

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF SPORT RECREATION ARTS AND 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 : 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 Eales Street, Wilton Zimasile Mkwazi Building, King Williams Town and enquiries can be directed to Ms N Bodlani 043 492 0280.
- CLOSING DATE** : 22 December 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 Sports, Recreation, Arts and Culture welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For SMS posts; Females will be given preference and for all posts people with disabilities will be given preference.

MANAGEMENT ECHELON

- POST 50/195** : **GENERAL MANAGER: DISTRICT OPERATIONS: REF NO: DSRAC 01/12/2017**
- SALARY** : R1 127 334 per annum Level 14
- CENTRE** : King Williams Town
- REQUIREMENTS** : Formal Qualifications: A Post Degree in Business Administration/Public Administration/Human Resource Management/Psychology/ Financial Management or relevant qualification. At least 5 years' experience at Senior Manager Level, with 10 years' experience in any core functions relating to the post. EDP will be an added advantage. Have the following SMS Competency: (Strategic capability and leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity). A valid driver's license.
- DUTIES** : Strategically manage, direct and account for the internal provisioning of information technology and ICT infrastructure services. Strategically manage, direct and account for the provisioning of integrated human resource management services. Direct and account for the provisioning of legal advisory and litigation support services. Manage and direct account for the provisioning of the office and security management services. Manage the allocated resources of the Sub Programme in line with legislative and

departmental policy directives. Please note: This is a re-advertisement; people who have previously applied do not need to re-apply.
Ms N Bodlani: 043 492 0280.

ENQUIRIES

:

DEPARTMENT OF TRANSPORT

The Department of Transport 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

:

Hand Delivery: Office no. A48, 32 Flemming Street, Stellenbosch Park, Schornville, King William's Town. Post to: The Senior Manager – HRM, Department of Transport, Private Bag X 0023, and Bhisho 5605. Enquiries: Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458,
Amatole District: Private Bag X9009, East London, 5200: Sarah Baartman: Private Bag X6010, Port Elizabeth, 6000. Chris Hani: Private Bag X7185, Queenstown, 5320. Joe Gqabi: Private bag X1001, Aliwal North, 9750.
O.R Tambo District: Private Bag X5036, Umtata, 5099. Alfred Nzo: Private Bag X3561, Kokstad, 4700. Hand Delivery: Office no 9 at 9 Cotton Road, Westbank, East London, Post to: The Head of Entity, Department of Transport, Private Bag X 0001, Westbank, East London, 5218. Enquiries: Mrs. P. Mbewu 043 731 1249

FOR ATTENTION

:

Mr M.F.A Tokota

CLOSING DATE

:

22 December 2017

NOTE

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Applicants are requested to forward their applications to the relevant centres as specified in the advert. Applications received after closing date will not be considered. No faxed/ emailed applications will be accepted. Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 assessment. The department welcomes applications from all racial groups. However in making appointments preference for these posts may be given to the designated groups in pursuit of departmental EE targets.

MANAGEMENT ECHELON

POST 50/196

:

CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT

SALARY

:

R1 127 334. – R 1 347 879. Level 14

CENTRE

:

Head Office (KWT)

REQUIREMENTS

:

Bachelor's Degree/ National Diploma (NQF level 7 as recognized by SAQA) in Human Resource/Public Administration/equivalent qualification in Human Resource Management, 5 years at Senior Management level (SMS) with focus on Human Resource Management field. Knowledge and Skills: Strategic

Capability and Leadership, Communication, Client orientation and Customer Focus, People Management and Empowerment, Problem Analysis and Solving, Financial Management, Programme and Project Management. Generic competencies: *Results / Quality Management, Decision Making, Knowledge Management, Change Management.

- DUTIES** : Ensure the provision of human resource administration: Manage the provision of human resource administration strategy and personnel information. Manage the provision of recruitment, selection and appointment of employees. Manage the administration of service benefits. Manage the provision of employee relations services, Manage the provision of employee health and wellness services. Ensure the provision of human resource development and performance management system: Manage the implementation of skills development strategy in line with skills development legislation. Manage the implementation of learner ship and internship programme. Manage effective implementation of employee training and development programme. Manage effective implementation of performance management system. Ensure the provision of Human Resource Planning and Employee Relations Services: Manage the development of human resource strategy. Manage the development and implementation of human resource plan. Manage the utilization of human resource information systems. Manage the provision of employee health and wellness programmes. Manage the provision of sound labour relations. Ensure timeous implementation of collective bargaining resolutions. Manage the allocated resources of the Chief directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: 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. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
- ENQUIRIES** : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

OTHER POSTS

- POST 50/197** : **CHIEF ENGINEER: INTERGRATED TRANSPORT PLANNING**
- SALARY CENTRE REQUIREMENTS** : R935, 172. – R 1,069,272. Grade A (all – inclusive OSD package)
: Head Office
: National Diploma in Civil Engineering / B Tech in Civil Engineering / with equivalent ten years in Transportation. 10 years' experience with 5 Years' of which should be managerial experience and 5 years in Design, Project Business Plan, Planning & Technical to complete ten years of relevant Experience. Valid Driver's license. Professional Registration with the Engineering Council of South Africa (ECSA) as Professional or candidate. Knowledge And Skills: Strategic management and direction, Problem solving and analysis Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication and listening skills Computer skills, Delegation and development of others, Planning, organising and execution Ability to manage conflict, Language proficiency, Effective client relationship, Knowledge management, Negotiation skills, Change management. Technical competencies: *Programme and project management, Engineering, legal and operational compliance, Engineering operational communication, Process Knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills Systems skills, Engineering design and analysis knowledge, Research and development Computer-aided engineering applications, creating high performance culture, Technical consulting Engineering and professional judgment, Accountability.
- DUTIES** : Transport engineering planning and analysis effectiveness: Develop statutory transport plans and programs to enhance effective functioning of provincial transport system. Manage the conducting of feasibility studies. Perform final review and approvals or audits of provincial transport plans according to

national standards. Co-ordinate integration of transport plans between provincial and local government to ensure seamless integration with current technology. Pioneering of new transport planning engineering services and management methods.*Maintain transport planning engineering implementation effectiveness: Manage the execution of integrated transport planning strategy through the provision of appropriate structures, systems and resources. Set provincial engineering standards for transport facilities, according to organizational objectives and ensure optimum utilization at local government level. Monitor implementation of municipal transport projects to be in line with provincial objectives/priorities. *Governance: Allocate, control, monitor and report on all resources. Coordinate and participate in intergovernmental and other transport related liaison structures. Provide technical direction to transport liaison committees within the province. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Management of funds to meet the MTEF sub- directorate objectives within the transport planning engineering environment/services; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management of the sub-directorate.*People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of transport planning engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

- ENQUIRIES** : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
- POST 50/198** : **CHIEF ENGINEER: SAFETY ENGINEERING SERVICES**
- SALARY** : R935 172. – R 1 069 272. Level Grade A (all – inclusive OSD package)
- CENTRE** : Head Office
- REQUIREMENTS** : National Diploma in Traffic Engineering /B Tech in Traffic Engineering/ National Diploma in Civil Engineering/ B Tech in Civil Engineering with Equivalent Eight Years in Transportation. with 3 Years of which should be managerial experience and 5 years in Design, Project Business Plan, Planning & Technical to complete Eight years of relevant Experience. Valid Driver's license. Professional Registration with the Engineering Council of South Africa (ECSA) as Professional or candidate. Knowledge and Skills: Strategic management and direction, Problem solving and analysis, Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness Communication and listening skills, Computer skills, Delegation and development of others Planning, organising and execution, Ability to manage conflict, Language proficiency Effective client relationship, Knowledge management, Negotiation skills, Change management. Technical competencies: Programme and project management, Engineering, legal and operational compliance, Engineering operational communication Process Knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Systems skills, Engineering design and analysis knowledge, Research and development Computer-aided engineering applications, creating high performance culture Technical consulting, Engineering and professional judgment Accountability.
- DUTIES** : Traffic engineering research and analysis effectiveness: Monitor and study traffic conditions on provincial roads through data collection and analysis. Ensure that road safety audits are carried out on provincial roads. Recommend traffic engineering solutions to identified accident spots and hazardous locations. Ensure that all surveys that inform traffic engineering solutions are conducted. Manage accident reconstruction and investigations. Manage the studying and designing of parking and loading facilities.*Maintain safe and efficient traffic operations engineering services: Ensure that traffic modeling and forecasting is carried out effectively. Influence the formulation of congestion reducing strategies. Ensure that traffic impact assessments are undertaken and reviewed. Ensure effective management of road traffic signs

and road markings. Manage the designing of special events traffic management plans and temporary road closures and deviations for incident management protocols. Manage the reviewing of speed limits on provincial roads.*Governance: Allocate, control, monitor and report on all resources. Coordinate and participate in intergovernmental and other transport related liaison structures. Provide technical direction to transport liaison committees within the province. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.*Financial Management: Management of funds to meet the MTEF sub- directorate objectives within the transport planning engineering environment/services; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management of the sub-directorate.* People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of transport planning engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES :

Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/199 :

DEPUTY DIRECTOR: CIVIL AVIATION (1 POST)

SALARY :
CENTRE :
REQUIREMENTS :

R779 295. Per annum Level 12
 Head Office
 An appropriate undergraduate qualification (NQF level 7) in Civil Aviation +5 year managerial (Assistant Director) experience in Civil Aviation. Knowledge and Skills: Civil Aviation Act, Civil Aviation Regulations. White paper on Civil Aviation National key Points. Public Service Regulations. Public Service Act.

DUTIES :

Provide business development services Coordinate development of a civil aviation business development strategy. Develop a civil aviation business development implementation plan. Research and develop tactical and strategic products, services and programs that are focused at growing and sustaining airport operations. Provide technical support in the drafting and management of Civil Aviation Contracts Establish legal and organizational arrangements with agencies, organisations and key role players in the industry to keep abreast of trends. Develop forecasting models and tools. Keep timeous and accurate data of all legal arrangements. Coordinate the establishment of contracts and service level agreements. Develop effective reporting business tools for the business unit. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. 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. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES :

Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/200 :

DEPUTY DIRECTOR: EPWP

SALARY :
CENTRE :
REQUIREMENTS :

R779 295. - R 917 970 per annum Level 12
 Head Office
 Bachelor's Degree/ National Diploma in Socio-Economic Development/ Information Management/ Monitoring and Evaluation. 3 years relevant managerial experience at an Assistant Director level. Knowledge and Skills: Extended Public Work Program Principles. Emerging contractor development policies and procedures. Project Management Principles.

DUTIES : The recording of economic empowerment impact with respect to historically disadvantaged individuals Determine the capacity. Identify partnerships. Determine research methodology. Engage communities where the study will be conducted. Develop questionnaire. Administer questionnaire. Capture and compile data. Analyse data and write report. Monitoring and evaluation of all EPWP projects Development of a qualitative and quantitative tool to evaluate the empowerment impact of projects. Development of a monitoring tool. Conduct monitoring of EPWP projects implementation. Conduct monitoring of training provided to project beneficiaries. Compile and submit monitoring reports. Monitor compliance with the project implementation plan. Coordination of EPWP projects implementation Liaise with relevant programs within the department regarding EPWP projects to be implemented during the financial year. Identification of work opportunities planned for the project. Acquire community skills profile to facilitate project beneficiation. Ensure effective management of the sub-directorate. Manage all human resource allocated to the section. Ensure that all vacant funded posts in the section are filled and unfunded are budgeted for in the near future. Manage staff performance as well as performance of the section. Draw operational plan and cost it Align budget allocated to the section with the procurement plan. Manage expenditure to ensure alignment with the procurement plan. Participate in district In Year Monitoring exercise on monthly basis.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/201 : **DEPUTY DIRECTOR: ADJUDICATOR**
Re-advertisement (1 year contract)

SALARY CENTRE REQUIREMENTS : R657 558. Level 11
: Head Office

: National Diploma/B. Degree in Public Transport/ Public Administration. 3-5 years relevant experience at management level (Assistant Director Level). 2 years' experience as a board member will serve as added advantage. Knowledge and Skills: SOP. NLTA. NLTR. Code of conduct.

