Coordinate implementation of the Employee Wellness Strategy of the Department. Implement departmental policies on EWP. Render advice to management on request. Implement special programmes in line with departmental policies facilitate counselling for staff on request or when deemed appropriate. Manage the implementation of projects. Support and supervise peer and educators /counsellors, SHE representatives and OHS Functionaries.
- ENQUIRIES** : Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

<u>POST 34/63</u>	:	<u>NETWORK CONTROLLER 2 POSTS REF NO: DRDAR 24/2017</u>
<u>SALARY</u>	:	R 281 418 – R 331 497 per annum, Level 08
<u>CENTRE</u>	:	Head Office (Bhisho), OR Tambo District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Information and Communication Technology. At least minimum of three to five years' relevant experience. Good communication skills, Report writing, Ability to conduct research. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Implement and monitor service level agreements. Render first line technical support to users on transversal systems and network applications. Develop and manage the updating of a user's database Advise and empower users on fault reporting and ICT issues. Ensure compliance with the Information Security System and relevant policies and procedures.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6290/48/6424.
<u>POST 34/64</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OFFICE SERVICES 2 POSTS REF NO: DRDAR 25/2017</u>
<u>SALARY</u>	:	R 281 418 – R 331 497 per annum, Level 08
<u>CENTRE</u>	:	Head Office (Bhisho), Alfred Nzo District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Public Administration / Records Management. At least minimum of three to five years' relevant experience. Good communication skills, Report writing, Ability to conduct research. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Compiling of monthly, quarterly and annual reports. Supervising of registry and archives. Provide registry and procurement services. Management of cleaning services. Provide telephone and cellular phone services. Assist with catering and accommodation services. Liaise with Department of Public Works and Local Municipalities.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6290/48/6424.
<u>POST 34/65</u>	:	<u>HUMAN RESOURCE PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: DRDAR 26/2017</u>
<u>SALARY</u>	:	R 281 418 – R 331 497 per annum Level 08
<u>CENTRE</u>	:	OR Tambo District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Human Resource Development / Human Resource Management. At least minimum of three to five years' relevant experience. Good understanding of Human Resource Development / Management enabling legislation in particular the SDA, SDLA BCEA, EEA, LRA, PFMA and PSR. Excellent communication, facilitation, presentation, writing, computer, financial management skills. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license is essential.
<u>DUTIES</u>	:	To facilitate the development of an effective Workplace Skills Plan with the Department. Development of training needs analysis. Bursary, Internship, WABET and Learnership administration.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6290/48/6424.
<u>POST 34/66</u>	:	<u>ENGINEERING TECHNICIAN REF NO: DRDAR 27/2017</u>
<u>SALARY</u>	:	R 274 440 – R 295 638 per annum (OSD Level)
<u>CENTRE</u>	:	Amatole District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Civil Engineering. Three (3) years post qualification experience. Proof of registration with ECSA as Professional Engineering Technician. Good writing and verbal communication skills. Ability to conduct meetings. Budgeting and financial management skills. Organizing and planning skills. Knowledge of administrative procedures in the Public Service. Good Organizing & facilitation skills/ verbal and written communication skills, good interpersonal skills. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Evaluation of business proposals and preparation of relevant feasibility reports. Planning and design of agricultural infrastructure. Preparation of operation and maintenance manuals for design systems. Installation of infrastructure including

