

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

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

- APPLICATIONS** : Should be directed to Eastern Cape Department of Education, Private Bag X 0032, Bisho 5605; or Hand deliveries at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha.
- FOR ATTENTION** : Mrs. NT Sipahlanga
- CLOSING DATE** : 02 March 2018.
- NOTE** : 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_Z83 which must be fully completed and signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally SAPS 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. All SMS appointments are subject to a competency assessment. 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). **NB: It is the departments objective to achieve equitable representation across race and gender. Females and Disabled persons are strongly encouraged to apply to SMS positions**

MANAGEMENT ECHELON

- POST 07/38** : **DEPUTY DIRECTOR-GENERAL: EDUCATION PLANNING, EVALUATION AND MONITORING REF NO EDU 01/02/2018**
- SALARY** : R1 299 501 – R1 463 892 per annum (Level 15)
- CENTRE** : Head Office – Zwelitsha
- REQUIREMENTS** : A post graduate qualification at NQF level 8 in education planning, human resource management or related fields. 8 to 10 years' relevant experience in human capital or corporate management domains at senior management level. Proven management experience in Education/ Curriculum management and Teacher Development. General knowledge of the strategic management of corporate management functions such as legal advisory services, information technology, corporate communication, etc. Proficiency in the application of the MS Office Package (Word, Power Point and Excel). Project Management Methodologies (Prince 2 or others). Valid Drivers' License. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem Solving and Analysis. Client Orientation and Customer Focus. Communication. Technical Competencies: Relevant legislative frameworks. Departmental policies and procedures. Performance Reporting. Human Resource Planning. Business Process Reengineering.

DUTIES : Support the head of department and executive managers with the development of the departmental Strategic Plan and annual performance plans, the monitoring of the performance thereof and reporting thereon. Provide technical support to the Accounting Officer ensuring compliance with his/her responsibilities as defined in the Public Service Act, 1994, the Employment of Educators Act, 1998 and the Public Finance Management Act, 1999 to ensure the effective, efficient and economical utilization of the department's human capital and knowledge/information/technology management infrastructure resources. Strategically direct infrastructure development and maintenance processes to ensure the provisioning of education to learners in a safe and fit-for-purpose environment standards. Account for the effective, efficient and economical performance of the departmental human resource management and staff utilisation systems. Manage and account for the development and implementation of the Department's Information Technology Master Plan and the roll-out of educational IT solutions. Manage and account for the provisioning of corporate legal services. Strategically manage and direct processes to ensure the effective, economical and efficient utilisation of departmental human capital and physical resources inclusive of formulating creative solutions to enhance cost effectiveness in the delivery of services. Manage the development of the Branch's Risk Register and ensure implementation of its risk mitigation strategies and strengthening of the control environment. Provide technical advice to the head of department pertaining to strategic, and physical resource utilization matters. Represent the strategic intent of the Department in the technical structures of HEADCOM, the DPSA, provincial planning forums as well as stakeholder engagement and bargaining structures. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Branch, inclusive of the development staff.

ENQUIRIES : Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 07/39 : **DIRECTOR ECD: EARLY CHILDHOOD DEVELOPMENT REF NO EDU 02/02/2018**

SALARY : R948 174. – R1 116 918. per Annum (Level 13)

CENTRE : Head Office - Zwelitsha

REQUIREMENTS : An appropriate, recognised NQF Level 7 qualification in education or related field, and a minimum of 5 years' experience at middle management level in the field. Good knowledge of relevant Education Legislation, Regulations and Acts, and knowledge and understanding of White Paper on Early Childhood Education. A relevant post-graduate qualification will be an added advantage. Proven management skills in education management or equivalent. Ability to communicate effectively with all internal and external stakeholders. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies. Report writing skills, presentation, negotiation, operational systems development, conflict and project management skills. A sound & extensive knowledge and understanding of local and global trends in Governance, Training and Development practices within Public Ordinary Schools. An understanding of Data & Knowledge Management, Monitoring and Evaluation processes. Knowledge of: Admission Processes, data analysis, Matrix Management, People and Financial Management. Computer skills in Ms-office: Word, Excel, Access, PowerPoint and Outlook and Internet. A valid driver's license.

DUTIES : To coordinate and support the development of institutions to facilitate improvement of learner's educational experience in the GET/ECD Band. Coordinating the effective functioning of schools in the GET/ECD band and integrated ECD service throughout the province. Building effective democratic and accessible schools for learners. Ensuring functional schools within GET/ECD sector. Develop and implement a funding strategy for GET/ECD band. Ensuring the implementation of all national policies in education. Monitor the implementation of policy, planning and evaluation of all activities. Establish a procurement plan and ensure timeous deployment of all capital infrastructure as well as capital equipment, materials and consumables. Develop an ECD training framework for Grade R and Pre – Grade R Practitioners, including Pre – Service and In – Service Programmes. Quality assure the training of ECD Practitioners. Manage the development and

implementation of policies and procedures. Implement, monitor and maintain ECDoE policies and procedures and ensure alignment with operations policy and statutory policy. Manage all resources of the directorate as per the relevant Public Service Acts and policies.

ENQUIRIES : Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

OTHER POSTS

POST 07/40 : **SENIOR LEGAL ADMINISTRATION OFFICER MR5 REF NO EDU 03/02/2018**

SALARY : R420 909. – R1 023 054. (OSD)
CENTRE : Head Office – Educational Leadership Institute (East London)
REQUIREMENTS : An LLB. At least 8 years appropriate post qualification advisory / litigation experience. Admission as an Attorney / Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law and Labour Law will be an added advantage. A valid code 08 driver's license is essential

DUTIES : To render legal advisory services to the Department of Education (Eastern Cape Province) related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislation services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/justifiable outcome [result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Unit.

ENQUIRIES : Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 07/41 : **ADMIN OFFICER: ARCHIVING AND WAREHOUSING REF NO EDU 04/02/2018**

SALARY : R226 611 – 266 943 per annum (Level 07)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : NQF 6 (360 credits) in Public Administration or relevant qualification with 2 years' relevant asset management experience or Grade 12 with 5 years relevant asset management experience. Computer literate with advanced knowledge of Ms Word, Ms Excel and Ms Powerpoint. Knowledge of asset management with regards to LOGIS system will be an added advantage. Personal Attributes: Hard-worker, self-motivated, team player and a team leader, positive attitude, willingness to learn, good customer service / people's relation skills. Ability to work under pressure

DUTIES : To undertake the stock taking, verification, capturing and reporting on assets, disposals, additions, donations and loss control. To identify asset misclassification and prepare corrective journals. Updating and monitoring asset register. To prepare monthly asset reconciliations and assist in the compilation of interim and annual financial statements with regard to asset management disclosure notes and reports. Rendering of support to District Offices, staff management. To supervise the asset management administrative team.

ENQUIRIES : Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 07/42 : **PROVISIONING ADMIN OFFICER: AUXILIARY SUPPORT REF NO EDU 05/02/2018 (3 POSTS)**

SALARY : R226 611-R266 943 (Level 07)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : NQF 6 (360 credits) in Public Administration or relevant qualification with 2 year's auxiliary or fleet management experience or Grade 12 with 5 years relevant

