

**PROVINCIAL GOVERNMENT: EASTERN CAPE
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** : The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho and enquiries can be directed to Ms B Ndayi Tel No (040) 1010 072/071.
- FOR ATTENTION** : Ms B Ndayi
- CLOSING DATE** : 03 November 2017
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For SMS posts; Females will be given preference and for all posts people with disabilities will be given preference.

OTHER POSTS

- POST 41/120** : **ELECTRICAL ENGINEER: KSD MUNICIPALITY (ONE YEAR CONTRACT),
REF NO: PT 44/10/2017**
- SALARY** : R779 295 per annum level 12
- CENTRE** : Mthatha
- REQUIREMENTS** : A Four year Degree (NQF level 7) Bachelor of Science (BSc) or B tech (Electrical Engineering-Heavy Current) plus two (2) years in the design environment and 3 years project management if possesses a BSc. Possess a valid driver's license. Professional Engineer/Technologist ECSA registered. Skills: Knowledge of the design of HV, MV and LV networks and Substations. Proficiency in the use of computers for: Word processing, MS Project, Simple accounting, Data base management, Spreadsheets, E-mail and Internet
- DUTIES** : Engineering Solutions: Assist the Planning sections with the Scope of Works for identified problems on the network. Assist the Manager is Chairing of Technical Investigations and bringing about solutions that will assist in future. Assist the Department in Fault Finding mechanisms and registration plans. Maintenance Plans: Analyze inspection Sheets done in order to determine criticality of network status. Define the scope to be carried out in order to correct defects found from Inspect Sheets. Create plans for the execution of the scope in collaboration with the Operational Staff and Management. Determine the resources require to do the work (contracting money, equipment etc). Planning Of Short Term Projects: Create a detailed work plan which identifies and sequences the activities need to successful complete the

project. Compile a Project specification that can be utilized for the appointment of contractors. Determine project costs upfront for sourcing for funding and budgeting purposes. Implement The Project: Provide Engineering Support through the implementation of the project by carrying out random audits, going to site to resolve scope discrepancies and scope creeps, checking drawings submitted by contracts for approval approving Scope Deviations and motivating them if they result in Variation orders. Evaluate the Project: Ensure that the project done according to Specification with the required level of quality. Evaluate the outcomes of the project as established during the planning phase.

- ENQUIRIES** : Ms B Ndayi Tel No (040) 1010 072/071
- POST 41/121** : **REGISTRY CLERK: OFFICE SUPPORT AND AUXILIARY SERVICES: REF NO: PT 45/10/2017**
- SALARY CENTRE REQUIREMENTS** : R152 862 per annum level 05.
 : Bhisho: Head Office
 : A senior certificate (Matric) coupled with a minimum of one (1) year experience in field of registry environment. Skills: Basic understanding of legislative framework that governs the Public Services Understanding and application of relevant standards and statutory framework and procedures that governs the records management function. Understanding of Records Management Practices
- DUTIES** : Render administrative duties to the Records Management services of the Department: Receive and code all incoming and outgoing documents and electronic correspondence, including faxes. Open, sort and assist in distribution of mail. Sort and file all documents according to the approved departmental file index, ensure that records are safe and filed in a proper and correct manner. Maintain remittance register. Develop master list of archives. Control and maintain filing system. Frank and label all outgoing documents and mail for courier services. Develop and maintain registers of files opened, file closed, circulars, registered mail, certified mail and deliveries. Assist in ensuring that all records and information projects are managed according to the requirements of the National and Provincial Archives Act and good governance. Report file system shortcomings. Track and trace all lost mail and files. 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, based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage employee performance daily and ensure timely. Ensure development & implementation of work plans for all subordinates
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