		detailed designs, specifications and drawings for tender documents in line with CIDB regulations. Construction management and supervision. Attend meetings and writing reports. Advising farmers on the management and maintenance of infrastructure.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6290/48/6424.
<u>POST 34/67</u>	:	<u>GIS TECHNICIAN (PRODUCTION) GRADE A REF NO: DRDAR 28/2017</u>
<u>SALARY</u>	:	R 274 440 – R 295 638 per annum (OSD Level)
<u>CENTRE</u>	:	OR Tambo District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in GISc, Cartography or relevant qualification. Three (3) years post qualification experience. Registration with the South African Council for professional and Technical Surveyors (PLATO) as GIS Technical on appointment. Good writing and verbal communication skills. Computer literacy. Ability to work under pressure. A valid driver's license is essential.
<u>DUTIES</u>	:	Source spatial information from various data custodians. Capture and clean spatial data from various formats and sources. Perform data manipulation according to application requirements. Apply coordinate systems and projections. Maintain spatial database. Develop and implement relational/object orientated databases. Produce customized maps to meet client's needs. Advice on GISc projects. Provide geographical support to internal and external stakeholders. Keep up with developments in the geo-spatial industry. Participate in relevant GISc forums. Maintain GISc unit effectiveness by way of maintenance of GISc tool, training of End-users on basic GISc skills. Compilation of content for web publishing, capturing of metadata, updating of GISc software and renewal of licenses and documentation of GISc process. Mentor candidate technicians to ensure competent knowledge base. Supervise subordinates key performance area by setting and monitoring performance standards.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6290/48/6424.
<u>POST 34/68</u>	:	<u>PERSONAL ASSISTANT 2 POSTS TO CHIEF DIRECTOR: CUSTOMER CARE & QUALITY ASSURANCE, DIRECTOR: STRATEGIC PLANNING Ref NO: DRDAR 29/2017</u>
<u>SALARY</u>	:	R 226 611 – R 266 943 per annum, Level 07
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in office management/secretarial studies. A minimum of 3 years' experience in rendering secretarial support. Experience in scheduling, diary management, telephone etiquette and stakeholder relations. The candidate must be proficient and have knowledge of a range of software package (Advance MS Office). Exceptional written and oral communication, planning, and organizational skills. Show discretion with confidential information. Must be presentable, people's person with excellent interpersonal skills and portray front line image. Thorough understanding of Public Service and its processes. Candidates will be subjected to a competency assessment. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Implement and manage all administrative systems, processes and procedures in the Senior Management office. Manage the Directors' appointment schedule and diary. Prepare correspondence, reports, and materials for meetings. Perform general administrative and secretarial duties. Organize work by reading, routing correspondence, collecting information and initiating telecommunications. Organize and maintain office systems including filing (manually and electronically) and general office housekeeping.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6290/48/6424.
<u>POST 34/69</u>	:	<u>ADMINISTRATION OFFICER: OFFICE SERVICES REF NO: DRDAR 30/2017</u>
<u>SALARY</u>	:	R 226 611 – R 266 943 per annum, Level 07
<u>CENTRE</u>	:	Alfred Nzo District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Public Administration / Records Management. At least minimum of two to five years' relevant experience. Good communication skills, Report writing, Ability to conduct research. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	Compiling of monthly and quarterly reports. Supervising of registry and archives. Provide registry and procurement services. Management of cleaning services. Provide telephone and cellular phone services. Assist with catering and