DUTIES : Adjudicate on operating license applications. Decide and dispose of new applications for public transport services: Minibus-taxi type, Bus/Minibus, Metered Taxi, Tourism transport, Charter, Staff, Scholar, Tuk Tuk. Decide and dispose of applications for contracted services (Negotiated contracts/subsidized service contracts/commercial service contracts). Decide and dispose of applications for the amendment, transfer or renewal of public transport operating licenses. Decide and dispose of applications for temporary licenses and duplicate licenses. Decide and dispose of applications for the replacement or temporary replacement of vehicles. Decide and dispose of applications for the conversion of permits to operating licenses. Assist with the administration of the taxi recapitalization process. Provide support to municipalities and stakeholders in relation to public transport regulation. Providing input into the development of Integrated Transport Plans. Liaison with key public transport stakeholders such as SANTACO, Metered Taxi Council, South African Tourism Board in respect in relation to matters falling within the scope of the adjudication team. Liaison with municipalities in respect of directions on operating license applications. Liaison with municipalities regarding the restructuring and transformation of public transport. Liaison with Eastern Cape Education Department in respect of scholar services; Representation on inter-governmental committees dealing with public transport. Determine conditions on operating licenses. Impose conditions on operating licenses in terms of section 57(5) of the NLTA; Imposing conditions requested by municipalities in terms of ITP's. Ensure adherence to Code of Conduct for public transport operators and drivers. Review and amend generic conditions for each public transport mode on a 6-monthly basis. Consider the cancellation of operating licenses that are inoperative for more than 180 days. Cancellation of operating licenses issued in error. Cancellation of operating licenses issued based on false and misleading information. Cancellation of operating licenses where operator has operated contrary to operating license conditions. Cancellation of operating licenses in the case of non-adherence to the Code of Conduct. Cancellation of operating licenses where the holder has been convicted of certain offences. Deal with appeals coming from the Transport Appeals Tribunal. Liaison with the Transport Appeals Tribunal regarding appeals lodged against the decision of the Eastern Cape PRE. Preparing PRE's record of decision in respect of such cases; representing the

PRE at appeals hearings. Articulating the PRE's position where a decision has been taken on review to the High Court. Conduct research investigations and quality control. Rank inspections. Inspecting maintenance facilities/Office space/vehicle fleet. Critically analyzing business plans and other supporting documentation relating to operating license applications. Investigating matters relating to land transport and making recommendations to the MEC. Understanding and interpretation of transport legislation and policy validating personal information specified in operating licenses for correctness. Validating route/service information for correctness. Ensuring that the requirements of section 62 of the NLTA are met in respect of taxi clearance certificates, labour law requirements. Certificate of fitness, registration and licensing of vehicle. Ensuring that operating licenses are issued in accordance with the decisions of the adjudication panel. Develop staff members attached to the PRE. Keeping staff abreast of changes to the legislation and business processes. Providing training on standard operating procedures.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/202 : **DEPUTY DIRECTOR: ASSET MANAGEMENT**
Re-advertisement

SALARY : R657 558. – R 774 576. Level 11
CENTRE : Head Office
REQUIREMENTS : B Degree (NQF Level 7 as recognized by SAQA) or National Diploma (NQF level 6 as recognized by SAQA) in Logistics. 3 years relevant managerial experience (Assistant Director). Drivers' License. Knowledge and Skills: Financial Handbook. Public Finance Management Act. Public Service Act. Treasury Regulation. Supply Chain Management Delegations. Treasury regulations. SCM Policies. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Preferential Procurement Policy. Framework Act, 5 of 2000. Performance management principles. Stakeholder and customer relationship management principles.

DUTIES : Development of asset management policies: Lead the process of the developing and reviewing of policies. Monitor their implementation and compliance. Ensure that asset management policies are communicated to all end users. Management of assets: Ensure that assets are recorded in the asset register and bar coded before they live stores. Manage the asset register to keep it up to date. Conduct reconciliation and maintenance of the asset register in Bas. Plan and implement stock counting on quarterly basis. Make a follow up on missing assets to ensure that they are accounted for. Ensure that inventory lists are compiled, updated and deployed. Evaluate depreciation of assets. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. 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. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub-directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/203 : **DEPUTY DIRECTOR: DEMAND MANAGEMENT SERVICES**

SALARY : R657 558. – R 774 576. Level 11
CENTRE : Head Office (KWT)
REQUIREMENTS : National Diploma/ B. Degree in Purchasing Management/ Logistics, 3 year managerial experience in the supply chain management field. (Assistant Director Level). Valid driver's licence. Knowledge and Skills: Public Finance Management Act. Treasury Regulations. Provincial Scholar Transport Policy. Provincial Integrated Public Transport Master Plan.

DUTIES : Coordinating and implementing demand management plan. Facilitate development of supply chain management policies such as: Demand Plan policy, Database management policy, Review policies annually. Performing

strategic demand planning. Conduct Needs assessment and resource analysis. Develop Procurement plan guidelines. Develop Specifications management guidelines. Implement policy on supplier's relations management Monitor implementation and evaluate impact. Performing operational demand planning. Manage the conducting of needs assessment of commodities and services. Ensure drafting of procurement /project specifications that are precise. Ensure that requirements are linked to the budget through procurement plans. Consolidate and align procurement plans for submission to Treasury. Analyse specification documents and ensure compliance with PPPFA and BBBEE. Establish a manual and electronic database for generic and professional services specification. Manage procurement services for the component.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/204 : **DEPUTY DIRECTOR: CONDITION OF SERVICES**

SALARY : R657 558. – R 774 576. Level 11

CENTRE : Head Office (KWT)

REQUIREMENTS : A National Diploma/ B. Degree in Human Resource Management/ Public Management including 3 years relevant managerial experience (Assistant Director level) Knowledge of PERSAL. A valid driver's license Knowledge and Skills: Knowledge and understanding of Human Resource Management environment. Knowledge of policies/ implementation strategy. Knowledge of Human Resource Management Legislation/Directives. Knowledge of the Persal system.

DUTIES : Manage the implementation of service Terminations. Ensure that all employees are admitted to Pension Fund. Ensure that the nomination forms are updated continuously in files. Analyze age distribution list. Send the retiring employee lists to the relevant components. Ensure that exit interviews are conducted and analyse the trends and present findings to management. Manage the compilation of the retiring memorandum to HOD. Ensure the processing of exit service Terminations. Conduct workshops on Service Terminations. Develop departmental policies in terms of prescribed Acts and regulations. Facilitate implementation of disciplinary. Coordinate the management of leave. Appoint the leave monitors in all the components. Ensure that all leave transactions are authorise. Manage the reconciliation of leave files with Persal. Manage the compilation of PILIR reports and submit to SOMA. Submit SOMA results to relevant officials. Conduct workshops on Leave management. Manage the processing of Service benefits. Ensure that long service award list is aligned with Persal. Inform the Components to budget for the affected officials. Manage the processing of injury on duty. Ensure that IOD document are submitted to the dept. of LABOUR. Ensure that all S&T claims are checked and submitted to salaries on time. Ensure that the Resettlement forms are correctly filled. Ensure that the housing allowance is correctly paid / allocated. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. 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. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/205 : **DEPUTY DIRECTOR: PROVINCIAL MARITIME SERVICES**

Re-advertisement

SALARY : R657 558 per annum Level 11

CENTRE : Head Office

REQUIREMENTS : B Degree (NQF level 7 as recognised by SAQA) /National Diploma (NQF level 6 as recognised by SAQA) in Maritime Studies/ Maritime Economics/ Maritime law/ any other relevant Qualifications. A post-graduate Diploma/ Masters in

		maritime, Project Management and EB driver's license will be added advantage.3 years relevant experience at managerial level (Assistant Director). Knowledge and Skills: Maritime operational communication. Operation Phakisa. Ocean Economy. National Inland Waterways Strategy. National Freight Logistics Strategy. Provincial Freight Logistics Strategy. National Development Plan.
<u>DUTIES</u>	:	Facilitate the Development of Maritime Transportation. Implement maritime bilateral/cooperation agreements to assist the province in leveraging on the opportunities presented by these agreements. Conduct maritime economic research to assist the province towards strategic direction. Develop maritime policies, strategies and plans for the Province aligning them with national, regional and international policies and legislations and implementation of such policies thereof. Coordinate the initiation and management of maritime related projects. Coordinate and facilitate Maritime initiatives within the province. Establish, facilitate and coordinate structures which will advance maritime development in the Province. Continuously liaise with the maritime stakeholders at local, provincial and national level. Establish and manage a database of all the maritime stakeholders at local, provincial and national level. Represent the Department in all maritime statutory structures/forums at both provincial and national level – PCC, NPCC, NMBM Transport/Logistics Forum, NMBM Maritime Cluster, BCM Maritime Cluster, Provincial Maritime Steering Committee, Operation Phakisa Marine Transport Skills Working Group, Operation Phakisa Boat building and ship repair working group, Operation Phakisa Small Harbour Development, CIWSP, SVAC. Promote Maritime Awareness Develop and implement maritime awareness programmes. Enhance capacity building in maritime industry with in the Province. Manage the Maritime Component Produce statutory documents – Memos, reports, letters, specifications, MoU, service level agreements, etc. Provide assistance with the compilation of the budget, annual report and strategic documents. Manage resources of the maritime unit. Manage the distribution of work to the subordinates and monitor the progress. Provide guidance and assist in the staff capacitation in the maritime unit.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/206</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION</u> Re-advertisement
<u>SALARY CENTRE REQUIREMENTS</u>	:	R657, 558. – R 774,576. Level 11 Head Office B. Degree (NQF level 7)/ National Diploma (NQF level 6) in Public Administration, Management and Business Management. 3 years managerial (Assistant Director) experience in monitoring and evaluation. Knowledge and Skills: Monitoring and evaluation Process. Reporting procedure. Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations. Upright. Mature and professional conduct. Tactful and diplomatic interpersonal style. Self-motivated and success driven. Dedicated and hard working. Innovative thinker. Creative flair. Trustworthy.
<u>DUTIES</u>	:	Manage the provision of monitoring services. Develop and strengthen monitoring and inspection services. Develop a departmental balance score card/monitoring mechanism. Ensure that there is proper monitoring of the implementation of departmental operational plan. Monitor and evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Develop monitoring indicator for project success. Monitor overall progress on achievement of results. Manage the provision of reporting services: Produce monthly, quarterly and annual performance reports. Provide results of monitoring and evaluation to influence the strategic plan of the department. Manage the development of reports on the impact of departmental projects, strategies and policies. Manage the provision of evaluation services. Develop and strengthen Evaluation services. Develop Impact indicator for the project success. Evaluate overall progress on achieving of results. Evaluate impact of policies and strategies towards service delivery improvement. Conduct customer satisfaction surveys to evaluate departmental compliance with service standards. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. 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. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/207</u>	:	<u>DEPUTY DIRECTOR: FINANCE (ALFRED NZO)</u>
<u>SALARY</u>	:	R657 558. – R 774 576. Level 11
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A National Diploma (NQF level 6) or B. Degree (NQF level 7) in B. Com/ B. Compt/ Financial Management majoring in Accounting. 3 years managerial (Assistant Director) or relevant experience in the finance management. Knowledge and Skills: Public Finance Management Act. Treasury Regulations, Financial Management Principles Promotion of Access to Information Act, 2 of 2000. Project management principles. Strategic management principles. Performance management principle. Report writing. Stakeholder and customer relationship management principles.
<u>DUTIES</u>	:	KPA's: Management of district accounts according to treasure regulations. Ensure that compilation of the payment is made with all the correct information reflected on the creditor advice and a document they use for capturing on the system. Ensure compliance with all financial delegations approved for each financial year. Ensure that payments are captured on the system and also monitor. Ensure that relevant system users are the ones who perform their authorised duties (BAS & LOGIS). Ensure that the order tallies with the invoice in terms of amount, order no. and Items. Ensure submission to head office for audit purpose. Consolidate monthly reports, quarterly and annually reports. Efficient management of staff salary matters. Ensure processing of all salary related service benefits of the employees, e.g. Overtime, fuel allowance, S&Ts, Resettlement etc. Ensure implementation of statutory deductions upon receipt of court orders. Monitor the payroll systems, non-payment of ghost employees. Detect and prevent corruption. Plan and control district budget. Ensure that Budget submissions for the district are done correctly and realistically upon allocation of the new financial year budget. Ensure that all the district needs are accommodated if not reprioritization of activities to suit the current budget. Ensure monthly, quarterly and annual monitoring of budget to avoid over and under expenditure and also to detect and prevent irregular and fruitless expenditure. Manage the collection of revenue and management of debtors. Ensure that the registering authorities have got service level agreement with the department e.g. municipalities: license fees, Justice: traffic fines. Ensure correction & recording of revenue from taxi Operators permits, personalization of vehicles. Ensure reconciliation of revenue received from RAs against departmental report which reflect the actual amount that was received. Ensure the revenue targets set by provincial treasury head office are met. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. 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. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

