

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HUMAN SETTLEMENTS**

The Department of Human Settlements in the Eastern Cape is an equal opportunity, affirmative action employer. Applications must be sent in time to the correct address as indicated below to reach the address on or before the closing date to avoid your application not to be considered. Applications sent to a wrong address and or received after the closing date and those that do not comply with the requirements will not be taken into consideration. In the event of hand-delivery of applications, applicants must sign an application register as proof of submission of applications. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICANTIONS** : The Director: Human Resources Management, Department of Human Settlements, Private Bag X13008, Cambridge, 5206. Hand Delivery: Human Resources Section, Room 1, Steve Tshwete Building, 31 – 33 Phillip Frame Road, Chiselhurst, 5206
- FOR ATTENTION** : Mr Z. Ntozini
- CLOSING DATE** : 13 April 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, and should include three referees (should be people who recently worked with the applicant) and certified copies of all required documentations (with an original certification stamp by a Commissioner of Oaths/South African Police Services not older than three (03) months. An Identity Document and qualifications including senior certificate, a valid driving licence must be attached if it is the requirement of the post (expired driving licence will be considered only if a temporal driving licence is attached. It is the applicant's obligation to have foreign qualifications assessed for equivalence by SAQA. The Z83 form must be signed by an original signatures. 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.

MANAGEMENT ECHELON

- POST 13/62** : **CHIEF DIRECTOR: INCREMENTAL PROGRAMMES: REF NO: DHS 01/03/2018)**
Purpose: To provide for the efficient and effective management of housing properties in the Province.
- SALARY CENTRE REQUIREMENTS** : R1 127 334 - R1 347 879 Level 14 All-inclusive package
: Head Office
: An undergraduate qualification (NQF level 7) as recognised by SAQA with five (5) years of experience at a Senior Management level. In depth knowledge of the Public Finance Management Act as well as other relevant act/prescripts and legislations within the public sector. Extensive knowledge of programme and project management. Good problem solving and analysis skills. Ability to work under pressure and meet difficult deadlines. In depth knowledge of corporate services issues. Good decision making skills. Must have a valid driving licence. Skills and competencies: Knowledge and application of the following prescript: Public Finance Management Act (PFMA). In-depth knowledge of applicable legislation and prescripts, Government programmes,

		Information management and policies and procedures. Facilitation, report writing, research, negotiation, networking, presentation, analytical, project management, strategic planning and motivational skills. Strategic capability and leadership, communication, client orientation and customer focus, problem solving and analysis. Financial management and programme and project management. Decision making, knowledge management and change management.
<u>DUTIES</u>	:	Guide the management of provincial housing assets. Oversee relocation assistance. Co-ordinate phasing out programme and enhanced extended discount scheme. Control administration and maintenance of the housing debtor scheme and asset register. Oversee administration of sales and rental/deeds of sale contracts. Facilitate and co-ordinate the acquisition and administration of land. Oversee the release of national and provincial state land for housing development. Provide assistance to the municipalities to acquire private and public land for housing development. Facilitate transfer of residential sites to subsidy beneficiaries. Promote upgrading of land tenure rights for housing development. Oversee the development and implementation of strategy for acquisition of land for housing development. Guide and co-ordinate the implementation of social and rental housing and phasing out programme. Oversee and promote implementation of the social housing programme. Oversee the implementation of rental housing programme.
<u>ENQUIRIES</u>	:	can be directed to Mrs W.L. Hartzenberg at 043 711 9685
<u>POST 13/63</u>	:	<u>CHIEF DIRECTOR: DELIVERY PLANNING AND PERFORMANCE: REF NO: DHS 02/03/2018</u> Purpose: To guide the co-ordination and facilitation of effective Human Settlements development service.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 127 334 – R1 347 879. (Level 14) All-inclusive package Head Office An undergraduate qualification NQF level 7 as recognised by SAQA with five (5) years of experience at Senior Management level. In depth knowledge of the Public Finance Management Act as well as other relevant act/prescripts and legislations within the public sector. In depth knowledge and experience in planning environment for projects and programmes. Experience in Human Settlements will be an added advantage. Extensive knowledge of programme and project management. Good problem solving and analysis skills. Ability to work under pressure and meet difficult deadlines. Good decision making skills. Must have a valid driving licence. Skills and competencies: Knowledge and application of the following prescript: Public Finance Management Act (PFMA). In-depth knowledge of applicable legislation and prescripts, Government programmes, Information management and policies and procedures. Facilitation, report writing, research, negotiation, networking, presentation, analytical, project management, strategic planning and motivational skills. Strategic capability and leadership, communication, client orientation and customer focus, problem solving and analysis. Financial management and programme and project management. Decision making, knowledge management and change management
<u>DUTIES</u>	:	Review and develop of provincial human settlements policies and plans. Develop and review provincial human settlements policy and guidelines. Manage the provision of advice, guidance and policy interpretation to stakeholders and municipalities. Develop and review provincial multi-year human settlements housing development plans. Assist municipalities in the development of housing sector plans and evaluation of housing chapter of IDP's. Develop and review the human settlements development grant business plan. Conduct human settlements research. Develop and maintain province-wide medium terms housing research. Co-ordinate and manage housing research projects. Disseminate housing research products to relevant stakeholders Establish a housing research database/repository. Establish extensive research networks and partnerships. Give guidance to knowledge management and capabilities. Capacitate and support municipalities with regards to human settlements development. Co-ordinate housing education training and development programmes. Ensure proper implementation of housing development in respect of partnerships and community empowerment. Manage the monitoring, evaluation and reporting on capacity building programmes. Assist municipalities to satisfy the accreditation criteria. Monitor and evaluation of accredited municipalities.

ENQUIRIES : can be directed to Mrs W.L. Hartzenberg at 043 711 9685

POST 13/64 : **DIRECTOR: RISK, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT: REF NO: DHS 03/03/2018**
 Purpose: To provide Risk, Anti-Corruption and Integrity services of the department

SALARY CENTRE REQUIREMENTS : R948 174 - R1 116 918 (Level 13) All-inclusive package
 : Head Office
 : An undergraduate qualification NQF level 7 as recognised by SAQA with five (5) years of experience at a Middle/Senior Management level. A sound knowledge and functioning of government systems and applicable legislations and regulations. Effective and efficient management and monitoring of organisational budget and expenditure. Must possess a valid driving licence. Computer literate. Advanced planning and organising skills. Experience in anti-corruption will be an added advantage. Skills and Competencies: Knowledge and application of the following prescripts: Public Service Act, (PSA), Public Finance Management Act (PFMA), Treasury Regulations, Budget Guidelines: Policies, BAS Policies: Instructions, National and Provincial Treasury Instructions, Departmental Policies Revenue, Debt, Budgeting and Cash Management. Strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management, programme and project management. Applied strategic thinking, team leader, problem solving and decision making. Diversity management. Managing interpersonal conflict and resolving problems.

