

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

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

- APPLICATIONS** : Applications should be directed to the Head of Department, Department of Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho 5605, OR hand delivered to Tyamzashe Building Phalo Avenue, Bhisho at foyer. Enquiries can be directed to Ms. N Mditshwa at 040 609 5351/5352
- FOR ATTENTION** : Ms. N Gemby
- CLOSING DATE** : 22 September 2017
- NOTE** : Applications must be submitted on a (Z83) obtainable from any Public Service Department or 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 qualification(s), academic record, (driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original Signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Cooperative governance and Traditional Affairs welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed or emailed applications will be accepted.

OTHER POSTS

- POST 36/54** : **CHIEF TOWN AND REGIONAL PLANNER GRADE A: SPATIAL PLANNING REF NO: COGTA 01/09/2017**
(This is a re-advertisement. Candidates who applied before need not to reapply unless there are changes in their CVs as their applications will be considered)
- SALARY** : R805 806-R921 354 per annum, Salary Level: OSD Post
- CENTRE** : Bhisho
- REQUIREMENTS** : A Bachelor's degree in Urban/Town and Regional Planning or relevant qualifications. Six (6) years post qualification Town and Regional Planning experience required. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Valid Driver's License. Competencies: The applicant must be conversant with the provisions of SPLUMA, the MSA and its Regulations, the provisions of IGR, PAJA, NEMA and other relevant provincial planning laws that affect Eastern Cape Province, including the Provincial TL & GFA (2005) and PFMA. The applicant must be in possession of a valid driver's license and be prepared to Travel extensively across the Province.
- DUTIES** : Monitoring and supporting municipal planning functions as stipulated in the Constitution of the Republic of South Africa, the MSA and SPLUMA. Performing provincial planning functions in accordance with the provisions of the Constitution of the Republic of South Africa, the MSA and SPLUMA. Advising relevant stakeholders on spatial planning matters in as much as these impact on this Province and the municipalities herein. Advising on matters pertaining to township establishment and layout planning. Assisting in the preparation and approval of the terms of reference of provincial planning projects. Managing provincial planning projects in conjunction with the Directorate, Chief Directorate and other stakeholders. Engaging in stakeholder participation and consultation processes. Assessing development applications and preparing reports for submission to various Boards and MEC for approval. Assisting the Director in the preparation of Directorate budgets. Assisting the Director to manage the affairs of Directorate as well as the professional and administrative staff of the Directorate and Promoting

and upholding the dignity of the profession. Preference will be given to Coloured females.

ENQUIRIES : Ms. N Mditshwa Tel no: (040) 609 5351/5352

POST 36/55 : **ENGINEER PRODUCTION GRADE A: MUNICIPAL INFRASTRUCTURE SERVICES REF NO: COGTA 02/09/2017**

(This is a re-advertisement. Candidates who applied before need not to reapply unless there are changes in their CVs as their applications will be considered)

SALARY CENTRE REQUIREMENTS : R637 875-R782 175 per annum, Salary Level: OSD post
: Bhisho

: Engineering Degree (B Eng/BSC (Eng) or relevant qualification with 3 years working experience. Registration with ECSA as a Candidate Engineer is compulsory upon appointment. Programme or Project Management Course will be an added advantage. Experience in local government sector/ municipalities would also be an added advantage. Computer literacy; presentation, communication, liaison, coordination, planning and organizing skills are considered. Code EB driver's license is compulsory.

DUTIES : Manage the departmental allocations transferred to municipalities or allocations in kind to municipalities. Facilitate the evaluation of Projects Technical Reports and Business Plans for approval by the MIG Provincial Programme Manager. Facilitate appraised feasibility studies, preliminary and final Design Reports for monitoring during implementation by the District Appraisal Committee (DAC). Monitor whether the projects are implemented by municipalities or service providers in terms of engineering norms and standards. Consolidate municipal monthly financial and non-financial reports for submission to Provincial Programme Manager. Facilitate site visits to validate and verify the physical progress against reported expenditure. Facilitate technical support to technically challenged municipalities and monitor the implementation of capacitation programmes. Ensure that municipalities do comply as required by relevant pieces of legislation. Preference will be given to African males.

ENQUIRIES : Ms N Mditshwa Tel no: (040) 609 5351/5352

POST 36/56 : **DEPUTY DIRECTOR: MUNICIPAL BASIC AND DEVELOPMENT SERVICES (LOCAL ECONOMIC GOVERNANCE) RESPONSIBLE FOR CLUSTER C: ALFRED NZO /O.R TAMBO DISTICT MUNICIPALITY REF NO: COGTA 03/09/2017**

SALARY CENTRE REQUIREMENTS : R779 295-R917 970 per annum, Level 12
: Bhisho

: A B.Com Degree in Economics/ Statistics or any equivalent NQF level 6 qualification. A Master's Degree in Economics / Statistics will be an added advantage. Three (3) years' experience as an Assistant Director in the relevant field of Economics and Project Management, economic related research. Must have proven experience in report writing and presenting power-point presentations, concept letters and memoranda. Experience in Econometric and / Statistical packaging. Demonstrate ability and experience in managing cash flow and develop budget to implement a Key Performance Area. Proven presentation skills and ability to articulate government development programmes. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory.