<u>POST 50/208</u>	:	<u>DEPUTY DIRECTOR: CIVIL AVIATION</u>
<u>SALARY</u>	:	R657 558 – R 774576 Level 11
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate undergraduate qualification (NQF 7) in Civil Aviation. 3 year managerial (Assistant Director) experience in Civil Aviation. Knowledge and Skills: Civil Aviation Act. Civil Aviation Regulations. White paper on Civil Aviation. National Key Points. Public Service Regulations. Public Service Act. Strategic Capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovations. Problem Solving and Analysis. People Management and Empowerment. Client Orientation and Customer Care. Communication. Conflict Management and Resolution. Stakeholder Management.
<u>DUTIES</u>	:	Provide business development services: Coordinate development of a civil aviation business development strategy. Develop a civil aviation business development implementation plan. Research and develop tactical and strategic products, services, and programs that are focused at growing and sustaining airport operations. Provide technical support in the drafting and management of Civil Aviation Contracts: Establish legal and organizational arrangements with agencies, organizations and key role players in the industry to keep abreast of trends. Develop forecasting models and tools. Keep timeous and accurate data of all legal arrangements. Coordinate the establishment of contracts and service level agreements. Develop effective reporting business tools for the business unit. Manage the allocated resources of the sub Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/ quantity and timelines. 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. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/209</u>	:	<u>DEPUTY DIRECTOR: FINANCE (SCHOLAR TRANSPORT)</u> Re-advertisement
<u>SALARY</u>	:	R657 558. – R 774 576. Per annum (Level 11)
<u>CENTRE</u>	:	East London.
<u>REQUIREMENTS</u>	:	An appropriate National Diploma / B. Degree in Financial Management. 3 years managerial (Assistant Director Level) experience in financial management. Knowledge and Skills: Public Finance Management Act. Treasury Regulations. Provincial Scholar Transport Policy. Provincial Integrated Public Transport Master Plan. Problem solving. Resource Management. Time Management. Report Writing. Document Management.
<u>DUTIES</u>	:	Manage the rendering of scholar transport procurement services: Coordinate the drafting of tender specification acquiring scholar transport service providers. Facilitate the drafting of scholar transport contracts. Manage the process of appointment of service providers. Ensure that POD's, invoices and Excel spreadsheet data is verified and approved before it is submitted to Head Office. Ensure that comparison between POD's and invoices against the spread sheet is done. Ensure that data captured on the interface (systems) such as the invoice no, service provider name, receive date, invoice date and invoice amount are correct Provide efficient scholar transport budget and payment management services: Guides the budgeting process for scholar transport. Monitor the budget spending and recommend corrective measures should over or under spending occur. Manage payment of accruals. Produce financial reports for submission to the office of the Chief Financial Officer. Manage timeous payment of service providers. Monitor uploading of payments on BAS. Ensure that exceptions are authorized on BAS. Review payments documents and authorize (payments). Ensure correctness of PODs before payment is made. Provide data management: Ensure safekeeping of

PODs received from districts. Ensure safekeeping of journals and payment documentation. Verify data coming from districts for correctness. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team/section produces excellent work in terms of quality / quantity and timelines. 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. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for employee in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessment of all subordinates. Ensure Management, maintenance and safekeeping of assets.

- ENQUIRIES** : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
- POST 50/210** : **DEPUTY DIRECTOR: PUBLIC TRANSPORT X 3**
Re-advertisement
- SALARY CENTRE** : R657 558. – R 774 576. (Level 11)
: (40/12) Chris Hani x1
: (41/12) Joe Gqabi x1
: (42/12) Alfred Nzo x 1
- REQUIREMENTS** : B. Degree/ Diploma in Transport Management with 3 years' managerial (Assistant Director Level) experience in Public Transport Management. Knowledge and Skills: Taxi industry. Public Transport Forums. Elections of Executive committee members. Annual Performance Plan. Strategic Planning. Meeting procedures. Report writing. Conflict Management. Facilitation. Negotiation. Communication. Analysing. Interpersonal Relations.
- DUTIES** : Monitor contracts/service level agreements with public transport operators and service providers: Manage compliance with contractual obligation by public transport operators and service providers. Facilitate and monitor payment of service providers. Monitor operational performance of contracted public transport services. Conduct site inspections. Manage the implementation of land transport services: Ensure the provision of transport services within the district. Facilitate the provision of public transport infrastructure. Coordinate the provision of non-motorized transport. Facilitate accommodation of passengers with special needs in the public transport. Facilitate and support land transport integration programs and projects. Support and capacitate local authorities with reference to the implementation of land transport services. Implement institutional formalization and empowerment of the public transport industry: Manage empowerment interventions that support public transport operations (small bus operators, Mayibuye Bus Transport, AB 350, Metered Taxis etc.). Monitor empowerment projects focusing at the public transport operators. Conduct advocacy on public transport regulations, policies and passenger rights. Manage Taxi recapitalization. Set up and monitor public transport stakeholders and commuter forums. Manage conflict resolution initiatives. Coordinate empowerment interventions with stakeholders. Manage the allocated resources of the Sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: 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. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safe keeping of assets. Ensure personnel contribution and level of responsibility. Facilitate term goals setting. Collaboration of Stakeholders to facilitate provision of Integrated Public Transport solution: Interact and engage with internal and other external bodies to seek opportunities so as to obtain mutual benefit for all concerned in achieving their goals. Facilitate development and implementation of an Integrated Public Transport solution that incorporates non-contracted, rural service, Shove Kalula Bicycle Programme, Learner and some inter-town

services into the formal contracted bus sector through PIPTMP. Maintain and enhance intergovernmental co-ordination through the continuous creation of desirable projects/programmes/ function between and within the institution. Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

ENQUIRIES

POST 50/211

DEPUTY DIRECTOR: STAKEHOLDER, PLANNING AND COORDINATION SCHOLAR TRANSPORT X 2 POSTS

SALARY

CENTRE

REQUIREMENTS

R657 558. Per annum Level 11
 Head Office
 National Diploma/ B. Degree in Public Administration/ Education/ Law. Minimum of 5 years working experience of which 3 years must be at an Assistant Director level in the public sector. Knowledge and Skills: Strategic capability and leadership, Client orientation and customer focus. People management and empowerment. Problem analysis and solving. Financial Management. Project Management.

DUTIES

Management of district scholar transport stakeholder relations. Establish a public transport representative structure for the District. Sell the concept of scholar transport and its objectives to the public transport representative structure. Ensure that the public transport representative structure understands and share information with its members about the process of appointment of operators for scholar transport. Develop a communication protocol and consult it with the public transport representative structure. Make sure that operators participating in the scholar transport service are work shopped on the terms of reference of their contractual obligations and the implications thereof. Create a district structure for mediation, conflict and dispute resolution. Management of district scholar transport performance Manage the implementation of tools and systems developed to monitor scholar transport services. Manage the gathering and verification of information required to process payment of public transport service providers. Manage the implementation of intelligent transport system technology. Make a follow up on all queries received from scholar transport beneficiaries and stakeholders and come up with intervention. Establish partnership between the District, school teachers and parents in monitoring the performance of contracted service providers. Manage the establishment of a commuter call centre and monitor its operations. Develop reports on the performance of the scholar transport in the district. Management of District scholar transport budget and payment services Influence the district budget to cater for scholar transport services plans. Ensure that all scholar transport contractual obligations for the district are accommodated in the budget. Monitor expenditure by ensuring that all POD's are verified against the invoices before payment is processed. Manage the efficient capturing of POD's. Ensure that all scholar transport invoices that are verified as correct are paid on time. Attend to payment queries received from contracted operators. Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives 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. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES

POST 50/212

DEPUTY DIRECTOR: AIRPORT MANAGER

SALARY

CENTRE

REQUIREMENTS

R657 558. – R 774 576. (Level 11)
 Mthatha Airport
 A National Diploma/ B. Degree in Civil Aviation. 6 years managerial (Assistant Director) experience in Civil Aviation. A valid drivers licence. Knowledge and Skills: Civil Aviation Act. Civil Aviation Regulations. White Paper on Civil Aviation. National Key Points. Public Service Regulations. Public Service Act. Strategic capability and Leadership. Programme and Project Management. Financial Management. Change Management. Knowledge

<u>DUTIES</u>	:	Management. Service Delivery Innovations. Problem solving and Analysis. People Management and Empowerment. Client Orientation and Customer Care. Communication. Conflict Management and Resolution. Manage the provision of Airport infrastructure maintenance services; Ensure proper maintenance of airport buildings and related infrastructure. Ensure proper maintenance of airport electrical infrastructure including railway lights. Ensure proper maintenance of airport grounds including plants and grass cutting. Manage the provision of Fire Rescue and Apron services; ensure that there are backup plans to prevent and combat fire. Manage the provision of rescue services. Ensure provision of rescue services. Ensure the provision of aircraft marshalling services. Manage the collection of landing and parking fees. Manage the provision of security management services; ensure proper management, maintenance of service level agreements with private security service providers. Ensure compliance with civil aviation requirements. Manage the provision of safety management services; manage the establishment, maintenance and improving of safety management systems. Ensure good balance between business objectives and safety objectives. Manage the rendering of Airport Administrative services; manage the provision of general administration at airport. Manage the provision of auxiliary services within the airport. Manage the provision of supply chain management services. Manage the provision and maintenance of ICT infrastructure and related services. Manage the allocated resources of the Sub directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives; maintain high standard 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. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/213</u>	:	<u>DEPUTY DIRECTOR: IT</u> (One year fixed term contract) Government Fleet management Service (GFMS)
<u>SALARY</u>	:	R657 558 per annum Level 11
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	A 3-year Tertiary Qualification in Computer Science / Information Technology. International recognised certificates such as ITIL, COBIT5 and Prince2 will be an added advantage. 5 years' relevant experience in Information Technology Management of which 3 years must be at a supervisory level (level 8-10). Knowledge and Skills: Knowledge of Communication Strategies, Public Relations, Research and Government systems. Good knowledge and understanding of the Corporate Governance of ICT, and Information Communication and Technology system areas such as Infrastructure, ICT solutions, Information Management, ICT Planning and Alignment to business.
<u>DUTIES</u>	:	Facilitate the systems analysis process to GFMS needs and to map functionality requirements. Conduct an analysis of business and user needs to develop the needs analysis. Communicate and collaborate with internal and external customers. Development / review of ICT policies, plans, process flows and procedures. Conduct research and recommend innovative business process automation. Develop and Implement strategies to operationalize the Vision, Mission and Values of the entity. Manage the provision and maintenance of the GFMS ICT infrastructure. Maintain adherence to the approved provincial ICT Infrastructure. Coordinate the installation and upgrading of local and Wide Area Network (LAN and WAN). User support management: Attend to escalated calls from call centre for hardware and software support. Analyse help desk logs on a daily basis to prioritise outstanding problems and request according to GFMS priorities. Manage and maintain ICT assets. Coordinate the ICT asset verification with Supply Chain Management Unit to update the asset register. Manage and maintain ICT asset register. Provide statutory reports on a monthly basis manage the ICT

sub-unit: Maintain discipline. Manage performance and development. Undertake Human Resource and other related administrative functions. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-unit and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Quality control of work delivered by employees. Provide functional technical advice and guidance. Manage area of responsibility: Identify and manage risks in area of responsibility. Review work area's performance and make recommendations to improve the efficiency and effectiveness. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure the Unit's assets are managed, maintained and kept safely. Ensure compliance with supply chain and other relevant policies and procedures. Ensure reporting according to internal and external requirements. Provide training/ awareness/information sharing session to the employees of the entity. Identify training needs for the development of the employees of the entity.

