

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF HEALTH**

**APPLICATIONS**

- : Post to: Human Resource Office, Midlands Hospital, P Bag X 696, Graaff Reniet, 6280 or Hand Delivery to Albertynn Straat, Graaf Reniet. Enquiries: Mr A Mabombo Tel No: 049 807 7787
- Post to: Human Resources Office, Livingstone Tertiary Hospital Private Bag Private Bag X60572, Greenacres, Port Elizabeth 6057. Hand Delivery: Human Resource Office, Livingstone Hospital, Stanford Road, Korsten, Port Elizabeth 6001. Enquiries: Ms Du Preez Tel no: 041 405 2647.
- Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquires: Ms P Mtshemla Tel no: 047 401 9000.
- Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141.
- Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Dr Mdledle Tel no: 047 502 4469.
- Post to: Human Resource Office, Frere Hospital, Private bag X9047, East London, 5200 OR Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Ms N Mthitshana Tel No: 043 709 2487/2532.
- Post to: Human Resource Recruitment Office, Cofimvaba Hospital, Private Bag x1207, COFIMVABA, 5380 or Hand delivery to Cofimvaba Hospital, 5380. Enquiries: Ms Mbana - Tel No: 047 874 0111.
- Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, Bedford, 5780 or Hand deliver to: Human Resource Office, Bedford Hospital, 4 Maitland Street Bedford 5780. Enquiries: Ms L H Slatsha Tel no: 046 685 0046.
- Post to: Nelson Mandela Metro Health, Private Bag x28000, Port Elizabeth 6000. Hand Deliver to: Nelson Mandela Health, Coningham Street, Parsons Hill, Port Elizabeth, 6000. Enquiries: Ms P Makuluma Tel no: 041 391 8164.
- Post to: Human Resources Office, Uitenhage Provincial Hospital, Uitenhage 6229. Enquiries: Mr P Oosthuizen Tel no: 041 995 1129

**CLOSING DATE  
NOTE**

- : 29 September 2017
- : Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past 03 months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the Department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Applications directed to the addresses as indicated below or Hand Delivery as indicated below.

## MANAGEMENT ECHELON

**POST 37/161** : **HEAD: CLINICAL DEPARTMENT GR 1 – PAEDIATRICS AND CHILD HEALTH**  
**REF NO. ECHEALTH/HCD/LVTH/01/09/2017**

**SALARY** : R1 938 279- R2 057 214 per annum (OSD)  
**CENTRE** : Livingstone Tertiary Hospital  
**REQUIREMENTS** : An appropriate medical qualification that allows registration with HPCSA in Paediatrics. HPCSA registration certificate as a Medical Specialist in Paediatrics. A minimum of 7 years' experience as a Medical Specialist in Paediatrics, after registration with HPCSA. Managerial /supervisory experience in Paediatrics or in one of the domains in Paediatrics and Child Health. Experience in the Public Sector will be an advantage. Current registration with HPCSA as a Medical specialist in Paediatrics. A Masters' degree in the Paediatric and Child Health field. A valid driver's license. Experience in the Public Sector will be an advantage. A PhD degree in the Paediatric and Child Health field, and/or publication(s) of original articles in peer-reviewed journals, will be an advantage. Managerial Skills. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest in sub-specialization areas, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes.

**DUTIES** : Provide strategic leadership in the respective clinical department. Deliver Paediatric Clinical services for children in the Department of Paediatric Medicine and Child Health at Dora Nginza Hospital. Participation in the after-hours call roster of the Paediatric Services of the Eastern Cape. Oversee and manage quality improvement activities including clinical audit, data management, monitoring and evaluation, and regular reporting on key indicators related to Paediatrics, Neonatology and Perinatal Medicine burden of disease; manage and support staff and participate in departmental Functional Business Unit activities. Leadership of Paediatric research activities in the Department of Paediatric Medicine and Child Health of the Walter Sisulu University. Participate in outreach activities and / or support of District Hospitals. Participate in the on-going provision of undergraduate and post graduate training/teaching. Manage staff in the department. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. Participate in the ongoing provision of under-graduate and post-graduate teaching.

**ENQUIRIES** : Ms Du Preez Tel no: (041) 405 2647

**POST 37/162** : **HEAD: CLINICAL DEPARTMENT GR 1 – ORTHOPAEDICS- REF NO.**  
**ECHEALTH/HCD/LVTH/01/09/2017**

**SALARY** : R1 938 279- R2 057 214 per annum (OSD)  
**CENTRE** : Nelson Mandela Academic Hospital  
**REQUIREMENTS** : An appropriate medical qualification that allows registration with HPCSA in Orthopaedics. HPCSA registration certificate as a Medical Specialist in Orthopaedics. A minimum of 7 years' experience as a Medical Specialist in Orthopaedics after registration with HPCSA. The candidate must be skilled in Spinal Surgery and Arthroplasty. A Minimum of 3 years' experience in teaching and learning. An ability to train students and registrars. Ability to lead heads of the existing Orthopaedic clinical unit.