DUTIES : Render a fully functional and efficient support office. Support municipalities to enhance municipal LED capacity. Support municipalities to develop their LED Strategies as well as the project monitoring for Local Municipalities. Support Local and District Municipalities to promote strategic regional collaboration and partnership. Responsible for the efficient management of the Sub-directorate, including the effective utilisation and training of staff, maintaining of discipline and proper use of resources Preference will be given to African females.

ENQUIRIES : Ms N Mditshwa Tel no: (040) 609 5351/5352

POST 36/57 : **DEPUTY DIRECTOR: FREE BASIC SERVICES RESPONSIBLE FOR AMATHOLE & CACADU MUNICIPALITIES AND TWO (2) METROS CLUSTER A REF NO: COGTA 04/09/2017**

SALARY CENTRE : R779 295-R917 970 per annum, Level 12
: Bhisho

<u>REQUIREMENTS</u>	:	A recognized three-year degree/diploma in Public Administration/Public Management/Social Science or NQF level 6 relevant qualification in the relevant field. Three (3) years' experience as an Assistant Director in the relevant field. Computer Literacy and a valid drivers' license.
<u>DUTIES</u>	:	Promote, facilitate and co-ordination of the development and implementation of Free Basic Services policies, strategies, plans and programmes in the Province. Liaise with municipalities and support the development of indigent policies, data base and registers. Prepare FBS reports for submission to the Senior and Executive Authorities. Advise municipalities on the optimal use of the FBS equitable share. Collection of analysis of data and report writing. Responsible for the efficient management of the Sub-directorate, including the effective utilization and training of staff, maintaining of discipline and proper use of resources. Preference will be given to Coloured males.
<u>ENQUIRIES</u>	:	Ms N Mditshwa Tel no: (040) 609 5351/5352
<u>POST 36/58</u>	:	<u>DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: COGTA 05/09/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R657 558-R774 576 per annum, Level 11 Bhisho
<u>DUTIES</u>	:	A recognized three year degree/diploma in Internal Auditing / Accounting /Financial Management or NQF level 6 relevant qualifications coupled with three (3) years' experience as an Assistant Director in Risk Management environment. Knowledge of Risk Management and Internal Control, Ethics and Integrity Framework. Knowledge of Public Service Regulations 2016. Competencies: Knowledge of Risk Management and Internal Control. Coordinate and provide support on risk management and internal control. Ensure that Public Service Regulations are met. Ensure that Risk Management. Implementation Plan is timely and adequately executed. Ensure that Internal Control reviews are conducted and that Internal Control are developed and strengthened where there are gaps. Ensure that risk assessments are conducted and that internal controls are developed to mitigate identified risks. Ensure that the PFMA, Treasury and Auditor General reporting requirements are met. Provide Chief Risks Officer and Management with early warning reports in all types of risks in the Department and control environment maturity levels. Review and improve risk management plans and internal control framework of the department. Responsible for the efficient management of the sub-directorate, including the effective utilization, training of staff and maintenance of discipline, promotion of sound labour relations and proper use of State Property. Coordination of Ethics and Integrity Management processes .Preference will be given to African males.
<u>ENQUIRIES</u>	:	Ms N Mditshwa Tel n: (040) 609 5351/5352
<u>POST 36/59</u>	:	<u>ASSISTANT DIRECTOR: LOCAL ECONOMIC DEVELOPMENT (LED) AMATHOLE DISTRICT OFFICE REF NO: COGTA 08/09/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 552-R491 847 per annum, Level 10 Amathole & Buffalo City District Centre/ Offices
<u>DUTIES</u>	:	A three year degree/diploma in Public Administration/ Development Studies /Policy Studies/ NQF level 6 relevant qualification in the relevant field with three years' experience as a Senior Admin Officer in Office Management and coordination or Senior Certificate coupled with five (5) years appropriate experience as a Senior Admin Officer in Office Management & Coordination. Knowledge: Knowledge of the Local Government environment is a must. Experience in the coordination of Financial and Non -Financial reports will be an added advantage. Skills in Research, Facilitation, Presentation, Project Management, end Use computing (MS Word, Excel, Spreadsheet, PowerPoint, Project Office) as well as drivers licence code 08/EB are must. Facilitation and coordination of the support services in relation to Integrated Urban Development and Small Town Regeneration with respect to financial and Non-financial reports. Promotion, facilitation and coordination of knowledge management systems in relation to Integrated Urban Development and Small Town Regeneration services. Ensure proper management of the sub-directorate, including the effective utilization and training of staff, maintenance of discipline, promotion of sound relation and proper use of State Property. Preference will be given to Coloured males.
<u>ENQUIRIES</u>	:	Ms N Mditshwa at 040 609 5351/5352

POST 36/60 : **ASSISTANT DIRECTOR: FREE BASIC SERVICES REF NO: COGTA 09/09/2017**

SALARY CENTRE REQUIREMENTS : R417 552-R491 847 per annum, Level 10
: Amathole & Bcm District Support Centre/Office
: A recognized three year degree/diploma in Public Management /Public Administration/Social Science or NQF level 6 relevant qualifications with (3) years' experience as a Senior Admin Officer in the relevant field or Senior Certificate coupled with five (5) years' experience as a Senior Admin Officer in the relevant field. Experience in Free Basic Services policies. Computer literacy and a valid driver's license.