- ENQUIRIES** : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
- POST 50/214** : **CHIEF PROVINCIAL INSPECTOR: TRANSPORT REGULATION**
Re-advertisement
- SALARY CENTRE** : R417 552 – R491 847 per annum Level 10
(9/12) Sarah Baartman: Strawndale-1, Kenkelbos-1,
(10/12) Amathole: Elliotdale-1, Komga-1.
- REQUIREMENTS** : B. degree/National Diploma in Traffic Management with 3-5 years supervisory experience. 7-10 years working experience in the Traffic Law Enforcement field. A valid driving licenses (A-EC). No criminal record. Knowledge and Skills: Manage the implementation of Public Transport and Traffic Law Enforcement policies and regulations, Driver fitness inspections, Vehicle fitness inspections, Completion of law enforcement documents, Operator fitness inspections, Investigations, Working knowledge of applicable legislations –Public transport and traffic environment.. Records management, Resource management, Customer relationship management, Performance management, Finance management, Conflict management, Projects management, Self-management, Time management, Risk management, Change management, Public Information Management.
- DUTIES** : Manage the implementation of operational law enforcement plan. Complete and update environmental analysis to ensure that it is used as a base line for planning. Develop operational plan for station/centre based on provincial annual performance plan and ensure successful implementation. Plan and monitor the execution of projects relating to the implementation of the Strategy/plan. Monthly monitoring of the annual performance plan targets. Communicate regularly with station/centers management and facilitate the development of and participation in a center strategic/operational plan. Participate in integrated partnerships with local authorities. Ensure effective and efficient leadership Coordinate stakeholder relations with other state departments and law enforcement agencies (LEAs). Management of service delivery improvement Manage administration systems. Implement administrative processes to ensure registers are inspected weekly. Ensure that statistics kept are correct, current and forwarded by due dates and monitored and made available at centre. Manage and ensure effective external community communication and liaise with local community police forums. Ensure that prescribed Acts, Policies and Procedures of the Department are implemented and adhered to. Ensure that all the relevant records and registers therefore are filed properly and kept up to date at all times. Ensure effective and efficient Asset Management Monitor vehicle costs for station/Centre vehicles (as per worksheet) and identify and monitor members involved in accidents and ensure that motor vehicle fleet is managed properly and that vehicles are in good running order. Ensure effective loss control measures are in place to address loss of firearms and other related equipment i.e. the relevant equipment that get lost and put measures in place to deal with it. Manage assets as per inventories of station/center. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives 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. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/215 : **ASSISTANT DIRECTOR: STRATEGY AND PLANNING**
(One year fixed term contract)
Government Fleet management Service (GFMS)

SALARY : R417 552 per annum, plus 37% in lieu of benefits Level 10
CENTRE : East London

REQUIREMENTS : A 3-year Tertiary Qualification in Public Administration. 3 years' experience at a supervisory Level within planning, monitoring and evaluation environment
Knowledge and Skills: Applied Strategic Thinking. Planning and organizing. Communication and reporting skills. Problem solving and Decision Making. Analytical skills. Computer literacy skills. Understanding Strategic Planning, budgeting, implementation, reporting, monitoring and evaluation

DUTIES : Develop and maintain GFMS strategic and annual performance planning agenda. Based on legislative and policy directives develop and publish GFMS's planning agenda. Develop and maintain planning input instruments and templates. Provide technical support to Managers to enable compliance with the planning agenda. Facilitate the development and maintenance of GFMS strategic plan, annual performance plan and operational plan. Facilitate the development of GFMS' Strategic Plan, Annual Performance Plan and Operational Plan. Coordinate and consolidate strategic planning / Annual Performance Planning input processes. Coordinate and consolidate consultation processes. Provide continuous technical support and advisory services to GFMS governance structures to ensure that planned activities are aligned to objectives set out in the Strategic Plan. Monitor, evaluate and report on the performance of gfms in line with it's strategic objectives and annual performance targets. Maintain institutional monitoring, evaluation and reporting instruments and templates. Coordinate evaluation processes. Based on the identified objectives and performance targets set in relevant plans, coordinate the submission of quarterly performance reports. Validate performance information, prepare and present on a quarterly basis performance reports for GFMS governance structures of the Department and oversight bodies. Provide early warning support to the executive management team of GFMS. Coordinate the development and publishing of GFMS Annual Report. Facilitate and coordinate policy development, review, update and maintain policy register. Facilitate the development of policies. Support policy identification. Coordinate policy approval. Update Policy register. Facilitate policy review sessions in consultation with DoT. Manage area of responsibility. Identify and manage risks in area of responsibility. Review work area's performance and make recommendations to improve the efficiency and effectiveness. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure the Unit's assets are managed, maintained and kept safely. Ensure compliance with supply chain and other relevant policies and procedures. Ensure reporting according to internal and external requirements. Provide training/ awareness/information sharing session to the employees of the entity. Identify training needs for the development of the employees of the entity.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/216 : **ASSISTANT DIRECTOR: LOSS CONTROL X2**
(One year fixed term contract)
Government Fleet management Service (GFMS)

SALARY : R417 552 per annum, plus 37% in lieu of benefits Level 10
CENTRE : East London

REQUIREMENTS : Three year Tertiary Qualification in Forensic Investigations / Policing / Legal with 3 years' operational experience in a loss control environment / Commercial Crimes / Motor Vehicle Accident related investigations

		Knowledge and Skills: Creative Thinking. Decision Making. Diversity Citizenship. Organisational Communication Effectiveness. Problem Analysis. Self-Management. Team Membership.
<u>DUTIES</u>	:	Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for all financial misconduct cases in line with PFMA (Irregular, unauthorized, fruitless & wasteful expenditures, etc.). Conduct and manage other investigations (theft, fraud, corruption, etc.). Supervise subordinate staff and support GFMS planning processes. Manage area of responsibility.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/217</u>	:	<u>ASSISTANT MANAGER: CLIENT RELATIONS MANAGEMENT</u> (One year fixed term contract) Government Fleet management Service (GFMS)
<u>SALARY</u>	:	R417 552 per annum plus 37% in lieu of benefits Level 10
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	Three year Tertiary Qualification in Commerce /Marketing with 3 years' relevant experience in a fleet environment. Valid Code 8 driver's license is essential. Knowledge and Skills: Excellent presentation skills, advanced computer literacy in Microsoft (Outlook, Excel, Power point and Word), Proficient knowledge and skills of communication practices including good knowledge of the public service management framework. Good verbal and written communication, Conflict management, Customer Service, Excellent people skills, Practice sound business ethics
<u>DUTIES</u>	:	Responsible for managing, developing and penetrating the existing customer base. Operate as the lead point of contact for any and all matters specific to customer management. Build and maintain strong, long-lasting customer relationships. Develop a trusted advisor relationship with key accounts, external & internal stakeholders regarding the fleet e.g. fleet analysis, updated fleet registers, account statement, management of traffic fines, service projections. Ensure the timely and successful delivery of services according to customer needs and objectives. Assist with high severity requests or issue escalations as needed. Ensure timeous payment of client invoices. Prepare and communicate reports on account status to internal and external stakeholders. Identify potential new clients and grow opportunities.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/218</u>	:	<u>ASSISTANT DIRECTOR: SKILLS PLANNING</u>
<u>SALARY</u>	:	R334 545. – R 394 065. Per annum Level 9
<u>CENTRE</u>	:	Head Office (KWT)
<u>REQUIREMENTS</u>	:	A B. Degree/ ND in Human Resource Management & Development/ Management of Training. Certificate in CIP facilitation will be an added advantage 3 -5 years relevant experience as a Human Resource Development Practitioner at Supervisory level. Knowledge and Skills: National HRD strategy. HRD strategy for the Public Service .Departmental HRD policy PSR (Public Service Regulations). Batho Pele handbook. Project management principles. Performance management principles. Meeting procedures. Report writing Stakeholder and customer relationship management.
<u>DUTIES</u>	:	Facilitate the development of work place skills plan. Identify training needs from PDPs submitted by sub directorates. Implementation of skills audit report to address skills gap. Liaise with directorates to identify training needs. Analyse individual employee personal development plans to check alignment with the post skills requirements. Identify critical training needs that should be given preference when the workplace skills plan is developed. Facilitate approval and submission of the workplace skills plan. Implement departmental work place skills plan. Develop an annual training schedule. Notify directorates about the training schedule. Identify service providers for training of personnel. Notify departmental staff identified for training and ensure that their supervisors have signed the consent form. Coordinate training sessions. Maintain proper records of trained personnel. Liaise with supervisors to get feedback on the impact of trainings conducted. Provide monthly, quarterly and annual Training reports. Facilitate Employee departmental and compulsory induction programme. Identify newly appointed personnel. Draw induction program. Manage implementation of the induction program. Review induction program for improvement. Facilitate reporting post training for confirmation of

Probation. Facilitate Implementation of ABET and TVET Training. Ensure recruitment and selection of internal employees without qualification for further training and development. Facilitate the payment of service providers. Ensure the tracking of defaulters to identify challenges .Facilitate the placement of the student for experiential learning within the department. Coordinate accessing of results and certification of Learners. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub directorate. 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 and ensure timely Performance Assessments of all subordinates. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Provides leadership, organises and administer the work effort of assigned subordinates. Ensure management, maintenance and safekeeping of assets.

