

**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. and enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).
- FOR ATTENTION** : Mrs. NT Sipahlanga
- CLOSING DATE** : 29 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.

OTHER POSTS

- POST 10/33** : **PROJECT MANAGER – HISTORIC SCHOOLS RESTORATION (1-YEAR CONTRACT) REF. DOE 01/03/2018**
- SALARY** : R657 558. per Annum (Level 11)
- CENTRE** : Head Office – Zwelitsha
- REQUIREMENTS** : NQF 7 (480 credits). Clear understanding of the role of the church in education. Skills and experience to mobilise education partners and stakeholders. Creating of an education roadmap for improvement of teaching and learning. Experience in working with the department of education. Passion in promoting the concept and vision of the historic schools across money quarters including the church. Driver's licence a requirement.
- RESPONSIBILITIES** : Promote the concept and vision of the historic schools. Obtain support of the idea of the historic school's project. Identify the number of pilot schools out of the 24 schools in the province. Initiate annual sessions with principals and leadership of the schools aiming to build a common vision of the church and the community of belonging. Organise alumni of the historic schools to give back and promote culture of excellence. Forge partnership between school community, alumni and founders of the schools (Church) Link between government and churches that played a part in the founding schools.

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/34 : **DEPUTY DIRECTOR – POLICY EVALUATION AND RESEARCH REF. DOE 02/03/2018**

SALARY : R657 558. per Annum (Level 11)

CENTRE : Head Office – Zwelitsha

REQUIREMENTS : An NQF 7 (480 credits) in Management Sciences/Public Administration. Three years' relevant post qualification experience at Assistant Director level in the area of Strategic Management, Monitoring and Evaluation. A valid driver's license. Computer literacy. An understanding of National and Provincial Government policy priorities, goals, outcomes and the operationalization of the Public Service Legislative Framework with specific reference to the Public Finance Management Act, Treasury Regulations, guidelines, prescripts and relevant education legislation; working knowledge of the public service; strategic management, including strategic analysis, strategic planning, strategy development, monitoring, evaluation and programme impact assessment processes; , report writing, consolidation and analysis; research and research practice, project, human resources and financial management skills; advanced computer, analytical, problem solving, knowledge of policy analysis, policy development/formulation/making and policy implementation, monitoring, evaluation and review processes; cogent verbal and written skills and the ability to communicate with a spectrum of stakeholders; leadership, team building and negotiation skills; the ability to mentor employees as well as the capacity to manage change in a complex, multi- level diverse organization. Advanced knowledge of modern systems of governance, public management and administration; Knowledge of the relevant policies of the government of the day.

DUTIES : Formulate, revise, develop and manage policy and research plans with due consideration of the strategic direction of the Department and the Provincial Government. Plan the implementation of education policies and the evaluation of the efficacy of policies. Promote and coordinate departmental research and policy. Conduct cyclic review of all departmental policies and policy gaps. Develop, maintain and align the departmental Research Agenda with the National and Provincial Research Agenda. Develop and maintain strategic research products. Manage the development of an inventory of key research products and facilitate the process of transfer of knowledge. Take decisions within the regulatory framework of the Public Finance Management Act. Plan, budget and utilize funds for the unit. Liaise with the Research Committee, Institutions of Higher Learning, Research organizations, individual applicants and government departments (National, Provincial and Local) regarding education research and policy. Translate research into policy recommendations. Co-ordinate a comprehensive evaluation programme (e.g. longitudinal surveys) regarding research and policy. Monitoring and Evaluation of research in consultation with the National Department of Basic Education, 5-year strategic plan of the Department, Districts and relevant Stakeholders. Assist the Director Strategic Planning Policy and Research in the development and training of Public Service management cadres in the Department in relevant research and policy development matters.

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/35 : **ASSITANT DIRECTOR – FOOD SAFETY AND TRAINING NSNP (1-YEAR CONTRACT POSITION) REF. DOE 03/03/2018**

SALARY : R334 545. per annum (Level 9)

CENTRE : Head Office – Zwelitsha

REQUIREMENTS : Appropriate NQF 7 (480 credits) with 4 years' experience in a food related field. A Qualification in Food Service would be an added advantage. An understanding of government strategic vision and a public service legislation and policies pertaining to the education/health sector in South Africa. A sound knowledge of the Health and Safety Act (No 85 of 1993), a working knowledge of HACCP and knowledge of relevant policies and regulations is required. Experience in project and financial

		management is needed. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite. Additional Requirement: The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing, and computer literacy skills are required.
<u>DUTIES</u>	:	Collaborate and coordinate activities with Government and other Non-government institutions on health and safety related issues. Facilitate and coordinate capacity building activities. Develop, interpret and implement food safety and hygiene standards. Promote safe transportation of food. Correct handling, storage and waste disposal of food stuff in the programme. Undertake food control inspections during manufacturing, in warehouses and schools' preparation and storage areas. Advice and report. Minimum adherence to specifications for manufacturing of food and storage in warehouses, infrastructure needed for preparation areas inclusive of storage areas in schools. Compile
<u>ENQUIRIES</u>	:	Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).
<u>POST 10/36</u>	:	<u>ASSITANT DIRECTOR – DIETICIAN NSNP (1-YEAR CONTRACT POSITION) REF. DOE 04/03/2018</u>
<u>SALARY</u>	:	R334 545. per annum (Level 9)
<u>CENTRE</u>	:	Head Office – Zwelitsha
<u>REQUIREMENTS</u>	:	Appropriate NQF 7 (480 credits) in Dietetics with completion of Community Services. Currently be registered as a Dietician with HPCSA. Four years' experience relevant experience required. An understanding of government strategic vision and a public service legislation and policies pertaining to the education/health sector in South Africa. Experience in project and financial management is needed. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite. Additional Requirement: The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing, and computer literacy skills are required.
<u>DUTIES</u>	:	Collaborate and coordinate activities with Government and other Non-government institutions on nutrition and food related issues. Facilitate and coordinate capacity building activities. Quantify service portions for school feeding. Plan meals on large scale, review menus and meals served to learners. Monitor and report on programme implementation. Coordinate and liaison with partners and service providers with regards to feeding in schools. Compile monthly, quarterly and project reports. Perform other assigned duties.
<u>ENQUIRIES</u>	:	Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).
<u>POST 10/37</u>	:	<u>GRAPHIC DESIGNER – CORPORATE COMMUNICATION REF. DOE 05/03/2018</u>
<u>SALARY</u>	:	R281 418 per annum (Level 08)
<u>CENTRE</u>	:	Head Office – Zwelitsha
<u>REQUIREMENTS</u>	:	NQF 7 (480 credits) in Graphic Design with 2 years' experience in the graphic design field in a newspaper environment/NQF 6 (360 credits) in Graphic Design with 5 years' experience in the graphic design field in a newspaper environment/Matric with 10 years' experience in the graphic design field in a newspaper environment. Must be proficient Adobe illustrator, Photoshop, and In-Design in CSS (Web and 3-D skills are a bonus). Strong design skills and thorough knowledge of reprography and printing. Good organizational and communication skills. The ability to work under pressure and meet deadlines. Should be highly motivated with an eye for detail.
<u>DUTIES</u>	:	Design and layout of the publication to ensure that the general appearance is in accordance with the guidelines of the ECDoE branding. Work as a graphic designer on various product as per briefs. Conceptualize and design of media products, newsletters, brochures, publications for internal and external public in

line with the corporate identity and image of the department. Assist in the development and management of the branding strategy and the support of communication initiatives including advertising, media campaigns, and the website. Ensure overall quality control of all designed products.

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

NOTE : Shortlisted candidates will be required to bring their portfolio.

POST 10/38 : **PERSONAL ASSISTANT TO THE OFFICE OF DIRECTOR (6 POSTS):**

Strategic Planning, Monitoring and Evaluation (REF DOE 06/03/2018)

Communications & Customer Care (REF DOE 07/03/2018)

Scholar Transport (REF DOE 08/03/2018)

IDS&G (REF DOE 09/03/2018)

Auxiliary Support Services (REF DOE 10/03/2018)

Community Liaison (REF DOE 11/03/2018)

SALARY : R226 611 per annum (Level 07)

CENTRE : Head Office – Zwelitsha

REQUIREMENTS : NQF 6 (360 credits) with 2 years' experience in secretarial field of rendering a support service to senior management inclusive of internship / learnership programmes/Matric with 5 years' relevant experience in rendering a support service to senior management. Language skills and the ability to communicate well with people at different levels and from different backgrounds. Experience in facilitating travel and accommodation arrangements. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced computer literacy packages such as Microsoft Excel, Power-Point, Ms Word, Internet etc). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours.

DUTIES : Overall management of the office administration functions. Managing the office diary, receiving visitors & Document management. Liaising with relevant stakeholders. Assist with the procurement of goods and services. Handling basic enquiries and assisting clients. Make logistical arrangements for the meetings, seminars and workshops. Assisting the office with personal tasks within agreed framework, including minutes taking. Assist with the compilation of Office budget and document management

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/39 : **PHOTOGRAPHER – CORPORATE COMMUNICATION REF DOE 12/03/2018**

SALARY : R226 611 per annum (Level 07)

CENTRE : Head Office – Zwelitsha

REQUIREMENTS : NQF 6 (360 credits) in photography/communication/marketing with 2-year experience/ Matric with 5 years' experience in the field of photography/communication/marketing. Valid driver's licence.

DUTIES : Candidate must be multi-skilled in videography, photography and editing of both video and photo. Must have excellent communication skills, problem solving skills, people skills, and have a positive attitude. Deadline driven. Creative and innovation is required. Proven competency in photography. Flexibility to work within the institution. Good written and verbal communication. The candidate must have a proactive approach and the ability to work in a team and independent. The incumbent will be expected to work after hours and travel extensively.