		auxiliary or fleet management experience. Experience in managing departmental accounts such as telephone account, electricity account, cellphone accounts and other auxiliary services such as cleaning, gardening and security services. Good interpersonal skills, organizing skills and Time management & Leadership skills, computer literacy. Good communication skill both verbally and written. Good supervisory skills. Personal Attributes: Hard-worker, self-motivated, team player and a team leader, positive attitude, willingness to learn, good customer service / people's relation skills, ability to work under pressure
<u>DUTIES</u>	:	Supervise the daily activities of the Cleaners and the General Assistants. Compile a substitution roster in case of sick/absent officials. Conduct random inspections of all areas allocated to the Support staff to monitor the cleanliness of the building. Monitoring adherence to cleaning procedures for officials randomly on a weekly basis. Compile a weekly report for inspections. Ensure that the procured Stock and equipment is well managed and distributed. Complete and update the inventory monthly. Ensure compliance to Occupational Health and Safety policy and procedures and provide feedback thereof. Waste Paper Management. Daily management of the attendance register. Registry And Photocopying Machine Management, Ensure that the meter readings are captured and verified on a monthly basis. Ensure that the service provider invoices are paid monthly, and they correspond with the meter readings captured. Compile weekly, monthly and quarterly reports. Compile the Operational and Procurement Plan for the unit. Control and monitor support services budget. Ensure that budget is spent according to the Operational and Procurement plan. Ensure that requisition forms are completed and track the progress of the procured material weekly.
<u>ENQUIRIES</u>	:	Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).
<u>POST 07/43</u>	:	<u>PROVISIONING ADMIN OFFICER: FLEET MANAGEMENT SERVICES REF NO EDU 06/02/2018 (2 POSTS)</u>
<u>SALARY</u>	:	R226 611-R266 943 (Level 07)
<u>CENTRE</u>	:	Head Office – Zwelitsha
<u>REQUIREMENTS</u>	:	NQF 6 (360 credits) in Public Administration or relevant qualification with 2 years fleet management experience or Grade 12 with 5 years relevant fleet management experience. Knowledge of PFMA, Treasury Regulations, Procurement Procedures and OHS. Good managerial skills, good interpersonal skills, organizing skills and Time management & Leadership skills, computer literacy. Good communication skill both verbally and written. Ability to lead, work in a team as well as alone, ability to work under pressure and meet the deadline. Personal Attributes: Hard-worker, self-motivated, team player and a team leader, positive attitude, willingness to learn, good customer service / people's relation skills, ability to work under pressure.
<u>DUTIES</u>	:	Conduct inspections of all vehicles on issue and return of vehicles. Monitoring adherence to fleet management policy and procedures. Ensure and mitigate misuse and abuse of departmental vehicles. Facilitate subsidy applications for qualifying officials. Management the fleet management invoices and ensure all received invoices are paid within 30 days. Management and monitor the vehicle tracking system and report on all incidents of misuse. Facilitate and assist in the management of loss or accidents reports. Conduct monthly meetings with the unit officials and or district officials. Provide feedback regarding problem resolutions. Daily management of departmental fleet. Conduct physical verification of vehicles as required by policy. Ensure that the service provider invoices are paid monthly. Compile weekly, monthly and quarterly reports. Control and monitor support services budget. Ensure that budget is spent according to the Operational and Procurement plan. Ensure that trip authorization forms are completed prior to the issuing of vehicles.
<u>ENQUIRIES</u>	:	Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 07/44 : **HR CLERKS: PERSAL RESTORATION AND CAPPED LEAVE AUDIT X 18 REF NO EDU 07/02/2018 (ONE YEAR CONTRACT)**
Re-Advertisement

SALARY : R142 461 180 063 per annum (Level 05)
CENTRE : East London.
REQUIREMENTS : Grade 12 or equivalent with 3 – 5 years' experience Human resource administration work required. A NQF 6 (360 credits) in HRM will be added advantage. Must be computer literate. Experience in working on PERSAL. Knowledge and understanding of records management and archives policies, procedures and regulations. Knowledge and understanding of leave management. Skills and competencies: excellent communication (verbal and written), interpersonal skills, security consciousness/awareness, ability to work under pressure, accuracy and attention to detail. A valid driver's license will be a recommendation.

DUTIES : Calculating and auditing of capped leave credits; Identification of problem cases and escalation to relevant officials; Maintaining an electronic and physical registry; Maintaining personnel records in terms of the National Minimum Information Requirements (NMIR); Retrieval and evaluation of electronic personnel records;
ENQUIRIES : Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 07/45 : **MESSENGER/ DRIVER – FLEET MANAGEMENT REF NO EDU 08/02/2018**

SALARY : R107 886. – R127 086. per Annum (Level 3)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : Grade 10 qualification with 7-12 months relevant experience, Code 8 valid Driver's License, Knowledge of the city (ies) in which the functions will be performed. Knowledge of the procedures to perform messenger functions and routine office support functions like registry functions and the making of photocopies. Knowledge of the procedures to operate the motor vehicle e.g procedures to obtain trip authorities, complete the logbooks of the motor vehicle, to obtain consumables (e.g. petrol) and obtain basic services (e.g. fixing a flat tyre). Knowledge of the prescripts for the correct utilisation of the motor vehicle e.g. how and for what purposes can the motor vehicle be utilised, what is the requirements for the storage of the vehicle. Knowledge of the procedures to ensure that the motor vehicle is maintained properly.

DUTIES : Deliver and fetch correspondence. Transporting of personnel and guests. Fueling the vehicles. Driving for officials to other departments, Airport, workshops, meetings etc. Collecting mail from the Post Office. Management of the log book, preparing accident and incident reports as necessary. Assisting passengers and handicap guest in and out of the vehicle, Keep the assigned vehicle (s) clean inside and outside. Assist with any other tasks that may be assigned to you from time to time.

ENQUIRIES : Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

DEPARTMENT OF HEALTH

CLOSING DATE : 02 March 2018
NOTE : Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified in the past 03 months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the dept. of Health within three (3) months of the closing date of the advertisement, please accept that your application was

unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

APPLICATIONS

- : Applications directed to the addresses as indicated below or Hand Delivered as indicated below:
- Post to: Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office, Old Department of Education Office, Global Life Building, Independence Avenue, Bhisho, 5605.
- Post to: Human Resource Office, P/Bag X0038, Bhisho Hospital, Bhisho 5605 or Hand delivery Human Resource Office, Bhisho Hospital, Komga Road, Tel No: 040 635 2950/5.
- Post to: Human Resource Office, Frere Hospital, Private bag X9047, East London, 5200 Enquiries: Ms N Mthitshana Tel No 043 709 2487/2532.
- Post to: Human Resource Office, Madzikane Ka Zulu Hospital, Private Bag X 9002, Mount Frere, 5090. Enquiries Mr P Sigola Tel No 039 255 8204.
- Post to: Human Resource Office, Bambisana Hospital P/Bag X1046, Lusikisiki, 4820 or Hand deliver to: HR Office, Bambisana Hospital, Goqwana A/A, Lusikisiki, 4820, Enquiries Mr S Mahlangu –Tel No: 039 253 7262/0835860659.
- Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 Enquiries: Ms Solwandle – Tel: 082 420 7172.
- Post to: HR Office Mthatha Regional Hospital Private Bag x 5014 Mthatha 5099 or hand deliver to: HR Office, Mthatha Regional Hospital 71 Nelson Mandela Hospital Enquiries: Ms Mkhosi Tel No 047 502 4143/4008.
- Post to: Human Resource Office, St Elizabeth Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr M Nozaza Tel No 039 253 5012.
- Post to: Human Resource Office, All Saints Hospital, Private Bag X 215 All Engcobo, 5605 or Hand Delivered to All Saints Hospital, Engcobo. Enquiries: Ms N. Matala Tel No 047 5480022.
- Post to: Human Resource Office, Elliot Hospital, PO Box 523 Elliot, 5460 or Hand deliver to Elliot Hospital, Maclear road, Elliot, 5460 Enquiries: Ms NB Puza Tel No 045 931 1321
- Post to: Human Resource Office, Inxuba Yethemba Sub-District, Private bag X90, Cradock, 5880. Enquires: Ms G.O Van Heerden Tel No 048 881 2921.
- Post to: Human Resource Office, Lukhanji Sub District (Ilinge), Private bag x 1, Queenstown, 5320. Enquiries: Ms M Tweni – Tel No: 045 807 8908.
- Post to: Human Resource, Recruitment Office, Intsika Yethu Sub-District, Private bag X 1250, Cofimvaba, 5380. Enquiries: Ms A Mabentsela – Tel No 047 874 0079.
- Post to: Livingstone Tertiary Hospital, The Human Resource Manager, Recruitment Section, Private Bag x Korsten, Korsten, 6014 or Hand deliver to Nurses Home, 2nd Floor, Standford Road, and Korsten Port Elizabeth.
- Post to: Human Resource Office, Cala Hospital, Private bag X 516, CALA, 5455 or hand delivery to Drully Lane Street, Cala, 5455. Enquires: Ms Z Sentile – Tel no 047 874 8000. 1122
- Post to: Human Resource Office, Komga Hospital, P.O Box 33, KOMGA, 4950 or hand deliver to: Komga Hospital Victoria Road, Komga, 4950, Enquiries: Ms T Lali Tel No 043 831 1013.

OTHER POSTS

POST 07/46 : **OFFICE MANAGER: OFFICE OF THE FINANCIAL OFFICER - REF NO. ECHEALTH/OMS/HO/02/02/2018**

SALARY : R657 558 – R774 576 per annum (Level 11)
CENTRE : Bhisho, Head Office
REQUIREMENTS : National Diploma/Degree in Office Management or relevant qualification with three to five years' management experience in the related field. Degree in Finance (NQF

level 7) will be an added advantage. Excellent understanding of records management. Knowledge of interpreting and implementing government Acts, Legislative framework, Policies and Regulations. Ability of practical approach and of working independently. Understanding of the Mandate of the Branch: Financial Management. Coordination, organizing and Project Management skills. Good people relations or public relations skills. Good understanding of the Budgetary processes, SCM processes and Finance related processes. Good communication skills, Ability to write reports and keep records, computer skills. A valid driver's license.