DUTIES : Develop the risk management policies, strategies and plan. Facilitate the implementation of a risk management plan. Provide training, support and guidance on financial risk. Provide support to the Risk Management Committee. Co-ordinate the development and monitoring of implementation of business continuity plan. Develop, implement and monitor business continuity plan. Integrity Management. Develop and implement departmental ethics strategy and policy (ethics management). Co-ordinate ethics programs within the department. Promote of the financial disclosure. Facilitate capacity building on ethics issues. Manage and facilitate the provision of anti-corruption services. Detect, prevent and investigate alleged cases of corruption. Establish and maintain a database of all anti-corruption cases in the department. Manage the allocated resources of the directorate. Efficiently manage own personal development through performance management including the effective utilisation and training of staff maintenance of discipline, promotion of sound labour relations and proper use of state property. Manage daily employee performance and ensure timely performance assessments of all sub-ordinates. Maintain high standards by ensure that the team section produces excellent work. Ensure management, maintenance and safekeeping of assets. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

ENQUIRIES : can be directed to Mrs W.L. Hartzenberg at 043 711 9685

OTHER POSTS

POST 13/65 : **DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT: REF NO: 04/03/2018**
 Purpose: To manage, co-ordinate and facilitate capacity building and training of all employees.

SALARY CENTRE REQUIREMENTS : R657 558. – R774 576 (Level 11) (All-inclusive package)
 : Head Office
 : A three year degree/diploma/NQF level 6 relevant qualification in Human Resource Development/Public Administration with 3 years working experience in human resource development or a Senior Certificate coupled with 10 years' experience in the human resource development environment. Experience in Human Resource Development and speciality in training and development will be an added advantage. Knowledge of HR legislation and regulations. Computer literacy. Presentation, facilitation, research and analytical skills. Must have a valid driving licence and must be willing to travel. Skills and Competencies: Knowledge and application of the following prescript: Public

		Finance Management Act (PFMA). In depth knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, information management and performance management. Good research, report writing, negotiation, interpersonal relations, communication, conflict management, presentation, analysing and working in a team
<u>DUTIES</u>	:	Identifying and co-ordinating training needs and facilitating the development of a workplace skills plan. Monitoring and facilitating capacitation and training of departmental employees. Administration of departmental bursaries. Co-ordinate and implement learnerships and internships. Conduct a skills audit and develop a database. Align needs with the objectives of the Department and the organisation structure. Identify needs and develop a learner and internship skills programme. Administer contracts. Organise skills development committee.
<u>ENQUIRIES</u>	:	can be directed to Mrs W. Hartzenberg at 043 711 9685
<u>POST 13/66</u>	:	<u>PROFESSIONAL SURVEYOR PRODUCTION GRADE B: REF NO: 05/03/2018</u> Purpose: Plan and perform to solve survey problems to improve efficiency and enhance safety
<u>SALARY</u>	:	R628 452 - R677 016 per annum (All-inclusive OSD) package)
<u>CENTRE</u>	:	Joe Gqabi Region
<u>REQUIREMENTS</u>	:	A three year degree/Diploma in Quantity Surveying/NQF level 6 relevant qualification with at 3 years' experience in the built environment. Must have a valid registration with SACQSP South African Council for Quantity Surveyors Profession. Proven ability and exposure in working with project management tools. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. Must possess a valid driving licence and must be willing to travel. Skills and Competencies: In-depth knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, negotiation and networking skills. Good interpersonal relations, loyalty, fairness, integrity, responsive and courteous. Communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management, programme and project management. Applied strategic thinking, team leader, problem solving and decision making. Diversity management. Managing interpersonal conflict and resolving problems.
<u>DUTIES</u>	:	Investigate applications on new and existing technologies. Plan and perform surveys of a complex nature. Develop cost effective solutions and approval of survey according to prescribed requirements/standards. Promote safety in line with statutory and regulatory requirements. Evaluate technical manuals, standard drawings and procedures to incorporate new technology. Provide professional advisory and support services, and develop tender specifications. Ensure training and development of candidate professional surveyors to promote skills/knowledge transfer and adherence to sound survey principles and code practice. Supervise the survey work and processes and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulation and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Continuous professional development to keep up with technologies and procedures. Research/literate studies on survey technology to improve expertise and liaise with relevant bodies/councils on survey related matters.
<u>ENQUIRIES</u>	:	can be directed to Mrs W.L. Hartzenberg at 043 711 9685
<u>POST 13/67</u>	:	<u>ENGINEER PRODUCTION GRADE A: REF NO: DHS 06/03/2018</u> Purpose: To co-ordinate, facilitate and monitor quality in human settlements delivery in all engineering projects, ensure adherence to National, Provincial and NHBRC norms and standards.
<u>SALARY</u>	:	R637 875 - R687 171 per annum (All-inclusive OSD package)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three year degree/diploma in Civil Engineering/NQF level 6 relevant qualification with 3 years working experience in the engineering field. Must

		have a valid registration with Engineering Council of South Africa (ECSA) as a professional. Ability and exposure in working with project management. Good verbal and written communication skills. Civil design or AutoCAD proficiency. Ability to work independently. Must have a valid driving licence. Skills and competencies: In-depth knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, research, report writing, negotiation, networking, facilitation, computer literacy and presentation skills.
<u>DUTIES</u>	:	Plan, evaluate, verify and recommend the human settlements development project proposal from various districts. Provide assistance in planning, evaluation, verification and recommendations of human settlements development project proposals from various districts. Provide assistance in application of project close out report. Ensure construction of good quality structures and continuous improvement. Check and verify the methodology used as per the national norms and standards. Inspect the work sites and develop applicable reports. Ensure that innovative building technologies conform to national norms and standards. Check conformity against National, Provincial, Municipal and NHBRC norms and standards. Design new systems to resolve practical engineering challenges, efficiency and enhance safety. Format checklist and standardised project submissions.
<u>ENQUIRIES</u>	:	can be directed to Mr M. Kana at 043 711 9743
<u>POST 13/68</u>	:	<u>CONSTRUCTION PROJECT MANAGER PRODUCTION: GRADE A: DISTRICT COORDINATION AND PROJECT MANAGEMENT: REF NO: 07/03/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R637 875. – R687 171 (Level 11 OSD) (All-inclusive package)
	:	Chris Hani Region
	:	A three year degree/diploma/NQF6 relevant qualification in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with 3 years of working experience in human settlements development. Solid proven experience in Project Planning and Project Management. Must have a valid registration with the South African Council for Project and Construction Management professionals (SACPCMP). Three (3) years' experience as a Control Works Inspector or equivalent. MS projects and MS office experience essential. Good communication skills (verbal and written). Must possess a valid driving licence and must be willing to travel. Computer literacy. Ability to work under pressure and meet tight deadlines. Ability to work independently and within team setup. Competencies: - Planning and organisation. Problem analyses and solving skills. Project management. Ability to pay attention to detail. Excellent interpersonal and communication skills (verbal and written). Experience in facilitating work sessions and giving presentations
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Project accounting and financial management. Report project progress to Chief Construction Project Manager. Office administration. Liaise and interact with service providers, client and management. Research and development. Keep up with new technologies and procedures. Visit sites for quality checks.
<u>ENQUIRIES</u>	:	can be directed to Mr M. Kana at 043 711 9743
<u>POST 13/69</u>	:	<u>OFFICE MANAGER TO CHIEF DIRECTOR: INCREMENTAL PROGRAMMES REF NO: DHS08/03/2018</u> Purpose: To provide sound administrative and executive support to the Chief Director
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 552 - R491 847 (Level 10)
	:	Head Office
	:	A three year degree/Diploma in Office Administration/NQF level 6 relevant qualification with 3 years working experience in the office environment or a Senior Certificate with five years' experience in the office environment. Computer literacy with strong and sound typing skills (Excel is compulsory with MS Word and PowerPoint. Excellent communication skills (verbal and written). Excellent filing skills and to keep record of flow of documents. Experience in office administration and coordination. Flexible and adaptable. Ability to work under pressure and adhere to strict timeframes. Ability to take initiative and work independently. Ability to identify and handle confidential matters. A valid