- ENQUIRIES** : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
- POST 50/219** : **ASSISTANT DIRECTOR: YOUTH DEVELOPMENT**
Re-advertisement
- SALARY** : R334 545. – R 394 065. Per annum Level 9
CENTRE : Head Office
REQUIREMENTS : B degree/National diploma in Social Science/ Human Sciences/ Community development studies focusing in gender/youth/woman & policy. Minimum of 3 years relevant supervisory experience in youth development. Key competencies: National and Provincial Youth Policies. Youth Programmes and Projects. Transformation processes. Employment Equity. Basic Conditions of Employment Act, 75 of 1997 Public Service Act, and Regulations. Constitution of South Africa. Public Finance Management Act, 1999.Project Management. Strategic planning. Annual Performance Plan. Meeting procedures.
- DUTIES** : Facilitate implementation of National and Provincial Youth Policies. Coordinate customizing of national and provincial youth policies into departmental policies. Facilitate consultation of draft departmental youth policies .Monitor implementation of departmental youth policy. Facilitate development and implementation of departmental youth programs. Co-ordinate and departments reports on developed policy, National and Provincial Youth development and departmental commitments. Monitor and review departmental Business Plans, Policies, Projects, Programmes and formulated legislation for youth development. Do annual and quarterly reports on youth development and forward to the Youth Commission. Ensure mainstreaming of young people within the Transportation Sector e.g. in training and development. Ensure the co-ordination of Youth institutionalized days in the department and participation Provincially, Nationally and Internationally. Monitor and review departmental budget for Youth development integration. Implementation of National and Provincial Youth Policies. Facilitate development and implementation of departmental youth programs. Co-ordinate and department's reports on developed policy, National and Provincial Youth development and departmental commitments. Monitor and review departmental Business Plans, Policies, Projects, Programmes and formulated legislation for youth development. Do annual and quarterly reports on youth development and forward to the Youth Commission. Ensure mainstreaming of young people within the Transportation Sector e.g. in training and development. Ensure the co-ordination of Youth institutionalized days in the department and participation Provincially, Nationally and Internationally. Monitor and review departmental budget for Youth development integration. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. 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. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance

		Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/220</u>	:	<u>ASSISTANT DIRECTOR: EMPLOYEE RELATIONS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334, 545. – R 394,065. Per annum Level 9 Head Office (KWT) A National Diploma/ B. Degree qualification in Human Resource Management/ National Diploma/B. Degree in Labour Relations. 3 years relevant experience in Supervisory level as a Labour Relations Practitioner. Knowledge and Skills: Public Service Code of Conduct, Grievance procedure, Planning and organising, Report writing, Knowledge of collective bargaining procedures, All other HR related public sector legislation and procedures.
<u>DUTIES</u>	:	Provide technical support in the management of misconduct Cases: Investigate departmental misconducts. Formulate charges. Arrange for disciplinary hearings. Arrange for presiding official. Obtain report on hearing. Submit findings of hearing for sanctioning of actions. Inform employee and implement final resolution.*Provide technical support in the management of dispute resolution and grievance process: Receive complaints before they become grievances and investigate complaints and mediate between the two parties. Receive, record grievances and provide administrative support to the grievance procedure. Provide technical advice to both the employer and employee for conciliation in dispute resolution. Facilitate and administer the process of arbitration between an employer and an employee. Resolve grievances through interviews, discussions and explanations. Submit outcome for final approval and implementation. Educate employees on the grievance procedure and administer grievances and disciplinary procedures. Provide secretariat services to disciplinary hearings and prepare documentation for arbitration and conciliation cases.*Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: 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 daily employee performance and ensure timely Performance Assessments of all subordinates .Ensure management, maintenance and safekeeping of assets allocated to the post holder.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/221</u>	:	<u>ASSISTANT DIRECTOR: ACCOUNTS (OR TAMBO)</u> Re-advertisement
<u>SALARY REQUIREMENTS</u>	:	R334, 545. – R 394,065. Per annum Level 9 B Degree (NQF level 7as recognized by SAQA) or National Diploma (NQF Level 6 as recognized by SAQA) in Financial management. 3 years relevant supervisory experience. Knowledge and Skills: Public Finance Management Act, 1999.Treasury Regulations .Provincial Treasury Directives. Basic Accounting Systems (BAS).Public Service Act, 1994.Basic Conditions of Employment Act, 75 of 1997.Public Finance Management Act, 1999.Provincial Treasury Directives. Basic Accounting Systems (BAS).
<u>DUTIES</u>	:	Conduct reconciliation of accounts. Ensure a proof of payment is sent every month to suppliers (Vodacom, Mtn, machines & municipalities.)Ensure that statement are receive to check paid and unpaid accounts. To keep track of outstanding accounts. Ensure reporting for expenditure is done. To ensure that all invoice are paid up. Manage financial losses and claims. Consolidate report for fruitless expenditure. Consolidate register for all outstanding payments. Ensure and scrutinize that payments is signed and banking details are corresponded to service providers. Ensure that claims are correct Management of creditors. Ensure that all payments are captured on BAS. Produce BAS report and analyses payment information. Print payment stubs from BAS. Ensure proper keeping of payment records. Verify correctness of supporting document before approving any payments. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

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. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458

POST 50/222 : **ASSISTANT DIRECTOR: CIVIL AVIATION**
Re-advertisement

SALARY : R334 545. - R394 065 per annum Level 9
CENTRE : Head Office

REQUIREMENTS : An appropriate undergraduate qualification (NQF level 7) in Civil Aviation 3 year supervisory experience in Civil Aviation. Knowledge and Skills: Civil Aviation Act. Civil Aviation Regulations. White paper on Civil Aviation National key Points. Public Service Regulations. Public Service Act.

DUTIES : Provide administrative support to Mthatha and Bisho airports. Facilitate filling of critical vacant funded posts to ensure smooth running of the airport. Attend to challenges that need head office intervention emanating from airport inspections. Coordinate the development of contracts with airliners and other airport tenants. Coordinate financial reporting to ensure effective management of the budget allocated airports. Support initiatives that seek to ensure that airport remain compliant with the South African civil aviation regulations. Coordinate the updating of manuals and procedures to ensure that they are compliant with regulations. Provide technical support to Mthatha and Bisho airports. Guide airport infrastructure inspections to ensure compliance with regulations. Advise airport staff on any safety and security requirements to meet the required standards. Assist the airport manager to draw technical specifications for procurement of high technology equipment needed for smooth running of the airport (fire engines etc). Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. 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. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/223 : **ASSISTANT DIRECTOR: ENATIS**
Re-advertisement

SALARY : R334 454-R404 121 per annum Level 9
CENTRE : Head Office

REQUIREMENTS : Grade 12 and B. Degree/ Diploma in Traffic Management/ Public Management/ Transportation. Certificate as an Examiner of Learners and driving Licenses Grade "A". Certificate as an Examiner of Motor vehicle Grade "A". Driver's License (code EC&A). Minimum of 3 years supervisory experience in the field. Knowledge and Skills: Extensive knowledge of Road traffic Act and Regulations .Public Service Regulations .Traffic management systems (Natis) .Performance management system .Analytical skills .Computer training .management Leadership skills .Enabling Legislation Road Traffic Management Act .Public Service Regulations .National Traffic Systems (Natis) Performance management system.

DUTIES : Main Objectives: Management and monitor of driver regulation and standard. Managing the registration certificates, registered examiners and their correct grading in the Province .Administer Regulation 125 applications for

Professional Driving permits Managing that all people using NATIS are authorised to do so and they are effecting appropriate allocated transactions .Audit files and pursue any irregularities that prevail which may lead to disciplinary or criminal offence. :Management and monitor of vehicle regulation and standard: .Managing the facilities registrations and grading, registered examiners and their correct grading .Ensuring that all sites are correctly zoned and the structures have clear entrances and exits .Ensuring the facilities are correctly calibrated as well as the validity of the calibration certificate as per SABS(SANS) standards .Check whether there is a management representatives managing all affairs of the facilities .The Management of executions of punitive measures in respect of any irregularities and to effect appropriate measures for noncompliance*Suspend or cancel all unauthorised officers/stations/centres .Analyse and scrutinized the extent of peculiarities and irregularities for decision making* Execute any duties confined in the Road Traffic Act(Act 93/1996.:*Managing the applications set by provincial specifications by number plate manufacturers and embossers: .Ensuring that applications for MIBS,MNPs, Embossers do comply for registration .Managing cancellations registrations for non-compliance: Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives .Maintain high standard 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 form manager .Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities .Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans(PDP's) for all employees in the sub-Directorate*Manage daily employee performance and ensure timely Performance Assessments of all subordinates* Ensure management, maintenance and safekeeping of assets.

- ENQUIRIES** : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
- POST 50/224** : **ASSISTANT DIRECTOR: FINANCIAL SYSTEMS MANAGEMENT**
Re-advertisement
- SALARY** : R334, 545. – R 394,065. Per annum Level 9
CENTRE : Head Office
REQUIREMENTS : A National Diploma/ B. Degree in Information Management/ Information Systems, SCOA training. 3 years' experience as a Practitioner in financial systems management. Knowledge and Skills: Constitution, 1996.Labour Relations Act, 66 of 1995.Basic Conditions of Employment Act, 75 of 1997.Public Finance Management Act (PFMA).Treasury Regulations. Financial Management principles. Asset Management principles. Project Management principles. Meeting procedures. Stakeholder and customer relationship management principles. BAS, LOGIS, PERSAL and SCOA. Budget, Report writing.
- DUTIES** : Provide Support in the Management of BAS. Maintain code structure. Maintain security profiles. Maintain departmental parameters. Reset users' passwords. Maintain and add users to BAS printers. Facilitate BAS training. Establish, maintain and continuously update user-group with practice notes. Review user accounts quarterly. Participate in Disaster Recovery Test. Provide Support in the Management of SCOA information. Maintain SCOA information in the department. Conduct SCOA workshops. Advise departmental officials on the correct usage of SCOA allocations. Communicate SCOA updates and changes. Facilitate SCOA training. Provide Support in the Management of exceptions and interfaces. Ensure that all financial transactions are posted to the correct cost centers. Ensure proper integration of transversal systems by communicating system updates and codes structure changes timeously. Track and monitor changes on LOGIS and PERSAL. Resolve LOGIS errors relating to Budget code structure. Ensure that PERSAL related exceptions are resolved. Effectively manages exception reports. Ensure that the department closes Month-End, Year-End and Audit Final successfully. Manage the allocated resources of in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timelines. Delegate functions to staff based on

		individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/225</u>	:	<u>ASSISTANT DIRECTOR: MONITORING AND EVALUATION</u> Re-advertisement
<u>SALARY</u>	:	R334 545. – R 394 065. Per annum Level 9
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	B. Degree (NQF level 7)/ National Diploma (NQF level 6) in Public Administration, Management and Business Management. 3 years supervisory experience in monitoring and evaluation. Knowledge and Skills: Monitoring and evaluation Process. Reporting procedure. Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations. Upright. Mature and professional conduct. Tactful and diplomatic interpersonal style. Self-motivated and success driven. Dedicated and hard working. Innovative thinker. Creative flair. Trustworthy.
<u>DUTIES</u>	:	Provide monitoring services. Facilitate the development of a departmental balance score card/monitoring mechanism. Conduct proper monitoring of the implementation of departmental operational plan. Monitor and evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Coordinate development of monitoring indicator for project success. Monitor overall progress on achievement of results. Provide monitoring services. Facilitate the development of a departmental balance score card/monitoring mechanism. Conduct proper monitoring of the implementation of departmental operational plan. Monitor and evaluate departmental performance around the key provincial priorities and provide feedback to the strategic planning section. Coordinate development of monitoring indicator for project success. Monitor overall progress on achievement of results. Provide evaluation services. Develop Impact indicator for the project success. Assist in evaluating the overall progress on achieving of results. Evaluate impact of policies and strategies towards service delivery improvement. Conduct customer satisfaction surveys to evaluate departmental compliance with service standards. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. 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 daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/226</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC SUPPORT</u>
<u>SALARY</u>	:	R334, 545. – R 394,065. Per annum Level 9
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	An appropriate B. Degree/ National Diploma in Public Administration/ Business administration/ Business Management. 2 years' experience in strategic planning field. Knowledge and Skills: Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994.Public Service Regulations 2001.Public Finance Management Act, 1999.Treasury regulations.
<u>DUTIES</u>	:	Facilitate and coordinate operational and strategic planning processes. Facilitate the development of departmental strategic plan, annual performance plan and operational plans. Provide technical support in the compilation of strategic plan and submission to the HOD and MEC for verification and approval. Check alignment of the budget with strategic plan. Incorporate the departmental service delivery improvement plan into the strategic plan of the department. Facilitate printing and binding of departmental strategic plan. Coordinate the distribution of departmental strategic plan to the entire

departmental staff. Facilitate the development and implementation of service delivery improvement plans and initiatives. Facilitate conducting of situational analysis to identify service delivery challenges. Coordinate identification of key services to be prioritized for the service delivery improvement plan. Coordinate the development of service delivery improvement plan. Monitor implementation of the service delivery improvement plan. Develop a service delivery improvement plan implementation report and facilitate its submission to the Office of the Premier Liaise with line function programs to identify key services that needs to be prioritized for the Service Delivery Improvement. Facilitate, coordinate and support the implementation of priority programmes/projects. Facilitate identification of priority programs and projects. Provide support in aligning programmes and projects with strategic plan of the department. Facilitate reporting on implementation of priority programmes and projects. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. 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. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/227 : **ASSISTANT DIRECTOR: AIRPORT SAFETY MANAGER**
Re-advertisement

SALARY : R334 545. Per annum Level 9
CENTRE : Mthatha airport
REQUIREMENTS : A National Diploma/B. Degree in safety management 3 years supervisory experience in Airport Safety Management. A valid driver's license Knowledge and Skills: Civil Aviation Regulation Part 110 Cargo Regulation Part 108 Occupational Health and Safety. Public Service Regulations.