DUTIES : Provide strategic leadership and plays an oversight role in the activities of the Chief Financial Officer's Office. Manage and coordinate administrative activities or tasks. Manage the Manager's and that of the chief directorate diary and year planner. Manage, organize, distribute and track correspondence of the chief directorate. Organize the Chief Financial Officer's office environment. Maintain manager's filing system. Ensure safe and secured confidential documentation. Respond to and manage correspondence/invitations on behalf of the chief directorate. Monitor effective utilization of human, financial and physical resource in the Chief Financial Officer's office. Manage and Coordinate procurement, tracking of payments, budgetary processes and consolidation of the IYM variance reporting of the branch. Coordinate Planning process, leave management and general office administration of the Chief Financial Officer. Coordinate and consolidate all reporting requirements of the branch. Participation and assist in the organization of the chief directorate's events, meetings and other statutory bodies' gatherings. Any other duties as may be assigned from time to time by the Chief Financial Officer.

ENQUIRIES : Mr S Kaye Tel No 040 608 1227/1228

POST 07/47 : **CHIEF ARTISAN GRADE A (PLUMBER) REF NO. ECHEALTH/LTH/CAP/02/02/2018**

SALARY : R343 329 – R392 547 per annum (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : A Trade Test Certificate in Plumbing. Ten years post qualification experience required as an Artisan/Artisan Foreman, in all aspects of plumbing installations and repairs. Valid driver's licence. Additional requirements that will serve as a recommendation: General building maintenance experience in the hospital environment. Underground Water reticulation. Knowledge of fire protection systems. Supervisory Skills. Leadership abilities. Good communication, facilitation and team building skills. Managerial and financial management skills. Computer skills. Sound knowledge of Human Resource Management. The ability to read building plans. Knowledge of the occupational health and safety act.

DUTIES : To do all plumbing maintenance requirements and installations in the hospital. Ordering and managing material related to plumbing and / or building trade. Ensure a safe working environment as according to OSH Act. Monitor and enhance the development of the General Assistants.

ENQUIRIES : Mr. E Gouws Tel No 083 378 1986

POST 07/48 : **IT TECHNICIAN REF NO. ECHEALTH/ITT/FH/02/02/2018**

SALARY : R226 611- R266 943 per annum (Level 7)
CENTRE : Buffalo City Metro, Frere Hospital
REQUIREMENTS : National Diploma/Degree in Information Technology like A+, N+, MCSE coupled with at least 4 years working experience in this field. Technical knowledge and experience of the following is strongly recommended: Routers, hubs, switches, network protocols as well as knowledge and experience in supporting Microsoft/Linux environments. Sound knowledge supporting governmental transversal systems namely BAS, Persal and Logis will be an added benefit. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver license.

DUTIES : The successful candidate will be responsible for Installation, configuration and support of network servers, computer equipment and computer applications.

	:	Repair of computer equipment like servers, PC'S and printers. Rendering backup services, Render support service to users. Manage IT Resources, Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones. Provide support on patient management systems, transversal systems etc.
<u>ENQUIRIES</u>	:	Ms N Mthitshana Tel No 043 709 2487/2532.
<u>POST 07/49</u>	:	<u>LOGISTIC SUPPORT OFFICER REF NO. ECHEALTH/LSO/MAKZH/02/02/2018</u>
<u>SALARY</u>	:	R226 611 – R266 943 per annum (Level 7)
<u>CENTRE</u>	:	Alfred Nzo District, Madzikane Ka Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with 10 years' experience or Degree/National Diploma in Financial Management/Supply Chain Management or relevant qualification with 0-2 years' experience. Computer Skills, Presentation and report writing skills. Sound knowledge of Contract Management Guidelines, Public Finance Management Act, Treasury Regulations. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Valid driver's license.
<u>DUTIES</u>	:	Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do Monthly Contract Management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report and verify and update contract register. Maintaining lease agreement.
<u>ENQUIRIES</u>	:	Mr P Sigola Tel No 039 255 8204
<u>POST 07/50</u>	:	<u>SENIOR LAUNDRY SUPERVISOR REF NO.ECHEALTH/LTH/SLSUP/02/02/2018</u>
<u>SALARY</u>	:	R152 862 – R180 063 per annum (Level 5)
<u>CENTRE</u>	:	Nelson Mandela Metro, Livingstone Tertiary Hospital
<u>REQUIREMENTS</u>	:	Grade 12 plus 3 year's relevant experience in Laundry in the Public Sector. Knowledge of basic health and safety measures. Knowledge of Laundry Operation and procedures. Planning and organising training and development. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team. Good labour relations and conflict management and resolution skills. Knowledge of Human resource and finance management prescripts regarding management of staff and other resources. Must be able to work shifts, week-ends and public holidays.
<u>DUTIES</u>	:	To manage laundry services and laundry related work in a health institution hereby contributing towards optimal health care. Plan and organise housekeeping operations. Set and record performance measures and standards for the unit functions. Identify training shortcoming of subordinates and arrange necessary skills development. Monitor and manage financial expenditure relating to services rendered by housekeeping. Develop and maintain an inventory control system. Evaluate levels of service delivery and institute corrective action where required. Provide regular feedback to health institution management. Identify alternative methods of service delivery and continuously stimulate the minds of subordinates to innovation and creativity.
<u>ENQUIRIES</u>	:	Mr M. Gqotana Tel no 083 378 1482
<u>POST 07/51</u>	:	<u>OPD CLERK REF NO. ECHEALTH/OPDC/FTH/02/02/2018</u>
<u>SALARY</u>	:	R152 862 – R180 063 per annum (Level 5)
<u>CENTRE</u>	:	Amathole District, Komga Hospital
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification with 2-5 years' experience. Numeracy, Planning & Organizing, Computer literacy. Good communication, verbal and writing Skills. Interpersonal skills and the ability to function well within a team. Problem solving skills. Decision making skills.
<u>DUTIES</u>	:	Perform frontline functions such as admitting, making appointments and redirecting of patients. Promote communication with patients in the execution of the functions described. Provide general management of general office area also

assist with management of ward budget, through processing accounts for payment, management of telephone system and accounts, controls expenditure and monitors budget level and keep unit Manager informed Opening and maintaining of necessary patient records for in patients. Filing of medical records, Provide secretarial functions for ward staff meetings, taking of minutes and disseminates minutes. Provide administration support service, verbal and written communication with all levels of medical personnel .Keeping accurate records for statistical data. Assist ward staff by sourcing relevant information.

ENQUIRIES :

Ms T Lali Tel no 043 831 1013

POST 07/52 :

HOUSEKEEPING SUPERVISOR REF NO. ECHEALTH/HKS/ BH/02/02/2018

SALARY :
CENTRE :
REQUIREMENTS :

R127 851 – R150 606 per annum (Level 4)
 OR Tambo District, Bambisana Hospital
 Grade 12 with 3-5 years' work related experience required. Knowledge of general work, housekeeping and cleaning services. Communication and decision making skills. Work shifts including weekends and public holidays. Be able to work as a team. Provide leadership.

DUTIES :

Supervise and provide cleaning services: Develop work schedules and allocation lists (Duty rooster). Allocate work to general assistants and cleaners. Guide the provision of general work and related work in all the designated areas in the ward such as ward bed-side, doctor's room, change room , toilet. Physically leads and provide general work, housekeeping and cleaning service in all designated areas in the ward including monitoring, sweeping, mopping, stripping and polishing of all floors of the designated areas in the ward. Guide and clean all items such as windows, walls, basins, sinks, lockers and pans. Provide routine general work, housekeeping, and cleaning and compliance services: Check compliance on hygiene and infection control in the provision of general work and relates services in the ward. Monitor and facilitate removal and hanging of screens and curtains. Court, record, pack and store ward linen. Issue ward linen to and from the ward. Set food trolley and dish food to patients. Monitor and clean ward kitchen items and utensils. Provide routine maintenance services: Routinely check proper care and maintenance of general work, housekeeping and cleaning equipment. Monitor storage and safeguarding of cleaning material and equipment. Monitor and facilitate routine maintenance and repair of electrical or mechanical malfunctioning of cleaning machines and other related equipment. Periodically check stock levels and place order for general, housekeeping and cleaning services in the ward.