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/40 : **ADMIN OFFICER: HOSTELS MANAGEMENT AND SERVICES REF DOE 13/03/2018**

SALARY : R226 611 per annum (Level 07)

CENTRE : Head Office – Zwelitsha

- REQUIREMENTS** : NQF 6 (360 credits) in financial management/budgeting with 1-year experience/Matric with 5 years' experience in the field of financial management, budgeting and planning. Understanding of Public Finance Management Act and other relevant prescripts. Ability to manage budget of the section. Understanding of the Education Sector with be an added advantage. Computer literacy. Good communication (verbal and written). Good planning skills and ability to work under pressure. Good telephone etiquette and good interpersonal skills.
- DUTIES** : Ensure drawing and tabling of budget, utilization of such and reporting thereof for the sub-directorate for each financial year. Ensure compliance to Service Level Agreements entered into by the sub-directorate with service providers (Rand value services correlation). Keep proper record of all financials briefs of the sub-directorate. Receives and do analysis of districts monthly, quarterly and annual reports feedback in liaison with Deputy Chief Education Specialist. Draws financial monthly, quarterly and annual reports for sub-directorate.
- ENQUIRIES** : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).
- POST 10/41** : **ADMIN OFFICER: INDEPENDENT SCHOOLS REF DOE 14/03/2018**
- SALARY** : R226 611 per annum (Level 07)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : NQF 6 (360 credits) in Public Management with 1-year experience in the field of Independent Schools and working with variety of stakeholders/Matric with 5 years' experience in the field of Independent Schools and working with variety of stakeholders. Understanding of Statutory regulations in relation to Independent Schools. Understanding of the Education Sector will be an advantage. Computer literacy. Good communication (verbal and written). Good planning skills and ability to work under pressure. Good telephone etiquette and good interpersonal skills.
- DUTIES** : Assisting the Independent Schools Section with Administrative efficiency of the programme implementation. Provide technical support to the section in systems development and application. Provide administrative support to learner data management and transfer of funds appropriately. Development of standardized database and records of Independent schools. General administrative support to the Independent schools' section. Working closely with districts and adhoc visits to trouble shooting areas
- ENQUIRIES** : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).
- POST 10/42** : **ADMIN OFFICER – WEBSITE REF. DOE 15/03/2018**
- SALARY** : R226 611 per annum (Level 07)
CENTRE : Head Office – Zwelitsha
REQUIREMENT : NQF 6 (360 credits) in journalism/marketing with 2-year experience in sourcing information from online and other sources writing & maintaining website and social media content experience in using content management systems (CMS)/Matric with 5 years' experience in sourcing information from online and other sources writing & maintaining website and social media content experience in using content management systems (CMS). The candidate must have knowledge of web usability and quality criteria & principles, knowledge of current affairs and the functioning of government. Planning and organising skills. English writing and subediting skills. Good interpersonal, liaison, communication and information gathering skills.
- DUTIES** : The successful candidate will be responsible for identifying, selecting and acquiring information for website and social media. Preparing website and social media content: writing for the web and social media, language & content editing, structuring information. Daily updating and maintaining of the ECDoE website. Contributing to the improvement & development of the ECDoE website. Assist with reviewing website.
- ENQUIRIES** : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/43 : **ADMIN OFFICER – POLICY EVALUATION AND RESEARCH REF. DOE 16/03/2018**

SALARY : R226 611 per annum (Level 07)

CENTRE : Head Office – Zwelitsha

REQUIREMENTS : NQF 6 (360 credits) in Management Sciences or Public Administration with 1-year experience in Policy Evaluation and Research/Matric with 5 years' experience in Policy Evaluation and Research. A valid driver's license. Computer literacy. An understanding of National and Provincial Government policy priorities, goals, outcomes and the operationalization of the Public Service Legislative Framework with specific reference to the Public Finance Management Act, Treasury Regulations, guidelines, prescripts and relevant education legislation; working knowledge of the public service; strategic management, including strategic analysis, strategic planning, strategy development, monitoring, evaluation and programme impact assessment processes; report writing, consolidation and analysis; research and research practice, human resources and financial management skills; advanced computer, analytical, problem solving, knowledge policy development/formulation/making and policy implementation, monitoring, evaluation and review processes; cogent verbal and written skills and the ability to communicate with a spectrum of stakeholders; leadership, team building and negotiation skills. Knowledge of the relevant policies of the government of the day.

DUTIES : Developing Terms of Reference for Research. Establish and give support to the Research Committee. Develop a calendar for the Research Committee. Identify research areas in collaboration with research stakeholders. Plan, Conduct and promote education research. Receive, capture and compile a presentation on received research applications for the Research Committee. Manage all logistics, take minutes and follow up resolutions of the Research Committee meetings. Make recommendations to the Head of Department for approval of research requests. Ensuring that research documents are available on the Departmental website. Maintaining and updating the Departmental Research database. Liaison with the Research Committee, Institutions of Higher Learning, Research organizations, individual applicants and government departments (National, Provincial and Local) regarding research and policy. Developing and aligning departmental research agenda with the National and Provincial Research Agenda. Conducting cyclic reviews of all Departmental research to determine gaps. Translate research into policy recommendations. Co-ordinate a comprehensive evaluation programme (e.g. longitudinal surveys) regarding research and policy. Monitoring and Evaluation of research in consultation with the National Department of Basic Education, 5-year strategic plan of the Department, District and relevant Stakeholders. Compile and submit research reports to the Research Committee, Chief Director, Programme Manager and the Head of Department. Liaison with the Research Committee, Institutions of Higher Learning, Research organizations, individual applicants and government departments (National, Provincial and Local) regarding research and policy. Developing and aligning departmental research agenda with the National and Provincial Research Agenda. Conducting cyclic reviews of all Departmental research to determine gaps. Translate research into policy recommendations. Co-ordinate a comprehensive evaluation programme (e.g. longitudinal surveys) regarding research and policy. Monitoring and Evaluation of research in consultation with the National Department of Basic Education, 5-year strategic plan of the Department, District and relevant Stakeholders. Attend to administration aspects pertaining to the sub-directorate. Analyse and assess the impact of policies and determine the adequacy in meeting the needs of education. Manage the budget of the sub directorate. Provide support to time bound initiative led by the Director and the Deputy Director: Strategic Planning, Policy, Research and Secretariat Services.

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/44 : **PRINCIPAL PERSONNEL OFFICER – HR RECRUITMENT REF. DOE 17/03/2018**

SALARY : R226 611 per annum (Level 07)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : NQF 6 (360 credits) in Human Resource Management with 1-year experience/Matric with 5 Years relevant experience in recruitment section. Computer literate (Excel, Word and Power point. A valid driver licence pre-requisite. Competencies: Excellent writing skills and grounded knowledge or PERSAL system.

DUTIES : Facilitate and Implement recruitment procedures. Render a secretariat services with accurate advice and guidance during selection process. Knowledge of Public Service Act, Educators Act and Public Financial Management. Computer literacy (MS Excel, MS Word). Good written and communication skills. Must be able to work under pressure and meet tight deadlines. Ensure the availability of funds before advertising the post(s). Oversee and coordinate posts to be advertised. Human resource issues. Compliance to HR procedures and policies and assist in the improvement, development, implementation and monitoring of departmental HR policies and practices. Supervise subordinate and quality assure their work. Submit monthly, quarterly and annual reports.

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/45 : **PRINCIPAL PERSONNEL OFFICER – CONDITIONS OF SERVICE REF. DOE 18/03/2018**

SALARY : R226 611 per annum (Level 07)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : NQF 6 (360 credits) in Human Resource Management/Public Management or Public Administration with 1-year experience/Matric with 5 Years relevant experience in conditions of service section. Computer literate (Excel, Word and Power point. A very good understanding of Public Service Regulations, Public Service Act, PAM, Educators Act, South African Schools Act, Treasury Regulations and other legislations governing Human Resource Administration. Practical working knowledge of PERSAL with Introduction to PERSAL certificate attached is a prerequisite. Good written and verbal communication skills. Ability to work under pressure. Ability to handle confidential correspondences. Proven knowledge of E-Channel or Pension Case Management. Competencies: Excellent writing skills and grounded knowledge or PERSAL system.

DUTIES : Implementation of Service Benefits: Such as Processing of Subsistence & Travel Allowances claims, Processing of fuel claims of members of the MMS and SMS, Processing of Resettlement Claims for the whole province. Administration of Injury on Duty cases and processing of claims from Medical Doctors and Hospitals. Terminations of Service due to resignations, retirements, discharge and death. Withdrawal of Pension Benefits. Approve transactions on PERSAL and verify payments and advice. Ensure credibility of Human Resource information and personnel records. Compile and Provide accurate monthly reports. Manage performance of the subordinates in line with performance management and development system. Compile submission in relation to conditions of service. Handling of Human Resource Administration related enquiries. Perform any other duties that may be assigned.