DUTIES : Implement airport safety Standards as per CAA requirements. Conduct safety inspections. Recommend safety interventions. Evaluate effectiveness of implemented safety measures and recommend areas for improvement. Conduct threat and risk assessments and enforce remedial action. Communicate with stakeholders and tenants around implementation of safety measures. Liaise with the Airport Manage about any identified security threats. Ensure good balance between business objectives and safety objectives. Develop and update annually safety program. Develop safety standard operating procedures for tenants. Conduct safety workshops with stakeholders and business fraternity. Manage the allocated resources of the Section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives 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 Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section. Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/228 : **ASSISTANT DIRECTOR: STRATEGIC SUPPORT**

SALARY : R334, 545. – R 394,065. Per annum Level 9
CENTRE : Head Office
REQUIREMENTS : A National Diploma/B. Degree in Public Administration/ Business Management. 3 years supervisory experience in strategic planning field. A valid drivers license. Knowledge and Skills: Strategic planning Processes.

		Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations
<u>DUTIES</u>	:	Facilitate and coordinate operational and strategic planning processes. Facilitate the development of departmental strategic plan, annual performance plan and operational plans. Provide technical support in the compilation of strategic plan and submission to the HOD and MEC for verification and approval. Check alignment of the budget with strategic plan. Incorporate the departmental service delivery improvement plan into the strategic plan of the department. Facilitate printing and binding of departmental strategic plan. Coordinate the distribution of departmental strategic plan to the entire departmental staff. Facilitate the development and implementation of service delivery improvement plans and initiatives. Facilitate conducting of situational analysis to identify service delivery challenges. Coordinate identification of key services to be prioritized for the service delivery improvement plan. Coordinate the development of service delivery improvement plan. Monitor implementation of the service delivery improvement plan. Develop a service delivery improvement plan implementation report and facilitate its submission to the Office of the Premier Liaise with line function programs to identify key services that needs to be prioritized for the Service Delivery Improvement. Facilitate, coordinate and support the implementation of priority programmes/projects. Facilitate identification of priority programs and projects. Provide support in aligning programmes and projects with strategic plan of the department. Facilitate reporting on implementation of priority programmes and projects. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. 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. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/229</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL SERVICES</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545. – R394 065. Per annum (Level 9) Head Office A National Diploma/ B. Degree in Accounting /Internal Auditing. 3 year relevant experience as level 8. Knowledge and Skills: Standards for the Professional practices of Internal Auditing. National and Provincial Treasury Regulatory Framework. Departmental service delivery principles. PSR, PFMA, PSA, PPPFA. Policies and Procedures. Procurement directives.
<u>DUTIES</u>	:	Conduct internal audit: Development of internal control strategy. Conduct inspection/ audits on departmental programs. Conduct investigation on cases of non-compliance with prescripts. Conduct walkthroughs to ensure controls are operating effectively. Implement prevention plan for avoidable fruitless and unauthorized expenditure. The effective liaison with external clients and suppliers. Provide administrative support to external auditors: Development of a 3 year internal control plan. Maintenance of irregular expenditure register. Maintenance of fruitless and wasteful expenditure register. Develop procedures and tools to monitor control environment. Coordinate /Liaison with A9 and Sais during audit assessment. Ongoing communication of internal control processes to all staff. Coordinate the departmental audit committee. Coordinate all information to be submitted to external auditors. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: 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 daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/230</u>	:	<u>ASSISTANT DIRECTOR: ROAD SAFETY EDUCATION (TRANSPORT SAFETY)</u>
<u>SALARY</u>	:	R334 454 per annum Level 9
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	(Grade 12) and an appropriate National Certificate in Road Safety Education/ Diploma or Degree in Education, Communication, Public Relations, Project Management and Social Science coupled with 5-6 years supervisory experience in Road Safety Education. A valid Code B driver's License. Knowledge and Skills: National Road Safety Strategy. Public Service Act/Regulations. Local government structuring. Marketing principles.
<u>DUTIES</u>	:	Alignment of road safety programs with the departmental strategy. Participate in the identification of road safety programmes. Liaise with traffic control to identify areas with high pedestrian fatalities. Coordinate implementation of road safety programs Participate in the establishment of road safety councils. Coordinate development of a schedule of meetings in conjunction with road safety councils. Coordinate the identification of schools for participation in road safety debate. Attend to applications for scholar patrol services. Coordinate road safety awareness programmes targeting rural farmers/stock owners. Market the driver of the year completion to public transport and heavy vehicles drivers to maximize participation. Participate in the development of road safety operational plan. Co-ordinate implementation of road safety projects Draft a clear programme for road safety in the National Arrive Alive Campaign. Liaise with other stakeholders around organising of Arrive Alive Campaign. Coordinate implementation of the programme during Arrive Alive Campaign. Facilitate acquisition of promotional material for road safety projects. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives 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. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub- Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/231</u>	:	<u>ASSISTANT DIRECTOR: ROAD SAFETY EDUCATION</u>
<u>SALARY</u>	:	R334, 545. – R 394,065. Per annum (Salary Level 9)
<u>CENTRE</u>	:	Alfred Nzo
<u>REQUIREMENTS</u>	:	(Grade 12) and an appropriate National Certificate in Road Safety Education/ Diploma or Degree in Education, Communication, Public Relations, Project Management and Social Science coupled with 5-6 years supervisory experience in Road Safety Education. A valid Code B driver's License. Knowledge and Skills: National Road Safety Strategy. Public Service Act/ Regulations. Local Government Structuring. Marketing Principles.
<u>DUTIES</u>	:	Alignment of road safety programs with the departmental strategy: Participate in the identification of road safety programmes for the district. Liaise with traffic control to identify areas with high pedestrian fatalities. Participate in the development of road safety operational plan. Effective implementation of road safety programs: Participate in the establishment of road safety councils. Develop a schedule of meetings in conjunction with road safety councils. Coordinate the identification of schools for participation in road safety debate. Attend to applications for school patrol services. Coordinate road safety awareness programmes targeting rural farmers/ stock owners. Market the driver of the year completion to public transport and heavy vehicles drivers maximize participation. Negotiate partnership with business fraternity around promotion of road safety in the district. Effective implementation of road safety

project: Draft clear programme for road safety in the National Arrive Alive Campaign. Liaise with other stakeholders around organizing of Arrive Alive Campaign. Coordinate implementation of the programme during Arrive Alive Campaign. Facilitate acquisition of promotional material for the project. Access impact of the project. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality/ quantity and timeliness. Resolve problems of motivation work in terms of quality/ quantity and timelines. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential and afford staff adequate training and development. Ensure timeously development of job description and implementation of Work Plans and Personal Development (PDP's) for all employees in the section. Manage daily employee performance assessment of all subordinate. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/232 : **SYSTEMS CONTROLLER: IT**
(One year fixed term contract)
Government Fleet management Service (GFMS)

SALARY : R334 545 per annum, plus 37% in lieu of benefits Level 09
CENTRE : East London.

REQUIREMENTS : Three year Tertiary Qualification in Information Technology with 3 years relevant experience of which one year should be at a supervisory level(level 7/8) in an IT environment. International recognised certificates such as A+, N+, ITIL, MCSA will be an added advantage. Knowledge and Skills: Knowledge in business systems planning, monitoring and review. Knowledge in Information Communication Technology systems, policies, procedures and processes. Knowledge and understanding of the Information Communication and Technology System areas such as Infrastructure, ICT solutions and Information Security.

DUTIES : Supervise user support services: Supervise 1st & 2nd line help desk services. Provide 3rd line support services. Supervise network installations, upgrades or enhancements and assist in evaluation of new products. Supervise and maintain ICT equipment register for upgrades/repairs. Manage the active directory. Provide business analysis services. Assist in the development/ review and implementation of ICT policies, plans, process flows and procedures. Conduct business and user needs analysis and provide solutions/ advice. Develop technical specifications for systems solutions. Provide server administration services. Perform file archiving and daily back up operations. Perform regular security monitoring to identify any possible intrusions. Manage server availability. Build/ rebuild servers and reconfigure services. Research and recommend innovative business process automation. Manage and maintain ICT assets. Administer the ICT asset verification with Supply Chain Management Unit to update the asset register. Develop, update and maintain ICT asset register. Manage area of responsibility. Document and maintain configuration procedures and LAN diagrams. Assess subordinates on the job competency as required by the job function. Identify, report and manage risks. Review work area's performance and make recommendations to improve the efficiency and effectiveness. Perform periodic performance reporting to support capacity planning. Ensure compliance with Supply Chain Policies and Procedures. Administer the provision and maintenance of the GFMS ICT infrastructure. Maintain adherence to the approved provincial ICT Infrastructure. Coordinate the installation and upgrading of local and Wide Area Network (LAN and WAN).

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/233 : **WAREHOUSE CONTROLLER: FLEET LOGISTICS MANAGEMENT: PORT ELIZABERTH GOVERNMENT GARAGE**
(Re advertisement and those who applied previously are advised not to apply)
(One year fixed term contract)
Government Fleet management Service (GFMS)

SALARY : R334 545 per annum, plus 37% in lieu of benefits (Level 09)
CENTRE : Port Elizabeth

<u>REQUIREMENTS</u>	:	Three year Tertiary Qualification in Commerce with 3 years' relevant work experience of which one (1) year must be in a Warehousing / Asset management / Fleet operations environment. Valid code 08 driver's license. Knowledge and Skills: Good communication skills. Team player. Self-management. Problem Solving and Decision Making. Computer Literacy.
<u>DUTIES</u>	:	Manage the receipt of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles).Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.).Manage the accessory suppliers. Manage the dispatching of vehicles to the different users. Stock reconciliation and reporting Manage the post delivery services and key management of all vehicles. Manage the allocated resources (Human, Financial, Facilities, Security services, etc.).
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/234</u>	:	<u>FLEET ANALYST: FLEET DEVELOPMENT & PROVISIONING</u> (Re advertisement and those who applied previously are advised not to apply) (One year fixed term contract) Government Fleet management Service (GFMS)
<u>SALARY</u>	:	R281 418-331 497 per annum, plus 37% in lieu of benefits (Level 08)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	Three year Tertiary Qualification in Accounting/Finance/Economics. At least 3 years working experience in developing financial projections, financial analysis & reporting and monitoring of projected information against actual. Knowledge and Skills: Creative thinking, Decision making, Communication, Problem analysis, Self-management and Team Membership. Must be able to use excel at an advanced level.
<u>DUTIES</u>	:	Analysis of performance of the maintenance and insurance funds, determining non-compliant vehicles. Maintenance of the Vehicle replacement fund information. Facilitating the development of the vehicle replacement projections and budget. Maintenance and updating of the pricing model. Assist in development of the rate card for the entity. Facilitating the disposal of defleeted vehicles. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/235</u>	:	<u>CHIEF PERSONNEL OFFICER: CONDITIONS OF SERVICES X2</u>
<u>SALARY</u>	:	R281, 418. – R 331, 497. Per annum Level 8
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A National Diploma/ B. Degree in Human Resource Management/ Public Administration. 3-5 years' experience in a Human Resource Management environment as well as PERSAL Knowledge. Knowledge and Skills: Job Knowledge, PERSAL System, Injury on duty claims (IOD's), S & T, Overtime and fuel calculation, HR Management Principles, Project Management Principles, Planning and Organising, PSA 1994, BCEA 75 of 1997, PFMA 1999, Skills: Communication skills, Interpersonal Relations, Flexibility, Team work, computer literacy, Planning and organizing.
<u>DUTIES</u>	:	Supervise and undertake the more complex implementation and maintenance of Human Resource Administration practices. Implement Conditions of Services and Service benefits (leave, housing, medical, injury on duty, long service, recognition, overtime, relocation, pension, allowances, etc). Approve transactions on PERSAL according to delegations. Ensure implementation of service termination. Capture service termination on PERSAL timeously. Implement and ensure pension benefits. Completion of withdrawal forms from pension. Calculation of leave gratuity. Implement leave of absence and incapacity leave and ill health retirement. Leave auditing on monthly basis and leave reconciliation. Supervise Human Resource staff. Allocate and ensure quality of work. Assess staff performance. Apply discipline.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458
<u>POST 50/236</u>	:	<u>CHIEF AIRPORT ELECTRICIAN: ARTISAN PRODUCTION GRADE C</u>
<u>SALARY</u>	:	R281 418. Per annum Level 8
<u>CENTRE</u>	:	Head Office

