

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF SPORT RECREATION ARTS AND CULTURE**

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

- APPLICATIONS** : Post to: Head Office : The Senior Manager: Human Resources Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bhisho, 5605. Hand Delivery: Human Resources Section, Room No: 10, No 5, Wilton Zimasile Mkwazi Building, King Williams
- CLOSING DATE** : 16 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 TEHELON

- POST 09/74** : **CHIEF FINANCIAL OFFICER: REF NO: DSRAC 01/02/2018**
- SALARY** : R1 127 334 per annum (Level 14)
- CENTRE** : King Williams Town
- REQUIREMENTS** : Formal Qualifications: A Post Graduate Qualification at NQF Level 8 in Finance / Auditing / Accounting. Eight (8) years' experience in an accounting environment, of which a minimum of five (5) years' experience must be in the immediate lower position (i. e. Senior Manager Level). A Certified Chartered Accountant (SA) qualification, active membership in professional bodies like SAICA, CFA, etc. coupled with extensive Public Sector Financial Management experience will be an added advantage. Proven record of Leadership and Strategic capability in managing large and complex environments, innovation and project management capabilities, excellent communication and problem solving skills, advanced technological skills (expert on the use of Microsoft Applications). A clear understanding of the PFMA, Treasury Regulations, GRAP, GAAP, complemented ability to work within a deadline driven and regulatory environment. A valid driving licence.
- DUTIES** : In support to the Accounting Officer, the incumbent will act and assume duties as the Chief Financial Officer of the Department. Developing and executing a financial and business support strategy, implement the Financial Management Plan of the Department based on the mandate of the Department and in line with the requirements of the Public Finance Management Act. Exercise managerial

oversight in the formulation and implementation of the Department's corporate financial governance programme. Provide leadership and sustainable operational management of the Department's Finance function. Ensure that Finance function performs effectively and optimally with regards to the Department's requirements for stakeholder relations management. Ensure alignment of functions and business processes as well as acquisitions and utilization of appropriate systems and solutions within Business support functions. Contribute as part of the Executive Management collective to the accountability for performance of the Department. Ensure that the Department's financial management programmes and models meet all statutory and relevant corporate governance conventions and standards. Implement budgetary controls and effective internal control systems in the accounting and reporting cycles. Implement Supply Chain and Asset Management systems.

ENQUIRIES : Ms N Bodlani 043 492 0280/ 072 8833 625

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : forward application to the following District: Provincial Office: Hand Delivery: HR Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William's Town, or Post to The Head of Department: Social Development, Private Bag X0039, Bhisho, 5605

FOR THE ATTENTION : Mr. Mapuza

CLOSING DATE : 16 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> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). The Department of Social Development in the Eastern Cape is an equal opportunity, affirmative action employer. Females, Whites and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to

OTHER POST

POST 09/75 : **DATA CAPTURER: NPO (REF DSD 01/02/2018)**

SALARY : Package: R152 862 (Level 5)

CENTRE : Provincial Office.

REQUIREMENTS : Senior Certificate/ Grade 12/ equivalent qualification. Computer Literacy. Experience in working with Non- Profit Organisations (NPOs) or NPO Management Unit. Competencies Comprehensive understanding of the NPO Sector. Type letters and memorandums. Handle general administration. Monitor ability to interact with the Sector at all service delivery areas of the Department. Ability to work independently. Ability to work in a team

DUTIES

: Key Performance Areas: Type letters and memorandums for the sub-directorate. Monitor the flow of documents within the sub-directorate and the Department. Perform administrative duties. Assist in coordination and facilitation of consultative sessions on NPO Monitoring, reporting & Evaluation activities. Consolidate Provincial Monitoring Reports and responsible for admin support to M&U unit.

ENQUIRIES

: can be directed to Ms Z. Moyeni at 043 605-5049 / Ms A. Njaba 043 605-5101/ Mr M. Madonci 0436055110.