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/46 : **PRINCIPAL PERSONNEL OFFICER – REGISTRY REF. DOE 19/03/2018**

SALARY : R226 611 per annum (Level 07)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : NQF 6 (360 credits) in Human Resource Management/Public Management or Public Administration with 1-year experience/Matric with 5 Years relevant experience in clerical/Registry section. Computer literate (Excel, Word and Power point. A very good understanding of Public Service Regulations, Public Service Act,

		PAM, Educators Act, South African Schools Act, Treasury Regulations and other legislations governing Human Resource Administration. Good Planning and organizing skills. Willing to work with and for people from various directorates and districts. Good Customer Care and written and verbal communication skills. A valid Code 8 (EB) driver's license will be an added advantage. Ability to handle confidential correspondences.
<u>DUTIES</u>	:	Supervise staff and provide registry counter service. Handling of incoming and outgoing correspondence. Render an effective filing and record management service. Ensure the operation of the office machines in relation to the registry function. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives
<u>ENQUIRIES</u>	:	Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).
<u>POST 10/47</u>	:	<u>PERSONNEL OFFICER – APPOINTMENTS AND CONDITIONS OF SERVICE REF: DOE 20/03/2018</u>
<u>SALARY</u>	:	R152 862 per annum (Level 5)
<u>CENTRE</u>	:	Head Office (Zwelitsha)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate with 3 years relevant experience. Knowledge of Human Resources Administration and understanding of Conditions of Service. A fair understanding of public service Regulations, Public Service Act, PAM, Educators Act and other legislations governing Human Resource Administration in Department of Education. Computer literacy. Understanding of PERSAL will be an added advantage.
<u>DUTIES</u>	:	Responsible for a variety of administrative duties related to Appointments and conditions of service. Implementation of Service Benefits (Housing Allowance, Long Service Recognition Awards, IOD, Service Termination benefits – i.e. Pension benefits, Medical Aid benefits, etc.). Implementation of various Appointments. Ensure correct remuneration of staff in the Department. Maintain accurate HR records on all assigned activities. Ensure efficient and effective processing of service benefits and incentives of all employees including employees exiting the department. Administer HR processes at operational level. Handling of Human Resource Administration related enquiries. Perform any other duties that may be assigned.
<u>ENQUIRIES</u>	:	Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).
<u>POST 10/48</u>	:	<u>PERSONNEL OFFICER – REGISTRY REF. DOE 21/03/2018</u>
<u>SALARY</u>	:	R152 862 per annum (Level 5)
<u>CENTRE</u>	:	Head Office – Zwelitsha
<u>REQUIREMENTS</u>	:	A grade 12 certificate or equivalent. No experience required. Good communication skills (written and verbal skills) and a good command of English language
<u>DUTIES</u>	:	Provide registry counter service. Handling of incoming and outgoing correspondence. Render an effective filing and record management service. Ensure the operation of the office machines in relation to the registry function.
<u>ENQUIRIES</u>	:	Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).
<u>POST 10/49</u>	:	<u>ADMINISTRATIVE CLERK: SCHOLAR TRANSPORT REF. DOE 22/03/2018</u>
<u>SALARY</u>	:	R152 862 per annum (Level 5)
<u>CENTRE</u>	:	Head Office – Zwelitsha
<u>REQUIREMENTS</u>	:	Grade 12 certificate. Computer literacy. Must be able to work under pressure with minimum supervision. Good communication skills, written and verbal presentation. A valid Code 8 (EB) Driver's license will be an added advantage. Good customer care.
<u>DUTIES</u>	:	Capture documentation for processing and information using spread sheet to ensure that the information is capture correctly and verified and validated. Checking for accuracy and amend where necessary and deal with queries regarding data

captured and recognize and identify problems and report to the supervisor and avail the information captured to the Directorate. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Design data capturing template. Input information on applicable data basis. Play an exemplary role in building teamwork within the sub-directorate. Act as a team player contributing to the holistic outcomes of the sub-directorate. Maintain and collate authentic data for learners and educators involved in Learner Transport Programme. Assist with all other relevant tasks in the directorate assigned by the supervisor. Write and submit reports on monthly basis.

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/50 : **ADMINISTRATIVE CLERK: OFFICE OF DDG: IOM REF. DOE 23/03/2018**

SALARY : R152 862 per annum (Level 5)

CENTRE : Head Office – Zwelitsha

REQUIREMENTS : Grade 12 certificate. Computer literacy. Must be able to work under pressure with minimum supervision. Good communication skills, written and verbal presentation. A valid Code 8 (EB) Driver's license will be an added advantage. Good customer care.

DUTIES : Provide financial administration support services in the component. Capture and update expenditure in component. Provide personnel administration clerical support services within the component. Provide supply chain clerical support services within the component. Render general clerical support services. Capture documentation for processing and information using spread sheet to ensure that the information is capture correctly and verified and validated. Checking for accuracy and amend where necessary and deal with queries regarding data captured and recognize and identify problems and report to the supervisor and avail the information captured to the Directorate. Store and maintain captured data and document to ensure correct storage according to standard archive procedures. Design data capturing template. Input information on applicable data basis. Play an exemplary role in building teamwork within the sub-directorate. Act as a team player contributing to the holistic outcomes of the sub-directorate. Assist with all other relevant tasks in the directorate assigned by the supervisor. Write and submit reports on monthly basis.

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/51 : **ADMINISTRATIVE CLERK (9 POSTS)**

SALARY : R152 862 per annum (Level 5)

CENTRE : Various school hostels in province:

OR Tambo Inland District (Dalindyebo School) REF NO: DOE 24/03/2018 (1 Post)
Amathole West district (Fort Beaufort Primary School) REF NO: DOE 25/03/2018 (1 Post)

Nelson Mandela Bay Municipality District (Huise School) REF NO: DOE 26/03/2018 (1 Post)

Nelson Mandela Bay Municipality District (St Colmicile School) REF NO: DOE 27/03/2018 (1 Post)

Chris Hani West District (Maria Louw School) REF NO: DOE 28/03/2018 (1 Post)

Sarah Baartman District (Jansenville School) REF NO: DOE 29/03/2018 (1 Post)

Sarah Baartman District (Pearston School) REF NO: DOE 30/03/2018 (1 Post)

Sarah Baartman District (Aeroville School) REF NO: DOE 31/03/2018 (1 Post)

Sarah Baartman District (Willowmore Primary School) REF NO: DOE 32/03/2018 (1 Post)

REQUIREMENTS : Grade 12 certificate with 5 years in administrative experience. Diploma will be an added advantage. Computer Literacy (MS Word and Excel). Knowledge of finances. An understanding of Public Finance Management Act (PFMA). Basic Conditions of Employment Act. An understanding of Government priorities educational policies and Public Service principles. An understanding of Public Service principles. Good planning skills and be able to work under pressure. Willing to work with and for learners with special education needs (disabled learners).

Good communication and negotiating skills (written and verbal), good customer care. Present good telephone etiquette and good interpersonal skills. Promote welfare of learners. A valid Code 8 (EB) Driver's license will be an added advantage. Good customer care.

DUTIES : Responsible for assisting unit with administrative duties, render photocopying and faxing services. Supervision and control of subordinates; Leave management, Performance management, Records management and Financial management. Managing subsidies / funds transferred to the school by the department. Prepare school budget and initiate procurement processes. Assist in administration. Reconcile, balance and prepare monthly and quarterly reports /quarterly financial statements and budget estimates. Organizing parent's meetings and keep minutes of the meetings. Ordering of text books, stationery, other equipment and distribution of stationery. Procurement and provisioning of office goods /resources. Document management such as typing, filling, reception, scanning, faxing, record keeping of school, staff and learner issues. Ensure safe keeping of all documentation in the office and answering phones. Capturing data and keeping data base. Compilation of general office correspondence such as memorandums, submissions, invitations, notices and letters

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/52 : **SENIOR HOUSEKEEPING SUPERVISOR (12 POSTS)**

SALARY CENTRE : R127 851 per annum (Level 04)
: Various school hostels in province:
OR Tambo Inland District (Dalindyebo School) REF NO: DOE 33/03/2018 (1 Post)
Amathole West District (Fort Beaufort Primary School) REF NO: DOE 34/03/2018 (1 Post)
Nelson Mandela Metro District (Huise School) REF NO: DOE 35/03/2018 (1 Post)
Alfred Ndzo District (Osborn School) REF NO: DOE 36/03/2018 (1 Post)
Alfred Ndzo District (Mvenyane School) REF NO: DOE 37/03/2018 (1 Post)
OR Tambo Inland District (Shawbury School) REF NO DOE 38/03/2018 (1 Post)
Sarah Baartman District (Willowmore Sss School) REF NO: DOE 39/03/2018 (1 Post)
Sarah Baartman District (Aberdeen School) REF NO DOE 40/03/2018 (1 Post)
Sarah Baartman District (Daleview School) REF NO: DOE 41/03/2018 (1 Post)
Sarah Baartman District (Jansenville School) REF NO: DOE 42/03/2018 (1 Post)
Sarah Baartman District (Pearston School) REF NO: DOE 43/03/2018 (1 Post)
Sarah Baartman District (Aeroville School) REF NO: DOE 44/03/2018 (1 Post)

REQUIREMENTS : A minimum of Grade 10/Std 8. Good communication skills and Good Customer Care Ability to learn. Willingness to work with learners. An understanding of Public Service Principles

DUTIES : Supervise and quality assure the work of subordinates. Has a responsibility to take care of learners after school and at night. Assist young learners with feeding, bath, toilet training, grooming and dressing up. Maintain safety in the hostel in terms of drugs, sexual abuse, physical abuse and general safety and cleanliness. Apply basic communication skills in interacting with the children. Supply and sort out clean linen and clothes to learners. Observe children all time and take care of them when sick. Marking of all children's clothes. Promote welfare of learners.