ENQUIRIES :

Mr S Mahlangeni Tel no 039 253 7262/0835860659

POST 07/53 :

LAUNDRY SUPERVISOR REF NO. ECHEALTH/LS/CH/02/02/2018

SALARY :
CENTRE :
REQUIREMENTS :

R127 851 – R150 606 per annum (Level 4)
 Chris Hani, Cala Hospital
 Grade 12 with 2-3 year's relevant experience in the Public Sector. Knowledge of basic health and safety measures. Knowledge of Laundry Operation and procedures. Planning and organising training and development. Ability to work under pressure. Good communication skills. Good interpersonal relations and must be able to work with a team.

DUTIES :

To manage laundry services and laundry related work in a health institution hereby contributing towards optimal health care. Plan and organise housekeeping operations. Set and record performance measures and standards for the unit functions. Identify training shortcoming of subordinates and arrange necessary skills development. Monitor and manage financial expenditure relating to services rendered by housekeeping. Develop and maintain an inventory control system. Evaluate levels of service delivery and institute corrective action where required. Provide regular feedback to health institution management. Identify alternative methods of service delivery and continuously stimulate the minds of subordinates to innovation and creativity.

ENQUIRIES :

Ms Z Sentile – Tel No 047 874 8000

<u>POST 07/54</u>	:	<u>FOOD SERVICE AID REF NO. ECHEALTH/FSA/BH/02/02/2018</u>
<u>SALARY</u>	:	R90 234 – R106 290 per annum (Level 2)
<u>CENTRE</u>	:	OR Tambo District, Bambisana Hospital
<u>REQUIREMENTS</u>	:	Grade 10 or Abet or equivalent qualifications with 0-2 years experience. Knowledge of Food Service & food Preparation. Operation of food processing equipment, basic Health & safety measures. Health environment, hygiene & bacterial contamination control measures. Basic literacy Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services. Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safety and hygienic environment: Collect used cutlery and crockery from wards and other services area. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafely situation to the supervisor.
<u>ENQUIRIES</u>	:	Mr S Mahlangeni Tel no 039 253 7262/0835860659
<u>POST 07/55</u>	:	<u>GENERAL WORKER REF NO. ECHEALTH/GW/BH/02/02/2018</u>
<u>SALARY</u>	:	R90 234-R106 290 per annum (Level 2)
<u>CENTRE</u>	:	OR Tambo District, Bambisana Hospital
<u>REQUIREMENTS</u>	:	Abet or Grade 10 or equivalent. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.
<u>DUTIES</u>	:	Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	Mr S Mahlangeni Tel no 039 253 7262/0835860659
<u>POST 07/56</u>	:	<u>PROPERTY CARE TAKER REF NO.ECHEALTH/PCT/CH/02/02/2018</u>
<u>SALARY</u>	:	R90 234 - R106 290 per annum (Level 2)
<u>CENTRE</u>	:	OR Tambo District, Canzibe Hospital
<u>REQUIREMENTS</u>	:	ABET/Grade 10 or equivalent qualification. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.
<u>DUTIES</u>	:	Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and

plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Ms Solwandle Tel No 082 420 7172

POST 07/57 : **GENERAL WORKER REF NO. ECHEALTH/GW/MRH/02/02/2018 (2 POSTS)**

SALARY : R90 234-R106 290 per annum (Level 2)

CENTRE : OR Tambo District, Mthatha Regional Hospital

REQUIREMENTS : Abet or Grade 10 or equivalent. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Ms Mkhosi Tel No 047 502 4143/4008

POST 07/58 : **GENERAL WORKER REF NO. ECHEALTH/GW/STEH/02/02/2018 (8 POSTS)**

SALARY : R90 234-R106 290 per annum (Level 2)

CENTRE : OR Tambo District, St Elizabeth Hospital

REQUIREMENTS : Abet or Grade 10 or equivalent. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

DUTIES : Perform general assistant work: Load and off load furniture, equipment and any other goods to relevant destination. Clean government vehicles. Clean relevant work station. Provide effective office and property care support services Control the access of office accommodation. Safeguard all master and spare keys belonging to the building. Oversee and prepare boardrooms and lecturer theatres for meetings and gatherings. Perform stock taking of areas. Provide routine general work, compliance and maintenance services: Open windows every day for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety and hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.

ENQUIRIES : Mr M Nozaza Tel No 039 253 5012

POST 07/59 : **PORTER REF NO. ECHEALTH/POR/ STEH/02/02/2018**

SALARY : R90 234 - R106 290 per annum (Level 2)

CENTRE : OR Tambo District, St Elizabeth Hospital

<u>REQUIREMENTS</u>	:	ABET/Grade 10 or equivalent with 0-2 years' experience. Good verbal and written communication skills. Must be willing to work shifts and under pressure. Sound knowledge of Customer care.
<u>DUTIES</u>	:	Transport patients from registration points to different clinical areas within the hospital. Transport corpses from the wards to mortuary. Offloading of patients from ambulance and private cars to the stretchers. Cleaning of stretchers and wheel chairs after usage at all times. Report all faulty or broken equipment to your supervisor immediately. Perform any duties allocated by supervisor.
<u>ENQUIRIES</u>	:	Mr M Nozaza Tel No 039 253 5012
<u>POST 07/60</u>	:	<u>FOOD SERVICE AID REF NO. ECHEALTH/FSAID/STEH/02/01/2018</u>
<u>SALARY</u>	:	R90 234 - R106 290 per annum (Level 2)
<u>CENTRE</u>	:	OR Tambo District, St Elizabeth Hospital
<u>REQUIREMENTS</u>	:	ABET/Grade 10 or equivalent with 0-2 years' experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
<u>DUTIES</u>	:	Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
<u>ENQUIRIES</u>	:	Mr M Nozaza Tel No 039 253 5012
<u>POST 07/61</u>	:	<u>HOUSEHOLD WORKER REF NO. ECHEALTH/HHW/ASH/02/02/2018 (2 POSTS)</u>
<u>SALARY</u>	:	R90 234 –R106 290 per annum (Level 2)
<u>CENTRE</u>	:	Chris Hani District, All Saints Hospital
<u>REQUIREMENTS</u>	:	ABET OR Grade 10 with 0-2 years' work experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.
<u>DUTIES</u>	:	Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waist in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards treats in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.
<u>ENQUIRIES</u>	:	Ms N. Matala Tel No 047 5480022

POST 07/62 : **HOUSEHOLD WORKER REF NO. ECHEALTH/HHW/CH/02/02/2018**

SALARY : R90 234 –R106 290 per annum (Level 2)
CENTRE : Chris Hani District, Cala Hospital
REQUIREMENTS : ABET OR Grade 10 with 0-2 years' work experience. Knowledge of general work and cleaning services. Communication skills (read & write). Team player.

DUTIES : Provide cleaning services: clean all the designated areas such as ward bed/ side, Doctors room, change room, toilets. Clean all items such as windows, wall, basins, sinks, lockers and pans. Sweep, mop and polish all floors of the designated areas in the institution. Provide routine general and compliance services: open windows every for hygiene and infection control purposes. Damp and dry dusting. Empty dustbins in all the designated areas in the institution. Periodically assess and update toilet cleaning check lists in line with set hygienic standards. Request and replace toilet papers / towels and hand wash soap. Remove and store waist in the designated area. Sort and clean soiled linen. Sluice linen and put linen in the linen bag. Fetch food from the kitchen. Wash dishes utensils. Report safety and hazards treats in the cleaning environment. Provide routine maintenance services: clean and take proper care of cleaning equipment. Store and safe guard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required.

ENQUIRIES : Ms Z Sentile – Tel No 047 874 8000

POST 07/63 : **PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/ELH/02/02/2018**

SALARY : R90 234-R106 290 per annum (Level 2)
CENTRE : Inxuba Yethemba Sub-district, Eluxolweni Clinic
REQUIREMENTS : Abet level / Grade 10. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Ms G.O Van Heerden Tel No 048 881 2921

POST 07/64 : **PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/IY-MC/02/02/2018**

SALARY : R90 234-R106 290 per annum (Level 2)
CENTRE : Inxuba Yethemba Sub-district, Midros Clinic
REQUIREMENTS : Abet level / Grade 10. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Ms G.O Van Heerden Tel No 048 881 2921

POST 07/65 : **PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/SH/02/02/2018**

SALARY : R90 234-R106 290 per annum (Level 2)
CENTRE : Lukhanji Sub-District, Sada Clinic
REQUIREMENTS : Abet level / Grade 10. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Ms M Tweni Tel No 045 807 8908

POST 07/66 : **PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/IY-NC/02/02/2018**

SALARY : R90 234-R106 290 per annum (Level 2)
CENTRE : Intsika Yethu Sub-district, Ngxabangu Clinic
REQUIREMENTS : Abet level / Grade 10. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Ms A Mabentsela – Tel No 047 874 0079

POST 07/67 : **PROPERTY CARE TAKER REF NO. ECHEALTH/PCT/IY-NC/02/02/2018**

SALARY : R90 234-R106 290 per annum (Level 2)
CENTRE : Intsika Yethu Sub-district, Ntshingeni Clinic
REQUIREMENTS : Abet level / Grade 10. Physical strong and healthy person. Ability to cope with the physical demand of the post and various Weather condition. Preferable garden experience, formal cleaning environment/ground /waste. Ability to work in a team and under pressure. Rotation to different areas when need arise.