**DUTIES** : The Head of Department (HOD) is responsible for leading and managing teaching and learning, research, community engagement and administrative duties. Serve in various faculty and campus committees and chair the Departmental Board. Promotion of quality education, research and community engagement and the

provision of academic and administrative leadership within the department. Responsibilities also include the departmental PQM, quality assurance, risk management, change management, human resources management and financial and budgeting responsibilities. Manage the domain in Complex Orthopaedic including spine and arthroplasty. Service delivery, teaching and training of under and post graduate students. Reduce the backlog in Bedford and in the drainage area. Develop outreaches and increases programs to the whole service platform. Develop and conduct daily academic programs.

**ENQUIRIES** : Dr Mdledle Tel no: (047) 502 44

**POST 37/163** : **HEAD CLINICAL UNIT 5 POSTS**

**SALARY** : R1 550 331 – R1 645 464 per annum (OSD)  
**CENTRE** : Frere Tertiary Hospital, Radiology, Ref No. ECHEALTH/HCU-RADI/FTH/01/09/2017  
 Surgery Ref No. ECHEALTH/HCU-SURG/FTH/01/09/2017 x2  
 Neurosurgery Ref No. ECHEALTH/HCU-NS/FTH/01/09/2017  
 Paediatric Surgery Ref No. ECHEALTH/HCU-PAED-SURG/01/09/2017

**REQUIREMENTS** : A minimum of 3 years post registration with HPCSA as Specialist in the respective discipline. Appropriate specialist procedures and protocols within field of expertise. Leadership, administration, programmes planning, assessment of patients within candidate's field of expertise. Management of diversity in the workplace. Counseling and conflict resolution skills.

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

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

**POST 37/164** : **CLINICAL MANAGER GRADE 1-2 REF NO.**  
**ECHEALTH/CLM/BUTTH/01/09/2017**

**SALARY** : R1 052 712 – R1 316 136 per annum (OSD)  
**CENTRE** : Amathole District, Butterworth Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as an Independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 4 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Experience at a supervisory level will be added as advantage.

**DUTIES** : Overall management of clinical services in the entire hospital accordance with the departmental standards, including after hours as delegated. Responsible and accountable for leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Chief Executive Officer.

**ENQUIRIES** : Ms P Mtshemla Tel no: (047) 401 9000

**POST 37/165** : **CLINICAL MANAGER/CHIEF EXECUTIVE OFFICER REF NO. ECHEALTH/CLM/BEDH/01/09/2017**

**SALARY** : R1 052 712 – R1 316 136 per annum  
**CENTRE** : Amathole District, Bedford Hospital  
**REQUIREMENTS** : A Degree/Advanced Diploma in a Health related field plus a Degree/Diploma in Health Management or Degree/Diploma in Management field. Registration with the relevant Professional Council. At least five years managerial experience in the health Sector at Middle Management. Experience in management in Health environment. A valid driver's licence.

**DUTIES** : Responsible for the implementation, monitoring and evaluation of District health system with specific focus to Primary Health Care Programme (PHC) in Hospital, Clinics and Community outreach programmes. To plan, direct, coordinate and manage the efficient and effective delivery of clinical and administrative support services and working with key Executive Management. To present the hospital authoritatively at provincial planning sessions. Prepare a strategic plan for the hospital. Provide strategic leadership to improve operational efficiency. Financial management and maximise revenue through collection of all fees due to the hospital. Ensure the hospital is managed within the budget in line with the PFMA and relevant guidelines. Monitor and evaluate assets and risk Management facilities. Ensure that systems and procedures are in place to ensure planning and timeous maintenance of facilities and equipment.

**ENQUIRIES** : Ms L H Slatsha Tel no: (046) 685 0046

**POST 37/166** : **CLINICAL MANAGER GRADE 1-2- REF NO. ECHEALTH/CLM/COFIH/01/09/2017**

**SALARY** : R1052 712 – R1 316 136 per annum (OSD)  
**CENTRE** : Chris Hani District, Cofimvaba Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as an Independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 4 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Experience at a supervisory level will be added as advantage.

**DUTIES** : Overall management of clinical services in the entire hospital accordance with the departmental standards, including after hours as delegated. Responsible and accountable for leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Chief Executive Officer.

**ENQUIRIES** : Ms Mbana - Tel No: (047) 874 0111

**POST 37/167** : **CLINICAL MANAGER GRADE 1-2- REF NO. ECHEALTH/CM/VICH/01/09/2017**

**SALARY** : R1 052 712 – R1 316 136 per annum (OSD)  
**CENTRE** : Amathole District, Victoria Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as an Independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 4 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Experience at a supervisory level will be added as advantage.

**DUTIES** : Overall management of clinical services in the entire hospital accordance with the departmental standards, including after hours as delegated. Responsible and accountable for leading and managing the hospital clinical services. Determines

system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Chief Executive Officer.