<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate. Valid driver's license. 5 years post qualification experience. Knowledge and Skills: Technical analysis knowledge. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing.
<u>DUTIES</u>	:	Implement electrical maintenance services Inspect electrical equipment and/or facilities for technical faults such as, papi lights, runway lights etc. Service electrical equipment and/or facilities according to schedule such as, stand by generator. Conduct quality assurance to all serviced and maintained equipment and/or facilities. Attend to heavy current electrical faults. Implement electrical repair services Repair electrical equipment and facilities according to set standards. Conduct tests to repaired electrical equipment and/or facilities against specifications. Implement electrical Inspection Services. Conduct inspections in all airport buildings to ensure that they meet electricity safety standards as prescribed by ACSA. Produce electrical equipment and facilities inspection report on monthly basis.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/237</u>	:	<u>PRINCIPAL PROVINCIAL INSPECTOR: TRANSPORT REGULATION</u> Re-advertisement
<u>SALARY CENTRE</u>	:	R281 418 – R331 497 per annum Level 8 (38/12) Amatole: 2 Fort Beaufort, (39/12) Joe Gqabi: 2 Aliwal North, 1 Steynsburg
<u>REQUIREMENTS</u>	:	Grade 12 Certificate or higher qualification. Basic Traffic Diploma. 6-10 years working experience I the field. Valid Driver's License- Code B. No criminal record. Knowledge and Skills: Knowledge in road traffic and public transport policies and regulations, Law enforcement knowledge in traffic and Public Transport., Vehicle, Inspections, Vehicle Impoundment, Completion of law enforcement documents. Conflict management, Report writing, Negotiation, Interpersonal relations, Communication, Facilitation, Computer literacy, Analysing, Conflict management, Presentation, Working in a team
<u>DUTIES</u>	:	Management and supervision of subordinates People management. Enforce Road Traffic Legislation. Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures. And attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers. Examine Drivers' Licenses and Motor Vehicles Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities Plan and execute stop and check of vehicles. Plan and promote visible traffic policing. Plan and participate in roadblocks and /or special law enforcement operations. Perform all administrative activities and related duties Completion and maintenance of daily administration, statistics, including the daily record keeping of official trips (logbooks). Check traffic official's financial reports on a monthly basis and submit financial claims on a monthly basis. Participate in the planning of other agencies' operations and coordinate traffic law enforcements resources and report back. Ensure optimal utilization of resources and alignment of activities enabling annual performance plan achievement. Inspections of official firearms. Submit written reports on accidents and answer representations on recorded offences within 5 days and in the process record and take statements. Assess road conditions Identification of Hazardous areas. Monitor traffic volumes. Participation in road safety programs. Development of pedestrian projects. Drafting of road conditions report of area. Attend meetings with other road agencies. Participate in the Spatial Development Framework process.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/238</u>	:	<u>ARTISAN FOREMAN GRADE A: FLEET MAINTENANCE</u>
<u>SALARY CENTRE</u>	:	R267 756 per annum (OSD) East London
<u>REQUIREMENTS</u>	:	Trade test certificate (Mechanical /Panel beating/Electrical) with 3 years' relevant experience in a technical workshop environment. Valid code 08

		driver's license is essential. Computer Literacy. Knowledge and Skills: Communication skills (verbal and non-verbal). Report Writing Skills. Computer Skills. Customer Care. Records Management.
<u>DUTIES</u>	:	Managing GFMS Suppliers- (authentication of supplier/merchant services).Administer Maintenance process (Provide specialist and technical design and advisory services). Administer Insurance processes.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/239</u>	:	<u>ADMINISTRATION OFFICER: TRANSPORT REGULATION (4 POSTS)</u> Re-advertisement
<u>SALARY CENTRE</u>	:	R226 611. Per annum Level 7 (46/12) 2 XSarah Baartman District: (47/12)1X Kenkelbos, (48/12)1X Grahamstown
<u>REQUIREMENTS</u>	:	B. Degree/ Diploma in Public Administration/Social Science. 3-5 years administration/ clerical experience. Knowledge and Skills: Procurement processes. Leave management process. S&T and overtime payment process. Financial Management processes. General administration processes, Traffman system. Traffic operations reports. LOGIS System. BAS System.
<u>DUTIES</u>	:	Render general administration support services Receive, consolidate and submit overtime and S&T claims from traffic stations to HRM for capturing and finance for payment. Monitor leave for the district transport regulation. Receiver and process requests from traffic stations for procurement of goods and services. Monitor expenditure and income for the component. Keep and maintain the incoming and outgoing document register of the component. Render tactical administration support services. Provide professional support in the development of the district traffic regulation business plan. Provide professional support in monitoring implementation of district traffic regulation business plan. Provide professional support in development of the district traffic regulation budget. Provide professional support in district traffic regulation statutory reporting including. Guide district traffic control In-year monitoring and consolidate associated reports. Coordinate submission of operational reports to head office Receive reports from traffic stations. Consolidate information from traffic stations and produce the following reports: NREP 10. NREP 5. NREP 7. NREP 8. Learner & Drivers' License Report. Facilitate submission of operational reports to head office.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/240</u>	:	<u>HRD PRACTITIONER: SKILLS PLANNING</u>
<u>SALARY CENTRE</u>	:	R226 611– R266 943. Per annum Level 7 Head Office (KWT)
<u>REQUIREMENTS</u>	:	A National Diploma/B. Degree in Human Resource Management & Development / Management of Training. Certificate in Skills Development / Compulsory induction program will be an added advantage. 3 years relevant experience as a Human Resource Development Entry Level Practitioner/ Clerk. Knowledge and Skills: National HRD strategy. HRD strategy for the Public Service. Departmental HRD policy PSR (Public Service Regulations). Batho Pele handbook. Project management principles. Performance management principles Meeting procedures. Report writing. Stakeholder and customer relationship management principles.
<u>DUTIES</u>	:	Coordinate the development of work place skills plan: Ensure that all work plan agreements that are submitted have a PDP. Identify training needs from PDPs submitted by sub directorates. Conduct district skills audit. Submit a comprehensive work place skills plan to head office after it has been looked at by the District Manager. Notify staff and their supervisors when they are nominated for a particular training course. Coordinate logistical arrangements for all staff identified for training. Facilitate filling in of pre course and post course forms by incumbents nominated for a particular course as well as their supervisors. Keep statistics of all staff trained in the district office. Implement departmental work place skills plan. Develop an annual training schedule. Notify directorates about the training schedule. Identify service providers for training of personnel. Notify departmental staff identified for training and ensure that their supervisors have signed the consent form. Coordinate training sessions. Maintain proper records of trained personnel. Liaise with supervisors to get feedback on the impact of trainings conducted. Prepare

monthly, quarterly and annual training reports. Facilitate Employee Departmental and compulsory induction programme. Identify newly appointed personnel. Draw induction program. Manage implementation of the induction program. Review induction program for improvement. Facilitate reporting post training for confirmation of Probation. Facilitate Implementation of ABET and TVET Training .Ensure recruitment and selection of internal employees without qualification for further training and development. Facilitate the payment of service providers. Ensure the tracking of defaulters to identify challenges. Facilitate the placement of the student for experiential learning within the department. Coordinate accessing of results and certification of Learners. People management: Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Provides leadership, organises and administers the work effort of assigned subordinates.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/241 : **CHIEF REGISTRY CLERK (ALFRED NZO)**
Re-advertisement

SALARY : R226, 611. – R 266,943. Per annum Level 7
REQUIREMENTS : A National Diploma/B. Degree in Human Resource Management. 3-5 experience in HRM registry/records management. Knowledge and Skills: Job Knowledge. Communication. Interpersonal Relations. Flexibility.

DUTIES : Supervise and provide registry counter services. Attend to clients .Handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Supervise the handling of incoming and outgoing correspondence. Supervise the reception and receive all mail. Supervise and sort, register and dispatch mail. Distribute notices on registry issues. Supervise and render an effective filing and record management service. Opening and close files according to the record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files. Ensure and complete index cards for all files. Supervise the operation and operate office machines in relation to the registry function. Open and maintain franking machine register. Frank post, record money and update register on a daily basis. Do spot checks on post to ensure that no private post are included. Lock post in postbag for messengers to deliver to Post Office. Open & maintain remittance register. Record all valuable articles as prescribed in remittance register. Hand delivers and signs over remittances to finance. Send wrong remittances back to sender via registered post and record reference number in register. Keep record daily of amount of letters franked. Supervise the processing and process documents for archiving and/disposal: Electronic scanning of files. Sort and package files for archives and distribution. Compile list of documents to be archived and submit to the supervisor. Keep records for archived documents. Supervise human resources/staff. Allocate and ensure quality of work. Personnel development. Assess staff performance. Apply discipline.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/242 : **ADMINISTRATIVE OFFICER: STRATEGIC PLANNING**

SALARY : R226 611. – R266 943. Per annum Level 7
CENTRE : Head Office
REQUIREMENTS : A National Diploma/ B. Degree in Public Administration/Business Administration/ Business Management. 1 year relevant experience in strategic planning environment. Knowledge and Skills: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

DUTIES : Render general Administration support services. Record, organise, store, capture and Retrieve. Correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative

support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component. Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/243 : **PERSONAL ASSISTANTS 7 POSTS**

SALARY CENTRE : R226 611. – R266 943. Per annum Level 7
: Head Office

REQUIREMENTS : Secretarial Diploma/ Office Management and Technology. 3-5 year experience in rendering a support service to Senior Management. Knowledge and Skills: Knowledge on the relevant legislation/ policies/ prescripts and procedures. Basic knowledge of financial administration. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Good telephone etiquette. Computer literacy. Sound organizational skills. Good people skills. High level of reliability. Written communication skills. Ability to act with tact and discretion. Ability to do research and analyze documents and situations. Good grooming and presentation. Self-management and motivation.