		driving licence will be an added advantage. Skills and Competencies: In depth knowledge of monitoring and evaluation, government policies and planning systems, public service regularity framework, information management performance management. Good facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analysing, communication, conflict management and working in a team.
<u>DUTIES</u>	:	Responsible for overall management and administration of the office at all times. Assist in compiling the budget of the office. Consolidate in-year monitoring and Dora reports. Monitor the expenditure of the programme and consolidate expenditure reports. Prepare weekly, monthly, quarterly and annual reports. Manage the assets of the office. Request and consolidate reports. Analyse the information provided, consolidate and submit the final report. Compile internal and external reports and memos. Prepare memorandum, reports, speeches etc. Provide strategic support to the Chief Director. Ensure follow up of the Chief Director's appointments. Ensure that the diary is managed effectively. Ensure proper planning and organising in the office of the Chief Director. Ensure that events are planned, coordinated and organised. Provide administrative executive support to the Chief Director. Attend the Chief Director meetings and take minutes. Attending meetings on behalf of the Chief Director and report back. Make follow-up on the implementation of the resolutions of the meetings. Follow up on tasks assigned to directorates. Receive correspondence from inside and outside the Chief Directorate and guide correspondence to relevant directorates, including making necessary follow-ups. Liaise and communicate with other directorates/branches within the department and also with outside clientele.
<u>ENQUIRIES</u>	:	can be directed to Mr M. Kana at 043 711 9743
<u>POST 13/70</u>	:	<u>ASSISTANT DIRECTOR: HUMAN SETTLEMENTS DEVELOPMENT (INFORMAL SETTLEMENTS UPGRADING) REF NO: DHS 09/03/2018</u> Purpose: To facilitate, promote, coordinate human settlements development
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 552 - R491 847 (Level 10) Head Office A three year degree/diploma/NQF6 relevant qualification with 3 years of working experience in the human settlements development or a Senior Certificate with 5 years working experience in the human settlements development. Ability to work under pressure for extended periods of time. Good report writing, presentation and project management. Knowledge of PFMA, Treasury Regulations and other applicable prescripts. Must have a valid driving licence. Skills and Competencies: Knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, report writing, negotiation, networking, interpersonal relations and computer literacy.
<u>DUTIES</u>	:	Facilitate and co-ordinate housing development activities for upgrading and eradication of informal settlements. Interact with BNG pilot projects and participate in site visits. Render support in facilitating technical task team and project steering committee meetings. Facilitate and promote collaboration of BNG projects with both internal and external stakeholders. Co—ordinate funding allocations for social and economic amenities, MIG and bonded housing projects. Strengthen and support capacity of municipalities in housing development projects. Facilitate project initiation and implementation strategies.
<u>ENQUIRIES</u>	:	can be directed to Mr M. Kana at 043 711 9743
<u>POST 13/71</u>	:	<u>CONTROL WORKS INSPECTOR: DISTRICT COODINATION AND PROJECT MANAGEMENT REF NO: DHS 10/03/2018</u> Purpose: To ensure that inspectorate services are provided through the investigation of customer complaints, identification of new services, needs and requirements of new work and repairs and the management of the inspectorate component in line with relevant legislations, regulations and standards
<u>SALARY CENTRE REQUIREMENTS</u>	:	R417 552. – R491 847. (Level 10) Chris Hani Region A three year degree/diploma/NQF6 relevant qualification in built environment (Civil, Quantity Surveying , Architecture, Town Planning and Building) with 3 years of working experience in human settlements development or a Senior

Certificate/NQF3 coupled with 5 years of working experience in human settlements development .Registration with SACPCMP will be an added advantage. Proven ability and exposure in working with project management tools. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. Must have a valid driving licence. Skills and Competencies: In depth knowledge of public finance management act (PFMA), applicable legislations and prescripts, government programmes, information management, policies and procedures, housing code. Strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment skills.

DUTIES : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up. Inspects, evaluate and provide input on approval of all phases of project planning life cycle, construction and improvement on work contracted by Human Settlements Departments, as requested to ensure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations, issues correction notices as required. Performs routine semi-skilled and technical construction inspection work for environmental, water, sewer, internal roads and other regional projects and programs. Assures compliances with federal, state and local codes and standards and contractual provisions. Inspects and approves construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers and waterlines, water meters, hydrants, service line, fire lines, cross connection control devices and related utilities and structures as assigned. Inspection and certification of construction works on various project sites in the Region. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance through inter alia. Ensure that the relevant project documentation for new and existing structures is compiled through inter alia .Ensuring delivery of quality and quantity on each assigned project site. Compilation of progress and quality control related reports.

ENQUIRIES : can be directed to Mr M. Kana at 043 711 9743

POST 13/72 : **SENIOR ADMINISTRATIVE OFFICER: RENTAL PROGRAMME REF NO: DHS 11/03/2018**
Purpose: To facilitate and co-ordinate the implementation of the Social and Rental Housing.

SALARY CENTRE REQUIREMENTS : R281 418 - R331 497 (Level 08)
: Head Office
: A three year degree/diploma/NQF level 6 relevant qualification with 3 years of working experience in the rental administration field or Senior Certificate coupled with 4 years working experience in the rental administration field. Knowledge of relevant prescripts and legislation that are applicable in the programme. Experience in working with various stakeholders. Knowledge of rental housing programme. Computer literacy. Skills and Competencies: Knowledge of service delivery (Batho Pele principles), rental programme policies and procedures, rental housing act. Interpersonal relations skills, communication skills and customer orientated.

DUTIES : Administer rental programme complaints. Provide advice on the process to follow when lodging a complaint on rental related issues. Conduct investigations. Market acts, policies and procedures to municipalities, landlords, tenants and other stakeholders. Assist in the compilation of rental programme information brochures. Perform general administrative of functions. Liaise with relevant stakeholders with regards to all matters pertaining to the functioning of the office.

ENQUIRIES : can be directed to Mr M. Cimela at 043 711 9774

POST 13/73 : **ADMINISTRATIVE OFFICER BENEFICIARY MANAGEMENT REF NO: 12/03/2018**

Purpose: To facilitate co-ordination and provision of administrative support of housing projects

SALARY CENTRE : R226 611 - R266 943 (Level 07)
: Head Office (East London)

- REQUIREMENTS** : A three year degree/diploma/NQF level 6 relevant qualification with 2 years of working experience in the beneficiary management/housing environment or Senior Certificate coupled with 3 years working experience in beneficiary management/housing environment. Knowledge and understanding of housing policies and procedures. Good interpersonal skills. Good communication skills. Ability to work as a team. Computer literate. Skills and Competencies: Knowledge of housing subsidy systems policies and procedures, government policies and planning systems, public service regularity framework, performance management. Be able to handle confidential matters, ability to work under pressure.
- DUTIES** : Processing individual subsidy applications. Receive, capture and verify subsidy application forms. Edit applications. File approved applications. Processing of individual subsidy claims. Received, capture claims on housing subsidy system (HSS). Capturing of BAS forms. Attend to subsidy enquiries.
- ENQUIRIES** : can be directed to Mr M. Cimela at 043 711 9774
- POST 13/74** : **CLEANER REF NO: DHS13/03/2018**
Purpose: To render cleaning services in and out of the departmental offices
- SALARY CENTRE REQUIREMENTS** : R90 234 - R106 290 (Level 2)
Buffalo City Metro Municipality Region
Standard 5 with 1 year of working experience in a cleaning environment. Clean, neat and reliable. Friendly and approachable at all times. Good communication skills. Ability to communication with people at all levels. Skills and Competencies: Good communication skills and Interpersonal relations.
- DUTIES** : Responsible for thorough cleaning of the departmental offices. Ensure that cleaning materials are ordered and available for use. Responsible for ensuring that cleaning equipment are kept clean at all times. Management and control of stock. Inform the supervisor regarding purchasing of stock.
- ENQUIRIES** : can be directed to Mr M. Cimela at 043 711 9774