**ENQUIRIES** : Ms L Mangesi Tel no: (040) 653 1141

**POST 37/168** : **CLINICAL MANAGER GRADE 1-2- REF NO: ECHEALTH/CM/MIDH/01/09/2017**

**SALARY** : R1 052 712 – R1 316 136 per annum (OSD)  
**CENTRE** : Sarah Baartman District, Midlands Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as an Independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 4 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Experience at a supervisory level will be added as advantage.

**DUTIES** : Overall management of clinical services in the entire hospital accordance with the departmental standards, including after hours as delegated. Responsible and accountable for leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Chief Executive Officer

**ENQUIRIES** : Mr A Mabombo Tel no: (049) 807 7787

**POST 37/169** : **CLINICAL MANAGER GRADE 1-2- REF NO. ECHEALTH/CLM/UPH/01/09/2017**

**SALARY** : R1 052 712 – R1 316 136 per annum (OSD)  
**CENTRE** : Nelson Mandela Metro, Uitenhage Provincial Hospital  
**REQUIREMENTS** : Appropriate qualification that allows registration with the HPCSA as an Independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 4 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner. Experience at a supervisory level will be added as advantage.

**DUTIES** : Overall management of clinical services in the entire hospital accordance with the departmental standards, including after hours as delegated. Responsible and accountable for leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Chief Executive Officer

**ENQUIRIES** :

**POST 37/170** : **MEDICAL SPECIALIST GRADE 1-2 (NEUROSURGERY) --REF. ECHEALTH/MSS/LIVTH/01/09/2017**

**SALARY** : R991 857 – R 1 645 464 per annum (OSD)  
**CENTRE** : Livingstone Tertiary Hospital  
**REQUIREMENTS** : An appropriate qualification that allows registration with HPCSA as a Medical Specialist in Neurosurgery. Registration with the HPCSA as a Medical Specialist in Neurosurgery. Current registration with the HPCSA as a Medical Specialist in Neurosurgery. Applicants in possession of a foreign qualification must attach an evaluation certificate from the South African Qualifications Authority (SAQA) to their applications. Grade 1: None after registration with the HPCSA as Medical Specialist in a recognized sub-specialty. Grade 2: Minimum of 5 years appropriate experience as Medical Specialist after registration with the HPCSA as Medical Specialist in a specialty.

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

**ENQUIRES** : Ms Du Preez Tel no: (041) 405 2647

**POST 37/171** : **DENTIST GRADE 1-3 REF NO: ECHEALTH/DENT/NMM/01/09/2017**

**SALARY** : R714 819 – R1 221 723 per annum (OSD)  
**CENTRE** : Nelson Mandela Metro District Office  
**REQUIREMENTS** : Appropriate qualification that allows registration with HPCSA as Dentist. Registration with HPCSA as Dentist. Completion of one (1) year Community Service. Current registration with HPCSA. Excellent written and verbal communication skills. A valid driver's license. Grade 1: Experience none after registration with HPCSA as Dentist. Grade 2: A minimum of 7 years appropriate experience as Dentist after registration with HPCSA as Dentist. Grade 3: A minimum of 12 years appropriate experience as Dentist after registration with HPCSA as Dentist.

**DUTIES** : Provide dental services to patients. Manage staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective service delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards. Establish outreach programmes.

**ENQUIRIES** : Ms P Makuluma Tel no: (041) 391 8164

## PROVINCIAL TREASURY

*The Provincial Treasury 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: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3<sup>rd</sup> Floor: Tyamzashe Building, Bhisho and enquiries can be directed to Ms B Ndayi 040 1010 072/071.

**FOR ATTENTION** : Ms B Ndayi

**CLOSING DATE** : 05 October 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](http://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 37/172** : **FINANCIAL MANAGEMENT SPECIALISTS TSU 3 POSTS REF NO: PT36/09/2017**  
(Contract CFO Positions)  
Contract Period: One year, renewable every year up to three years based on performance (achievement of agreed targets). EC Provincial Treasury has a mandate to support departments and municipalities towards a sustainable financial management maturity and is accordingly inviting application from suitable candidates to act as Chief Financial Officers (CFO) in various departments and/or municipalities, based on the need of support.

**SALARY** : R898 743- R1 068 564 per annum Level 13-14

**CENTRE** : Bhisho

**REQUIREMENTS** : A Bachelor's degree in Finance/Auditing (qualification at NQF level 7).With extensive knowledge and experience (i.e. a minimum of five (5) years' experience at Director Level) in an accounting environment. A Certified Chartered Accountant (SA) qualification, active membership in professional bodies like SAICA, CFA, etc, coupled with extensive Public Sector Financial Management experience will be an added advantage/or equivalent postgraduate degree in Finance. Knowledge and Skills: Proven record of Leadership and Strategic capability in managing large and complex environments, innovation and project management capabilities, excellent communication and problem solving skills, project management skills, advanced technological skills (expert/competent on the use of Microsoft Applications), A clear

understanding of the PFMA, Treasury Regulations, MFMA, GRAP, GAAP, complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers' licence.

