

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER**

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

- APPLICATIONS** : Should be directed to The Recruitment Centre, Office of the Premier; Private Bag X0047, Bhisho, 5605. Hand deliver To Room 1043, First Floor, Office of the Premier Building, Independence Avenue, Bhisho
- FOR ATTENTION** : Mr M. Mbangi
- CLOSING DATE** : 11 May 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/ 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. If details required in sections E and F of the Z83 form are left empty, the application must be accompanied by a comprehensive CV that contains all the details required therein. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). A SAQA evaluation report must accompany all foreign formal qualifications. Valid driver's license is required for these posts. Appointment is subject to a security clearance and signing of a Performance Agreement and contract with the Department. 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

- POST 17/43** : **DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT, REF NO: OTP 01/04/2018**
RE-advertisement: People who previously applied need not apply as their applications will still be considered.
- SALARY** : An all-inclusive remuneration package of R948 174 - R1 116 918 (Level 13) per annum
- CENTRE** : Bhisho
- REQUIREMENTS** : A SAQA recognized NQF Level 7 qualification in Industrial Engineering /Operations/Production Management/ Industrial Psychology /Management Services/ Human Resource Management, Certificate in Job Evaluation. 5 years' experience at Middle Management Level in the organizational development and change management field. Org design certificate will add advantage.
- DUTIES** : Manage the provision of consultancy services on the development of service delivery models and organisational structures. Manage the provision of job evaluation services in the province. Manage the promotion and facilitation of the implementation of Batho Pele programmes. Manage the implementation of organisational change and transformation programmes. Manage the allocated

resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. can be directed to Mr M. Mbangi @ 040-609 6424 /620/6248.

ENQUIRIES

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OTHER POST

POST 17/44

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DEPUTY DIRECTOR: ICT SOLUTION ARCHITECT; REF NO: OTP 02/04/2018

Re-advertisement: People who previously applied may re-apply if they are still interested.

SALARY

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An all-inclusive remuneration package of R657 558 - R774 576 per annum (Level 11)

CENTRE

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Bhisho

REQUIREMENTS

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Formal Qualifications: IT-related diploma/degree (NQF level 6-7), or Matric. More than 10 years' professional experience, of which a minimum of 2 years should be in Planning, Designing, Architecting, and/or Implementing (Project-Management) ICT Technical Solutions. Professional qualifications: Microsoft Certified Solution Expert (MCSE): Productivity, elective Deploying Enterprise Voice with Skype for Business. Microsoft-accredited International certificate only. Finalist candidates without this MCSE certificate will be subjected to the Microsoft Exam 70-333 to assess technical competency in architecting Voice and Unified Communications solutions. Competences: Applying Technology, Communication and Information Management, Continuous Improvement, Project Management. A valid driver's license. Skills: Active Listening and Learning, Analytical/Critical thinking, Writing, Speaking. Personal Attributes: Confidentiality, Performance Driven, Attention to detail.

DUTIES

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ICT Architecture Management: Develop representation of the technical building blocks that make up the Department and their inter-relationships as well as the principles guiding their ICT design; Establish and maintain a common technology architecture; Define requirements for taxonomy, standards, guidelines, procedures, templates and tools, and provide a linkage for these components; Improve alignment, increase agility, improve quality of information and generate potential cost savings through initiatives such as re-use of building block components. Project Management: Establish and maintain a formal, approved integrated project plan framework; Eliminate or minimise specific risk associated with programmes and/or projects; Measure project performance against key project performance criteria; Manage project work packages by placing formal requirements on authorising and accepting work packages, and assigning and co-ordinating appropriate business and IT resources; at the end of each project, release or iteration, require the project stakeholders to ascertain whether the project, release or iteration delivered the planned results and value. Requirements Definition: Based on the business case, identify, prioritise, specify and agree on business information, functional, technical and control requirements; Perform a feasibility study of potential alternative solutions; Identify, document, prioritise and mitigate functional, technical and information processing-related risk; Co-ordinate feedback from affected stakeholders and, at predetermined key stages. Solutions Management: Develop, document high-level designs and elaborate detailed designs progressively using agreed-on and appropriate phased or rapid agile development techniques; Procure solution components based on the acquisition plan in accordance with requirements and detailed designs; Install and configure solutions and integrate with business process activities; Establish a test plan and required environments to test the individual and integrated solution components; Track the status of individual requirements throughout the project life cycle. Change-Acceptance Management: Establish an implementation plan; Prepare for business process, IT service data and infrastructure migration; Promote the accepted solution to the business and operations; Provide early support to the users and IT operations; Conduct a post-implementation review to confirm outcome and results. Knowledge Management: Devise and implement a scheme to nurture and facilitate a