DUTIES : Promote, facilitate and coordination of the development and implementation of Free Basic Services policies, strategies, plans and programmes in the province. Liaise with municipalities and support the development of indigent policies, database and registers. Prepare FBS reports for submission to the senior and Executive authorities. Advise municipalities on the optimal use of the FBS equitable share. Collection and analysis of Indigent data and report writing. Responsible for the efficient management of the Sub-directorate, including the effective utilisation and training of staff, maintaining of discipline and proper use of resources. Preference will be given to African females.

ENQUIRIES : Ms N Mditshwa at 040 609 5351/5352

POST 36/61 : **ASSISTANT DIRECTORS: LEGISLATIVE COMPLIANCE 2 POSTS REF NO: COGTA 12/09/2017**

SALARY CENTRE REQUIREMENTS : R417 552-R491 847 per annum, Level 10
: Chris Hani & Cacadu District Offices
: A three year degree/National Diploma in Public Management/ Bachelor of Administration or NQF 6 level relevant qualification with three years working experience in the related field as a Senior Admin Officer or equivalent ranks or a senior certificate with five(5) years' experience in the related field. Three year working experience in municipal Administration will be an added advantage. Valid driver's license. Knowledge: Full understanding of Local Government: Municipal Structures Act and other Local Government Legislations, including policies and procedures. Excellent communication skills (written and verbal), interpersonal relation skills, ability to work under pressure, attention to details, Analytic skills, presentation skills, meticulous planning and organisational skills. Computer Literacy (Microsoft Office Applications). Excellent communication, including producing quality reports.

DUTIES : Ensure Legislative Compliance by Municipalities. Assist municipalities in the reviewal and rationalisation of by-laws and policies. Assist the MDB in the redetermination of boundaries by receiving applications, assist in the hearings and meetings and also advise MDB Gazette concurrencies. Assist in the determination of councillors as full time. Assist in Section 139 Municipal Interventions. Responsible for efficient management of Sub-Directorate, including the effective utilization and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of State property. Preference will be given to Coloured females (Chris Hani District), Coloured Males (Cacadu District)

ENQUIRIES : Ms N Mditshwa Tel no: (040) 609 5351/5352

POST 36/62 : **ASSISTANT DIRECTOR: BID ADMINISTRATION SUPPLY CHAIN MANAGEMENT REF NO: COGTA 06/09/2017**

(This is a re-advertisement. Candidates who applied before need not to reapply unless there are changes in their CVs as their applications will be considered)

SALARY CENTRE REQUIREMENTS : R334 545-R394 065 per annum, Level 09
: Bhisho
: A Bachelor's Degree or three year Diploma in Finance/Logistics/Supply Chain Management or NQF level 6 relevant qualifications with three (3) years working experience as a Senior Provisioning Admin Officer in the relevant field or a Senior Certificate with five (5) years working experience as a Senior Provisioning Admin Officer in the relevant field. Knowledge: Thorough knowledge of the PFMA, Treasury Regulations, Framework for Supply Chain Management, BBBEE, PPPFA and other relevant legislations, as well as the ability to implement these prescripts. Knowledge of the Supply Chain bidding process, good leadership and

- communication (verbal and written) skills, presentation skills, budgeting skills. Computer Literacy.
- DUTIES** : Provide secretariat support to Bid Committees. Ensure that bid evaluation, adjudication committees are timeously established. Assist in compilation of Acquisition management policies and procedure manuals. Prepare and submit monthly and quarterly reports in line with the reporting requirements. Responsible for efficient management of sub-directorates, including the effective utilisation, training of staff and maintenance of discipline, promotion of sound labour relations and proper use of state property. Preference will be given to White females.
- ENQUIRIES** : Ms N Mditshwa Tel no: (040) 609 5351/5352
- POST 36/63** : **ASSISTANT DIRECTOR: PROCUREMENT-SUPPLY CHAIN MANAGEMENT REF NO: COGTA 07/09/2017**
(This is a re-advertisement. Candidates who applied before need not to reapply unless there are changes in their CVs as their applications will be considered)
- SALARY CENTRE REQUIREMENTS** : R334 545-R394 065 per annum, Level 09/
: Bhisho
: A three year Degree/Diploma in finance/Logistics/Supply Chain Management or equivalent NQF Level 6 relevant qualification with three (3) years work experience as a Senior Provisioning Admin Officer in the relevant field or Senior certificate with five (5) years working experience as a Senior Provisioning Admin Officer in the relevant field . LOGIS experience. Thorough knowledge of the PFMA and other relevant legislations, as well as the ability to implement these prescripts. Knowledge of transversal systems (e.g. LOGIS, BAS) will serve as an advantage. Good leadership and communication (verbal and written) skills, Presentation skills and budgeting skills. Computer literacy.
- DUTIES** : Manage the order creation process. Reconcile manual orders to LOGIS. Facilitate capturing of suppliers bank details. Provide technical assistance to cost centres, SCM and Finance. Draw reports and interpret financial data. Create contract information and link to ICN and supplier number. Prepare and submit monthly and quarterly commitment reports to authorities with regards to user accounts. Responsible for the efficient management of the sub-directorate, including the effective utilisation, training of staff and maintenance of discipline, promotion of sound labour relations and proper use of state property. Preference will be given to Coloured females.
- ENQUIRIES** : Ms N Mditshwa Tel no: (040) 609 5351/5352
- POST 36/64** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT REPORTING REF NO: COGTA 10/09/2017**
- SALARY CENTRE REQUIREMENTS** : R334 545-R404 121 per annum, Level 09
: Bhisho
: A recognised three year Degree/ Diploma in Commerce/Accounting/Financial Management or NQF level 6 relevant qualification coupled with three years' experience in the field of financial reporting as Senior State Accountant or equivalent ranks or Senior Certificate with five (5) years' experience in the field of Financial Reporting as Senior State Accountant. Knowledge: A clear understanding of accounting reforms in government will be an advantage. Knowledge of Basic Accounting System (BAS). Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable Circulars/determinations, financial policies and procedures. Understanding of Generally Recognised Accounting Practice (GRAP) and Modified Cash Standard (MCS). Computer skills (MS Word, Excel and PowerPoint & Access). A valid drivers' license. Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills.
- DUTIES** : Preparation of working paper files for different elements of financial statements, Prepare interim and Annual Financial Statements in accordance with National Treasury Guidelines, Modified Cash Standard and in terms of Generally Recognised Accounting Practice. Provide feedback to providers on information for the Interim and Annual Financial Statements to ensure compliance with requirements in terms of Financial Reporting Framework. Gather and provide information required by auditors. Address audit queries and attend to request. Prepare and monitor audit improvement plan within the department for submission to Provincial Treasury. Supervise staff under your control and HR related matters. Preference will be given to African females.
- ENQUIRIES** : Ms N Mditshwa Tel no: (040) 609 5351/5352