**DUTIES**

: In support to the Accounting Officer, the incumbent will perform the duties of the Chief Financial Officer in sector departments and/or municipalities, including: Developing and executing financial and business support strategy, implement Financial Management Plan of the entity based on the mandate in line with the requirements of the Public Finance Management Act (PFMA) and/or Municipal Finance Management Act (MFMA); Exercise managerial oversight in the formulation and implementation of the entity corporate financial governance programme; Provide leadership and sustainable operational management of the entity's finance function; Ensure that Finance function performs effectively and optimally with regards to the entity's requirements for stakeholder relations management; Ensure alignment of functions and business processes as well as acquisitions and utilization of appropriate systems and solutions within Business support functions; Contribute, as part of the Executive Management collective, to the accountability for performance of the entity; Ensure that the entity's financial management programmes and models meet all statutory and relevant corporate governance conventions and standards; Implement budgetary controls and effective internal control systems in the accounting and reporting cycles; Implement Supply Chain and Asset Management systems.

**ENQUIRIES**

: Ms B Ndayi Tel no: (040) 1010 072

**OTHER POSTS**

**POST 37/173**

: **DEPUTY DIRECTOR: DEPARTMENTAL INTERNAL AUDIT REF NO: PT 37/09/2017**

Purpose: To manage the provision of Departmental Internal Audit Services.

**SALARY**

: R657 558 per annum, Level 11

**CENTRE**

: Bhisho

**REQUIREMENTS**

: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) with Audit and Accounting as major subjects coupled with a minimum of 5 year's experience in an auditing environment of which 3 years must be at supervisory level (Assistant Director Level). Skills and Competencies: Theory and practice of internal or external auditing. Knowledge and application of applicable Legislation, Departmental Policies and Procedures, Standards for the Professional Practice of Internal Audit, Internal Audit Regulatory Frameworks and Policies. Governance & Risk Management, Budget Preparation, Monitoring and Reporting. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising, Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate in MS Office and TeamMate and Good Communication Skills.

**DUTIES**

: manage the execution of a comprehensive audit plan: Assist in the development of the departmental audit universe, and internal audit plan. Allocate appropriate resources for the audit plan. Manage the internal audit activity: Adhere to the audit life cycle in terms of planning, execution, reporting and follow up as per the approved methodology. Manage the identification of audit risks, development of audit programmes and ensure execution of audits based on audit programme. Execute audit work and review audit work performed. Present findings and audit reports to management and audit committee. Ensure follow up audits are conducted timeously to determine whether all agreed improvement plans have been implemented. Ensure audit file adheres to IIA requirements and departmental methodology. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Independently create an environment of motivation and control. Delegate functions to staff based on individual potential and provide the necessary guidance and



support. Afford staff adequate training and development opportunities. Performance agreements, workplans and personal development plans (PDP's) to be contracted for all subordinates and implemented in a timely manner. Manage employee performance on a daily basis and ensure timely performance assessments are conducted for all subordinates. Ensure that assets are managed, maintained and safeguarded.

**ENQUIRIES**

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

**POST 37/174**

: **PROJECT MANAGER: PERSAL CENTRALISATION REF NO: PT 38/09/2017**  
(One Year Contract)

Purpose: To ensure compliance and manage the implementation of PERSAL Centralisation in relation to the Authorisation of appointments made by the Provincial Departments.

**SALARY**

: R657 558 per annum, Level 11

**CENTRE**

: Bhisho

**REQUIREMENTS**

: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Public Management / Human Resource Management or any related field coupled with Minimum 5 of years experience in Recruitment and Selection environment of which 3 years must be at middle managerial level (Assistant Director Level). Knowledge of PERSAL system. PERSAL certificate(s) must be attached. Understanding of relevant legislative framework policies and prescripts that govern recruitment and selection process in the Public Service. Knowledge and Skills: In-depth knowledge of the legislative framework that governs the Public Service Knowledge, understanding and application of legislative framework, policies and prescripts that govern the Recruitment and Selection process in the Public Service. Applied Strategic Thinking. Applying Technology. Budgeting and Financial Management. Communication and Information Management. Continuous Improvement. Citizen Focus and Responsiveness. Developing Other, Diversity Management, Impact and Influence. Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds. Planning and Organising, Problem Solving and Decision Making. Project Management, Team Leadership, Computer Literate. Good Communication Skills (verbal and written).