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/53 : **HOUSEKEEPING SUPERVISOR/MOTHER/FATHER (14 POSTS)**

SALARY CENTRE : R107 886 per annum (Level 03)
: Various school hostels in province:
OR Tambo Inland District (Dalindyebo School) REF NO: DOE 45/03/2018 (1 Post)
Amathole West District (Fort Beaufort Primary School) REF NO: DOE 46/03/2018 (1 Post)
Nelson Mandela Metro District (St Colmicile School) REF NO: DOE 47/03/2018 (1 Post)
Alfred Nzo District (Mvenyane School) REF NO: DOE 48/03/2018 (1 Post)

OR Tambo Inland District (Jongilizwe School) REF NO: DOE 49/03/2018 (1 Post)
 OR Tambo Inland District (Ngangelizwe School) REF NO: DOE 50/03/2018 (1 Post)
 Amathole East District (Blythwood School) REF NO: DOE 51/03/2018 (1 Post)
 Sarah Baartman District (Willowmore Sss School) REF NO: DOE 52/03/2018 (2 Posts)
 Sarah Baartman District (Aberdeen School) REF NO: DOE 53/03/2018 (2 Posts)
 Sarah Baartman District (Pearston School) REF NO: DOE 54/03/2018 (1 Post)
 Sarah Baartman District (Aeroville School) REF NO: DOE 55/03/2018 (1 Post)
 Sarah Baartman District (Willowmore Primary School) REF NO: DOE 56/03/2018 (1 Post)

REQUIREMENTS : A minimum of Grade 10 / Std 8. Acknowledge the unique needs of learners. Treat each learner as an individual and respect their differences. Able to create an accommodative environment to meet the needs of learners. Avoiding use of language that is biased. An understanding of Public Service principles. Good communication skills, be friendly and have good customer care. Ability to work as part of the team. Promote welfare of learners and motivate learners to build self-esteem. Acceptance of responsibility and be able to identify learner needs and strengths. Create opportunities for learners to participate in activities. Have the ability to do the right thing all the time. Choose to make a difference. An understanding of Batho Pele Principles

DUTIES : Has a responsibility to take care of learners after school and at night. Assist and train learners with dressing, feeding, bath, toilet training, grooming and dressing up. Maintain safety in the hostel in terms of drugs, sexual abuse, physical abuse and general safety and cleanliness. Apply basic communication skills in interacting with the children. Sort out and supply clean linen, clothes and repair clothing of learners. Observe children all time and take care of them when sick. Accepting all learners, irrespective of their physical appearance, abilities, functioning levels, age, race, gender and language etc. Has a responsibility to take care of learners during day, after school and at night. Have patience and willingness to support learners unconditionally. Promote welfare and uphold the rights of learners. Assist learners with mobility and orientation in school with hostels. Make sure that the learners are on time for school, in proper clean and ironed uniform. Marking of all children's clothes, shelve packing, keep record of all linen, equipment and supervision over laundry. Any pressure sores or illness must be reported immediately. Responsible for stock taking. Responsible for stock taking, supply, sort out clean linen and clothes to learners. Escort /accompany sick learners to hospital / clinic and town. Drawing up of working schedules and making of relief arments. Good communication skills and Good Customer Care. Control and keep record and registers up to date.

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/54 : **CARETAKER/HANDYMAN (13 POSTS)**

SALARY CENTRE : R107 886 per annum (Level 03)
 Various school hostels in province:
 OR Tambo Inland District (Dalindyebo School) REF NO: DOE 57/03/2018 (1 Post)
 Amathole West District (Fort Beaufort Primary School) REF NO: DOE 58/03/2018 (1 Post)
 Nelson Mandela Metro District (St Colmicile School) REF NO: DOE 59/03/2018 (1 Post)
 Buffalo City District (Bylletts School) 1 Post REF NO: DOE 60/03/2018 (1 Post)
 Sarah Baartman District (Alexandria School) REF NO: DOE 61/03/2018 (1 Post)
 OR Tambo Inland District (Jongilizwe School) REF NO: DOE 62/03/2018 (1 Post)
 OR Tambo Inland District (Shawbury School) REF NO: DOE 63/03/2018 (1 Post)
 OR Tambo Inland District (Ngangelizwe School) REF NO: DOE 64/03/2018 (1 Post)
 Amathole East District (Blythwood School) REF NO: DOE 65/03/2018 (1 Post)
 Chris Hani West District (Maria Louw School) REF NO: DOE 66/03/2018 (1 Post)
 Chris Hani West District (Freemantle School) REF NO: DOE 67/03/2018 (1 Post)
 Sarah Baartman District (Willowmore Sss School) (1 Post)

<u>REQUIREMENTS</u>	:	A minimum of Grade 8/STD 6. Good communication skills. Ability to learn Willingness to work with learners and staff members.
<u>DUTIES</u>	:	Moving around the premises identifying broken materials. Giving direction to the visitors on relevant office around the premises. See to it that broken tables and drawers are maintained. Looking for broken windows and report them. Mending broken brooms and look for all assets.
<u>ENQUIRIES</u>	:	Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).
<u>POST 10/55</u>	:	<u>SECURITY OFFICERS (5 POSTS)</u>
<u>SALARY CENTRE</u>	:	R107 886 per annum (Level 03) Various school hostels in province: Buffalo City District (Bylletts School) REF NO: DOE 68/03/2018 (1 Post) OR Tambo Inland District (Shawbury School) REF NO: DOE 69/03/2018 (1 Post) OR Tambo Inland District (Shawbury School) REF NO: DOE 69/03/2018 (1 Post) Chris Hani West District (Freemantle School) REF NO: DOE 70/03/2018 (2 Posts) Sarah Baartman District (Willowmore Sss School) REF NO: DOE 71/03/2018 (1 Post)
<u>REQUIREMENTS</u>	:	A minimum of Grade 10/Std 8. Good communication skills, good customer care. An understanding of Public Service principles. Have the ability to do the right thing all the time. Choose to make a difference. Acknowledge and accept of responsibility. Promote welfare of learners and motivate learners to build self-esteem.
<u>DUTIES</u>	:	Has a responsibility to identify officers /employees, learners and visitors. Draw up menu under the guidance of the School Management Team. Patrol school grounds, buildings and fenced off areas. Escort visitors in the premises where necessary. Ensure that facilities, premises vehicles learners and staff are safe. Assist in the implementation of school safety policy. Apply basic communication skills in interacting with the children. Keep the necessary visitors register. Issue admission control cards to visitors and receive them back. Good communication skills and Good Customer Care. Open gates on arrival and departure of visitors at the Institution. Check supplies, articles and objects where necessary before allowing visitors in. Have patience and willingness to support learners unconditionally Promote and uphold the rights of children Report on breakages, theft and damages to school property to the Principal /School Management Team (SMT).
<u>ENQUIRIES</u>	:	Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).
<u>POST 10/56</u>	:	<u>GENERAL WORKERS/CLEANERS (69 POSTS)</u>
<u>SALARY CENTRE</u>	:	R90 234per annum (Level 02) Various school hostels in province: OR Tambo Inland District (Dalindyebo School) REF NO: DOE 72/03/2018 (3 Posts) Amathole West District (Fort Beaufort Primary School) REF NO: DOE 73/03/2018 (2 Posts) Nelson Mandela Metro District (O Hof School) REF NO: DOE 74/03/2018 (2 Posts) Alfred Nzo District (Osborn School) REF NO: DOE 75/03/2018 (3 Posts) Nelson Mandela Metro District (St Colmicile School) REF NO: DOE 76/03/2018 (3 Posts) Buffalo City District (Bylletts School) REF NO: DOE 77/03/2018 (3 Posts) Sarah Baartman District (Alexandria School) REF NO: DOE 78/03/2018 (2 Posts) Alfred Nzo District (Mvenyane School) REF NO: DOE 79/03/2018 () 3 Posts) OR Tambo Inland District (Jongilizwe School) REF NO: DOE 80/03/2018 () 3 Posts) OR Tambo Inland District (Shawbury School) REF NO: DOE 81/03/2018 (3 Posts) OR Tambo Inland District (Mthatha Tech School) REF NO: DOE 82/03/2018 (3 Posts) OR Tambo Inland District (Ngangelizwe School) REF NO: DOE 83/03/2018 (3 Posts) Amathole East District (Blythswood School) REF NO: DOE 84/03/2018 (3 Posts)

Chris Hani West District (Maria Louw School) REF NO: DOE 85/03/2018 (3 Posts)
 Buffalo City District (Braidbacht School) REF NO: DOE 86/03/2018 (3 Posts)
 Amahlathi District (St Matthews School) REF NO: DOE 87/03/2018 (3 Posts)
 Chris Hani District (Nyanga School) REF NO: DOE 88/03/2018 (3 Posts)
 Chris Hani West District (Michausdale School) REF NO: DOE 89/03/2018 (3 Posts)
 Chris Hani West District (Middelanse School) REF NO: DOE 90/03/2018 (3 Posts)
 Alfred Nzo West District (Makaula School) REF NO: DOE 91/03/2018 (3 Posts)
 Chris Hani East District (Daliwonga School) REF NO: DOE 92/03/2018 (1 Post)
 Chris Hani West District (Ntsokotha School) REF NO: DOE 93/03/2018 (2 Posts)
 Chris Hani West District (Mt Author School) REF NO: DOE 94/03/2018 (2 Posts)
 Sarah Baartman District (Willowmore Sss School) REF NO: DOE 95/03/2018 (2 Posts)
 Sarah Baartman District (Daleview School) REF NO: DOE 96/03/2018 (1 Post)
 Sarah Baartman District (Jansenville School) REF NO: DOE 97/03/2018 (2 Posts)
 Sarah Baartman District (Pearston School) REF NO: DOE 98/03/2018 (1 Post)
 Sarah Baartman District (Willomore Primary School) REF NO: DOE 99/03/2018 (1 Post)

REQUIREMENTS : A minimum of Grade 8/Std6. Good communication skills and Good Customer Care. Acceptance of responsibility and be able to identify learner needs and strengths. Acceptance of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Ability to learn. Willingness to work with learners. An understanding of Public Service principles. Appropriate experience will be an added advantage.

DUTIES : Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks. Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy. In the garden dig, fertilize soil, plant seeds or transplant seedlings by hand, cultivate, spray, harvest fruits and vegetables. Responsible for the removal of refuse for both hostel and school premises. General domestic duties, like fixing of broken windows, taps, gutters, doors, lights etc. Request, purchase and control of cleaning material. Undertake inspections daily based on the neatness of buildings and premises. Report any damages to property. Promote and uphold the rights of children. Have patience and willingness to support learners unconditionally.