<u>POST 36/65</u>	:	<u>ASSISTANT DIRECTOR: COMMUNICATION REF NO: COGTA 11/09/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545-R404 121 per annum, Level 09 Bhisho A recognized three year degree/ Diploma in Public Relations/Communication/Journalism or NQF level 6 relevant qualification. Three years' working experience in a Communication Services/Field as a Principal Communication Officer or equivalent ranks. A valid Code 08 (EB) drivers' license. Knowledge: Knowledge of Public Services frame works relevant to communication and Treasury Regulations/Media Liaison/Public Relations/Protocol Management environment. Good communication Skills (verbal and written). Proficiency in English and IsiXhosa. Computer Literacy in Ms Word, Excel and PowerPoint presentation and Social media skills.
<u>DUTIES</u>	:	Implement the Communication, Public Relations, Plans and Strategies. Develop and assist in management of social media production services of the Department. Contribute towards the strengthening of the Government communication machinery by ensuring a synergistic approach to Government campaigns. Assist in the production and distribution of COGTA publications. Responsible for the efficient management of the unit, including the utilization and training of the staff, the maintenance and promotion of sound labour relations and the proper use of State property. Must be prepared to travel throughout the Province and to work on week-ends and public holidays. Preference will be given to Coloured females.
<u>ENQUIRIES</u>	:	Ms N Mditshwa Tel no: (040) 609 5351/5352
<u>POST 36/66</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL CONTROL REF NO: COGTA 13/09/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545-R404 121 per annum, Level 09 Bhisho A recognised three (3) year Degree/Diploma in Commerce/ Accounting/Financial Management or NQF level 6 relevant qualification coupled with three (3) years' experience in the field of Financial Control as Senior State Accountant or Senior Certificate with 5 years' experience in the field of Financial Control office as a Senior State Accountant. Knowledge: Knowledge of Basic Accounting System (BAS). Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/Practice Notes, determination, financial policies and procedures. Computer skills (MS word, excel, good communication skills, strong analytical skills, report writing skills and proven interpersonal skills.
<u>DUTIES</u>	:	Management, control and see to it that financial control services is fully functional in the Department. Bookkeeping and bank Reconciliation Sections are up and running. Ensure that Orderly Bookkeeping and its Principles is compiled within all respects as per PFMA and Treasury Regulations (Perform Month and Year end Closures. Management of Revenue Deposited into PMG Account and see to it that it is being paid over to Provincial Revenue Fund on a Monthly basis as required per PFMA sec. 21(2) & 22(1) read with TR 15.3.1-2. Attend and prompt reply to audit queries of the Section. Management of Ledger Accounts and PERSAL Exceptions and inform offices concerned for their clearance before the Month & Year End is performed. Preference will be given to Coloured male.
<u>ENQUIRIES</u>	:	Ms N Mditshwa Tel no: (040) 609 5351/5352
<u>POST 36/67</u>	:	<u>SENIOR ADMIN OFFICER: TRADITIONAL LEADERSHIP INSTITUTIONAL SUPPORT REF NO: COGTA 14/09/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418-R331 497 per annum, Level 08 Nyandeni Regional Office A three (3) year Degree / Diploma in Administration/ Management/Social Science or NQF level 6 relevant qualification with three (3) years working experience as an Admin Officer or Senior Certificate coupled with five years' experience as Admin Officer or equivalent ranks in the relevant field. Knowledge: Broad understanding of Traditional Affairs matters. Knowledge of computer and understanding of finances for Traditional Council would be an added advantage.
<u>DUTIES</u>	:	Check books of accounts in respect of Traditional Council. Assist in processing of claims and disputes related to Traditional Leadership and Commission on Traditional Leadership Claims & Disputes. Provide administrative support to district offices and Traditional Councils. Coordination of activities related to Traditional Leaders and Institutions. To facilitate the recognition and termination of services of