**DUTIES**

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

**ENQUIRIES**

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

<b><u>POST 37/175</u></b>	:	<p><b><u>ASSISTANT DIRECTORS: BUDGET MANAGEMENT 2 POSTS REF NO: PT 39/09/2017</u></b></p> <p>Purpose: To assist with overseeing the budget process within the inter-governmental relations framework and ensure the credibility of the budget.</p>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	<p>R417 552 per annum, Level 10</p> <p>Bhisho</p> <p>A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Public Finance / Economics coupled with 3 years' experience in a budget and economic environment at an officer level (Level 7 or higher). Knowledge and Skills: Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation, Budgeting preparation and analysis, Knowledge &amp; application of PFMA &amp; Division of Revenue Act (DORA), NTR, Risk management policies and practices and Economic Analysis.</p>
<b><u>DUTIES</u></b>	:	<p>Assist with the tabling of credible provincial main budget and ensuring that it is within legislated timeframe: Assist with the preparation for Budget achievability hearings for the previous year outcomes and first quarter performance. Assist with the reconciling and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Assist in providing technical assistance to departments on sectoral policies to promote fiscal discipline and with giving input into the preparation of the annual Treasury Guideline documents (Budget Preparation and Draft Estimates of Provincial Revenue and Expenditure (EPRE) Format) and issue Treasury Guidelines to department. Assist in the preparation for the Budget guideline workshops with departments and public entities. Conduct analysis on the key economic variables, their inter-relation and relevance for the budget; Conduct analysis on the potential and constraints for growth and development and their interaction with governmental spending and revenue considering economic patterns/trends, Monitor the impact of previous fiscal policy objectives on selected economic variables. Assist in evaluating that departments have protected their policy priority areas over the MTEF through expenditure reviews. Provide assistance in analysing and reporting on expenditure trends through statistical and economical analysis in preparation for pre- and main MTECs. Assist in the preparation of reports and presentations for pre- and main MTEC hearings to inform MTEF budget allocations. Provide assistance and advice to the department on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Assist in the preparation of reports and presentations for pre- and main MTEC hearings to inform MTEF budget allocations. Assist in reviewing the accuracy and credibility of MTEF database and economic analysis outlook of EPRE. Assist with providing support to department and in ensuring that the Main budget is loaded on BAS and verify its accuracy. Assist in ensuring that adjusted budget publications are within legislated timeframes and are at acceptable quality levels: Assist in ensuring that adjusted budget publications are within legislated timeframes and are at acceptable quality levels. Assist with the preparation of a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO. Assist with evaluating the requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Review accuracy and credibility of Adjustment Estimates database. Assist with the support provided to departments and ensure that the Adjustment budget is loaded on BAS and verify accuracy of loaded budget. Provide assistance in ensuring compliance of departmental strategic plans (sp) and annual performance plans (app) and its alignment to national and provincial policy priorities: Monitor and manage the provincial budget alignment with strategic plans, annual performance plans and operational plans. Assist with the monthly iym analysis on revenue and expenditure and with providing feedback to department: Assist department with the setup and workings around the completion of the IYM template. Assist with the review of S40 cash flow projections as well as assess the credibility of submissions for equitable share and conditional grant allocations. Prepare the weekly expenditure report that</p>

will inform the monthly IYM. Provide assistance in analysing and checking the completeness and accuracy of IYM submission. Assist with the monitoring of the implementation of provincial budgets by assessing departmental revenue and expenditure to ensure achievement of service delivery targets through weekly and monthly expenditure analysis and reports. Assist with the preparing of the year-end close out report on both financial and non-financial performance. Compare year-end IYM with pre-audited and audited AFS. Assist with the analysis of quarterly performance reports (qpr) and in the provision of feedback to departments: Assist with the analysis and report on policy issues of the department as well as assessing the non-financial and financial performance information. Prepare feedback letters to departments. Assist with site visits undertaken and the reports that will inform budget and other policy decisions.

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

**POST 37/176** : **LOGIS IMPLEMENTERS: ASSISTANT DIRECTOR LEVEL 5 POSTS REF NO: PT 40/09/2017**  
(3 Year Contract)  
Purpose: Ensure efficient and effective functional support of the LOGIS system in the Eastern Cape Provincial Government.

**SALARY** : R417 552 per annum, Level 10  
**CENTRE** : Bhisho  
**REQUIREMENTS** : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Information System, IT or Finance plus at least 3 years LOGIS experience at an officer level (Level 7 or higher). An in depth knowledge of the LOGIS system and its capabilities. Proof of Implementation Accreditation Course attended and demonstrate sites implemented in the past. Performance of the duties of a System Controller and a clear understanding of financial systems used in the public sector. An in depth knowledge of regulations related to Supply Chain Management in Government. Knowledge of LOGIS especially regarding its utilisation. Knowledge of procurement procedures and asset management. Knowledge and Skills: Proven project management and analytical skills. Extensive report writing skills. Excellent interpersonal and communication skills. The ability to communicate and/ or interact with external and internal stakeholders at senior level. The ability to undertake research and produce best practice procedures and guidelines on the use of LOGIS

**DUTIES** : Implement LOGIS in departments as prescribed by National Treasury Standards and procedures. Project manages LOGIS Implementation in the province. Perform handholding on newly implemented sites, on the job orientation and training to users of the system. Coordinate the function of LOGIS system controllers. Establish a well-trained LOGIS user group in the province. Compile and maintain provincial LOGIS manuals. Develop and implement appropriate LOGIS monitoring and oversight procedures

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

**POST 37/177** : **EMPLOYEE PERFORMANCE PRACTITIONER REF NO: PT 41/09/2017**  
Purpose: To render effective and efficient individual performance management and development services in the department.