knowledge-sharing culture; Identify, validate and classify diverse sources of internal and external information required to enable effective use and operation of business processes and IT services; Organise information based on classification criteria; Propagate available knowledge resources to relevant stakeholders; Measure the use and evaluate the currency and relevance of information - retiring obsolete information.

ENQUIRIES
NOTE

- : can be directed to Mr M. Mbangi @ 040-609 6424 /620/6248.
: Professional ICT qualifications must be accompanied by information on how to independently validate the qualification/certification. For example, Microsoft certifications have a Microsoft Certified Professional access code and transcript ID can be obtained by the candidate and included in the application. Failure to furnish such information may also subject a finalist to a retake of the qualifying exam. Final selection will be derived from a combination of any of the following techniques, including but not limited to; interviews, psychometric tests, in-basket simulations, written tests, assessment centres, review of past accomplishments (performance reviews), and reference-checking.

DEPARTMENT OF SPORT RECREATION ARTS AND CULTURE

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

APPLICATIONS

- : Post to: Head Office and Museums: The Senior Manager: Human Resources Management, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bhisho, 5605. Hand Delivery: Human Resources Section, Room No: 10, No 5, Wilton Zimasile Mkwayi Building, King Williams Town

CLOSING DATE
NOTE

- : 11 May 2018
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OTHER POST

POST 17/45

- : **ASSISTANT MANAGER: SYSTEM ADMINISTRATOR: REF NO: DSRAC 01/04/2018**

SALARY

- : R334 545 per annum Level 09

- CENTRE** : King Williams Town
- REQUIREMENTS** : A Degree/Diploma in Information Systems / Computer Science with 3 years' experience working in Systems Administration or Matric plus 10 years' experience in Systems Administration with either MCSE or MCITP qualification. Minimum of 3 years in system administrator and 5 years' experience in desktop support. Knowledge of Active Directory, ICT Policies and procedures. Familiarity with various operating systems and platforms. Resourcefulness and problem-solving aptitude. Excellent communication skill. Must be in possession of a valid code 08 driving licence.
- DUTIES** : Assist in developing, implementing and maintaining IT Systems Policy and procedures; Provision / coordination of technical support and ensuring technical stability of application systems; Perform systems and security administration on designated Technology Platforms in accordance with defined Policies, Standards and Procedures; Perform installations and configuration management of IT Systems and Applications; Provide analytical support to DSRAC, reviewing identified problem areas and/or changes in business requirements, and proposing changes to systems and/or business processes to ensure the business is making most effective use of IT systems; Research on new systems; Alignment of systems to Departmental, Provincial and National strategic directions; Ensure availability, integrity, access, storage and security of all data within the department through the creation of an integrated knowledge management service and a Business Intelligence function; Provide leadership to project teams, ensuring delivery of objectives through effective co-ordination of any DSRAC and/or 3rd party resource assigned; Generate System Log Files; Generate ICT Systems reports; Develop, maintain and update systems design diagrams; Organize and deliver training and supporting documentation to ECSRAC staff when required, to ensure the most efficient use of IT Systems; Co-ordinate activities and request related to IT Audit queries.
- ENQUIRIES** : Can be directed to Ms R. Loots Tel No: 043 492 0949