		Traditional Leaders. Responsible for the management of service conditions of Traditional Leaders. To identify training needs of Traditional Leaders. Preference will be given to African females.
<u>ENQUIRIES</u>	:	Ms N Mditshwa Tel no: (040) 609 5351/5352
<u>POST 36/68</u>	:	<u>SENIOR ADMIN OFFICER: PROVINCIAL HOUSE OF TRADITIONAL LEADERS REF NO: COGTA 15/09/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418-R331 497 per annum, Level 08 Bhisho A recognized three (3) year tertiary qualification coupled with three (3) years relevant working experience as an Admin Officer or equivalent ranks Officer or Senior Certificate with five (5) years relevant experience Admin Officer. Knowledge: Knowledge of budgeting process and must be able to compile, analyse and monitor budget. Knowledge of PFMA and other Finance related prescripts. Knowledge of planning documents. Computer literacy. Presentation skills, people management and sound interpersonal skills.
<u>DUTIES</u>	:	Assist in compilation, analysis and management of budget. Assist in alignment of strategic plan documents to APP and Operational Plan. Process approval of claims for members of the House. Compile YM, and quarterly Performance Reports. Responsible for Asset Management. Assist in coordination of House programmes/ events. Preference will be given to African males.
<u>ENQUIRIES</u>	:	Ms N Mditshwa Tel no: (040) 609 5351/5352
<u>POST 36/69</u>	:	<u>SENIOR ADMIN OFFICER: RESEARCH: HOUSE OF TRADITIONAL LEADERS REF NO: COGTA 16/09/2017</u> (This is a re-advertisement. Candidates who applied before need not reapply unless there are changes in their CV's as their applications will be considered)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R281 418–R331 497 per annum, Level 08 Bhisho A Recognized three year degree in Social Science majoring in Anthropology/National Diploma. Three (3) years' experience in research related field. Computer literacy Driver License (Code8). Knowledge: Must be able to communicate fluently in any African language spoken in Eastern Cape both verbally and in writing. Knowledge of legislation governing Traditional Leadership Institution. Computer Literacy, Project Management and Conflict Management skills. Sound interpersonal and team work skills.
<u>DUTIES</u>	:	Conduct research on relevant traditions and customs Applicable in the Eastern Province. Render Administrative support to House Committees. Conduct research on claims and counter claims pertaining traditional leadership disputes. Write and submit reports and research findings. Preference will be given to African Males.
<u>ENQUIRIES</u>	:	Ms N Mditshwa Tel no: (040) 609 5351/5352
<u>POST 36/70</u>	:	<u>PERSONAL ASSISTANT TO CHIEF DIRECTOR: CORPORATE SERVICES REF NO: COGTA 17/09/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611-R266 943 per annum, Level 07 Bhisho A bachelor's degree or equivalent qualification (NQF Level 6) in Public Administration or Office Management or Human Resource Management Five (5) years' experience in coordination work in the Human Resource or Economic and Management Sciences or any equivalent qualification in the procurement related field. Three years of practical experience in coordination work in high volume work environment. Formal training in project coordination will be an added advantage. Practical experience in organisational report writing, minute taking and records management. Adequate exposure to the public sector. Competencies: Ability to work independently. Good communication (verbal and written) skills with reasonable proficiency in English. Knowledge of and ability to use Microsoft Office (especially Ms Word, Ms Excel, Ms Outlook). Reasonable knowledge of procurement in the public sector. Reasonable knowledge of public sector HR regulatory framework. Competence in meeting preparations and minute taking. Preparedness to work extended hours. Honesty and integrity.
<u>DUTIES</u>	:	To manage correspondence and information security in the Office of the Chief Director: Corporate Services. To coordinate correspondence with personal assistants in Corporate Services. To provide support in the coordination of submissions from Directorates. To keep records of document flow in the office of

