

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF SOCIAL DEVELOPMENT**

**APPLICATIONS**

- : Applications can be forwarded to the following District: **Provincial Office:** Hand Delivery: HR Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William's Town, for the attention of Ms Z. Moyeni or Post to The Head of Department: Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at 043 605-5049 / Ms A. Njaba 043 605-5101/ Mr M. Madonci 0436055110.
- Alfred Nzo:** The District Coordinator, Department of Social Development, Private Bag X 401, Mnt Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Ms L. Gawula. Enquiries may be directed to Ms L. Gawula at 039 – 2540900.
- Amathole:** The District Co-ordinator, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe at 0437116626.
- Buffalo City Metro:** The District Coordinator, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Mr M. Yonana at 043 705-5650 / Ms P. Kula 043 705-5638.
- Chris Hani:** The District Coordinator, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana at (045) 808-3709.
- Joe Gqgabi:** The District Coordinator, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at 051 633-1616 OR Mr S Luzipho at 051 633-1609.
- Nelson Mandela Metro:** The District Coordinator, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, IbhayiBulding, Straundale Road Enquiries may be directed to Ms L. Thompson 041 406-5750.
- Sarah Baartman:** The District Co-ordinator, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown. Enquiries may be directed to Ms P. Kewuti at 046 636-1484.
- O.R. Tambo:** The Head of the Department, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10<sup>th</sup> floor Botha Sigcau Building, for the attention of Ms Z. Dlanjwa. Enquiries may be directed to Ms Z. Dlanjwa at 047 - 5310944.

**CLOSING DATE**

: 18 May 2018

**NOTE**

: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where

applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). The Department of Social Development in the Eastern Cape is an equal opportunity, affirmative action employer. Females, Whites and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

#### **MANAGEMENT ECHELON**

**POST 18/84** : **DEPUTY DIRECTOR GENERAL: DEVELOPMENTAL SOCIAL SERVICES (REF NO: DSD 01/05/2018)**

**SALARY** : R1 370 973 per annum (Level 15)  
**CENTRE** : Head Office

**REQUIREMENTS** : Standard 10/ Grade 12 plus a B. Degree in Social Sciences or Development Studies or equivalent qualification, a postgraduate qualification in Developmental Studies or MBA will be an added advantage. A minimum of 5 years' experience at Chief Director Level preferably in the Social Sector environment. A valid South African driver's license is a prerequisite. Competencies: Knowledge of the departmental constitutional mandate and relevant policy legislation and its relationship with national, local, civil society and other stakeholders. Knowledge of current international trends in social developmental issues. Knowledge and understanding of sustainable poverty reduction and the developmental stages required in building a self-reliant society. Knowledge and understanding of the Public Service Act and regulations, the PFMA, procurement processes and policies, as well as specific legislation relating to the departmental mandate.

**DUTIES** : Be responsible for the four core functions of the Department, i.e. Social Welfare Services, Children and Families, Restorative Services, Development & Research and be responsible for District Development. Manage service delivery in the Department's key focal areas of social welfare services and community development. Facilitate and fast track implementation of integrated service delivery model of the social sector. Provide strategic direction and leadership to ensure implementation of key policies and programmes, in alignment with national and provincial policy directives. Manage the development of partnerships with civil society and the private sector, with special focus on transformation of the sector. Manage the Department's international relations.

**ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/85** : **CHIEF DIRECTOR: STRATEGIC MANAGEMENT AND DEVELOPMENT (REF NO: DSD 02/05/2018)**

**SALARY** : R1 127 334 per annum (Level 14)  
**CENTRE** : Head Office

**REQUIREMENTS** : Standard 10/ Grade 12 plus a B. Degree in Public Administration or equivalent qualification. 5 years relevant experience in a Senior Management position. Knowledge and understanding of legislative requirements (Public Service Act, Public Service Regulations, Public Finance Management Act, Treasury Regulations, all related labour laws). Business process management. Result based management, Strategic Management processes. A valid South African driver's license is a prerequisite. Competencies: Analytical skills. Research and development. Computer literacy. Policy formulation. Change Management. People development and empowerment. Strategic Management and leadership. Financial Management. Communication. Project Management.

**DUTIES** : Coordinate and develop strategic plan and annual performance plans in line with the Departmental strategic objectives. Develop, implement and maintain monitoring and evaluation tools and systems including compilation of performance information reports. Provide technical support to departmental programmes with the development of Annual Performance and Operational Work Plans. Monitor and track performance against strategic plans and set targets. Develop Service Delivery Improvement Plan and monitor and evaluate the implementation thereof.