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/57 : **FOOD SERVICES AIDES (28 POSTS)**

SALARY CENTRE : R90 234 per annum (Level 02)
 : Various school hostels in province:
 OR Tambo Inland District (Dalindyebo School) REF NO: DOE 100/03/2018 (1 Post)
 Amathole West District (Fort Beaufort Primary School) REF NO: DOE 101/03/2018 (1 Post)
 Nelson Mandela Metro District (Doukamma School) REF NO: DOE 102/03/2018 (1 Post)
 Nelson Mandela Metro District (Huise School) REF NO: DOE 103/03/2018 (1 Post)
 Nelson Mandela Metro District (O Hof School) REF NO: DOE 104/03/2018 (1 Post)
 Alfred Ndzo District (Osborn School) REF NO: DOE 105/03/2018 (1 Post)
 Nelson Mandela Metro District (St Colmicile School) REF NO: DOE 106/03/2018 (1 Post)
 Buffalo City District (Bylletts School) REF NO: DOE 107/03/2018 (1 Post)
 Sarah Baartman District (Alexandria School) REF NO: DOE 108/03/2018 (1 Post)
 Alfred Ndzo District District (Mvenyane School) REF NO: DOE 109/03/2018 (1 Post)
 O R Tambo Inland District (Jongilizwe School) REF NO: DOE 110/03/2018 (1 Post)
 OR Tambo Inland District (Shawbury School) REF NO: DOE 111/03/2018 (1 Post)

OR Tambo Inland District (Mthatha Tech School) REF NO: DOE 112/03/2018 (1 Post)
 Or Tambo Inland District (Ngangelizwe School) REF NO: DOE 113/03/2018 (1 Post)
 Amathole East District (Blythswood School) REF NO: DOE 114/03/2018 (1 Post)
 Chris Hani West District (Maria Louw School) REF NO: DOE 115/03/2018 (1 Post)
 Buffalo City District (Braidbacht School) REF NO: DOE 116/03/2018 (1 Post)
 Amathole District (St Matthews School) REF NO: DOE 117/03/2018 (1 Post)
 Chris Hani District (Nyanga School) Ref No: DOE 118/03/2018 (1 Post)
 Chris Hani West District (Michausdale School) REF NO: DOE 119/03/2018 (1 Post)
 Chriss Hani West District (Middelanse School) REF NO: DOE 120/03/2018 (1 Post)
 Alfred Nzo West District (Makaula School) REF NO: DOE 121/03/2018 (1 Post)
 Chris Hani East District (Daliwonga School) REF NO: DOE 122/03/2018 (1 Post)
 Chris Hani West District (Ntsokotha School) REF NO: DOE 123/03/2018 (1 Post)
 Chris Hani West District (Mt Aurtur School) REF NO: DOE 124/03/2018 (1 Post)
 Chris Hanie West District (Freemantle School) REF NO: DOE 125/03/2018 (1 Post)
 Sarah Baartman District (Daleview School) REF NO: DOE 126/03/2018 (1 Post)
 Sarah Baartman District (Willowmore Primary School) REF NO: DOE 127/03/2018 (1 Post)

REQUIREMENTS : To promote healthy lifestyles and good nutrition in schools. Able to draw a healthy and balanced diet. Willingness to work and cater for learners with special education needs (disabled learners). Ability to learn. An understanding of Public Service principles. Acceptance of responsibility and be able to identify learner needs and strengths. Acknowledge and respect differences in learners with disabilities. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Must have the ability to do the right thing all the times. Choose to make a difference. Good communication skills, good customer care.

DUTIES : Draw up menu under the guidance of the School Management Team. Preparing of food (peeling of vegetables). See to it that during meal times food is dished for learners, including those that are having their meals in the Classroom when problem occurs. Cooking all meals for children. Dishing out food for the learners. Ensure hygienic handling of food. Supervise and assist learners during feeding. Good communication skills and Good Customer Care. Cleaning of the kitchen, sweeping of the dining hall, washing up dishes, utensils and packing. Ensure safe custody of cooking equipment, food staff and eating utensils. Conduct and keep record of all stock taking for all cooking equipment and eating utensils. Prevent waste of food and unnecessary wastage of water. Report any problems occurring in the kitchen. Have patience and willingness to support learners unconditionally. Promote and uphold the rights of children

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

POST 10/58 : **GENERAL WORKERS/CLEANERS- NSNP LSPID REF NO: DOE 128/03/2018 (1 YEAR CONTRACT POSITION) (3 POSTS)**

SALARY : R90 234 per annum (Level 02)
CENTRE : Head Office – Zwelitsha

REQUIREMENTS : A minimum of Grade 8/Std6. Good communication skills and Good Customer Care. Acceptance of responsibility and be able to identify learner needs and strengths. Acceptance of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Ability to learn. Willingness to work with learners. An understanding of Public Service principles. Appropriate experience will be an added advantage.

DUTIES : Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks. Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy. In the garden dig, fertilize soil, plant seeds or transplant seedlings by hand, cultivate, spray, harvest fruits and

vegetables. Responsible for the removal of refuse for both hostel and school premises. General domestic duties, like fixing of broken windows, taps, gutters, doors, lights etc. Request, purchase and control of cleaning material. Undertake inspections daily based on the neatness of buildings and premises. Report any damages to property. Promote and uphold the rights of children. Have patience and willingness to support learners unconditionally.

ENQUIRIES : Enquiries can be directed to Mrs. NT Sipahlanga (040-6084064) / Mr. TK. Dimbaza (040-6084548).

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 B Ndayi

CLOSING DATE : 29 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 10/59 : **2X FINANCIAL MANAGEMENT SPECIALISTS (CONTRACT CFO POSITIONS): TSU: REF NO: PT 03/03/2018**

Contract period: One year, renewable every year up to three years based on performance (achievement of agreed targets). This is a re-advertisement. (Those who had applied before are welcomed to re-apply if they are still interested). EC Provincial Treasury has a mandate to support departments and municipalities towards a sustainable financial management maturity and is accordingly inviting application from suitable candidates to act as Chief Financial Officers (CFO) in various departments and/or municipalities, based on the need of support.

SALARY : R948 174 - R1, 27,334 per annum Level 13-14
CENTRE : Bhisho

<u>REQUIREMENTS</u>	:	A Bachelor's degree in Finance/Auditing (qualification at NQF level 7). With extensive knowledge and experience (i.e. a minimum of five (5) years' experience at Director Level) in an accounting environment. A Certified Chartered Accountant (SA) qualification, active membership in professional bodies like SAICA, CFA, etc, coupled with extensive Public Sector Financial Management experience will be an added advantage/or equivalent postgraduate degree in Finance.
<u>DUTIES</u>	:	In support to the Accounting Officer, the incumbent will perform the duties of the Chief Financial Officer in sector departments and/or municipalities, including: Developing and executing financial and business support strategy, implement Financial Management Plan of the entity based on the mandate in line with the requirements of the Public Finance Management Act (PFMA) and/or Municipal Finance Management Act (MFMA); Exercise managerial oversight in the formulation and implementation of the entity corporate financial governance programme; Provide leadership and sustainable operational management of the entity's finance function; Ensure that Finance function performs effectively and optimally with regards to the entity's requirements for stakeholder relations management; Ensure alignment of functions and business processes as well as acquisitions and utilization of appropriate systems and solutions within Business support functions; Contribute, as part of the Executive Management collective, to the accountability for performance of the entity; Ensure that the entity's financial management programmes and models meet all statutory and relevant corporate governance conventions and standards; Implement budgetary controls and effective internal control systems in the accounting and reporting cycles; Implement Supply Chain and Asset Management systems. SKILLS AND Competencies: Proven record of Leadership and Strategic capability in managing large and complex environments, innovation and project management capabilities, excellent communication and problem solving skills, project management skills, advanced technological skills (expert/competent on the use of Microsoft Applications), A clear understanding of the PFMA, Treasury Regulations, MFMA, GRAP, GAAP, complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers' licence.
<u>ENQUIRIES</u>	:	Ms B Ndayi 040 1010 072
<u>POST 10/60</u>	:	<u>DIRECTOR: FINANCIAL ACCOUNTING & REPORTING UNDER OFFICE OF THE ACCOUNTANT GENERAL (CHIEF DIRECTOR ACCOUNTING SERVICES). REF NO: PT 04/03/2017</u> This is a re-advertisement. (Those who had applied before are welcomed to re-apply if they are still interested). Purpose: To promote, monitor, support and report on the implementation of Accounting Standards in Provincial Departments.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R948 174 per annum Level 13 Bhisho A Three year degree (NQF Level 7) in Finance Accounting / Financial Management / Public Finance or Auditing, having completed articles, with 7-8 years' experience of which 5 years relevant work experience at middle managerial (Deputy Director Level) level in an Accounting environment. A Chartered Accountant will be an added advantage.
<u>DUTIES</u>	:	In addition to sub-programme responsibilities of creating conditions of excellence by deploying effective and transformative performance management systems, managing and reporting on resources, including managing the related risks, the incumbent will co-ordinate the provincial reporting process, influencing financial management capability indicated by positive audit outcomes in the province, promoting accountability in the management of public resources as a key component in the governance practices. Skills and competencies: A proven record of having implemented and overseen public sector accounting assignments at a multiple stakeholder level, excellent project management and stakeholder management capability, excellent technological skills (expert on the use of Microsoft Applications), highly effective communication skills, innovation capabilities and excellent problem solving skills. A clear understanding of the public sector legislative environment (PFMA and related Regulations, MFMA and related regulations, PSA and related regulations, GRAP, GAAP), complemented

ability to work within a deadline driven and regulatory environment with Code 8 drivers licence.

ENQUIRIES : Ms B Ndayi 040 1010 072/071

OTHER POSTS

POST 10/61 : **DEPUTY DIRECTOR: BUDGET MANAGEMENT: REF NO: PT 01/03/2018**

SALARY : R779 295 per annum Level 12

CENTRE : Bhisho

REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Public Finance / Economics or relevant field in Finance plus Minimum 5 years' experience in Finance of which 3 years must have been at Assistant Director Level in a budget environment. Knowledge and skills: MS Word, MS Powerpoint, MS Excel, knowledge of BAS, Persal, Vulindlela, or any Enterprise Resource Planning system will be an added advantage. Verbal and written communication, able to work under pressure and long hours, analytical skills, professionalism, paying attention to detail.