DUTIES : Maintenance and development of facility garden. Cleaning the surroundings. Prepare soil for planting. Maintenance of trees, flowers, shrubs and grass in garden. Removing of weeds in beddings. Moving of lawns, planting of trees and plants. Watering of gardens, maintain/ cleaning of parking and pathways. Moving of furniture as and when necessary. Take care of garden, machinery and equipment. Remove and collection of assets various areas. Cleaning of gutters. Adherence to safety regulations. Execute any other duties delegated by supervisor.

ENQUIRIES : Ms A Mabentsela – Tel No 047 874 0079

POST 07/68 : **FOOD SERVICE AID REF NO. ECHEALTH/FSA/EH/02/02/2018**

SALARY : R90234 - R106 290 per annum (Level 2)
CENTRE : Chris Hani District, Elliot Hospital
REQUIREMENTS : Grade 10 or ABET. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.

DUTIES : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.

ENQUIRIES : Ms NB Puza Tel No 045 931 1321

OFFICE OF THE PREMIER

The Office of The Premier 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: Office of the Premier, The Recruitment Centre, Private Bag X0047, Bhisho, 5605; Hand Delivery: Room 1048, First Floor, Office of the Premier Building, Independence Avenue, Bhisho.

CLOSING DATE : 02 March 2018

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 Office of The Premier welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. 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 07/69 : **DIRECTOR: ORGANISATIONAL DEVELOPMENT & CHANGE MANAGEMENT**

SALARY : R948 174. Level 13 per annum (all-inclusive package)
CENTRE : Bhisho (Head Office)

REQUIREMENTS : A SAQA recognized NQF Level 7 qualification in Industrial Engineering /Operations/Production Management/ Industrial Psychology /Management Services/ Human Resource Management, Certificate in Job Evaluation. 5 years'

- experience at Middle Management Level in the organizational development and change management field. Org design certificate will add advantage.
- DUTIES** : Manage the provision of consultancy services on the development of service delivery models and organisational structures. Manage the provision of job evaluation services in the province. Manage the promotion and facilitation of the implementation of Batho Pele programmes. Manage the implementation of organisational change and transformation programmes. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
- ENQUIRIES** : Mr M Mbangi 040 609 6424

OTHER POSTS

- POST 07/70** : **DEPUTY DIRECTOR: RESEARCH & YOUTH MOBILISATION**
- SALARY** : R657 558. Level 11 per annum (all-inclusive package)
- CENTRE** : Bhisho (Head Office)
- REQUIREMENTS** : A B-degree, or equivalent NQF 7 qualification, preferably in Social Sciences or Development Studies. Computer Literacy. A post-graduate qualification in Research or Development Studies will be an added advantage. Minimum of five years of experience in the Public Service / Development field or equivalent environment, at least two of which should be at junior management/ supervisory level. Proven experience in working with various youth stakeholders and delivering results. Minimum three years' experience working with various youth stakeholders either in government or non-governmental organisation. Proven leadership in a youth environment: governmental or non-governmental. Knowledge of Constitution of the Republic of South Africa, National Youth Policy, National Youth Service Development Framework, Broad Based Economic Empowerment Act, Industrial Policy Action Plan, Youth Employment Accord & Youth Skills Accord. Skills: Excellent verbal and communication skills, strong leadership qualities.
- DUTIES** : Facilitate and co-ordinate research projects that will inform Youth Development and Empowerment programmes in the Province. Co-ordination and implementation of Youth transformation programmes and sector priority projects. Co-ordinate the youth development and empowerment programmes, including youth mainstreaming programmes. Facilitate socio-economic inclusion, capacitation and empowerment of youth in the Province. Co-ordinate and oversee the work of the departments and other agencies on youth programmes. Facilitates monitoring and evaluation of the implementation of youth development and empowerment programmes within Provincial Departments. Develop monitoring and evaluation systems. Facilitates mainstreaming of youth development in provincial departments and at local government level. Co-ordination of youth stakeholders within the provincial and local spheres of government, whilst ensuring strategic links at national level. Facilitates collaboration and partnerships with youth formations and development agencies other Civil Society Structures. Co-ordinates Youth Development Stakeholders in the Province to promote strategic partnerships for youth economic, skills and leadership development.
- ENQUIRIES** : Mr M Mbangi 040 609 6424
- POST 07/71** : **DEPUTY DIRECTOR: ADMINISTRATIVE AND SECRETARIAT SUPPORT (EXCO & ECONOMIC DEVELOPMENT CLUSTER)**
- SALARY** : R657 558. Level 11 per annum (all-inclusive package)
- CENTRE** : Bhisho (Head Office)
- REQUIREMENTS** : Three year diploma / degree in Public Administration or relevant qualification with a minimum of 5 years appropriate administrative experience in Public Sector of which 3 years' must have been at the level of an Assistant Manager; a valid driver's licence.
- DUTIES** : Manage The Provision Of Secretarial Services To The Executive Council :Review draft Agenda for each meeting, Ensure that Cabinet documents to be considered by the Executive Council are received, processed and distributed in a timely and secure manner, Attend and support Assistant Director in the Executive Council meetings, Ensure that the memoranda being submitted by Departments comply

with the Cabinet Handbook guidelines, Review meeting minutes and make necessary corrective amendments, Ensure timeous distribution of action list of decisions taken at the meeting to all relevant parties, Ensure safekeeping of Executive Council documents. Manage The Provision Of Secretarial Services To The Economic Development Cluster: Coordinate meeting invitations to Members, Review the meeting agenda, Receive memoranda and compile meeting document pack, Ensure timeous delivery of meeting packs to members, Review and finalize minutes of the meetings. Manage The Provision Of Secretarial Services To The Economic Development Cabinet Committee: Coordinate meeting invitations to Members, Review the meeting agenda, Receive memoranda and compile meeting document pack, Ensure timeous delivery of meeting packs to members, Compile minutes of the meetings, Review and submit Cabinet Committee Memo to EXCO. Coordination the Verification and Update of Exco Files and Documents: Ensure the resolutions and original documents of the Executive Council are filed in a secure and chronological manner, Oversee the development of a database of Executive Council resolutions and minutes. Extract And Distribute Exco Resolutions And Securely Communicate The Same To Provincial Departments: Extract resolutions after the Executive Council meeting and securely communicate the same to Provincial Departments. Provide Administrative Support To The Unit: Assist and support whenever necessary in the preparation of documentation for Cabinet meetings, Assist and support with logistical arrangements of Cabinet Meetings. Manage Area Of Responsibility: Review Administrative and Secretariat Support (EXCO & Economic Development Cluster and Economic Development Cabinet Committee) Sub-Directorate performance and make recommendations to improve the efficiency and effectiveness. only for highest position in component, Report on Administrative and Secretariat Support (EXCO & Economic Development Cluster and Economic Development Cabinet Committee) Sub-Directorate's information as required by internal and external stakeholders, Supervise and co-ordinate the effective and efficient running and management of the Administrative and Secretariat Support (EXCO & Economic Development Cluster and Economic Development Cabinet Committee) Sub-Directorate; Ensure that performance agreements and development plans are developed and implemented for subordinate(s) within set timeframes ; Ensure that subordinate(s) performance are managed on a daily basis and that Performance Assessments of subordinate(s) in area of responsibility are done timeously and within agreed timeframes; Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure The Implementation And Management Of Risk, Finance And Supply-Chain Management Protocols And Prescripts In Area Of Responsibility: Ensure timely budgeting, monitoring, variance analysis and reporting, Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts, Ensure the Unit's assets are managed, maintained and kept safely, Weigh up financial implications of propositions and align expenditure to cash flow projections

ENQUIRIES

:

Mr M Mbangi 040 609 6424

POST 07/72

:

ASSISTANT DIRECTOR: ENTREPRENEURSHIP AND ECONOMIC DEVELOPMENT

SALARY

:

R334 545. Level 09 per annum

CENTRE

:

Bhisho (Head Office)

REQUIREMENTS

:

A B-degree, or equivalent NQF 7 qualification, in Economics or related field. A relevant post-graduate qualification will be an added advantage. Computer Literacy. Minimum of three years of experience in a research environment, particularly in an economic development / economics sector. Minimum of three years practical and proven experience in working with youth: either in a governmental or non-governmental context. Knowledge of Constitution of the Republic of South Africa, National Youth Policy, National Youth Service Development Framework, Broad Based Economic Empowerment Act, Industrial Policy Action Plan, Youth employment Accord, Youth Skills Accord. In-depth knowledge and capacity on research and development. National and Provincial Strategic Priorities sand Development Agenda, with particular focus on youth

<u>DUTIES</u>	:	economic and empowerment development. Broad knowledge of economics, coupled with practical experience in working in related environment. Relevant policies, framework and legislation related to youth development. Project Management. Skills: Research, Analytical / Critical thinking, Complex Problem Solving, Coordination and organizing, Negotiation and communication skills.
	:	Coordinate medium and long term youth development interventions, including consolidating the work of the departments on Provincial youth enterprise development programmes and projects: Facilitate identification and implementation of programmes to promote youth economic empowerment and development. Facilitate partnerships with relevant sectors, entities and government departments for identification and implementation of strategic interventions that will promote economic empowerment and development of Youth in the Province. Facilitate support and monitoring of youth economic development projects. Co-ordinate the mainstreaming of youth in the economic sector and in economic activities within the Provincial Administration: Facilitate development of Provincial Youth Enterprise Development strategy or intervention plan; Facilitates implementation of programmes aimed at promoting job access opportunities for the youth including development of strategies aimed at curbing youth involvement in social ills. Establish and manage economic development programmes for the youth in partnership with relevant stakeholders. Monitor the implementation of youth socio-economic empowerment and development programmes within the Provincial Administration: Research and develop provincial baseline data on youth economic development and empowerment. Provide support on the development and implementation of Provincial youth economic development monitoring and evaluation systems. Co-ordinate Provincial departments on youth economic development and empowerment. Co-ordinate and support the Economic Cluster departments on youth socio-economic development and empowerment programmes: Provide support to Provincial Youth Development/ Coordinating forums on youth socio-economic development. Liaise and collaborate with various stakeholders on youth socio-economic development and empowerment
<u>ENQUIRIES</u>	:	can be directed to Mr. M. Mbangi 040 609 6290 /6424/6248
<u>POST 07/73</u>	:	<u>ASSISTANT DIRECTOR: INFORMATION (INTRANET) ARCHITECT</u> (Re-advertisement)
<u>SALARY</u>	:	R334 545. Level 09 per annum
<u>CENTRE</u>	:	Bhisho (Head Office)
<u>REQUIREMENTS</u>	:	IS-related diploma/degree (NQF level 6-7), with more than five (5), years professional experience, <u>Or</u> Matric with more than ten (10) years professional experience. A minimum of one (1) years' experience should be in .NET programming. Professional qualification: Microsoft Certified Solution Developer (MCSD): App Builder, with elective, Developing Microsoft SharePoint Server 2013 Advanced Solutions. Microsoft-accredited International certificate only. Finalist candidates without this MCSD certificate will be subjected to the Microsoft Exam 70-489 to assess technical competency in SharePoint development. Key Competencies: Problem Analysis, Self-Management, Technical Proficiency. Skills: Reading comprehension, Analytical/Critical thinking, Complex Problem Solving. Personal Attributes: Attention to detail, Performance Driven, and Confidentiality.
<u>DUTIES</u>	:	Plan and design Microsoft SharePoint sites: Manage the site life cycle; Create content types, Manage content type behaviors, Implement site provisioning. Implement SharePoint Solutions: Manage SharePoint Object Life Cycle, Upgrade solutions and features; Determine a solution structure, Create sandbox solutions, Create a no-code solution. Implement user experience and information architecture: branding, navigation, Customize UI elements. Implement electronic business process controls: event receivers and timer jobs, SharePoint Designer workflows, and deploy Microsoft Visual Studio workflows. Implement Enterprise Content Management (ECM) and Web Content Management (WCM): a multilingual site, e-discovery, Search Engine Optimization (SEO), content management, a publishing page.
<u>NOTE</u>	:	Professional ICT qualifications must be accompanied by information on how to independently validate the qualification/certification. For example, Microsoft certifications have a Microsoft Certified Professional access code and transcript ID

can be obtained by the candidate and included in the application. Failure to furnish such information may also subject a finalist to a retake of the qualifying exam. Final selection will be derived from a combination of any of the following techniques, including but not limited to; interviews, psychometric tests, in-basket simulations, written tests, assessment centres, review of past accomplishments (performance reviews), and reference-checking.

ENQUIRIES : Mr M Mbangi 040 609 6424

PROVINCIAL TREASURY

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

APPLICATIONS : Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho

FOR ATTENTION : Ms Bonelwa Ndayi

CLOSING DATE : 02 March 2018

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

MANAGEMENT ECHELON

POST 07/74 : **CHANGE MANAGEMENT SPECIALIST (CONTRACT): REF NO: PT 01/02/2018**
Contract: 1 Year Renewable Annually Based On Performance Up To a Maximum of 3 Years

SALARY : R948 174 - R1127 334 per annum Level 13-14

CENTRE : Bhisho: Head office

REQUIREMENTS : A three year Bachelor's Degree in Human Resource Management (NQF 7) plus a Postgraduate qualification in Industrial Psychology or similar qualification (NQF Level 8). For a Director the required minimum is 7 years relevant experience, of which five (5) must be in relevant middle management position (Deputy Director Level) in Change Management environment. For Chief Director the required minimum experience is 7 years relevant experience, of which five (5) must be in relevant senior management position (Director Level) in Change Management environment.

- DUTIES** : Facilitate Changes in Technology, Human Behaviour and Processes with Minimal Cost and Disruption to the Department, In a Manner That Enhances and Ensures Achievement and Delivery of Departmental Objectives: Manage and lead the identification, initiation and prioritization of change processes within the department. Facilitate the development of change management frameworks, methods and implementation plans. Evaluate the impact and effectiveness of change management frameworks. Engage the line and executive managers on change strategies and facilitates the executive decision making on the change agenda of the department. Manage the implementation of change processes that strengthen the strategic, organizational, cultural and environmental domains of the department. Manage and lead the training of change agents within the department and the development of capacity to deliver change management internal consulting services by HR practitioners. Systematically Analyse Departmental Activities or Processes With A View To Improving the Department's Alignment with the Strategic Goals And Or Its Effectiveness and Efficiency: Facilitate the development of revised or new processes to enhance efficiency and effectiveness in the department. Manage and lead the identification and initiation of process improvement opportunities within the department. Facilitate acceptance and buy in of improvement initiatives within the department. Manage and lead the change processes that might be necessary. Oversee and lead the implementation strategy for change processes. Implement the departmental Talent Management Strategy/Framework. Monitor and evaluate the effectiveness and implementation of the Framework within the department.
- ENQUIRIES** : can be directed to Ms B Ndayi 040 1010 072/071
- POST 07/75** : **DIRECTOR: MACRO ECONOMICS ANALYSIS: REF NO: PT 02/02/2018**
This is a re-advertisement. (Those who had applied before are welcomed to re-apply if they are still interested)
- SALARY** : R948 174 per annum Level 13
CENTRE : Bhisho: Head office
REQUIREMENTS : NQF Level 7 i.e. Degree as recognised by SAQA in Economics / Finance Accounting. Postgraduate qualification will be an added advantage coupled with 8-9 years experience in Economics or a related field of which 5 years must have been at middle management level (Deputy Director Level). Skills and Competencies: In depth understanding of legislative framework that governs the Public Service. Sound understanding of Economic Theory. Research, Data analysis, Economic analysis, Project Management, Knowledge Management and Information Management. Knowledge & application of PFMA, Strategic Capability and Leadership. Budget and Financial Management. People Management and Empowerment. Client Orientation and Customer Focus. Communication (verbal & written) and Computer Literacy. Self-confidence, Analytical Skills, Communication skills (Need to explain complex ideas to people with less technical knowledge). Information Technology and time management skills. Ability to cope with pressure
- DUTIES** : To Provide Strategic Leadership in Economic Research, Planning and Implementation of a Credible and Sound Budget By: Undertaking socio-economic research and writing reports of findings. Monitoring and forecasting of economic trends. Providing economic advice, recommendations and making presentations. Analyzing and interpreting complicated numerical and financial data. Assessing the economic effects of major National and Provincial events. Advising on potential implications of new policies. Examine the performance of public and private entities and business. Determining and analyzing key economic variables, their inter-relation and relevance for the budget. Determining alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators (provincial economic review). Assessing the impact of previous fiscal policy objectives on selected economic variables. Developing institutional coordination and sector integration. Implement And Manage Risk, Finance and Supply-Chain Management Protocols and Prescripts in Area of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed,

maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage Area of Responsibility: Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility).