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

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

- APPLICATIONS** : Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to No. 5 Eales Street, Wilton Zimasile Mkwazi Building, King William's Town, 5605; Amathole District: Attention Mr. Trevor Jantjies Tel: 043 704 7806
Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver: No. 16 Commissioner Street, Old Elco House Building, East London, 5201; OR Tambo District: Attention Ms. N. Kenqa Tel: 047 502 9211
Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mtata, 5100; Hand deliver to: human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata. Sarah Baartman District: Attention Mr V Ketelo: 046 6034244
Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 OR Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Grahamstown. Alfred Nzo District: Attention Mr Gugwana: 039 254 0960
Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X531, Mt Ayliff, 5100 OR Hand deliver to: No 67 Church Street Mt Ayliff Joe Gqabi District: Attention Mr Y Dlamkile: 051 633 2090
Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: No. 27 Queens Terrance, Aliwal North; Nelson Mandela District: Attention Mr. A. Kitching: 041 492 1231
Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X6003, Port Elizabeth, 6003 OR Hand deliver to: No. 66 Ring Road, Greenacres, Port Elizabeth; Chris Hani District: Attention Mr. X. Kwanini 045 807 7512
Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320; Hand deliver to: No. 6 Ebdon Street, Queenstown, 5319
- CLOSING DATE** : 13 April 2018 @ 15H00

NOTE : Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident 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 shortlisted candidates only. If you have not been contacted within 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, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

OTHER POSTS

POST 13/75 : **SENIOR LEGAL ADMIN OFFICER REF NO: DSRAC 01/03/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration R420 909 (MR 5) (OSD)
: Head Office
: An LLB. At least 8 years appropriate post qualification advisory / litigation experience. Admission as an Attorney / Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law and Labour Law will be an added advantage. Valid code 08 driving licence.

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

ENQUIRIES : Ms R Loots – 043 492 0949

POST 13/76 : **ASSISTANT MANAGER: AMATHOLE MUSEUM REF: DSRAC 02/03/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration R417 552 (Level 10)
: Amathole Museum
: A Bachelor's Degree in Administration or Human Sciences Discipline plus at least 3 years' experience in Financial and Human Resources Management with at least 2 years supervisory experience or Matric plus 10 years' experience in the field. Computer Literate. Knowledge of the Public Finance Management Act and experience in developing and maintenance of professional museum standards. A valid code 08 driving licence.

DUTIES : Support the manager in terms of Financial Management in accordance with the Public Finance Management Act, including budgeting and control of expenditure. Supervise all Administrative and technical staff. Supervise maintenance of personnel information. Manage overall HR planning and implementation. Co-ordinate recruitment of new staff. Liaise with HR sub-directorate of the Department. Compile monthly and annual reports for Board of Trustees. Handle all administration-related correspondence. Stakeholder Liaison.

ENQUIRIES : Ms R Loots – 043 492 0949

POST 13/77 : **ASSISTANT MANAGER: PERFORMING ARTS REF: DSRAC 03/03/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration R417 552 (Level 10)
: Sarah Baartman District
: A degree/diploma in performing Arts(music/film/drama) or related qualification with 3 years' experience in the field of Arts with at least 2 years at supervisory level or Matric plus 10 years' experience in the Arts and Culture environment. The candidate must have knowledge of all relevant Arts and Culture prescripts, Public Service Act, PFMA and EPMDs. Must have a good organising, interpersonal, and Project Management skills, Must be able work under pressure, computer skills. A valid code 08 driving licence. (Targeting females and people with disabilities).

DUTIES : Provide strategic leadership in the Performing Arts section by planning and developing of the sub-directorate's and district operational plans, projects and programmes. Liaise with provincial and local artist authorities. Assist with the promotion and development of performing Arts {music; dance; drama, film and language) in the province. Facilitate partnership with other departments, local municipalities and other non-governmental organizations. Promotion of Cultural Industries and manage the Implementation of programmes in line with policy directives and political imperatives. Coordinate capacity building workshops. Manage leave and EPMDs in the Performing Arts section and ensure capacity building of staff. Manage the utilization and safe keeping of assets and compile section reports.

ENQUIRIES : Mr V Ketelo – 046 603 4244

POST 13/78 : **ASSISTANT MANAGER: SPORT DEVELOPMENT REF NO: DSRAC 04/03/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration R417 552 (Level 10)
: Nelson Mandela District
: A Degree / Diploma in the field of Sport and Recreation coupled with 3 years' experience in the field of Sport and Recreation with at least 2 years at supervisory level or Matric coupled with 10 years' experience in the field of Sport and Recreation. Project Management will be an added advantage. Knowledge of wide range of work processes and procedures such as events management, government procurement, monitoring and evaluation. Good decision-making, analytical and negotiation skills. Financial management, strategic and operational, planning and organizing, people management, problem-solving and conflict management skills. Computer Literacy. A valid code 08 driving licence.

DUTIES : Implement strategic partnership programmes with Federations. Develop and maintain a database of participants and officials. Manage projects in partnership with stakeholders and partners. Set up standing meeting with clients and manage the annual sport development calendar. Monitor compliance to policies and procedures related to sport development. Coordinate and organize the training of identified volunteers. Monitor and evaluate sport development programmes. Good report writing skills. Computer literacy (Excel and PowerPoint) and good interpersonal relations. Should be able to work independently and under pressure.

ENQUIRIES : Mr A Kitching – 041 492 1231

POST 13/79 : **ASSISTANT MANAGER: FINANCIAL MANAGEMENT REF NO: DSRAC 05/03/2018**

SALARY CENTRE : An all-inclusive remuneration R334 545 (Level 09)
: Nelson Mandela District