DUTIES : oversee the timely tabling of credible main budget: Review and improve on previous year's internal budget process with internal stakeholders. Conduct National Benchmark exercise. Manage sectoral policy implementation and provide advise and technical assistance to departments to promote fiscal discipline. Facilitate and coordinate inputs into the preparation of the annual Treasury Guideline documents (Budget Preparation and Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue approved Guidelines to departments. Prepare for Budget achievability hearings through economic and statistical analysis to assess the department's capacity to spend its budget and whether actual expenditure matches policy priorities. Monitor revenue and expenditure reviews over MTEF (Medium Term Expenditure Framework) with external stakeholders in consultation with National Treasury. Manage reconciliation and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Advise departments on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Facilitate Budget guideline workshops with departments and entities. Provide assistance to department CFOs and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's input. Analyse and report on expenditure trends through statistical and economical analysis in preparation for pre- and main MTECs Plan and conduct pre- and main MTEC hearings and prepare a comprehensive departmental MTEC report to inform MTEF budget allocations. Coordinate the accuracy and credibility of MTEF database and EPRE. Evaluate Conditional grant business plans and ensure compliance to Division of Revenue Act (DORA) and Bill and also DORA framework. Provide support to departments and ensure that the Main budget is loaded on BAS (Basic Accounting Systems (BAS) and verify accuracy of loaded budget. Review the process of gazetting of transfers to Public Institutions and provide inputs to Appropriation Bill. Provide inputs for the OPRE, budget flyer and policy speech and MEC budget speech. Prepare closeout report on previous years financial and non-financial performance. Coordinate the adjusted budget publications: Consolidate a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO (Executive Council). Provide guidance to the department and evaluate requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Consolidate and submit inputs for Medium Term Budget Policy Statements. Provide support to department and ensure that the Adjustment budget is loaded on BAS and verify accuracy of loaded budget. Provide oversight regarding the compliance of departmental strategic plans (SP) and annual performance plans (app) and the alignment thereof to national and provincial policy priorities: Monitor and manage the provincial budget alignment with strategic plan, APPs and OPS. Analyse monthly IYM on revenue and expenditure and ensure

feedback is provided to department: Engage with internal stakeholders and assign responsibilities in preparation for Budget achievability hearings. Establish and maintain appropriate controls and reporting systems in order to meet performance expectations and work with the department to solve problems and generate solutions that may impact on its performance. Review S40 cash flow projections and assess credibility of submissions for equitable share and conditional grant allocations. Review the weekly expenditure report that will inform the monthly IYM. Monitor and report on the IYM and evaluated submission for completeness and accuracy. Monitor the implementation of provincial budgets by assessing departmental revenue and expenditure. Monitor and report on utilisation of gazetted transfers. Provide monthly feedback to EXCO, CBC, Top management and department on IYM analysis. Provide inputs for the CFO's forum when required. Prepare PEAR document for National Treasury. Analyse quarterly performance reports (QPR) and provide feedback to department: Review QPR model. Analyse and report on QPR submission and assess credibility of variance explanations. Integrate, analyse and report on non-financial and financial performance information focusing on policy priorities of the department. Prepare quarterly feedback letters to departments. Monitor timeous reporting of any emerging factors that could preclude the achievement of performance targets / outputs, including contingency measures to ensure the impact of such deviation is minimised. Conduct and report on site visits undertaken to inform budget and other policy decisions. Monitor and report on the evaluation of studies needed to gain timely and relevant insights into emerging areas of concern are undertaken and that the data is shared with all those involved in decision making. Manage area of responsibility: ability to lead certain projects of the programme and actively participate. 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. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and conduct Performance Assessments of subordinates. Manage all aspects of management and organisation of the component are constantly reviewed and ensure that they best suit the needs of the PT in realising its strategic objectives. Monitor expenditure and ensure it is within budget. Monitor that assets are managed, maintained and kept in good conditions.

ENQUIRIES

: Ms B Ndayi 040 1010 072

POST 10/62

: **DEPUTY DIRECTOR: CONTRACT MANAGEMENT REF NO: PT 02/03/2018**
 Purpose: To manage the development, and implementation reviewal, of Contract Administration Services in the Department. To manage the performance and risks of contracts, and as needed, provide guidance on contract matters to units within the ECPT.

SALARY
CENTRE
REQUIREMENTS

: R658 558 per annum Level 11
 : 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 Commerce / Supply Chain Management / Procurement/ Law or related field coupled with Minimum of 5 years' experience contract management experience of which 3 years must have been at an Assistant Director Level. Short Courses in Contract Management will be an added advantage. Skills and competencies: In-depth knowledge of the legislative framework that governs the Public Service. Knowledge and application of the following prescripts: Public Finance Management Act, National Treasury Regulations,- National Treasury Instructions & Practice Notes. Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management. Communication and Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Developing Others, Diversity Management, Impact and Influence, Managing Interpersonal Conflict and Resolving Problems, Networking and Building Bonds, Planning and Organising,

DUTIES

Problem Solving and Decision Making, Project Management, Team Leadership, Computer Literate and Good Communication Skills (verbal and written).

: Develop departmental contract management policies and guidelines: Review Contract Management policies and procedures annually. Conduct research on best practices with regards to contract Management policies and procedures. Draft recommendations of improvements and submit for approval. Manage departmental contracting: Manage, undertake and review the monitoring, analyses and determination of actions to ensure proper contract administration. Administer variations to contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendment cancelations and develop proposals for approval. Evaluate applications for deviations and make recommendations. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve contractual disputes. Maintain proper relationship with suppliers within the code of ethics Monitor supplier performance according to the contract and service level agreement. Negotiate favourable terms and conditions to both ECPT and service provider. Demonstrate high-level understanding of Governance Framework for Contract Management and Internal Control. Manage area of responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from Senior Manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

ENQUIRIES

: Ms B Ndayi 040 1010 072/071

DEPARTMENT OF ROADS PUBLIC WORKS

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

: Should be directed to The Director: HR Practices and Administration, Department of Roads and Public Works; Private Bag X0022, Bhisho, 5605. Hand deliver To Room 2-09, second Floor, Qhasana Building, Independence Avenue, Bhisho and enquiries can be directed to Mr M. Mbangi at 040-609 6290/6290/6248.

FOR ATTENTION

: Ms N.H Malgas

CLOSING DATE

: 29 March 2018

NOTE

: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or <http://eclgta.ecprov.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. 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. 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.

MANAGEMENT ECHELON

<u>POST 10/63</u>	:	<u>DIRECTOR: INTERNAL AUDIT, REF NO: DRPW 01/02/2018,</u>
<u>SALARY</u>	:	R948 174. (Level 13) An all-inclusive remuneration package:
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree in Auditing and Accounting. Successful completion of Articles in Accounting and Auditing with a registered firm of chartered accountants and CIA, will be an added advantage and audit experience in infrastructure related projects. 6- 8 years' experience in internal audit services, risk management and Special IT audits; and a minimum of 4 years in managing internal audit services in Deputy Director Level. Possession of a valid driver's license. A person must be a member of IIASA and other relevant professional bodies. Experience in strategy formulation, implementation and delivery. Experience in designing, implementing and reviewing corporate governance, risk management processes and internal controls. Up to date knowledge of local and international auditing standards and risk practices. Strong IT systems knowledge and teammate audit software including its data analytics. Knowledge and skills: Problem solving skills, Strategic capability and leadership, Management skills, Communication skills, Advanced Computer skills, customer service skills, Programme and project management. Driver's licence is a must. Public Finance Management Act (PFMA); Standards for the Professional Practice of Internal Auditors, Public Service Regulations and Framework; Computer audit software (teammate and ACL, etc) Values: Integrity, Objectivity, Confidentiality, Competency. It is expected from the incumbent to work outside normal working hours from time to time.
<u>DUTIES</u>	:	The Director internal audit will assist the Chief Audit executive: To coordinate the provision and management of Internal Audit services. To provide an independent objective assurance and consulting activity designed to add value and improve an organization's operations. Develop Internal Audit policies and procedures in accordance with the Institute of Internal Auditors (IIA) standards. Prepare, for approval by the audit committee a rolling three-year strategic internal audit plan. Evaluate and improve quality, adequacy and effectiveness of internal controls. Manage all the resources for the component. Co-ordinate with other internal and external providers of assurance to ensure proper coverage and to minimize duplication of effort. Providing support to the Audit Committee in terms of plans and reports. Monitor and evaluate systems of internal control, risk management and Governance processes. Assisting the Department in adhering to sound corporate governance principles, complies with all government regulations and satisfies all legislative oversight requirements. Assess the operational procedure and monitoring mechanisms over all transfers made and received, including transfers in terms of the annual Division of Revenue Act. Assist the accounting officer in maintaining efficient and effective controls by evaluating those controls to determine their effectiveness and efficiency, and by developing recommendations for enhancement or improvement. Assist the accounting officer in achieving the objectives of the Department by evaluating and developing recommendations for the enhancement or improvement of the processes. Establish internal audit priorities. Develop a good work relationship with external auditors as well as the chairperson and members of the audit committee
<u>ENQUIRIES</u>	:	Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274
<u>POST 10/64</u>	:	<u>REGIONAL DIRECTOR: (REF. DRPW 02/02/2018)</u>
<u>SALARY</u>	:	An all-inclusive remuneration package: R948 174. (Level 13)
<u>CENTRE</u>	:	Amathole Regional Office (East London)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree / National Diploma in Public Administration/ Management or equivalent with 6 to 10 years' experience in Human Resource Management/Financial Management / Infrastructure environment of which at least four (4) must be at Middle Management Level in the public sector. A valid driver's license Knowledge: Sound financial and people management skills. Proven strategic and leadership skills. Excellent communicator at all levels (written and verbal). Knowledge of operational framework of the Public Finance Management

Act. Ability to work in a culturally diverse environment and lead cultural intervention and change Management projects. An understanding of the restructuring imperatives within the Public Service environment. Computer literacy Skills: Strategic capability and leadership. Financial Management. People management and empowerment. Programme and Project Management. Communication. Client orientation and customer focus. Good interpersonal skills and negotiation skills