		accommodation services. Liaise with Department of Public Works and Local Municipalities.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6290/48/6424.
<u>POST 34/70</u>	:	<u>ARTISAN FOREMAN GRADE A REF NO: DRDAR 31/2017</u>
<u>SALARY</u>	:	R 267 756 – R306 156 per annum (OSD Level)
<u>CENTRE</u>	:	Amatole District
<u>REQUIREMENTS</u>	:	A relevant qualification at NQF level 6 and a Trade Test Certificate. A minimum of 1 year experience as an Artisan. Good writing and verbal communication skills. Ability to work under pressure. A valid driver's license is essential.
<u>DUTIES</u>	:	Supervision of Artisans. Produce designs according to client specification and within limits of Production Capability. Produce objects with material and equipment according to job specifications and recognized standards. Quality assurance of produced products. Regular maintenance. Administrative and related functions. Check and verify compliance with regard to the relevant laws and regulations.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6290/48/6424.
<u>POST 34/71</u>	:	<u>HUMAN RESOURCE OFFICER: HR PROVISIONING 2 POSTS REF NO: DRDAR 32/2017</u>
<u>SALARY</u>	:	R152 862 – R 180 063, Level 05
<u>CENTRE</u>	:	Alfred Nzo District, Western District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Human Resource Management with 1 year relevant experience. Good writing and verbal communication skills. Ability to work under pressure. Computer literacy. A valid driver's license will be an added advantage.
<u>DUTIES</u>	:	KPA's: Dealing with the following; Recruitment & Selection, Appointment, Relocations, Transfers, Secondments, Translations to OSD, Translations in nature of appointments, MMS / SMS packages, Vetting of employees, Reference checking, Acting allowances, Grade progressions.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6290/48/6424.
<u>POST 34/72</u>	:	<u>PROVISIONING ADMINISTRATION CLERK REF NO: DRDAR 33/2017</u>
<u>SALARY</u>	:	R152 862 – R180 063, Level 05
<u>CENTRE</u>	:	Joe Gqabi District
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 with 1 year relevant experience. Good writing and verbal communication skills. Ability to work under pressure. Computer literacy. A valid driver's license is essential.
<u>DUTIES</u>	:	Maintain records and perform administrative tasks. Co-ordinate and prepare routine complex correspondence in respect of a variety of related matters.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6290/48/6424.
<u>POST 34/73</u>	:	<u>DRIVER 2 POSTS REF NO: DRDAR 34/2017</u>
<u>SALARY</u>	:	R127 851 – R150 606 per annum, Level 03
<u>CENTRE</u>	:	Alfred Nzo District
<u>REQUIREMENTS</u>	:	Minimum of Grade 10. Grade 12 will be an added advantage. A valid drivers' license essential. Relevant experience as a driver in the public service / public sector. Good understanding of routes in-between towns or cities in Eastern Cape Province as well as nationally. Candidates will be subjected to a compulsory driving competency test.
<u>DUTIES</u>	:	Driving of State vehicles. Routine maintenance of vehicles, garaging of vehicles and the timely reporting of defects. Keep record of trips and goods handled.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6290/48/6424.
<u>POST 34/74</u>	:	<u>CLEANER 18 POSTS REF NO: DRDAR 35/2017</u>
<u>SALARY</u>	:	R90 234 – R 106 290 per annum, Level 02
<u>CENTRE</u>	:	All Districts & Head Office
<u>REQUIREMENTS</u>	:	ABET plus appropriate experience relating to general cleaning and maintenance. Candidates will be subjected to a competency exercise.
<u>DUTIES</u>	:	Cleaning and maintenance of offices and agricultural premises.
<u>ENQUIRIES</u>	:	Mr M. Mbangi Tel no: (040) 609 6290/48/6424.

DEPARTMENT OF SPORT RECREATION ARTS AD CULTURE

The Department of Sport, Recreation Arts and Culture 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 : Post to: Head Office and Museums: The Senior Manager: Human Resources Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bhisho, 5605. Hand Delivery: Human Resources Section, Room No: 10, No 5, Wilton Zimasile Mkwazi Building, King Williams Town and enquiries can be directed to Mr M Cezula 040 604 4158. Amathole District: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X 9030, East London, 5200. Hand Delivery: No 16 Commissioner Street, Old Elco Building, East London, 5201 and enquiries be directed to Mr T Jantjies 043 704 7806.

FOR ATTENTION : Mr M Cezula

CLOSING DATE : 08 September 2017

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

OTHER POSTS

POST 34/75 : **MANAGER: DIGITO REF NO: DSRAC 02/08/2017**

SALARY : R657 170 per annum, Level 11

CENTRE : King Williams Town

REQUIREMENTS : Formal Qualifications: IT related NQF Level 6-7, or Matric with more than 10 years professional experience, of which a minimum of 3 years that should be at an Assistant Manager level in the field managing/supervising IT technical staff. Professional qualifications (in order of preference): ITIL Intermediate (ITIL-accredited international certificate only), IT Project-Management (Prince2, or PMP).

DUTIES : Implement and maintain ICT Service Level Agreements: Understand business service requirements and the way in which IT-enabled services and services level support business processes. Identify potential services and services levels with the business, and compare them with the current service portfolio to identify new or changed services or services level options. Publish and maintain live IT-enabled services in the services catalogues. Define and prepare service agreements.

ENQUIRIES : enquiries be directed to Mr M. Mbangi 040 609 6290/48/6424.