<u>REQUIREMENTS</u>	:	Degree / Diploma in Financial Management or equivalent qualification coupled with 3 years' experience in the field, with 2 years supervisory experience or Matric coupled with at least 10 years' experience in Financial Management. Knowledge of Public Service Prescripts such as Public Finance Management Act, Treasury Regulations. Knowledge of PERSAL and BAS. Knowledge of GAAP. Computer Literacy Valid code 08 driving licence.
<u>DUTIES</u>	:	Facilitate financial planning and budget services. Render expenditure, Accounting, Pre-Audit services. Ensure that the prescribed financial procedures and methods are applied and supervise domestic procedures and methods. Supervise the activities of subordinates entrusted with inter alia, the care accounts, vouchers, documents, financial planning and budget, report on budget deviations, cost control and cost analysis programs, internal control and financial administration. Collect and coordinate expenditure planning data. Compile budget proposals on the basis of the financial decisions of the Accounting Officer. Ensure execution of all financial prescripts and procedures o the PFMA and Treasury Regulations.
<u>ENQUIRIES</u>	:	Mr A Kitching – 041 492 1231
<u>POST 13/80</u>	:	<u>ASSISTANT MANAGER: EVENTS MANAGEMENT REF NO: DSRAC 06/03/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R334 545 (Level 09) Head Office A Degree/Diploma in Public Relations/ Events Management or any related qualification with 3 years' experience in the related field with at least 2 years at supervisory level or Matric coupled with 10 years' experience in the field. Knowledge of Public Communication. Knowledge of Constitutional, legal and institutional arrangements governing in South Africa Public Sector. Knowledge of events management and organization. Strong interpersonal skills, planning and organising. Excellent verbal and written communication skills. Computer literacy skills. A valid code 08 driving licence
<u>DUTIES</u>	:	Develop and implement events management strategy for the Department. Render events management and protocol services in the Departmental events. Coordinate invitations to events approved by Manager Communications. Prepare closeout reports for the events.
<u>ENQUIRIES NOTE</u>	:	Ms. R. Loots – 043 492 0949 This is a re-advertisement; people who have previously applied are encouraged to re-apply.
<u>POST 13/81</u>	:	<u>ASSISTANT MANAGER: PROVINCIAL LIBRARIES REF NO: DSRAC 07/03/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R334 545 (Level 09) Head office Four year Degree in Library and Information Services or equivalent qualification with 3 years' experience in a similar environment with at least 2 years supervisory experience. Knowledge of Government prescripts, Ability to work with the public, research skills, team building. Planning and organizing, report writing, managerial skills, conflict management skills, analytical skills, interviewing skills, project management skills. Financial management, negotiation skills, policy interpretation, Good interpersonal relation skills. Ability to work under pressure and work irregular hours. Innovative. Good written and verbal communication. Team building skills, presentation skills. A valid code 08 driving licence.
<u>DUTIES</u>	:	Co-ordinate and collate library and information services information. Facilitate the signing and monitoring of SLAs with municipalities. Provide support to district LIS. Compile monthly and quarterly reports for the section. Facilitate planning and organizing for the section. Responsible for developing budget for the section and monitoring its spending. Co-ordinate all LIS marketing and awareness campaign. Assist in policy formulation and co-ordination. Establish relationship with libraries and other library related stakeholders. Co-ordinate the formation of library structure. Will be required to work long hours. Extensive travelling.
<u>ENQUIRIES</u>	:	Ms R Loots – 043 492 0949

<u>POST 13/82</u>	:	<u>COMMUNITY DEVELOPMENT OFFICER REF NO: DSRAC 08/03/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R281 418 (Level 08)
<u>CENTRE</u>	:	Head office
<u>REQUIREMENTS</u>	:	Degree or Diploma in Community Development/ Project Management or any other relevant qualification with at least 2 years' experience in the field or Matric with 5 years' experience in Community Development/Project Management environment. Good communication, facilitation and organising skills, ability to work under pressure. Basic computer skills. Knowledge of relevant prescripts. A valid driving licence.
<u>DUTIES</u>	:	To encourage community involvement and active participation in pre and post construction of facilities, to coordinates and facilitate implementation of EPWP guidelines in infrastructure and community projects. To facilitate development of business plans for community projects. To facilitate capacity building interventions for relevant community structures. To monitor and report all EPWP projects by collecting data on sites.
<u>ENQUIRIES</u>	:	Ms R Loots – 043 492 0949
<u>POST 13/83</u>	:	<u>SENIOR WORK STUDY OFFICER REF NO: DSRAC 09/03/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R281 418 (Level 08)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Degree / Diploma in Human Resource Management / Management Services (Work-study) or any other relevant qualification with a Job Evaluation Certificate as an added advantage or Organisational Development with 2 years' experience in the field of Organisational Development or Matric and Certificate in Management Services (Work-study) with 5 years' experience in the field. Policy implementation skills. Team and people management skills. Ability to use Visio. Service delivery improvement management tools application. Conflict resolution skills. Evaluate software system application. Computer Literacy. A valid code 08 driving licence.
<u>DUTIES</u>	:	Participate in policy and strategic analysis, work process analysis and organizational design. Assist with business process analysis and the development of the departmental service delivery model. Capture on visio the organizational structure of the department. Capture new establishment on PERSAL. Conduct efficient establishment control. Plan and implement effective engagements with districts and institutions on the implementation of the organizational structure. Participate in Provincial and Departmental organizational restructuring and design fora. Assist in the development of Job Descriptions and maintenance of the organizational development data base. Conduct Job Evaluation process and monitor data base. Develop organizational structure.
<u>ENQUIRIES</u>	:	Ms R Loots – 043 492 0949
<u>POST 13/84</u>	:	<u>LABOUR RELATIONS PRACTITIONER REF NO: DSRAC 10/03/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R281 418 (Level 08)
<u>CENTRE</u>	:	Sarah Baartman District
<u>REQUIREMENTS</u>	:	BA Degree / Diploma in Labour Law / Labour Relations / Human Resources Management, with a 2 years' relevant experience in the field or A Matric with 5 years relevant experience in the field of Labour Relations. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, PSCBC Resolutions. Conflict resolution capabilities and confidentiality. Negotiations and research skills. Policy evaluation analysis skills. Innovation and change management. Be able to give basic counselling. Knowledge of PERSAL. A Valid code 08 Driving Licence
<u>DUTIES</u>	:	Facilitate and render training and workshop on Labour Relations and wellness related issues. Facilitate proper administration of discipline and grievance procedures. Render advisory service to district management and officials in order to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implement outcomes of dispute resolutions and grievance hearings. Facilitate and administer the relationship process between management and organized labour. Risk identification management. Compilation of monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Ms R Loots – 043 492 0949

<u>POST 13/85</u>	:	<u>CHIEF HR OFFICER REF NO: DSRAC 11/02/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R218 418 (Level 08)
<u>CENTRE</u>	:	Joe Gqabi District
<u>REQUIREMENTS</u>	:	A Degree / Diploma in Human Resource Management or relevant equivalent qualification with 2 years' experience in the field or Matric with 5 years' experience in the field of a Human Resource Management environment. Conflict Management skills. Advanced knowledge of PERSAL. Good written verbal communication skills. Valid code 08 driving licence.
<u>DUTIES</u>	:	Supervise HR and HR registry staff. Auditing of capped leave on SP files. Record management of files in terms of the NMIR. Knowledge of leave administration and service benefits. Ensure maximum level of confidentiality in the office. Handling of Human Resource Administration related enquiries. Responsible for recruitment and selection. Compiling reports.
<u>ENQUIRIES</u>	:	Mr Y Dlamkile – 051 633 2090
<u>POST 13/86</u>	:	<u>PRINCIPAL LANGUAGE PRACTITIONER (AFRIKAANS) REF NO: DSRAC 12/03/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R281 418(Level 08)
<u>CENTRE</u>	:	Head office
<u>REQUIREMENTS</u>	:	B.A degree/3years qualification with Language being a major and another at lower level. A Post graduate qualification in translation and interpreting will be added advantage. Experience in translation and interpreting and working in language matters. Ability to translate technical and legal documents in at least two of the Eastern Cape provincial languages preferably English and Afrikaans. Experience and knowledge in publishing and creative writing. Knowledge of language policy and its implementation plan is needed. Computer literacy. The candidate must possess good interpersonal skills and ability to work as a team. Must have verbal and written communication skills. Candidate must be able work independently, under pressure, and after hours. Be willing to drive to various districts for stakeholder's engagements. Knowledge of Sign Language or willingness to learn the language would be an added advantage. A valid code 08 driving licence.
<u>DUTIES</u>	:	Render language services such as translation of official documents from and into Afrikaans, English for our department and other government departments. Provide and facilitate any language related development initiative. Provide interpreting services when required. Facilitate editing, proofreading and prepare manuscripts for publication. Liaise and meet with stakeholders for language development projects as well as organizing language related events.
<u>ENQUIRIES</u>	:	Ms R Loots – 043 492 0949
<u>POST 13/87</u>	:	<u>PRINCIPAL LIBRARIAN REF NO: 13/03/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R281 418 (Level 08)
<u>CENTRE</u>	:	Alfred Nzo District
<u>REQUIREMENTS</u>	:	A Bibl. Degree / B Tech in Library Information Studies / National Diploma in Library & Information Studies. Minimum of 2 years' experience in a Public Library at a supervisory level. Good verbal and written communication skills. Willingness to travel. Knowledge of government prescripts. Ability to administer Library operations and management of staff. Must have a valid code 08 Driving Licence.
<u>DUTIES</u>	:	Facilitate and monitor Library operations within the District. Facilitate and coordinate Library awareness programs and promoting reading culture. Responsible for collection of user needs in Library. Coordinate maintenance Formation / revival of Library structures. Conduct professional visits to public libraries. Assist in the maintenance of Library assets in the district. Assist in maintenance of staff attendance register and leave register of library staff in the district. Compile reports and submit it to the supervisor. Supervise processing and distribution of Library material to Public Libraries.
<u>ENQUIRIES</u>	:	Mr M.Gugwana – 039 254 0969
<u>POST 13/88</u>	:	<u>PRINCIPAL ARCHIVIST REF NO: DSRAC 14/03/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R281 418 (Level 08)
<u>CENTRE</u>	:	Head Office