- DUTIES** : Manage the following functions of the department in the Region: Manage the roads and buildings of the Region. Maintenance of state owned buildings. Property development. Management of all properties utilized by provincial government departments. Develop policies and systems for the efficient management of state property. Expanded Public Works Programme. Manage the risks of the Region as identified in the Departmental Risk Management Plan. Providing strategic direction for the region while at the same time exercising operational control to achieve departmental targets. Financial management - Responsible for regional budget and reporting. HR Management- Responsible to exercise control over regional staff in the areas of manpower planning, labour relations and human resources development. Corporate services, including office management and the wellness programme. Ensuring full functionality of the Performance Management and Development System in the region Amathole Regional Office (East London)
- ENQUIRIES** : Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

OTHER POSTS

- POST 10/65** : **CHIEF QUANTITY SURVEYOR (GRADE A) X1 POST, COMPONENT: PROVINCIAL DEPARTMENTS (BUILDINGS), REF NO: DRPW 03/02/2018.**

- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration package of R805 806 per annum (OSD)
: Head Office (Bhisho)
: Degree in Quantity Survey or relevant qualifications. Six years quantity Survey post-qualification experience required. Compulsory Registration with the South African Council for Quantity Survey Profession (SACQSP) as a Professional Quantity Surveyor. A valid Driver's license. Knowledge and skills: Programme and Project Management. Quantity Survey Legal and operational compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer aided engineering applications. Creating high performance culture. Technical Consultancy. Professional Judgement

- DUTIES** : Quality Survey analysis effectiveness: Perform final review and approval or audits on quality survey procedure, co-ordinate quality survey efforts and integration across discipline to ensure seamless integration with current technology Maintain quality survey operational effectiveness: Manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources, Set quality survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Set quality survey effectiveness according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment / services, Manage the operational capital project portfolio for the operation] to ensure effective resourcing according to organization needs and objectives, allocate, monitor, control expenditure according to budget to ensure efficient cash flow management and Manage the compilation added value of the discipline –related programmes and projects. Governance: Allocate, monitor and control resources, Compile risk logs (database) and manage significant risk according to sound risk management practices and organizational requirements, Provide technical specialist services for the operation of quality survey related matters to minimize possible risks, Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirement and return on investment. People Management: Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity y survey according to organizational needs and requirements and Manage

		subordinates key performance arrears by setting and monitoring performance standards and taking action to correct deviations to achieve department objectives. Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274
<u>ENQUIRIES</u>	:	
<u>POST 10/66</u>	:	<u>CHIEF ARCHITECT, COMPONENT: HEALTH PORTFOLIO (BUILDINGS), REF NO: DRPW 04/02/2018.</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration package of R805 806 per annum (OSD) Head Office (Bhisho) A Bachelor's Degree in Architecture or relevant qualification. Six years post qualification Architectural experienced. Valid driver's license. Compulsory Registration with SACAP as a Professional Architect
<u>DUTIES</u>	:	Architectural Design and analysis effectiveness: Perform final review and approvals or audits on architectural designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain architectural operational effectiveness: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources. Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor and maintain efficiencies according to organisational goals to direct or redirect architectural services for the attachment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects: Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide Technical consulting services for the operation of architectural related matters to minimise possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. People Management: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.
<u>ENQUIRIES</u>	:	Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274
<u>POST 10/67</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL SERVICES, REF NO: DRPW 05/ 02/2018.</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration package of R657 558 per annum (Level 11) Chris Hani Regional Offices (Queenstown) A National Diploma or B Degree in Accounting /Commerce/Financial Management, Taxation, Internal Auditing or A National Diploma in Cost and Management or Accounting or Bachelor of Business Administration with at least five (5) years Financial Management environment experience of which three (3) years" experience must be at an Assistant Director Level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver"s license. Knowledge and skills: Sound understanding of Basic Accounting Principles (GRAP and Modified Cash Basis) and proven ability to apply them, Knowledge of budget process, BAS, PERSAL and LOGIS .Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in Ms Word, Excel and Outlook. Knowledge of laws, Regulations, Policies ,Instructions, Practices, Public Finance

		Management Act,, Notes of the Public Finance Management Act(PFMA)and National Treasury Regulations.
<u>DUTIES</u>	:	Provide strategic guidance on handling financial matters of the region Ensure that budget-related matters are handled accordingly. Ensure that financial policies and regulations are implemented properly. Control the administration of accounts and make follow ups on the budget to ensure that it is utilized properly. Handle audit related queries. Responsible for Payroll Management. Manage Personnel. Expenditure analysis. Manage compliance with legislative requirements on payment processes and reporting Monitor and manage the authorization of receipts and deposits and timeous submissions of returns to Head Office. Management of the Financial Administration component. Effective and efficient identification and management of risks within the unit Management, safeguarding and maintenance of assets, including debtors. Management of liabilities and collection of revenue. Compliances with taxes, levies, duties, pension and all financial commitments. Detect and report on unauthorized, irregular, fruitless and wasteful expenditure and losses resulting from criminal and other conduct Settlement of contractual obligations and payment of all money owing, including inter-governmental claims within the agreed or prescribed period. Keeping full or proper records of the financial affairs of the Region. Control and review of monthly reconciliation. Assist Management to ensure compliance with the PFMA, Treasury Regulations, and other relevant guidelines and legislation. Risk Management.
<u>ENQUIRIES</u>	:	Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274
<u>POST 10/68</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL COORDINATION, EXPANDED PUBLIC WORKS PROGRAMME, REF NO: DRPW 06/ 02/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration package of R657 558 per annum (Level 11)
	:	Head Offices (Bhisho)
	:	A recognized B-degree or National Diploma in Socio Economic Development/ Public Administration. At least five (5) years relevant experience of which three (3) years must be at Assistant Director Level. A Valid driving licence. Knowledge: knowledge of Public Employment Programmes. Knowledge of Labour Intensive programmes. Understanding of government legislation, policies and procedures.
<u>DUTIES</u>	:	Ensure that all public bodies implement EPWP programme. Liaise with public bodies and encourage them to increase their investment on Public Employment programmes. Provide support to ensure accurate reporting of all work opportunities implemented against the targets set. Coordinate the establishment of sector committees. Ensure that sectors have business plans in line with the agreed national targets. Ensure that public bodies comply and adhere to EPWP policies and the ministerial determination. Provide continuous support and monitoring to public bodies. Monitor the utilisation of the EPWP Incentive Grant and adherence to the grant framework. Manage the resources allocated including human and finances. Develop strategies to mitigate against the possible risk that could be experienced. Provide periodic reports to all stakeholders and forums
<u>ENQUIRIES</u>	:	Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274
<u>POST 10/69</u>	:	<u>DEPUTY DIRECTOR: HIRING AND LETTING, COMPONENT: PROPERTY MANAGEMENT, REF NO: DRPW 07/ 02/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration package of R657 558 per annum (Level 11)
	:	Head Offices (Bhisho)
	:	A recognized B-degree or National Diploma in any Property/Public Administration/ Public Management / Law discipline with experience in the property environment with specifically acquisition through leasing with at least five (5) years relevant experience of which three (3) years must be at Assistant Director level. Proven relevant experience in the administration and management of expense leases is necessary. Good knowledge and understanding of the Property Transformation Charter, the PFMA and Treasury Regulations. Candidates with a legal background and experience in contract administration, as well office space planning will be an added advantage. Computer literate - MS Office. Valid EB driver's license. Knowledge And Skills: Knowledge of property prescripts and procedures with regard to lease management. Computer literacy. Knowledge and understanding of

the Public Finance Management Act. Knowledge of budgeting and control Ability to write letters and memorandums, as well as to compile reports for the Senior Manager. Ability to read and interpret lease contracts. Knowledge and understanding of contract and facilities management. Ability to determine office space needs and to measure buildings. Good communication and negotiation skills (both verbal and writing). Must be able to work independently as well as in a team. Ability to work under pressure and meet deadlines. People management and problem-solving skills. Strong interpersonal skills and ability to build relationships. Strong negotiation skills. A sense for accuracy and detail is very important. DUTIES: Management of the leased portfolio of the Department. Willingness to travel and a valid driver's licence. Conduct conditional assessments on government and private property. Prepare applications and reports to the Departmental BID Adjudication Committee. Prepare submissions for the hiring and letting of land and buildings • Liaise with various stakeholders in the private and public domain regarding property rentals and space requirements, including Municipalities and SAPOA. Land use and spatial analysis – measurement of office accommodation and buildings. Conduct negotiations with landlords and tenants. Prepare lease agreements. Ensure correct and timeous payments on utilities and rentals of leased properties. Ensure optimal utilisation of leased properties and effective contract administration. Assist the Senior Manager in other related tasks and duties which may be assigned from time to time. Procure leased accommodation on behalf of clients (Provincial Government Departments) in accordance with approved needs assessments. Produce status reports. Maintain the lease registers. Liaise with the Finance Unit and Regional Offices. It will be expected from the official to travel extensively within the borders of the Province.

ENQUIRIES :

Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

POST 10/70 :

QUANTITY SURVEYOR, COMPONENT: HEALTH PORTFOLIO – BUILDINGS, REF NO: DRPW 08/ 02/2018.

SALARY :
CENTRE :
REQUIREMENTS :

An all-inclusive remuneration package of R549 639 per annum (OSD)
 Head Offices (Bhisho)
 A Degree in Quantity Survey or relevant qualification. Three years Quantity Survey experience is required. A valid driver's license. Compulsory registration with SACQSP as a Professional Quantity Surveyor

DUTIES :

Perform quantity survey activities on buildings, structures or facilities: - Co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure Administration and budget planning: - Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Report on expenditure and service delivery • Research and development: - Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise Liaise with relevant bodies/ councils on quantity survey related matters

ENQUIRIES :

Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

POST 10/71 :

CONTROL ENGINEERING TECHNICIAN X3 POSTS, COMPONENT: HEALTH PORTFOLIO - X2 POSTS, X1 PROVINCIAL DEPARTMENTS X1 POST, REF NO: DRPW 14/02/2018.

SALARY :
CENTRE :
REQUIREMENTS :

R396 375 per annum (OSD)
 Head Office (Bhisho)
 National Diploma in Engineering or equivalent qualification with 6 years post qualification technical experience. Compulsory Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. A valid driver's license. Knowledge and skills: Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting.