ENQUIRIES :

can be directed to Ms B Ndayi 040 1010 072/071

OTHER POSTS

POST 07/76 :

ASSISTANT DIRECTOR: TRANSVERSAL RISK MANAGEMENT: REF NO: PT 03/02/2018

SALARY :
CENTRE :
REQUIREMENTS :

R334 545 per annum Level 09
 Bhisho
 A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Risk Management / Accounting /Internal Auditing coupled with minimum of three (3) year's experience in a risk environment at an officer Level (Level 7 or higher). Valid Driver's licence. Skills And Competencies: Public Finance Management Act, Risk Management Policies, Governance Practices, Internal Control Systems and ability to monitor risk management activities and programmes, Enterprise Risk Management Concepts, frameworks and methodology. Interpersonal, Problem Solving, Interviewing, Leadership Skills, Planning and Organising, Communication Skills (verbal & written) and Computer literacy

DUTIES :

Render Support in the Development and Maintenance of the Provincial Risk Register: Coordinate compilation provincial risk register. Maintain and update provincial risk register. Assist the development of risk mitigation plans. Assist with the Monitoring, Enforcing and Reporting on the Implementation of the Risk Management Framework: Render support on the monitoring of bi-annual risk assessments in provincial departments, public entities and municipalities. Coordinate drafting of oversight reports on the assessments. Assist the development of the risk management plan and assist in the monitoring of implementation. Input on the development of risk management protocols and assist in the monitoring thereafter. Assist with the provision of technical support on risk management to provincial departments, public entities and municipalities. Coordinate provincial trainings on risk management.

ENQUIRIES :

can be directed to Ms B Ndayi 040 1010 072/071

POST 07/77 :

HUMAN RESOURCE DEVELOPMENT PRACTITIONER: REF NO: PT 04/02/2018

SALARY :
CENTRE :
REQUIREMENTS :

R226 611 per annum Level 07
 Bhisho
 A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Human Resource Management/Human Resource Development or any related field plus a minimum of two (2) years practical experience in the Human Resource Management environment. A minimum of two (2) years practical experience in the Human Resource Development environment will be an added advantage. Computer literacy in Microsoft Applications. Skills And Competencies: Computer literacy in Microsoft Applications, particularly Word and Excel; Application of Public

- Service legislative framework that governs Human Resource Development, particularly, with regard to the administration of Internships, Learnerships and generic capacity development programmes and, provision of financial assistance for human capacity development; Familiarity with procurement processes and procedures and Budget administration
- DUTIES** : Coordinate training and development programmes for the department. Facilitate implementation of skills development policies, strategies and plans. Draft WSP (Workplace Skills Plans) and ATR (Annual Training Report). Arrange and/or attend Skills Development meetings, including departmental committees and Provincial HRD Forums. Produce employee training quarterly and annual reports. Coordinate implementation of Induction Programmes. Implement relevant tools for determination of employee training needs. Coordinate and administer bursaries, internship and learnership programmes. Arrange logistics for training and ensure payments of invoices are paid within the legislated timeframes. Develop and maintain training databases.
- ENQUIRIES** : can be directed to Ms B Ndayi 040 1010 072/071

DEPARTMENT OF SAFETY AND LIAISON

The Department of Safety and Liaison is an equal opportunity, affirmative action employer. Female and disabled Persons are encouraged to apply. Employment Equity targets of the Department will be adhere to.

- APPLICATIONS** : Post to: The Senior Manager: Department of Safety and Liaison; Private Bag X0057, Bhisho, 5605 Hand Delivery: No 7 Taylor Street, Archie's Building, King Williams Town 5601:
- ENQUIRIES** : Can be directed to Ms NA Zuma at 043 605 6800
- CLOSING DATE** : 02 March 2018.
- NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

- POST 07/78** : **CHIEF FINANCIAL OFFICER: REF NO: ESL/2018/02/01**
- SALARY** : R1 127 334 per annum (all inclusive package) the package includes a basic salary (70% of package) the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion which can be structured according to the individual's personal needs.
- CENTRE** : King Williams Town-Head Office
- REQUIREMENTS** : A Bachelor's degree (NQF 7) in Finance, Financial Accounting / Management, Accounting or Auditing, supported by five (5) years' experience in financial management , including strategic involvement at SMS level. A valid driver's license. Skills: Proven experience in public sector accounting, reporting, risk management, internal controls and/or auditing. Proven experience in managing

Supply Chain Management and fraud prevention. Experience in programme management as well as diversity and change management. Clear understanding of priorities of government. High level of communication and consultation skills. Ability to work proactively and under pressure. Track record in the preparation and management of strategic plan, business plans and budgeting ability to implement, monitor and evaluate internal systems controls to ensure sound financial management and other resources management practices. An in-depth knowledge of PFMA, Treasury Regulations and PPPFA. An understanding of good cooperate governance principles (King III) and all other relevant financial regulations and budget laws. Public Service Act. Public Service Regulation. National Treasury regulations. National Treasury/Practice Notes. National Treasury & DPSA Circulars. General Accounting Principles. Division of Revenue Act. SCM Guidelines and Frameworks Public Service Regulation; and other relevant acts, policies and regulations. Planning. Team development. Decision making. Problem solving. Report writing & general (Academic) writing skills. Financial management. Budgeting systems. Analytical skills. Management skills. Written Communication: Prepare reports required in terms of Public Service statutory framework by collecting, formatting & explaining information.

DUTIES : Develop, implement and maintain appropriate mechanisms/strategic to timeously respond to the changing needs of financial information and the interpretation thereof, and render technical advice to the Head of Department. Give expert advice on the strategic financial planning of the Department through analysis of budget and expenditure patterns, financial status, financial plans, past and present financial operation and estimates of future revenues and expenditures. Ensure that financial resources and assets of the department are utilised effectively and economically to ensure the objectives of the strategic plans. Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, assets security, monitoring and evaluation of systems and timeous corrective action. Assists the Head of Department by applying cost – benefit analysis principles to certify value for money. Oversee budgetary process within the Department, exercise budgetary control and provide early arrangement at a strategic level. Develop and facilitate the implementation of the Supply Chain Management System, consistent with legislative and other government policies. Facilitate Risk Management in the Department and maintain an internal audit system and external audit processes. Ensure that fraud and prevention systems are implemented. Monitor the implementation of the Provincial Clean Audit Strategy. Oversee the preparation and submission of annual financial statements and liaise with the Audit – General. Liaise with relevant role – players within National and Provincial Department. Responsible for management of Human Resources in the respective Chief Directorate.

ENQUIRIES : Mr. S Mda 043 605 6819

POST 07/79 : **DIRECTOR: STRATEGIC PLANNING & ORGANISATIONAL DEVELOPMENT**
REF NO: ESL/2018/02/02

SALARY : R948 174 per annum (all inclusive package) the package includes a basic salary (70% of package the State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion, which can be structured according to the individual's personal needs.

CENTRE : King Williams Town-Head Office

REQUIREMENTS : Degree (NQF Level 7) in the field of Social Sciences/Public Management. Valid driver's license Code B.Skills: Planning. Team development. Decision making. Problem solving. Report writing & general (Academic) writing skills. Financial management. Budgeting systems. Analytical skills. Management skills. Written Communication: Change management skills. Lead the transformation of the organisation as whole. An understanding of institutional capacity building and orientation towards results. As senior strategist will oversee all aspect pertaining to the efficient functioning of all business areas as well as overall strategic and business planning. Transformation leadership skills, Organisational development business process re – engineering creativity, people management and above average innovation skills. Ability to function across and enlist cooperative from a diverse culture of personalities, skills and knowledge areas. Project Management.

Extensive knowledge of an organisational development environment. Knowledge of job evaluation process and equate system. Understanding of Public Service Act and Public Service Regulations. Prepare reports required in terms of Public Service statutory framework by collecting, formatting & explaining information. Public Finance Management Act, 1999. Public Service Act 1994 as amended and Regulations, 2016. Promotion of Access to Information Act, 2000. Treasury Regulations issued in terms of PFMA Act, 1999. Promotion of Administrative Justice Act, 2000. Framework for Strategic Plans and Annual Performance Plans (DPME). Framework for Management Performance Information (DPME). Understanding of Management of Performance Assessment Tool (MPAT).