**SALARY** : R226 611 per annum Level 07  
**CENTRE** : Bhisho  
**REQUIREMENTS** : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management/ Public Administration or related field coupled with Minimum of 2 year's experience in PMDS environment.

**DUTIES** : Provide support in the development of PMDS policy and the implementation thereof: Make inputs in drafting PMDS implementation plan. Assist in disseminating draft PMDS policy to relevant officials for inputs. Consolidate PMDS policy inputs and draft report on the implementation of policy for approval. Disseminate approved PMDS policy to all departmental staff. Arrange meetings

with departmental officials and present PMDS draft policy. Record minutes of the meetings. Facilitate the implementation of employee management system: Consolidate career and development needs report. Assist in conducting needs analysis on the basis of personal development plans. Assist in the organisational performance reporting. Assist in career process, talent management and development programmes. Render support in the management of PMDS database and performance reporting system: Capture performance agreement and assessment results on PERSAL. Assist in developing reporting templates. Consolidate and submit reports on PMDS compliance. Assist districts in capturing of information on PERSAL. Coordinate the implementation of the PMDS performance incentive scheme: Assist in compilation of list for all those who qualify for performance incentive. Make follow-up on performance incentives that are not paid. Assist in the drafting of memorandum requesting payment of incentive. Assist in the drafting of annual report on PMDS incentive scheme implemented. Inform various components of the outcomes / results and return Assessment forms. Provide guidance to employees and supervisors on implementation and application Performance Incentive Scheme policy framework. Render support in the moderation committee: Inform committee members about evaluation date. Make boardroom bookings for presentation purposes. Safe – keep all documents during and after moderation. Record minutes and circulate to members and chairperson thereafter. Assist in the compilation of Statistics of submission and draft report.

**ENQUIRIES** : Ms B Ndayi Tel no: (040) 1010 0

**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.  
 Chris Hani District: The Senior Manager: Department of Sport, Recreation, Arts and Culture, P.O Box 7190, Queenstown, 5320. Hand Delivery: No. 6 Ebden Street, Queenstown and enquiries be directed to Mr X Kwanini: 051 633 2090.  
 Amathole and Buffalo City District: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X9030, 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  
 Alfred Nzo District: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 or Hand Delivery: No. 67 Church Street Mt Ayliff, to be directed to Ms T Ntsevu.  
 Joe Gqabi District: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 or Hand delivery: No 27 Queens Terrance, Aliwal North to be directed to Mr Y Dlamkile.  
 Nelson Mandela District: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Port Elizabeth, 6003 or Hand Delivery: 1<sup>st</sup> Floor, Goldenmile Building, North End, Port Elizabeth, 6003 to be directed to Mr V Kitching.  
 OR Tambo: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Umtata, 5100 or Hand Delivery: Human Resource Management, 6<sup>th</sup> Floor, Botha Sigcau Building, Corner Leed and Owen Street, Umtata to be directed to Ms Kenqa. Sarah Baartman:  
 The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 or Hand Delivery: Registry, 1<sup>st</sup> Floor, Corner African and Milner Street, Grahamstown to be directed to Mr V Ketelo.

**FOR ATTENTION** : Mr M Cezula  
**CLOSING DATE** : 05 October 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](http://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 37/178** : **MANAGER RISK MANAGEMENT REF NO: DSRAC 01/09/2017**
- SALARY** : R779 295 per annum  
**CENTRE** : King Williams Town  
**REQUIREMENTS** : Formal Qualifications: BCOM or BTECH in Accounting or Auditing, coupled with 10 years' experience in Risk Management of which 3 years must be at an Assistant Manager level in. completed articles will be an added advantage. Knowledge of Public Sector legislative framework, PFMA, Treasury Regulations ,National Treasury Risk Management Framework and Public Sector Anti-Corruption Strategies. Computer literacy. Capacity to produce high-quality reports. Proven communication and good presentation skills. Capacity to Review Policies, Internal Controls measures, Procedure Manuals, and Departmental Circulars. A registration with the Institute of Risk Management (IRMSA). Valid Driver's Licence.
- DUTIES** : Manage the development, review and implementation of Departmental Risk Management Framework. Conduct the Departmental Risk Assessments and Reviews. Conduct and implement programs, Awareness Campaigns and Workshops on Anti-Fraud, Anti-Corruption, Ethics Management and Risk Management. Compilation of Reports. Facilitate management of Conflict of Interest and Gift Register. Facilitate Investigation of fraud and other risk related matters when necessary, report and safe keeping of register(s). Management of the Risk Management Unit.
- ENQUIRIES** : Mr Mr M Cezula Tel no: (043) 604 4158
- POST 37/179** : **LABOUR RELATIONS PRACTITIONER REF NO: DSRAC 02/09/2017**
- SALARY** : R281 418 per annum  
**CENTRE** : Chris Hani District Office  
**REQUIREMENTS** : Degree/ Diploma in Labour Law/ Labour Relations/ Human Resource Management or relevant qualification coupled with 3 years' experience. Or Grade 12 coupled with 5 years relevant experience in the field of Labour Relations. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, PSCBC Resolutions. Conflict resolution capabilities and confidentiality. Negotiations and research skills. Policy evaluation analysis skills. Innovation and change management. Be able to give counselling. Knowledge of PERSAL. Valid driving licence.
- DUTIES** : Facilitate and render training and workshops on Labour Relations and wellness related issues. Facilitate proper administration of discipline and grievance

procedures. Render advisory service to district management and officials in order to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implementation outcomes of dispute resolutions and grievance hearings. Facilitate and administer the relationship process between management and organized labour. Risk identification management. Compilation of monthly and quarterly reports.