DUTIES : Provides a secretarial/ receptionist support service to the manager. Receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operates and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Records the engagements of the senior manager. Utilizes discretion to decide whether to accept/decline or refer to other employee's requests for meetings, based on the assessed importance and urgency of the matter. Coordinates with and sensitizes/ advises the manager regarding engagements. Compiles realistic schedules of appointments. Renders administrative support services. Ensures the effective flow of information and documents to and from the office of the manager. Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g.: Progress reports Monthly reports Management reports Scrutinizes routine submissions/ reports and make noted and/ or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Drafts documents as required. Does filling of documents for the manager and the unit where required. Collects, analyzes and collates information requested by the manager. Clarifies instructions and notes on behalf of the manager. Ensures that travel arrangements are well coordinated. Prioritize issues in the office of the manager. Manages the leave register and telephone accounts for the unit. Handles the procurement of standard items like stationery, refreshments etc. for the activities of the manager and the unit. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Provides support to manager regarding meetings: Scrutinizes documents to determine actions/ information/ other documents required for meetings. Collects and compiles all necessary documents for the manager to inform him/ her on the contents. Records minutes/ decisions and communicates to relevant role players, follow-up on progress made. Prepares briefing notes for the manager as required. Coordinates logistical arrangements for meetings when required. Supports the manager with the administration of the manager's budget: Collects and coordinates all the documents that relate to the manager's budget. Assists manager in determining funding requirements for purposes of MTEF submissions. Keeps record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consults with the manager

and compiles draft memos for this purpose. Compares the MTEF allocation with the requested budget and informs the manager of changes. Studies the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly. Remains up to date with regard to the prescripts/ policies and procedures applicable to his/ her work terrain to ensure efficient and effective support to the manager. Remains abreast with the procedures and processes that apply in the office of the manager.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458

POST 50/244 : **ADMIN OFFICER: MONITORING (4 POSTS)**
Re-advertisement

SALARY CENTRE REQUIREMENTS : R226 611. Per annum Level 7
Scholar Transport
A B. Degree/ National Diploma in Public Administration. 1-2 years' experience in the public administration/ Public Relations. Knowledge And Skills: Monitoring and evaluation processes. Conducting of Research. Report writing. Analysis of Raw Data. Computer hardware and software.

DUTIES : Monitor implementation of scholar transport programme Conduct regular checks to the terms and conditions of their contracts. Establish a working relationship with public transport inspectors and traffic officials to ensure that their learners are transported by road worthy and compliant vehicles Conduct kilometer verification per route to eliminate the risk of operators inflating kilometers. Verify with beneficiaries whether the service was rendered or not for all POD's submitted for payment. Liaise with learners and teachers to service they receive from the service provider. Identify and report any corruption and fraudulent activities conducted by scholar transport stakeholders. Produce monthly report on the state of scholar transport operations in the district and submit to head office. Evaluate impact of scholar transport. Invite comments from the scholar transport beneficiaries (learners, teachers and parents) to get their views about scholar transport. Liaise with school principals to establish the impact of scholar transport to the academic performance of those learners contracted to scholar transport. Evaluate the impact of scholar transport towards economic development within the district. Produce evaluation report for head office consideration.

ENQUIRIES : can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/245 : **STATE ACCOUNTANT**
Re-advertisement

SALARY CENTRE REQUIREMENTS : R226, 611. – R266, 943. Per annum Level 7
Head Office
B degree (NQF level 7 as recognized by SAQA)/ National Diploma (NQF level 6 as recognized by SAQA) in financial Management/ Cost and Management Accounting. 2 years relevant experience. Knowledge and Skills: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy.

DUTIES : Administer and coordinate cash flow management, which would include the following: Request Persal report on compensation of employees and expenditure report on goods and services. Submit request for funds from Treasury. Attend to electronic bank transfer rejections (EBT). Responsible for reconciliation exchequer releases. Management of departmental debtors. Responsible for clearing of suspense account, which would include the following: Responsible for inter departmental. Generate trial balance. Reports for analysis purposes. Identify accounts that needs attention. Preparation and verification of journals. Capturing of journals into the system. Filling of journals and payment vouchers. Preparation of bank reconciliation receivables /payables. Monitor trial balance and PMG account. Implement and control financial record management processes, which will include the following: Receive paid vouchers with payment stubs. Distribution of payment stubs to the beneficiaries. Verification of payment vouchers against payment stubs. Stamp and record paid vouchers per payment numbers. File and safekeeping according to payment numbers. Attending to audit queries. Perform administrative related functions, which would include the following: Contribute to the compilation of reports as required. Responsible for assets allocated to

	:	the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>ENQUIRIES</u>	:	
<u>POST 50/246</u>	:	<u>PROVINCIAL INSPECTORS: (35 POSTS)</u>
<u>SALARY CENTRE</u>	:	R183, 558. – R 216,216. Per annum (Level 6) Joe Gqabi- 6 Alfred Ndzo-4 OR Tambo- 21 Amatole- 4
<u>REQUIREMENTS</u>	:	Grade 12 Certificate, Basic Traffic Diploma. Valid Driving license at least a code B. One year practical experience in law enforcement. No criminal record. Knowledge and Skills: Knowledge in road traffic and public transport policies and regulations. Law enforcement knowledge in traffic and Public Transport. Vehicle Inspections. Vehicle Impoundment. Completion of law enforcement documents. Knowledge of Firearm & Ammunition Act 60/2000. Knowledge of Dangerous goods. Guidelines from Director of Public Prosecutions.
<u>DUTIES</u>	:	Enforce Road Traffic, Public Passenger and Transport Legislation Implement planned and approved traffic law enforcement activities. Ensure the free flow of traffic through point duty and traffic control at congested areas. Coordinate activities and safeguard accident scenes, identify and advise management on hazardous locations. Participate in traffic policing projects and speed testing operations. Issues notices and execute arrests under relevant Acts, directives and procedures and attend court proceedings and give evidence. Escort abnormal vehicles and loads to ensure the safe movement thereof and coordinate overload control management (includes goods and passengers). Examine Drivers' Licenses and Motor Vehicles. Conduct learner and driver license tests. Conduct vehicle road worthy tests. Provide visible Traffic Control/Policing and promote /ensure crime prevention activities. Assist in planning visible traffic policing by providing assistance to motorists and executing escort duties. Participate in roadblocks and/or special law enforcement operations. Patrolling of roads in dedicated area and warn motorists at hazardous locations (i.e. damaged roads surfaces, breakdown of vehicles). Perform all administrative activities and related duties. Maintain effective administrative procedures. Compliance with the Firearm and Ammunition Act 60/2000. Compliance with activities as outlined in the operational plans. Participate in Human Resource Development Programs. Promote effective and efficient service delivery to clients. Maintain professional corporate image of Directorate: Traffic Law Enforcement.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/247</u>	:	<u>FIREMAN: FIRE, RESCUE & APRON SERVICES (5 POSTS)</u> Re-advertisement
<u>SALARY CENTRE</u>	:	R152 862. Per annum Level 5 Mthatha Airport
<u>REQUIREMENTS</u>	:	Grade 12 with appropriate fire-fighting and emergency care certificate. 2 year's relevant experience. Valid driver's license. Knowledge and Skills: Fire Fighting. First Aid. Safety on Fire, Rescue and Apron Services Act Planning and Organizing. Computer Application.
<u>DUTIES</u>	:	Prevention and combating of a fire. Render fire prevention duties. Ensure compliance with fire prevention regulations. Perform administrative tasks relating to fire fighting. Maintain firefighting equipment. Conduct public awareness workshops on fire preventions. Provision of rescue services. Check thoroughly rescues equipment on daily basis. Recommend rescue equipment of service to ensure that they are in good working order. Participate in simulated emergency situations on regular basis to get ready for any emergency. Inspection of Runaway and Apron Check foreign objects on the run-away. Inspect safety of the run-away. Check safety of aircraft when landing or checking off. Marshaling of aircraft. Conduct standbys on aircraft refueling. Attendance to fuel spillages. Allocate parking bays and Marshall Aircrafts to their respective bays.
<u>ENQUIRIES</u>	:	Can be directed to Mr Ngcobo/ Ms Mekula 043 604 7400 Ext 7455/ 7458.

<u>POST 50/248</u>	:	<u>DATA CAPTURER: SCHOLAR TRANSPORT: FINANCE (2 POSTS)</u>
<u>SALARY</u>	:	R152 862- R 180 063 per annum Level 5
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	Grade 12 with relevant post matric certificate in computer Operation/practice. 1-2 years relevant experience in data capturing. Knowledge and Skills: Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms and back-up system.
<u>DUTIES</u>	:	Prepare & maintain registers for registering the receipt of data return sheets. Check data return sheets for completeness and prepare for capturing. Capture data into computer from source document. Prepare weekly, monthly and quarterly report of scholar transport data. File data return sheets & printouts as required.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/249</u>	:	<u>GARAGES ADMINISTRATION CLERK: FLEET LOGISTICS MANAGEMENT X 2 (PE AND MTHATHA GOVERNMENT)</u> (One year fixed term contract) Government Fleet management Service (GFMS)
<u>SALARY</u>	:	R152 862 per annum, plus 37% in lieu of benefits Level 05
<u>CENTRE</u>	:	PE and Mthatha
<u>REQUIREMENTS</u>	:	Three year Tertiary Qualification in Commerce with 2 years' experience of which one (1) year must be in a warehousing/fleet environment. Valid code 08 driver's license is essential. Knowledge and Skills: Good communication skills. Team player. Self-management. Problem Solving and Decision Making. Computer Literacy. Driving skills
<u>DUTIES</u>	:	Receiving of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Coordinate and monitor the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Dispatching of vehicles to the different users. Stock reconciliation and reporting. Manage the post delivery services and key management of all vehicles.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/250</u>	:	<u>ADMINISTRATION CLERK: FLEET MAINTENANCE</u> (One year fixed term contract) Government Fleet management Service (GFMS)
<u>SALARY</u>	:	R152 862 per annum, plus 37% in lieu of benefits (Level 05)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	Three year Tertiary Qualification in Commerce with 2 years' relevant working experience in fleet operations environment. Computer literacy- Advanced Microsoft Excel/ Word and Power Point skills. Knowledge and Skills: Good communication skills. Telephone etiquette. Good self- management. Detail orientation and team work. Decision making.
<u>DUTIES</u>	:	Provide clerical support services with fleet maintenance and repair authorization. Receive and capture all authorization requests from the service provider. Provide clerical support services with the provisioning of fleet maintenance and repair services. Co-ordinate the signing of all authorisations and file on daily basis. Reconcile the work done the previous day against the actual signed off authorisations. Booking vehicle services and follow ups on vehicles at merchants. Compile daily, weekly and monthly reports. Categorise the work done and record vehicles that are down with the information from merchants and districts. Maintain active fleet register. Administer and provide administrative support to Head Office and district staff when necessary. Split MM/ FML authorized and record daily for cost recovery at the end of the month. Liaise on behalf of the supervisor with internal and external stakeholders with the objective of sourcing and securing supporting documentation.
<u>ENQUIRIES</u>	:	Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.
<u>POST 50/251</u>	:	<u>DRIVER/ MESSENGER 2X POSTS</u>
<u>SALARY</u>	:	R107, 886. – R 127,086. Per annum Level 3
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Grade 10 qualification. Driving License. Professional Driving Permit. 7 to 12 months driving experience. Knowledge and Skills: Working procedures in

respect of own work environment. Driving skills. Communication skills. Time management.

DUTIES : Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs books with regard to the vehicle and the goods handled. Render a clerical support/ messenger service in the relevant office. This would, inter alia, entail the following: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458.

POST 50/252 : **GENERAL ASSISTANT 2X POSTS**

SALARY : R90 234– R 106,290. Per annum Level 2
CENTRE : Head Office
REQUIREMENTS : ABET. No experience required. Knowledge and Skills: Basic knowledge of work procedures in terms of the working environment.

DUTIES : Perform general work assistance. Load and off-load furniture and any other goods to relevant destination. Clean government vehicles. Clean relevant work station.

ENQUIRIES : Can be directed to Mr. Ngcobo/ Ms. Mekula 043 604 7400 Ext 7455/ 7458