POST 34/76 : **SCIENTIST PRODUCTION GRADE A (ENTOMOLOGIST) OSD REF NO: DSRAC 01/08/2017**

SALARY : R549 639 per annum (OSD)

CENTRE : Albany Museum

<u>REQUIREMENTS</u>	:	Formal Qualifications: A minimum of an MSC in Entomology or Zoology. A PhD in Entomology will be of added advantage. Demonstrate understanding of basic computer software (Microsoft Office). Understanding of database software and ability to write computer code. Experience in collecting, preserving and identifying invertebrate specimens. Experience in biological research.
<u>DUTIES</u>	:	Undertake independent research based on collections of the department which is published in per interviewed journals. Expand departmental collections through research, surveys, procumbent of donations and other methods. Curate the collections of the department to national standards to preserve the specimens for long term scientific research. Facilitate loans to other researchers nationally and internationally for scientific study. Undertake community engagement activities including, but not limited to, public lectures and teaching of school or university classes. Manage the finances and reporting of the department.
<u>ENQUIRIES</u>	:	enquiries be directed to Mr M. Mbangi 040 609 6290/48/6424.
<u>POST 34/77</u>	:	<u>COMMUNITY DEVELOPMENT OFFICER REF NO: DSRAC 03/08/2017</u>
<u>SALARY</u>	:	R281 418 per annum, Level 08
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	Formal Qualifications: Degree/Diploma in Community Development/ Project Management with 3 years' experience, or Matric coupled with 5 years relevant experience. KNOWLEDGE AND SKILLS: Facilitation and organising skills. Good communication skills. Ability to work under pressure. Basic Computer skills. Knowledge of relevant prescripts, and a valid driving license.
<u>DUTIES</u>	:	To encourage community involvement and active participation in pre and post construction of facilities. To coordinate and facilitate implementation of EPWP guidelines in the infrastructure and community projects. To facilitate development of business plans for community projects. To facilitate capacity building interventions for relevant community structures. To monitor and report all EPWP projects by collecting data on sites.
<u>ENQUIRIES</u>	:	enquiries be directed to Mr M. Mbangi 040 609 6290/48/6424.
<u>POST 34/80</u>	:	<u>STATE ACCOUNTANT REF NO: DSRAC 04/08/2017</u>
<u>SALARY</u>	:	R226 611 per annum, Level 07
<u>CENTRE</u>	:	Amathole District Office
<u>REQUIREMENTS</u>	:	Degree/ Diploma in Financial Management or relevant qualification coupled with 1 year experience. Or Grade 12 coupled with 3 years relevant experience. Knowledge of Public Finance /management Act, relevant prescripts, BAS, LOGIS and PERSAL.
<u>DUTIES</u>	:	Administer Salary related issues within the 30 days period as stipulated in the PFMA and Treasury Regulations. Administer and manage the suspense account on PERSAL. Pay personnel benefits on retirement/resignation. Manage the payroll of the district. Make all salary related payments on PERSAL. Compile monthly report and monitor filling of documents.
<u>ENQUIRIES</u>	:	Mr T Janties: Tel 043 704 7806
<u>POST 34/78</u>	:	<u>ACCOUNTING CLERK- SALARIES REF NO: DSRAC 05/08/2017</u>
<u>SALARY</u>	:	R152 862 per annum, Level 05
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	A Degree/ National Diploma in the field of Financial Management. Matric coupled with 1 year relevant experience in Financial Management. Salary Administration will be an added advantage. Knowledge and Skills: Skills of PFMA, Treasury Regulations, Knowledge of Public Service Act and Public Service Regulations. Financial Management skills. Knowledge of PERSAL and BAS, Communication skills (verbal and written). Computer Literacy.
<u>DUTIES</u>	:	Implementation of Salary Allowances. Assist in preparation of Tax-monthly reconciliation issuing of original and duplicate IRP5's. Take-on debt identified. Implementation deduction cancellation, collecting, sorting and distributing of payroll reports. Receive return payroll reports, capture journals, and capture sundry payments and clearing suspense accounts.
<u>ENQUIRIES</u>	:	enquiries be directed to Mr M. Mbangi 040 609 6290/48/6424.
<u>POST 34/79</u>	:	<u>ACCOUNTING CLERK REF NO: DSRAC 06/08/2017</u>
<u>SALARY</u>	:	Stipend: R 5 000
<u>CENTRE</u>	:	King Williams Town

- REQUIREMENTS** : A Degree/ National Diploma in Human Resource Management or Grade 12 with 2 years' experience in Human Resource Management, Computer Literacy. Good verbal and written communication. Ability to work under pressure.
- DUTIES** : Compilation of Annual Recruitment Plan (ARP). Drafting of advertisement as per approved ARP. Compilation of report on filling of advertised posts. Administration of security clearance, citizenship and qualification verification.
- ENQUIRIES** : Mr Mr M Cezula 043 604 4158