DUTIES : The management and coordination of the provision of integrated planning and reporting services. Develop and maintain strategic planning and reporting guidelines. Coordinate and facilitate strategic and operational planning processes. Coordinate the submission and analysis of quarterly reports, annual reports and budget vote documents. Monitor and facilitate reporting on departmental programmes and activities against government's Program of Action, Cluster Projects and Inter-governmental working groups. Analyse organisational performance and provide strategic inputs. Manage and conduct integrated monitoring and evaluation services. Develop, manage and maintain Monitoring & Evaluation Frameworks and systems. Develop and implement monitoring and evaluation principles and practices. Evaluate the implementation of departmental policies and assess the impact and sustainability of programmes. Collect, store, analyse and disseminate research and Monitoring & Evaluation information; Ensure accuracy and integrity of captured information. Produce performance monthly, quarterly and annual reports. Drive service delivery improvement process in the Department. Responsible for organisational development in the Department. Drive culture change process in the department. Development and renewal of departmental organisational structure. Ensure that the organisational structure is captured on PERSAL and correctly controlled. Drive MPAT in the department. Ensure delivery of quality services to the public in a simplified and integrated manner through the implementation of Integrated Operations Framework. 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.

ENQUIRIES : Mr S Mda 043 605 6819

OTHER POSTS

POST 07/80 : **DEPUTY DIRECTOR: DGITO REF NO: ESL 2018/02/03**

SALARY : R657 558 per annum (all inclusive package) salary level 11
CENTRE : King Williams Town-Head Office
REQUIREMENTS : Degree/ National Diploma in the field of Information Technology/Systems/Computer Science. Valid driver's license Code B. 5 years' experience in the relevant field. SKILLS: Extensive knowledge, understanding and skills of working in the public sector environment. An understanding of strategic, operational planning and annual performance plan. Knowledge and understanding of IT Governance frameworks, provisions of the minimum information security standards (MISS), provisions of the protection of access to information act (PAIA), Promotion of administrative justice act (PAJA) and SITA Act and its regulations. Sound knowledge public service human resources management and performance management system including its legislation framework. Technical competencies, extensive knowledge information management, systems and technology planning processes for an organization, which include information plan, system architecture, network architecture and security architecture. Extensive knowledge of ICT user equipment. Leadership skills, strategic skills, planning skills organizing skills, budgeting and financial management skills.

DUTIES : Develop and monitor the implementation of ICT policies, processes and procedures. Provide and facilitate infrastructure and operational support services. Provide and maintain ICT administrative systems and ensure data integrity.

Conduct ICT research and advise the department on ICT needs and requirements. Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreements (SLA's) with SITA and/or other suppliers of information management and information technology goods and 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 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 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 :

Mr S Mda 043 605 6819

POST 07/81 :

COMMUNITY LIAISON OFFICER: REF NO: ESL/2018/02/04

SALARY :
CENTRE :
REQUIREMENTS :

R281 418 per annum salary level 08
 Nelson Mandela Metro District – Port Elizabeth
 Degree or National Diploma in the field of Social Sciences / Public Administration/ and or Police Science. Valid driver's license Code B. SKILLS: The Constitution of RSA, 1996. Knowledge of public service Act and regulations. PFMA. South African Police Act, 1995. National Crime Prevention Strategy, 1996. Domestic Violence Act, 1998. Child Care Act, 1983. Criminal Procedure Act, 1977. South African Police Service National Instructions, Standing Orders and Regulations. Promotion of Administrative Justice Act, 2000. Promotions of Access to Information Act, 2000. Civilian Secretariat for Police Service Act, 2011. Communication skills. Project management skills Community Development. Report writing skills. Computer skills. Financial Management skills.

DUTIES :

Conduct effective oversight of the South African Police Services. Conduct Police accountability engagements. Conduct service delivery evaluations at identified Police Stations. Participate in strategic engagements with SAPS. Conduct Unannounced visits at identified police stations. Strengthen community police relations in the district. Conduct assessment of functionality of the CPF structures within the district. Oversee CPF Elections. Establish and monitor the functioning of street and village Committees. Conduct capacity building programmes for CPFs through Clusters. Implement the operationalization of the PCPS. Conduct community mobilization programmes. Support Community Safety for Participated in IDP and IGR sessions. Assess and monitor the implementation of the school safety crime prevention protocol at police stations. Facilitate the establishment, payment and monitoring of safety patrollers. Perform administration responsibilities. Submit verified monthly progress reports on activities. Compliance with PMDS requirements.

ENQUIRIES :

Mr S Mda 043 605 6819

POST 07/82 :

INTERNAL AUDIT: INTERNAL AUDITING SERVICES: REF NO: ESL 2018/02/05

SALARY :
CENTRE :
REQUIREMENTS :

R226 611 per annum salary level 07
 Head Office – King Williams Town
 A three year tertiary Degree/National Diploma in Internal .Audit or relevant NQF 6 equivalent qualification. Completion of the Internal Audit Technician (IAT) will be an added advantage. At least two (2) years' internal audit experience in an Internal Audit environment. Skills: Knowledge and understanding of legislative framework governing the public service. Knowledge and understanding of the International Standards for the Professional Practice of Internal Auditing. (ISPPIA). Computer literacy including word, excel and power point. Valid driver's licence. Knowledge of use of Teammate audit software and IT skills will be an added advantage.

DUTIES :

Assist with input into the development of audit objectives and audit programmes. Assist with drafting of audit project procedures. Assist with minutes and secretariat

of audit engagement entry and exit meetings. Prepare audit working papers and the audit file. Prepare draft audit findings for discussion with auditors and obtain comments. Assist with administrative functions of the Internal Audit unit.

ENQUIRIES : Mr. S Mda 043 605 6819

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 and Museums: The Senior Manager: Human Resources Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bhisho, 5605. Hand Delivery: Human Resources Section, Room No: 10, No 5, Wilton Zimasile Mkwazi Building, King Williams Town and enquiries can be directed to Ms R Loots 043 492 0949.

CLOSING DATE : 02 March 2018

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 Sport 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.

ERRATUM: kindly note that the post of Production Scientist: Grade A (OSD) Ref No: DSRAC 01/02/2018 published in vacancy circular 05 dated 02 Feb 2018 was advertised with incorrect requirements and duties, the correct requirements and duties read as follows: Requirements: Formal Qualifications: MSc/PhD degree in Marine Biology plus relevant experience. Commercial dive supervisor qualifications. Appropriate computer and software skills for data management and analysis and proven scientific writing ability for international peer reviewed journals. Commercial diver Class IV. Competent at sea and commercial skippers licence would be advantageous. Proven ability to raise own research funds. A Valid Driving Licence. Duties: Curation and development of fish otolith cephalopod beak collections. Undertake research projects on sharks and fishes with focus trophic studies. Fieldwork, research and publications in peer reviewed journals. Participate in public lectures and advise on public exhibit developments. Educational and exhibition programmes. Attend conferences. And also the post of Chief Auxiliary Service Officer: Research REF NO: DSRAC 03/02/2018 published in vacancy circular 05 dated 02 Feb 2018 was advertised with incorrect requirements and duties, the correct requirements and duties read as follows: Requirements: A B Sc (Hons) degree in Zoology or related field. Good communication skills, Computer literacy or any relevant qualification. Physical fitness and ability to be trained to do Class IV scuba diving. A valid driver's licence.Duties: Support the research staff in data collection and documentation.

Collect and prepare specimens. Handle public enquiries. Field trip preparation and participation. Sampling and managing research collections. Scuba diving. Enquiries: Ms R Loots 043 0492 0949

OTHER POST

- POST 07/83** : **ASSISTANT MANAGER- EVENTS MANAGEMENT (RE-ADVERTISEMENT):**
REF NO: DSRAC 02/02/2018
This is a re-advertisement; people who have previously applied are encouraged to re-apply
- SALARY** : R417 552 per annum Level 10
CENTRE : King Williams Town
REQUIREMENTS : A Degree/Diploma in Public Relations/ Events Management or any related qualification with 3 years' experience in the related field of which 2 years must be at a supervisory level or Matric coupled with 10 years' experience in the field of which 2 years must be at a supervisory level. Knowledge of Public Communication. Knowledge of Constitutional, legal and institutional arrangements governing in South Africa Public Sector. Knowledge of events management and organization. Strong interpersonal skills, planning and organising. Excellent verbal and written communication skills. Computer literacy skills. A valid driving licence
- DUTIES** : Develop and implement events management strategy for the Department. Render events management and protocol services in the Departmental events. Coordinate invitations to events approved by Manager Communications. Prepare closeout reports for the events.
- ENQUIRIES** : Ms R Loots 043 0492 0949