**ENQUIRIES**

: Mr X Kwanini Tel no: (051) 633 2090

**DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS**

: Applications should be directed to HR Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William's Town, for the attention of Mr. Mapuza or Post to The Head of Department: Social Development, Private Bag X0039, Bhisho, 5605

**FOR ATTENTION**

: MS B Nxusani

**CLOSING DATE**

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

**MANAGEMENT ECHELON**

**POST 37/180**

: **DIRECTOR: INTERNAL AUDIT REF NO: DSD 01/09/2017**

**SALARY**

: R898 743 per annum, Level 13

**CENTRE**

: Provincial Office

**REQUIREMENTS**

: An appropriate Bachelor's Degree OR equivalent qualification in Internal Auditing (NQF 7) with a minimum of (10) Ten years practical experience of which five (5) must be at a middle management experience in an internal audit field. Post graduate qualification will be an added advantage. Possession of either one or more professional certificate: Certified Internal Audit (CIA), Certified Government Auditing Profession (CGAP) and Certification in Control Self Assessment (CCSA) will also an added advantage. Computer Literacy. A valid code 8 driver's license. Competencies: Core SMS management competencies including: Programme and project Change Management, Knowledge Management, Service Delivery Innovations, Problem Solving and analysis, People Management and Empowerment, Client Orientation and Customer Care, Communication, Honesty and Integrity. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Employment Equity, Skills Development and Labour Relations Acts •

**DUTIES** : Knowledge of International Standards for the Professional Practice on the Internal Auditing, Enterprise Risk Management Framework.  
: Evaluate the Internal Control Systems, risk management and governance processes of the Department. Plan allocated audits, develop audit programme, execute the audit bases on audit programme, gather relevant data, document all findings raised and provide supporting evidence, compile audit reports and discuss it with the clients. Supervise the audit teams throughout the audit engagements. Conduct audits in compliance with the International Standards for Professional Practice on Internal Auditing. Perform follow up audits to determine whether all agreed rectification plans have been implemented. Conduct ad – hoc audits as requested.

**ENQUIRIES** : Ms B Nxusani Tel no: (043) 605-5103 / Ms A Bongco Tel no: (043) 605-5115  
**NOTE** : Preference will be given to persons with disabilities

**POST 37/181** : **DIRECTOR: EMPLOYEE RELATIONS AND HEALTH AND WELNESS ROGRAMMES REF NO. DSD 02/09/2017**  
(Re-Advertisement)

**SALARY** : R898 743 per annum, Level 13  
**CENTRE** : Provincial Office

**REQUIREMENTS** : Bachelor's Degree in Labour Law /equivalent qualification (NQF 7). An understanding of SA Government policies, procedures and processes. A post graduate diploma in Labour Law will be an advantage. Ten (10) years relevant experience of five (5) years must be relevant experience in middle management in Human Resource Management with demonstrated competence in Labour relations+ Employee Relations, Health and wellness. A valid code 8 driver's license. Competencies: An in-depth understanding of policies governing Social Development in SA. Knowledge of current national and international trends that will influence innovation. An ability to work in a cultural diverse environment and lead culture change interventions and change Management Projects/Programmes. A contextual understanding and application of trans-formational imperatives with the public service environment. A good understanding of Human Resource Management, Employee Health and Wellness, Employee Relations, People Management, Strategy Formulation, Leadership, Public Prescripts. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Employee Equity Skills Development and labour Relations Act and related Legislations. Ability to manage performance, solve job related problems, build relationships and provide skills. Co-ordinate the implementation of Employee Wellness Programmes, Employee relations. Ability to lead people in strategic change management. Ability to form and build alliances with stakeholders such as trade unions.

**DUTIES** : To provide specialist advice and support to the executive and Line management in implementation of Labour Legislations. Ensuring maintenance of good communication and alignment between Labour and management of the Department, including Bargaining at the Developmental level. Manage implementation of PSCBC and Sectoral Council resolutions. Manage the quality of work life within the Department. Monitor, evaluate and facilitate the implementation of organisational and Employee Wellness Strategies and Policies. Manage the Integrated Wellness Programmes, including HIV and AIDS, occupational Health and safety and EAP. Manage sick leave trends. Provide policy advice on organisational and employee Wellness. To develop operational plans/Policy Development. Ensure the achievement of the strategic plan. Write monthly, quarterly and annual reports.