<u>REQUIREMENTS</u>	:	A 3 year qualification in Archives and Records Management plus 2 years' experience in an Archives and Records Management environment. Computer literacy. Team player-orientated. Good verbal and communication and interpersonal skills. Analytical skills. Good telephone etiquette. Filing and report writing skills. A valid code 08 Driving Licence.
<u>DUTIES</u>	:	Supervise in the retrieval of files for research purposes. Supervise reading room service. Supervise the collection, arrangement, describing and preservation of public and non-public records. Supervise promotion and marketing of archives and records management. Compiling of reports. Supervise repository staff.
<u>ENQUIRIES</u>	:	Ms R Loots – 043 492 0949
<u>POST 13/89</u>	:	<u>PROVISIONING ADMIN OFFICER: STORES REF NO: DSRAC 15/03/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R226 611(Level 07)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Diploma in Logistics Management, Public Management or equivalent qualification with at least 2 years' experience in Supply Chain Management or Matric with 5 years' experience. Extensive knowledge of Supply Chain Management in Public sector. Good understanding and sound knowledge LOGIS and BAS systems. Understanding of procurement processes, PFMA, Treasury Regulations. Must have knowledge of Management of resources, Communication, Problem solving, Computer literacy, Numeracy and report writing skills, Client orientated, Commitment, Integrity, Loyal, Team Leadership and Presentation skills.
<u>DUTIES</u>	:	Supervise stores administration in the institution. Monitor the implementation of stores procedures and prescriptions. Maintain stock levels. Do Monthly Management report, verify and do stock takes reports. Monitor LOGIS report, verify and update bin cards. Do follow-ups on deliveries. Maintenance of stock register.
<u>ENQUIRIES</u>	:	Ms R Loots – 043 492 0949
<u>POST 13/90</u>	:	<u>STATE ACCOUNTANT: ACCOUNTING SERVICES REF NO: DSRAC 16/03/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R226 611 (Level 07)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Degree / Diploma in Financial Administration or NQF Level 6 or equivalent with 2 years' experience in the field of finance or Matric with 5 years' experience in the field of finance. Sound knowledge of financial administration. Extensive knowledge of concepts and procedures. Knowledge of financial norms and standards (PFMA and Treasury Regulations, Provincial Treasury Instructions and Departmental delegations). Knowledge of performance areas and time management. Good written and communication skills. Computer literacy, analytical skills and ability to work under pressure. An understanding of and commitment to implement policies of national and provincial government. Knowledge of BAS and PERSAL will be an added advantage. A valid code 08 driving licence.
<u>DUTIES</u>	:	Reconcile and clear all suspense accounts and correctness of balances. Ensure complete and accurate BAS compliant financial records. Collect and collate information for preparation of quarterly, interim and annual financial statements for the department. To provide overall management of Bank Reconciliation and ensure that monthly reconciliation has been properly performed. Implement clearly defined norms and standards of work regarding financial procedures. Monitoring proper filing systems and procedures relating to financial matters.
<u>ENQUIRIES</u>	:	Ms R Loots – 043 492 0949
<u>POST 13/91</u>	:	<u>ADMIN OFFICER: HRD REF NO: DSRAC 17/03/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R226 611 (Level 07)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	B. Degree/ National Diploma in Administration/ Public Administration/Management with 2 years working experience in the field of Administration / related field or Matric with 5 years' experience in the field of Administration. Computer Skills with Ms. Excel as an added advantage. A

		good understanding of PFMA, procurement processes and policies related hereto. A valid code 08 driving licence.
<u>DUTIES</u>	:	Provide admin support within the HRD Unit. Ensure that procurement for the section is done. Compile minutes. Payment of all service providers. Maintenance of the Commitment Register and liaison with HRD Service Providers regarding Invoices and Payment. Establishment and maintenance of Databases for all HRD Programmes. Handle incoming and outgoing HRD correspondence and ensure that the HRD office is resourced in terms of equipment and stationery. Manage meeting/ training venue bookings. Perform any related duties as assigned by the HRD Manager.
<u>ENQUIRIES</u>	:	Ms R Loots – 043 492 0949
<u>POST 13/92</u>	:	<u>PROVISIONING ADMIN OFFICER: DEMAND & ACQUISITION REF NO: DSRAC 18/03/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R226 611 (Level 07) Head Office Degree or National Diploma in Supply Chain Management or equivalent qualification in financial field with 2 years' experience in Demand Management environment, or Matric with 5 years relevant experience in Demand management. Good management and communication skill. Practical knowledge of Logis, knowledge of Treasury regulations, PFMA and all relevant prescripts, Computer literacy in MS office (word and excel) Possession of valid code 08 drivers licence. Good interpersonal relations.
<u>DUTIES</u>	:	Compilation of procurement plan, assist with drafting of bid specifications, market analysis, taking of minutes in the bid specification committee meetings, closing of bids, capture requisition on Logis. View suppliers both on Logis and CSD. Procuring goods and services necessary for office operations.
<u>ENQUIRIES</u>	:	Ms R Loots – 043 492 0949
<u>POST 13/93</u>	:	<u>PROVISIONING ADMIN OFFICER: ASSET MANAGEMENT REF NO: DSRAC 19/03/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R226 611 (Level 07) Head office A Degree in Logistics Management or NQF Level 6 equivalent qualification with 2 years' experience in asset management environment or Matric with 5 years' experience in the field. Sound knowledge of the PFMA and National Treasury Regulations. Good written and verbal communication skills. Computer literacy in Ms Word, Excel and Outlook. Knowledge of BAS and LOGIS Systems. A valid code 08 Driver's license can be an added advantage.
<u>DUTIES</u>	:	Assist in implementing acquisition, maintenance and disposal of assets. Ensure that all assets are properly recorded and accounted for in assets register. Conduct physical verification of assets and regular spot checks. Facilitate the movement of assets and update the assets register accordingly. Efficient and effective disposal for redundant, obsolete and unserviceable assets.
<u>ENQUIRIES</u>	:	Ms R Loots – 043 492 0949
<u>POST 13/94</u>	:	<u>PROVISIONING ADMIN OFFICER REF NO: DSRAC 21/03/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R226 611(Level 07) Sarah Baartman District A Degree / Diploma in Supply Chain Management / Public Administration / Logistics with 2 years' experience in Supply Chain environment or Matric with at least 5 years' experience with in the field. Knowledge of PFMA and treasury regulations and all relevant prescripts. Ability to work under pressure, communication skills and must be computer literate. Knowledge of BAS and LOGIS systems.
<u>DUTIES</u>	:	Create and maintain a proper recording of assets and filing system of the District, conduct physical verification of assets and regular spot check, Facilitate movement of assets and update the asset register accordingly. Knowledge of cost to ensure cost effective quality service. Compile and implement logistics and disposal management plan. Perform disposal management services. Be responsible to facilitate building maintenance.
<u>ENQUIRIES</u>	:	Mr V Ketelo – 046 603 4244