DUTIES : Manage Technical Services:- Manage technical services and support in conjunction with the Engineers, Technologists and associates in field, workshop and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions:- To provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases; and Manage, supervise and control technical and related personnel and assets. Research and development:- Continuous professional development to keep up with the new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and to liaise with relevant bodies/councils on engineering related matters

ENQUIRIES : Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

POST 10/72 : **CHIEF ARTISAN - GRADE A: BUILDINGS REF NO: DRPW 15/02/2018**

SALARY : R343 329 per annum (OSD)
CENTRE : Amathole Regional Office (Butterworth)
REQUIREMENTS : An appropriate Trade Test Diploma certificate. Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. Valid driver's license. Knowledge and skills: Project Coordination. Technical design and analysis knowledge. Research and development .Computer-Aided Architectural applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills

DUTIES : Manage technical services: - Manage technical services and support in conjunction with Technicians/Artisans and associate in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance in line with specifications. Manager administrative and related functions: - Provide inputs into budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical operational plan; Update databases and Manage artisans and related personnel and assets. Financial Management: - Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline-related activities and services• People management: - Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements; Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: - Continuous individual development to keep up with technologies and procedures; Research/literature studies on technical/engineering to improve expertise; Liaise with relevant bodies/councils on technological/engineering-related matters.

ENQUIRIES : Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

POST 10/73 : **CONTROL SECURITY OFFICER, COMPONENT: FACILITIES MANAGEMENT, REF NO: DRPW 09/02/2018,**

SALARY : R334 545. - R404 121. per annum (Salary Level 9)
CENTRE : Amathole Regional Offices (East London)
REQUIREMENTS : A Bachelor's Degree or National Diploma in Security Management/ Policing / Law or any relevant qualification with a minimum of 5 years' experience in the security field of which 3 should be on a supervisory level. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. A valid driver's licence. NB!! SSA Security Managers course and Project Management will be an added advantage. Knowledge and skills: Sound knowledge of security administration field. Knowledge of the MISS and MPSS. Contract management of

<u>DUTIES</u>	:	private security. Investigation skills. Sound management and interpersonal skills. Good communication skills at all levels. Computer Literacy. Presentation skills Manage and oversee security within the region. Assist in the drafting and reviewing of security policies Assist in the drafting and reviewing of security policies, plans and procedures. Conduct security threat and risk assessments as well as security audits within the region. Monitor compliance with the Miss, MPSS and other security legislation. Evaluate and improve the effectiveness of security measures and procedures. Create, develop and maintain a security awareness and training programme for the region. Facilitate and coordinate the vetting of employees, prospective employees and service providers in the region. Manage and coordinate the investigation of security breaches in the department. Manage and monitor compliance to Service Level Agreements with security service providers. Supervise work schedules to assure deadlines are met. Provide reports to manager regarding effectiveness of security and make recommendations for adoption of new products. Provide reports to line management on a regular basis. Reports to the Director: Security Management
<u>ENQUIRIES</u>	:	Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274
<u>POST 10/74</u>	:	<u>ASSISTANT DIRECTOR: FACILITIES MANAGEMENT, COMPONENT: PROPERTY MANAGEMENT, REF NO: DRPW 10/02/2018;</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum (Level 9) Head Office (Bhisho) An appropriate Bachelor's Degree / National Diploma in any Property / Public Administration / Public Management / HR discipline with at least four (4) years relevant experience in property management of which two (2) years must be at a supervisory level. Proven relevant experience in the implementation of GIAMA, administration and management of immovable properties is necessary. Advanced knowledge and understanding of Act 7 of 2000, GIAMA, IDMS (Infrastructure Delivery Management System) the PFMA and Treasury Regulations. Computer literate - MS Office. Research skills. Valid EB driver's license. Knowledge and skills: Knowledge of property prescripts and procedures, facilities management, Health and safety regulations, government budget cycle process. Computer literacy. Ability to write letters, memorandums, as well to compile reports for the Manager Knowledge and understanding of property and land-related legislation Very good communication skills – both verbal and writing. Ability to interpret variety of technical instructions to enable to form. Office management skills. Must be able to work independently as well as in a team. People management and problem-solving skills. Ability to work under pressure. A sense for accuracy and detail is very important. Very good communication skills – both verbal and writing. People management and problem-solving skills. Office management skills.
<u>DUTIES</u>	:	Implementation of GIAMA. GIAMA support to user departments and regions. Management and administration of Facilities register. Management of Facilities Complaints and Defects Register. Liaising with Building Maintenance Unit for day-to-day maintenance. Co-ordination of legal services relating to Occupational, Health and Safety of the portfolio. Computer literacy. Ability to write letters, memorandums, as well to compile reports for the. Must be able to work independently as well as in a team. Ability to work under pressure.
<u>ENQUIRIES</u>	:	Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274
<u>POST 10/75</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY HOLDINGS X3 POSTS, COMPONENT: FIXED ASSET MANAGEMENT</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 per annum (Level 9) Sarah Baartman Ref No: DRPW 11/02/2018; (Port Elizabeth) X1 post Alfred Nzo Regional Office Ref No: DRPW 12/02/2018; (Mount Ayliff) X1 post OR Tambo Regional Office Ref No: DRPW 13/02/2018; (Mthatha) X1 post An appropriate Bachelor's Degree / National Diploma in any Property discipline/ Public Administration with at least four (4) years relevant experience in Fixed Asset Management (Property Management) of which two (2) years must be at supervisory level. Advanced computer skills and good communication skills both verbal and written. Sound knowledge and workable understanding of State Land

administration and land use management including legislation within the property industry. Knowledge and understanding of PFMA, GIAMA and the role and functions of PSLDC will be to the candidate's advantage. A good understanding of Constitutional obligations and programmes of Government to address the imbalances in the property ownership and land use patterns of our country. A valid driver's license.

DUTIES : Manage the acquisition and disposal of immovable assets and property rights e.g. servitudes. Assist with the acquisition of immovable assets required by user departments for state domestic purposes by way of Expropriation, Donation, Exchange, and Common Law. Liaise with various stake holders regarding the acquisition and disposal of immovable assets. Prepare submissions to Head Office for approval of acquisitions and disposals by Premier. Prepare and submit applications for the disposal of properties to the PSLDC. Issue instructions to the State Attorney and private Conveyancers for the registration of transfer including real rights. Request appointment of various service providers, e.g. Valuers, land surveyors. Assist the Manager with other related tasks and duties which may be assigned from time to time. Supervision of staff.

ENQUIRIES : Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

POST 10/76 : **ENGINEERING TECHNICIAN - GRADE A: BUILDINGS X3 POSTS**

SALARY CENTRE : R274 440 per annum (OSD)
: Education Portfolio - Buildings Ref No: DRPW 16/02/2018 (Head Office) X2 posts,
: Sarah Baartman Ref No: DRPW 17/02/2018 (Port Elizabeth) X1 post

REQUIREMENTS : A National Diploma in Engineering or relevant qualification. Three (3) years post qualification technical (Engineering) experience. A Valid driver's license Compulsory registration with ECSA as a Professional Engineering Technician. Knowledge and skills: Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting

DUTIES : Render technical services:- Assist Engineers, Technologists and associates in field, workshop and technical office activities, promote safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs and specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions:- Provide inputs into budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan; Develop, implement and maintain database and Supervise and control technical and related personnel and assets• Research and Development:- Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

POST 10/77 : **WORKS INSPECTOR REF NO: DRPW 18/02/2018, X1 POST**

SALARY CENTRE : R183 558. per annum (Level 6)
: OR Tambo Regional Offices (Mthatha),

REQUIREMENTS : A National Diploma in Mechanical Engineering (T/N/S) stream or a N3 and a passed Trade Test Certificate. Knowledge of Air Conditioning, Refrigeration and Boilers is necessary. Ability to read, interpret drawings, layouts and specifications. A valid driver's license

DUTIES : Project quality management on built environment infrastructure. Monitor project team on both new and maintenance projects. Conduct condition assessments to determine compliance with relevant registration. Diagnose and analyze problems on built environment. Implement solutions on any built environment related challenges Carry out inspections on a continuous basis to ensure that work is

performed according to the set standards. Trace defects in equipment. Inform on serviceable and or unserviceable equipment
ENQUIRIES : Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

POST 10/78 : **LEGAL ADMINISTRATION OFFICER GR 1; MR -1. REF NO: DRPW 19/08/2018,**
Component: Legal Services

SALARY : R174 606 per annum (OSD)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : An LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). No previous legal experience is required.

DUTIES : Functional Duties: Must be able to: Display and understanding of drafting 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. Understand and have a basic knowledge of legal research principles. Display knowledge of interviewing principles for the purposes of determining client's goals and objectives. Suggest possible courses of action during the consultation process, in relation to legal entitlements and client's instruction, and discuss these with the supervisor. Accurately document an interview and all advice given. Generic- Must be able to: Achieve excellence in delivering the planned customer service outcomes (i.e. service level and standards) for the department and monitoring the unit's service delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and satisfaction. Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers. Adapt to diverse cultural practices, customs, values and norms to individuals and groups to meet equity requirements, contribute to the transformation of work unit and department. Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, video conferencing telecommunication, etc.) in order to provide and communicate information for decision making, reporting, document storage and planning.

ENQUIRIES : Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274

POST 10/79 : **ARTISAN: BRICKLAYER (GRADE A) REF NO: DRPW 20/02/2018**
Component: Construction

SALARY : R167 778. per annum (OSD)
CENTRE : OR Tambo Regional Office (Port St Johns Depot)
REQUIREMENTS : Appropriate Trade Test Certificate. Valid driver's license. Knowledge and skills: Technical analysis knowledge. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Communication. Decision making. Team work

DUTIES : Design: Produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Maintenance- Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and Supervise and mentor staff Maintain expertise: Continuous individual development to keep up with new technologies and procedures.

ENQUIRIES : Ms N. Mtoba at 040 602 4270/ Mr M.D Kwaza at 040-602 4274