		the Chief Director. To provide support in the budget monitoring. To provide support in the meetings of the Chief Director. To facilitate travelling for the Chief Director. To maintain the diary of the Chief Director. To maintain neatness in the Office of the Chief Director. Preference will be given to Coloured males.
<u>ENQUIRIES</u>	:	Ms N Mditshwa Tel no: (040) 609 5351/5352
<u>POST 36/71</u>	:	<u>PERSONAL ASSISTANT TO CHIEF DIRECTOR: TRADITIONAL INSTITUTIONAL SUPPORT REF NO: COGTA 18/09/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611-R266 943 per annum, Level 07 Bhisho A recognised three year Degree / Diploma in Office Administration or relevant qualification with two years' experience as a Senior Admin Clerk or equivalent ranks or Senior certificate coupled with secretarial certificate or equivalent qualification with two years' experience as a Senior Admin Clerk or equivalent ranks. Computer Literacy. Relevant experience in this field will be an added advantage.
<u>DUTIES</u>	:	Facilitate the smooth running of Chief Director's office. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where is required. Type correspondence delegated by the Chief Director. Manage the diary of the Chief Director. Manage the resources of the office of the Chief Director. To manage correspondence and information security in the Office of the Chief Director. To provide support in the coordination of submissions from directorates. To keep record of document flow in the office of the Chief Director. To provide support in budget monitoring. To provide support in the meetings of the Chief Director. To facilitate travelling for the Chief Director. To maintain the diary of the Chief Director. To maintain neatness in the Office of the Chief Director. Preference will be given to African males.
<u>ENQUIRIES</u>	:	Ms N Mditshwa Tel no: (040) 609 5351/5352
<u>POST 36/72</u>	:	<u>PERSONAL ASSISTANT TO CHIEF FINANCIAL OFFICER REF NO: COGTA 19/09/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611-R266 943 per annum, Level 07 Bhisho A recognized three year Degree/Diploma in Office Administration or relevant qualifications or Senior Certificate coupled with secretarial certificate with three years' experience in Secretarial duties or equivalent qualification. Computer Literacy.
<u>DUTIES</u>	:	To manage correspondence and information security in the Office of the Chief Financial Officer (CFO). To provide support in the coordination of submissions from directorates. To keep records of documents flow in the office of the CFO. To provide support in the meetings of the CFO. To facilitate travelling for the CFO. To maintain the diary of the CFO. To maintain neatness in the Office of the CFO. Facilitate the availability of all the office records at all times. Assess incoming work and distribute where is required. Type correspondence delegated by the CFO. Preference will be given to Coloured males.
<u>ENQUIRIES</u>	:	Ms N Mditshwa Tel no: (040) 609 5351/5352
<u>POST 36/73</u>	:	<u>PERSONAL ASSISTANT TO DIRECTOR: BUDGET PLANNING REF NO: COGTA 20/09/2017</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R226 611-R266 943 per annum, Level 07 Bhisho A recognized three year Degree/Diploma in Office Administration or relevant qualifications or Senior Certificate coupled with secretarial certificate or equivalent qualification. Computer Literacy. Relevant experience in this field will be an added advantage.
<u>DUTIES</u>	:	Facilitate the smooth running of the Director' office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where is required. Type correspondence delegated by the Director. Manage the diary of the Director. Manage the resources of the office of the Director. To manage correspondence and information security in the office of the Director. To provide support in the coordination of submissions from directorates. To keep records of documents flow in the office of the Director. To provide support in budget monitoring. To provide support in the meetings of the Director. To facilitate travelling for the Director. To

- maintain neatness in the Office of the Director Preference will be given to African males.
- ENQUIRIES** : Ms N Mditshwa Tel no: (040) 609 5351/5352
- POST 36/74** : **COMMUNITY DEVELOPMENT WORKERS 10 POSTS REF NO: COGTA 21/09/2017**
- SALARY CENTRE** : R183 558-R216 216 per annum, Level 06
 Nelson Mandela Bay Metro Municipalityx7 (ward 9, 10, 11, 20, 38 , 55 ,60),2X African females, 2x Coloured males, 2x Coloured females, 1x White females INgquza Hill Local Municipality x2 (ward 2 & 8) 2X Coloured males, King Sabata Dalindyebo Local Municipalityx1 (ward 33)1x Coloured females
- REQUIREMENTS** : Grade 12 or Matric coupled with the understanding of the Community Development Work and other development processes. Knowledge: Knowledge of the Community Development Facilitation and Community Participation processes at municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities and good working relations with the community. Positive attitude towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects. Added advantages: Computer literacy, research skills and driver's licence.
- DUTIES** : Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes. Assist communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improved integration. Maintain ongoing liaison and collaboration with various community- based organisations and other cadres of community-based workers. Promote the principles of Batho Pele and community participation. Alert communities and other service providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and private sector donors, monitor and evaluate the development impact government projects and programmes have on communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.
- ENQUIRIES** : Ms N Mditshwa Tel no: (040) 609 5351/5352

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** : 22 September 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 36/75 : **SENIOR MANAGER: HUMAN RESOURCES PLANNING & PRACTICES REF NO: DEDEA 2017/09/01**

SALARY : R898 743 – R 1 058 691 per annum, Level 13
CENTRE : King Williams Town
REQUIREMENTS : An undergraduate qualification (NQF level 7) as recognized by SAQA majoring in Human Resources Management/ Human Resources Development and Employee Relations. 5 years relevant experience at a middle / senior managerial level. Preference will be given to female candidates.

DUTIES : Manage and direct the provisioning of human resource strategy, policy, systems development and planning services. Manage and direct human resource provisioning practices and the administration of service benefits. Manage the provisioning of employee relation services. Manage the provisioning of integrated employee wellness services. Manage the allocated resources of the 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

OTHER POSTS

POST 36/76 : **SENIOR CONSUMER ADVISOR REF NO: DEDEA/2017/09/02**

SALARY : R281 418 – R331 497 per annum, Level 08
CENTRE : CACADU
REQUIREMENTS : B. degree or equivalent qualification majoring in Business Management/ Dispute Resolution/ Public Administration
DUTIES : Provide technical assistance with the development of and implement the targeted district consumer awareness strategy. Provide technical assistance to consumers to resolve complaints. Perform admin related functions
ENQUIRES : Mr T. Gantsho Tel no: (043) 605 7091

POST 36/77 : **ENVIRONMENTAL OFFICER: EMPOWERMENT SERVICES REF NO: DEDEA/2017/09/03**

SALARY : Grade A – R240 015 –R266 376 per annum
 Grade B – (282 726 – 313 782)
 Grade C – (331 533 – 390 516)
 Appropriated salary will be determined according to the regulatory Framework (based on OSD)

CENTRE : Alfred Nzo x2, Joe Gqabi
REQUIREMENTS : Degree/diploma in the Environmental Management/Education or Natural Science field; Knowledge of and experience in Community-based Natural Resource and Biological Diversity Management; Driver's licence. Computer literacy and skills; Good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act).