**ENQUIRIES** : Ms B Nxusani Tel no: (043) 605-5103 / Ms A Bongco Tel no: (043) 605-5115  
**NOTE** : Preference will be given to persons with disabilities

#### OTHER POSTS

**POST 37/182** : **DEPUTY DIRECTOR: HUMAN RESOURCES INFORMATION SYSTEMS AND PERSAL REF NO. DSD 03/09/2017**

**SALARY** : R657 558 per annum  
**CENTRE** : Provincial Office

<b><u>REQUIREMENTS</u></b>	:	A Bachelor's Degree/National Diploma in Human Resource Management/Public Administration/ in Information system or any other relevant qualification with ten years working experience in Human Resource Information Systems of which three years must be experience at an Assistant Manager level in the relevant field.. Knowledge of PERSAL system Copy of PERSAL course(s) must be attached. A valid driver's license is essential. Competencies: Analytical and problem solving skills. Planning, organizing and document management skills. Innovant on creativity and continuous learning, client focus, people management. Report writing and advanced computer knowledge. Knowledge of Human Resource Information Systems (HRIS) practices and procedures. Ability to review, analyse and evaluate HR business system and user needs.
<b><u>DUTIES</u></b>	:	Manage the Sub – directorate responsible for providing human resource and salary information that enables the effective and efficient management of Departmental human resources. Develop and implement an integrated human resource information system for the department. Ensure an effective PERSAL management infrastructure enabling: (a) Oversight of the implementation and maintenance of human resource management and salary administration audit and control measures (b) The provision on guidance to PERSAL Controllers (Personnel and Salaries) and information requirements. (c) The extraction of management information/data from PERSAL for monitoring and reporting purposes (d) Support for human resource business processes (e) Ensuring correct interface between BAS and PERSAL in terms of the approved structure. Establish a well-trained PERSAL user group. Establish comprehensive guidelines and processes in the line with human resource and finance policies. Provide strategic advice to management regarding PERSAL information as well as appropriate HRIS for the Department.
<b><u>ENQUIRIES</u></b>	:	Ms B Nxusani Tel no: (043) 605-5103 / Ms A Bongco Tel no: (043) 605-5115
<b><u>NOTE</u></b>	:	Preference will be given to persons with disabilities.
<b><u>POST 37/183</u></b>	:	<b><u>DEPUTY DIRECTOR: INFORMATION AND KNOWLEDGE MANAGEMENT REF NO: DSD 04/09/2017</u></b> (Re-Advertisement)
<b><u>SALARY</u></b>	:	R657 558 per annum
<b><u>CENTRE</u></b>	:	Provincial Office
<b><u>REQUIREMENTS</u></b>	:	B. Degree/National Diploma in Computer Science / Information Technology / Information and Knowledge Management coupled ten (10) years relevant experience of which three (3) years must at the level of an Assistant Director in the relevant field. Proven working experience in Knowledge Management or Proven working experience in Electronic Document Management Systems and tools is compulsory. Proven working knowledge of MS SQL is compulsory. Proven working knowledge of Web Development tools is compulsory. Experience with Microsoft SharePoint, Power BI or other Business Intelligence tools is preferred. Valid Driver's License (code 08) is compulsory. Work Experience: A minimum of three (3) years' experience in knowledge or information management. A minimum of three (3) years' experience in developing knowledge management or electronic records management systems. A minimum of three (3) years' experience in web application development. A minimum of three (3) years' experience in working with SQL 2012/later. Competencies: Working knowledge of knowledge and information management services. Strong working knowledge of knowledge management systems. Database management, information architecture, web application and workflow development. Solid understanding of SQL or Oracle Database systems. Strong Analytical Problem Solving, Leadership, Project Management, Change Management, Presentation and Time Management skills. Strong Communication and Interpersonal Skills, Ability to work in a multi-disciplinary team, results-oriented. Good understanding of PFMA, Treasury regulations, Preferential Procurement Policy, Supply Chain Management Policy, Public Service Act and Regulations, Promotion of Access to Information Act and other relevant legislation.
<b><u>DUTIES</u></b>	:	Implement the Department's information and knowledge management policy and strategy. Facilitate the translation of individual knowledge to corporate intellectual capital (Institutional Memory). Develop and implement effective Knowledge Management processes and systems. Create information sharing platforms. Promote KM in the Department by championing specific initiatives. Create a



learning environment for the Department. Translate user needs into knowledge management requirements. Conduct case studies and produce meaningful reports. Analyse the data to discover its real meaning or use. Capture and codify knowledge to facilitate its reuse. Involve the knowledge workers and data producers and clean data at its source database. Publish reports on the Intranet through BI Dashboard and other reporting tools. Serve as a resource for organizational change management. Coordinate Departmental Knowledge Management Forum and participate in the Records Management Forum. Manage knowledge management projects.

**ENQUIRIES**  
**NOTE**

- : Ms B Nxusani Tel no: (043) 605-5103 / Ms A Bongco Tel no: (043) 605-5115
- : Preference will be given to persons with disabilities