<u>POST 13/95</u>	:	<u>STATE ACCOUNTANT: PRE-AUDIT X2</u>
<u>SALARY CENTRE</u>	:	An all-inclusive remuneration R226 611 (Level 07) Alfred Nzo District Ref No: DSRAC 22/03/2018 (1) Sarah Baartman District Ref No: DSRAC 23/03/2018 (2)
<u>REQUIREMENTS</u>	:	BA Degree / Diploma in Financial Administration or equivalent with 2 years relevant experience or Matric coupled with a minimum of 5 years' experience in the finance environment. Understanding of the PFMA Treasury Regulations and expenditure process and other relevant governmental prescripts. Computer Literacy. Knowledge of BAS, PERSAL and LOGIS. Good communication skills. Accuracy and attention to detail. Ability to work under pressure.
<u>DUTIES</u>	:	Applying internal control when the activity program / project / event is still in process to ensure all procedures are compliant to all Treasury Regulations and the PFMA. Examine documents to ensure all information is correct before the Department undergoes expenditure as well as the continuous process of monitoring finance throughout the year. Ensure adherence of internal controls and authenticity of documents. Ensure the payment request and advises comply with the internal controls and prescripts. Day to day monthly reporting on irregular, unauthorised wasteful and fruitfulness expenditures to the supervisor. Process PERSAL related claims.
<u>ENQUIRIES</u>	:	Mr V Ketelo – 046 603 4244 Mr M Gugwana – 039 254 0960
<u>POST 13/96</u>	:	<u>PRINCIPAL HR OFFICER REF NO: DSRAC 24/12/2017</u>
<u>SALARY CENTRE</u>	:	An all-inclusive remuneration R226 611(Level 07) Sarah Baartman District
<u>REQUIREMENTS</u>	:	BA Degree / Diploma in Human Resource Management or equivalent qualification with 2 years' experience or Matric with 5 years' experience in the field of Human Resources. Conflict management skills. Advance knowledge of PERSAL. Good written and verbal communication skills.
<u>DUTIES</u>	:	Implementation of Service Benefits (Housing Allowance, Long Service Recognition Awards, IOD, Service Termination benefits – i.e. Pension benefits, Leave Gratuity Payments, Medical Aid Benefits, etc.). Monitoring of Leave of Absence and Capped Leave Auditing. Handling of Human Resource Administration related enquiries. Supervise HR Staff.
<u>ENQUIRIES</u>	:	Mr V Ketelo – 046 603 4244
<u>POST 13/97</u>	:	<u>CHIEF SPORT OFFICER: SPORT DEVELOPMENT REF NO: DSRAC 25/03/2018</u>
<u>SALARY CENTRE</u>	:	An all-inclusive remuneration R226 611 (Level 07) Alfred Nzo District
<u>REQUIREMENTS</u>	:	A degree/Diploma in Sport Management or Human Movement Science or Matric with 5 years' experience in the field. Good communication and organising skills. Ability to work under pressure. Basic computer skills. Report writing skills, Presentation skills will be an added advantage. Knowledge of relevant prescripts. A valid code 08 driving license.
<u>DUTIES</u>	:	To promote and encourage participation in Sport Development. To create platform for talent identification through the implementation of the Sport Development & Federations Activities. To facilitate and implement capacity building programmes. To facilitate participation of Federations from grassroots to National Level.
<u>ENQUIRIES</u>	:	Mr M Gugwana – 039 254 0960
<u>POST 13/98</u>	:	<u>CHIEF SPORT OFFICER (CLUB DEVELOPMENT) REF NO: DSRAC 26/03/2018</u>
<u>SALARY CENTRE</u>	:	An all-inclusive remuneration R226 611(Level 07) Sarah Baartman District
<u>REQUIREMENTS</u>	:	A degree/diploma in Sport Management or Human Movement Studies. Matric with 5 years' experience in Sport environment. Knowledge of how to implement conditional grants in line with the DORA framework and National Sport and Recreation plan. Must have a good organising, interpersonal, and Project Management skills, Must be able work under pressure, computer

<u>DUTIES</u>	:	literacy, Good communication and organising skills. Ability to work under pressure. Basic computer skills. A valid code 08 driving licence.
	:	Facilitate, organise and implementation of Club Development programmes in the district. Preparation of documentation for submissions. Organise and co-ordinate Club Development projects provincially, in accordance with the Provincial Sports policy. Liaise with communities, structures, federations and maintain partnership. Organise capacity building workshops. Compile reports
	:	Mr V Ketelo – 046 603 4244
<u>ENQUIRIES</u>	:	
<u>POST 13/99</u>	:	<u>CHIEF SPORT OFFICER (RECREATION) REF NO: DSRAC 27/03/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R226 611 (Level 07)
<u>CENTRE</u>	:	Sarah Baartman District
<u>REQUIREMENTS</u>	:	A Degree/Diploma in Sport Management or Human Movement Studies. Matric with 5 years' experience in Sport environment. Knowledge of how to implement conditional grants in line with the DORA framework and National Sport and Recreation plan. Must have a good organising, interpersonal, and Project Management skills, Must be able work under pressure, computer literacy, Good communication and organising skills. Ability to work under pressure. Basic computer skills. A valid code 08 driving license.
<u>DUTIES</u>	:	Facilitate, organise and implementation of Recreation Development programmes in the district. Preparation of documentation for submissions. Organise and co-ordinate Recreation Development projects provincially, in accordance with the Provincial Sport and Recreation policy. Liaise with communities, structures, federations and maintain partnership. Organise capacity building workshops. Compile reports.
<u>ENQUIRIES</u>	:	Mr V Ketelo – 046 603 4244
<u>POST 13/100</u>	:	<u>ACCOUNTING CLERK: ACCOUNTING SERVICES REF NO: DSRAC 28/03/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R152 862(Level 05)
<u>CENTRE</u>	:	Head office
<u>REQUIREMENTS</u>	:	A National Diploma in Financial Management or Matric with 2 years' experience in financial environment. Knowledge of GRAAP, Treasury Regulations. In-depth knowledge of PFMA. Ability to understand and interpret basic financial policies. Sound reasoning, mathematical and analytical skills. Ability of being trustworthy, honest and loyal. Knowledge of BAS and PERSAL. Willingness to work under pressure. Good verbal and communication skills. Computer Literacy.
<u>DUTIES</u>	:	Compile and capture journals on BAS on a daily basis. Check and verify subsistence and travel claims. Assist in recording PMG and ledger accounts. Assist in the clearing of suspense accounts. Assist in the monthly and yearly closure of books. Assist in the compilation of working paper file for interim/annual Financial Statement (AFS)
<u>ENQUIRIES</u>	:	Ms R Loots – 043 492 0949
<u>POST 13/101</u>	:	<u>ACCOUNTING CLERK: CREDITORS PAYMENTS REF NO: DSRAC 29/03/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R 152 862(Level 05)
<u>CENTRE</u>	:	Head office
<u>REQUIREMENTS</u>	:	A National Diploma in Financial Management or Matric with 2 years' experience in financial environment. Knowledge of GRAAP, Treasury Regulations. In-depth knowledge of PFMA. Ability to understand and interpret basic financial policies. Sound reasoning, mathematical and analytical skills. Ability of being trustworthy, honest and loyal. Knowledge of BAS and PERSAL. Willingness to work under pressure. Good verbal and communication skills. Computer Literacy.
<u>DUTIES</u>	:	Ensure accurate compiling and capturing in the system. Ensure that expenditure approval is correctly compiled and approved. Ensure that funds for specific projects are accessed from correct codes. Ensure that payments are affected within 30 days.
<u>ENQUIRIES</u>	:	Ms R Loots – 043 492 0949