DUTIES : Implement environmental education programmes to assist with the integration of Environmental Education into formal education structures (schools, SETA, ABET, higher education, etc) which would include the following: Identifying and implementing environmental capacity building programmes for the general public

and relevant stakeholders.; developing and implementing community-based natural resource management and environmental action projects for sustainable development; Promoting and implementing environmental awareness programmes; Performing all administrative and related functions.
Mr T Gantsho Tel no: (043) 605 7091.

ENQUIRES

POST 36/78

ENVIRONMENTAL OFFICER: BIODIVERSITY REF NO: DEDEA/2017/09/04

SALARY

Grade A –R240 015 – R266 376 per annum
Grade B – R282 726 – R313 782 per annum
Grade C – R331 533 – R390 516 per annum
Appropriated salary will be determined according to the regulatory Framework (based on OSD)

CENTRE REQUIREMENTS

OR Tambo x 3, Chris Hani x1
Degree/diploma in the environmental conservation science field Knowledge and experience in Community Based Natural Resource and Biological Diversity Management; Driver's license; Computer literacy and skills, good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act Implementation of environmental policies, strategies, action plans and legislation for Biodiversity Conservation, Protected Area and Ecosystem management; Advise and guide the public members and private sector on the implementation of appropriate conservation techniques; Prepare inspection reports and draft permits for fauna and flora. Liaison with Head Office on wild life management; Undertake compliance monitoring exercises in respect of wild life permits activities and any other biodiversity conservation matters; Liaison with National, Provincial and local government on issues relating to biodiversity conservation and protected area management. Liaison with the Eastern Cape Parks Board; Attend to aquatic and wetlands management aspects. Perform any other duties relating administration and management as may be delegated by supervisor from time to time

DUTIES

ENQUIRES

Mr T Gantsho at 043 605 7091

POST 36/79

SPECIALIST: ENVIRONMENTAL OFFICER: COASTAL MANAGEMENT REF NO: DEDEA/2017/09/06

SALARY

Grade A – R240 015 – R266 376 per annum
Grade B – (282 726 – 313 782)
Grade C – (331 533 – 390 516)
Appropriated salary will be determined according to the regulatory Framework (based on OSD)

CENTRE REQUIREMENTS

OR Tambo
An appropriate Bachelor's degree or three year qualification in Environmental Management, Natural Science, coastal planning and proven experience in the field of coastal management. Knowledge in integrated coastal management and coastal planning. Computer literacy and driver's license (code 8). Ability to analyze and implement policy. Communication and interpersonal skills will be an added advantage. Knowledge of Environmental Management legislation (National Environmental Management Act 107 1998 and Specific Environmental Management Acts)

DUTIES

Implementation of Policies and legislation on integrated coastal management. Promote integrated coastal management. Advice to members of the public on issues relation coastal management. Review of reports on matters relating to coastal development applications. Compile reports relating to coastal development and make necessary recommendations. Undertake compliance monitoring exercises, process permit applications in respect of applicable regulations. Convene Regional coastal working group and liaison with other spheres of government on coastal management. Attend to matters relating to marine and coastal resources use management. Perform any other duties relating to administration and management as may be delegated from time to time.

ENQUIRES

Mr T Gantsho Tel no: (043) 605 7091

POST 36/80

CONSUMER ADVISOR REF NO: DEDEA/2017/09/05

SALARY

R226 611 – R266 943 per annum, Level 07

CENTRE REQUIREMENTS

Chris Hani
A tertiary qualification in Law; Three (3) to Five (5) years relevant experience in the field; Computer Literacy; Driver's License is compulsory.

DUTIES : Provide technical assistance with the development of and implement the targeted district consumer awareness strategy; Establish liaison with communities on consumer education affairs; Receive and investigate complaints on unfair business practice and provide technical assistance to consumers; Provide good working relationship between the consumer and service providers and business; Liaise with Regulatory bodies on consumer related issues ;Provide information on policy formulation for consumer education and consumer protection; Assist the Assistant Manager on consumer related issues.

ENQUIRES : Mr T Gantsho at 043 605 7091

POST 36/81 : **LED ADVISOR REF NO: DEDEA/2017/09/07**

SALARY CENTRE REQUIREMENTS : R226 611 – R266 943 per annum, Level 07
: Amathole
: A recognized RVQ 13 qualification – B Comm. and or relevant Diploma with the following subjects: - Accounting, B. Economics and Commercial Law and or relevant experience.

DUTIES : Assist in the formulation of Provincial Strategic Economic policy as delegated; Facilitate effective implementation of the departmental / National LED and Enterprise Development policies; Work closely with the District and Local Municipalities in their IDP processes and preparation of development projects; Interact with the implementation agencies of the department in the establishment , promotion and implementation of SMME support programmes; Liaise with Service Providers for promotion of SMME development programmes; Identification, co-ordination and management support for the departments contractual arrangements for development programmes and projects; Assist the Assistant Manager with LED, overall management and administrative responsibility in the Regional Office. Ensure efficient and effective service delivery of the Administrative Environment and Economic Affairs functions. Monitor and evaluation of implementation of departmental policies. Set for performance targets for all the staff in the Region. To be the Accounting Officer for the Regional Office. Representation of the MEC and the HOD whenever requested. Liaison with relevant stakeholders regarding matters pertaining to the regions.

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

POST 36/82 : **MANAGER: ADMINISTRATION OFFICER: ENVIROMENTAL AFFAIRS REF NO: DEDEA/2017/09/08**

SALARY CENTRE REQUIREMENTS : R226 611 – R266 943 per annum, Level 07
: King Williams Town.
: A Senior Certificate plus a minimum of 3 years in Permit Administration. Effective communication and strong administrative skills. Computer literacy.

DUTIES : Process permit Biodiversity Permit applications in terms of Provincial Legislation, National legislation and CITES. Professional Hunting Administration. Communicate with applicants, permit holders and public on various permit application procedures. Maintain and update database. Systematically file permits, compile reports including annual CITES report for submission to the National Department. Liaise with regional offices. Provide administrative support to Biodiversity Conservation Management.

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

DEPARTMENT OF ROADS AND PUBLIC WORKS

Department Of Roads and Public Works in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS : Should be directed to: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1043, First Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION CLOSING DATE : Mr M. Mbangi
: 22 September 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://eclqta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the

responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Roads and Public Works 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 36/83 : **CHIEF DIRECTOR: OPERATIONS REF NO: DRPW 01/09/2017**
This is re-advertisement. Candidates who applied before are encouraged to reapply

SALARY : R1 068 564 per annum, Level 14
CENTRE : Bhisho
REQUIREMENTS : The candidate must be in possession of Bachelor Degree in Public Management/ Administration (NQF level. 7) with 5 years' experience as a Director in a Public Sector, Post graduate diploma in project management will be an added advantage. A Valid Driver's License. Knowledge and Skills: Functioning of government Programme management. Project management. Financial management. General management skills. Computer skills. Report writing skills. Communication (verbal and written). Marketing. Interpersonal skills. Decision making skills. Lobbying skills. Diplomatic skills. Programme and project management skills. Service delivery innovation and analytical thinking skills. Policy development, implementation and analysis. Negotiation and motivation Values: Ability to work under pressure. Ability to communicate at all levels; including the highest political levels. People orientated. Analytical thinking. Hard-working. Self Driven. Self-motivated. Honesty and Integrity. Professionalism. Commitment. Assertiveness.

DUTIES : 1. Manage and guide the implementation of the strategic plan: Guide the implementation of the strategic plan of the Department and the Regions in ensuring they meet the performance target. Coordinate the standardization of service delivery standards and ensure adherence to these by line functions and Regions. Develop and deploy reporting methodologies and metrics and consolidate performance reporting to Top Management and other structures. Monitor overall performance and monitor progress in implementing interventions 2. Departmental operations are efficient and effective: Ensure the formulation, implementation and continuous review of best practices, policies and procedures. Develop and implement performance guideline and standards on operational management. 3. Manage records of the Department: Develop and maintain the Department's Records Management Policies procedures and systems. Ensure Department's records management practices comply with the National Archives and Records Service Act 1996. Develop and maintain the Department's file plan. Act as a Custodian of all Departmental records. Ensure correct classification of documentation in line with Minimum Information Security Standards (MISS) 4. Manage the Project Management Office (PMO) Ensure the establishment and operation of a PMO as a knowledge repository of Project Management practices with a province-wide mandate. Ensure the PMO is an effective custodian of the Department's Project Management Frameworks. Manage delivery on the Department's portfolio of projects through
ENQUIRES : Mr M. MMbangi Tel no: (040) 609 6424

OTHER POSTS

POST 36/84 : **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT REF NO: DRPW 02/09/2017**

SALARY : R334 545 per annum, Level 09
CENTRE : OR. Tambo Regional Office (Mthatha)
REQUIREMENTS : B. degree or equivalent qualification majoring in Business Management/ Dispute Resolution/ Public Administration

DUTIES

: An appropriate Bachelor's Degree / National Diploma in any Built/ Property discipline/ Public Administration 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) with at least four (4) years relevant in Fixed Asset Management (Property Management) of which 2 years must be at supervisory level. A valid driver's license. Knowledge and Skills: Advanced computer skills and good communication skills. Sound knowledge and workable understanding of State Land administration and land use management including legislation within the property industry. Knowledge and understanding of PFMA, GIAMA and the role and functions of PSLDC will be to the candidate's advantage. Good understanding of Constitutional obligations and programmes of Government to address the imbalances in the property ownership and land use patterns of our country.

DUTIES

: Manage the acquisition and disposal of immovable assets and property rights e.g. servitudes. Assist with the acquisition of immovable assets required by user departments for state domestic purposes by way of Expropriation, Donation, Exchange, and Common Law. Liaise with various stake holders regarding the acquisition and disposal of immovable assets. Prepare submissions to Head Office for approval of acquisitions and disposals by Premier. Prepare and submit applications for the disposal of properties to the PSLDC. Issue instructions to the State Attorney and private Conveyancers for the registration of transfer including real rights. Request appointment of various service providers, e.g. Valuers, land surveyors. Assist the Manager with other related tasks and duties which may be assigned from time to time. Supervision of staff.

ENQUIRES

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