<u>POST 13/102</u>	:	<u>ACCOUNTING CLERK: REVENUE REF NO: DSRAC 31/03/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R152 862(Level 05)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric or NQF6 with accounting skills. Knowledge of PFMA and Treasury Regulations. Ability to understand and interpret basic financial policies. Sound reasoning, mathematical ability. Trustworthy, honest and loyal. Knowledge of BAS and PERSAL. Computer literacy (Microsoft). Willing to work under pressure, travel to all districts when required to do so. Good verbal and communication skills. A valid code 08 driving licence will be an added advantage.
<u>DUTIES</u>	:	Assist in EC3 budget, accurate capturing of receipts, issuing of receipts, safeguarding of Departmental money. Accurate collection of revenue. Safeguarding of source documents. Safekeeping of safe keys. Daily banking. Provide weekly and monthly reports to the supervisor.
<u>ENQUIRIES</u>	:	Ms R Loots – 043 492 094
<u>POST 13/103</u>	:	<u>ACCOUNTING CLERK: CASH & BUDGET MANAGEMENT REF NO: DSRAC: 34/03/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R152 862 (Level 05)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Matric with mathematics / accounting or equivalent certificate coupled with 2 years' experience in a Finance environment. Knowledge of PFMA and Treasury Regulations. Computer literacy. Knowledge of BAS and PERSAL will be an added advantage Ability to work under pressure.
<u>DUTIES</u>	:	Collect information around day-to-day financial obligation of the Department. Compile and submit cash flow to Provincial Treasury. Reconciliation of cash request, monthly drawings and bank statements. Compile and submit annual cash flow projection to Provincial Treasury. Effect the department's revenue transfers to Exchequer account. Assist in preparing In-Year Monitoring. Assist in preparing Appropriation statements.
<u>ENQUIRIES</u>	:	Ms R Loots – 043 492 0949
<u>POST 13/104</u>	:	<u>REGISTRY CLERK X2 REF NO: DSRAC 30/03/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R152 862 (Level 05)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Diploma / Certificates in records management or Matric with 2 years' experience in the field of records management / registry. Good verbal and communication skills. Ability to work under pressure. Computer literacy. Sound knowledge of registry / records management practices. Customer care skills. Good telephone etiquette.
<u>DUTIES</u>	:	Filling all documents according to the approved departmental filling index. Provision of control files movement. Protection of registry against unauthorised access. Reporting of filling system short comings. Franking of envelopes for posting. Faxing documents. Sorting of circulars for distribution within the office. Preparation of documents and files to courier. Liaise with courier services for the picking up of files / documents. Tracing of lost documents / files. Ability to hold on to confidential information. Monitor assets and stationery of the office.
<u>ENQUIRIES</u>	:	Ms R Loots – 043 492 0949
<u>POST 13/105</u>	:	<u>PROVISIONING ADMIN CLERK: DEMAND AND ACQUISITION REF NO: DSRAC 32/03/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R152 862(Level 05)
<u>CENTRE</u>	:	Chris Hani District
<u>REQUIREMENTS</u>	:	Degree or National Diploma in the field of Purchasing Management/ Public Administration/ Financial/ Logistics Management or relevant qualification. Matric coupled with 1 year relevant experience in Supply Chain Management environment. Knowledge of PFMA, Treasury Regulations, Tender procedures and regulations. Knowledge of Public Service Acts and Public Service Regulations. Tender procedures and regulations. Financial Management Skills, problem solving, Communication skills (verbal & written). Knowledge and ability to use financial systems. Customer Care. Computer Literacy.

DUTIES : Preparation of procurement requests for Supply Chain Management unit. Processing of submitted requisition. Capturing valid requisitions on LOGIS. Perform other general clerical duties. Scrutinising of Specifications against required documents attached. Advertising specifications at public places and business forums for a minimum of two days. Doing market analysis for goods to be procured. Procure goods and services as per the prescribed time frames. Ensure that suppliers are registered on the central Data base.

ENQUIRIES : Mr X T Kwanini – 045 807 7512

POST 13/106 : **PROVISIONING ADMIN CLERK: STORES REF NO: DSRAC 33/03/2018**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration R152 862(Level 05)
: Head Office
: National Diploma in Logistics Management or any other relevant qualification. Matric or equivalent qualification with a minimum of 2 years appropriate experience. Knowledge and understanding of PFMA, Treasury Regulation and LOGIS system. Must be computer literate and have good communication and interpersonal skills. Must be committed and hardworking and have the ability to work under pressure. Ethical and Moral person, Flexible, Energetic, Assertive and be able to work extra hours/ under pressure.

DUTIES : Issuing of store stock for department. Receiving of goods for the stores. Liaise with the internal and external clients. Monthly stocktakes. Maintain minimum and maximum stock levels. Ensuring correctness of documentation received from suppliers. Follow ups on out stock items. Provide general Office Administration for Stores and Warehouse. Sport checks in the stores. Alert the transit in and transit out officials of any discrepancies. Maintenance of bin cards and all stock related reports.

ENQUIRIES : Ms R Loots – 043 492 0949

POST 13/107 : **AUXILIARY SERVICE OFFICER X2**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration R127 851 (Level 04)
: Uitenhage Museum (1) Ref No: DSRAC 35/03/2018&
: Fort Beaufort (2) Ref No: DSRAC 36/03/2018
: Matric and good communication skills. Physical fitness essential, security or tour guiding experience.

DUTIES : Take admission tickets. Receive and direct visitors. Monitor security and visitor facilities. Conduct tours and crowd control. Reception duties. Weekend work.

ENQUIRIES : Ms R Loots – 043 492 0949

POST 13/108 : **MESSENGER DRIVER X2**

SALARY CENTRE REQUIREMENTS : An all-inclusive remuneration R90 234 (Level 03)
: OR Tambo District (1) Ref No: DSRAC 37/03/2018
: Nelson Mandela District (2) Ref No: DSRAC 38/03/2018
: Grade 10 to 12 qualification, Code 8/10 valid driver's licence with PDP will be an added advantage, 2-3 years driving experience, Good communication and planning skills.

DUTIES : Deliver and fetch correspondence, Transporting of personnel and guests, Fuelling the vehicles, Driving for officials to other departments, Preparing accident and incident report as necessary Assisting passengers and handicap guest in and out of the vehicle, Keep the assigned vehicle (s) clean inside and outside, Assist with any other tasks that may be assigned to you from time to time.

ENQUIRIES : Ms N Kenqa – 047 502 9211