		Direct and manage resources within the area of responsibility. Oversee performance of Communication Directorate. Facilitate the development and maintenance of measurable performance indicators for all departmental planning instruments. Manage and coordinate stakeholder input processes into the departmental planning regime. Manage the development of strategies to effectively communicate planning objectives, developmental performance indicators and performance outcomes to internal and external stakeholders.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<b><u>POST 18/86</u></b>	:	<b><u>DIRECTOR: ORGANIZATIONAL DEVELOPMENT AND SERVICE DELIVERY IMPROVEMENT (REF NO: DSD 04/05/2018)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R948 174 per annum (Level 13)
	:	Head Office
	:	Standard 10/ Grade 12 plus a B. Degree in Human Resources Management/ Public Administration and a Post Graduate Qualification in Organisational Development is added advantage with 10 years' experience in the Organisational Development and Work-study field of which 5 years' experience is at Management Level. A valid South African driver's license is a prerequisite.
<b><u>DUTIES</u></b>	:	Organizational Development, change management and organisational transformation; Conduct Organizational development investigations and implement change management interventions; Job evaluation and design; Ensure implementation, evaluation and monitoring of the Performance Management and Development Systems; Business Process Re-Engineering; Assessment of competencies in line with the Department's strategic plan; Experience in mapping of document processes and in consulting and facilitation of management of change in OD. Experience in organizational methodology alignment and enhancement. Efficient management of the Directorate, including the effective utilization of staff, the maintenance of discipline, promotion of sound labour relations and proper use of state property.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<b><u>POST 18/87</u></b>	:	<b><u>DIRECTOR: STRATEGIC PLANNING (REF NO: DSD 05/05/2018)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R948 174 per annum (Level 13)
	:	Head Office
	:	Standard 10/ Grade 12 plus a B. Degree in Public Administration, Social Science or Communication or equivalent qualification. 10 years relevant experience of which five years must be at middle management level in the relevant field. Knowledge and understanding of the constitutional mandate of Department. Knowledge and experience in strategic management and organisational development. A valid South African driver's license is a prerequisite. Competencies: Knowledge of government, Planning, Monitoring and Evaluation framework. Programme and Project Management, financial management, change management and transformation. Knowledge of management and service delivery innovation. People management and empowerment. Excellent knowledge of interpreting concepts into operational activities. In depth knowledge, understanding and application of PFMA. Excellent business communication skills. Networking skills. Report writing skills. Strategic planning. Policy formulation skills. Planning and organizing skills. Excellent presentation and facilitation skills. Good analytical and interpersonal skills. Conceptualizing and coordination skills. Planning and organizing skills. Excellent presentation and facilitation skills. Ability to relate at all levels within the organization. Excellent analytical, interpretive and logic thinking, planning and decision making abilities. Advanced leadership skills. Problem solving skills.
<b><u>DUTIES</u></b>	:	Strategic planning coordination of the Department. Coordinate Annual Strategic review. Coordinate completion of branch operational plans. Develop strategic reporting standards and templates. Organisational performance monitoring and reporting. Compilation and consolidation of quarterly reports, develop, implement and report on strategic planning process. Compilation of presentation for

Management reporting and Monitoring and Evaluation reports. Report and monitoring progress of strategic performance. Conduct business units meeting on planning. Coordinate internal and regulatory controls. Provide support in internal and external audit processes. Manage finance and procurement processes. Leadership and general management. Manage and oversee internal governance and compliance with applicable regulatory framework. Ensure compliance with legislative frameworks especially PFMA and management of projects. Policy developing and drafting.

**ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/88** : **DIRECTOR: MONITORING AND EVALUATION (REF NO: DSD 06/05/2018)**

**SALARY** : R948 174 per annum (Level 13)

**CENTRE** : Head Office

**REQUIREMENTS** : Standard 10/ Grade 12 plus a B. Degree in Social Sciences, Business Management, Public Administration or equivalent qualification; 10 years relevant experience of which minimum of 5 years' middle management experience, preferably within the broader public sector. Knowledge of strategic planning, Government Planning and Reporting and relevant legislative and regulatory framework such as: the Constitution of the Republic of South Africa, the Public Finance Management Act, Treasury Regulations of 2005, Framework for Strategic Plans and Annual Performance Plans from National Treasury 2010, National Treasury's Framework for Managing Programme Performance Information 2007, Government Wide Monitoring and Evaluation Framework, Guideline for the preparation of the Annual Report, Performance Information Handbook. A valid South African driver's license is a prerequisite. Competencies: Strategy development knowledge and skills, Quality assurance principles knowledge and skills, Communication skills (both verbal and written). Conflict management skills. Risk management, research skills, Contract management, Public sector governance knowledge. Project management skills. Computer Literacy.

**DUTIES** : The successful candidate will be responsible for the following key functions; Developing frameworks and guidelines on monitoring and evaluation matters, Coordination of the reporting, drafting of Annual Report for the Department, Coordinate performance monitoring and reporting requirements for the Department, Monitor the implementation of the strategic and Annual performance Plans for the Department, Coordinate annual review of the Departmental initiatives, Develop and maintain an organisational performance management system for the Department, Compile reports on Departmental progress in terms of Annual Performance Plan and Business Plans.

**ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

#### **OTHER POSTS**

**POST 18/89** : **MANAGER COMMUNITY DEVELOPMENT GR1 (REF NO: DSD 14/05/2018)**

**SALARY** : R712 827 per annum

**CENTRE** : Head Office

**REQUIREMENTS** : Standard 10/ Grade 12 plus a B Degree in Social Science or Community Development. A minimum of 10 years recognisable experience in Community Development after obtaining the required qualification. A valid South African driver's license is a prerequisite. Competencies: Must understand, be able to apply and advice on principles applied in community work. Must be able to influence individuals and groups to achieve a specific objective. Must be able to generate ideas and innovative approaches in order to contribute solutions to problems. Must be able to manage and work effectively and co-operatively with persons of diverse backgrounds. Must be able to write formal documentations (ie, reports) and communicate verbally through the selection of relevant delivery mechanisms. Must be able to identify, define problems and develop solutions. Must be able to work co-operatively with others, build and manage cohesive work teams to achieve the required outputs. Must be able to plan and manage projects in order to deliver on

time, within cost and at the required quality level. Must keep up to date with new developments in the community development and management fields to enhance service delivery.

**DUTIES** : Must be able to manage the identification, facilitation and implementation of integrated development interventions/ programs in partnership with the community and other relevant stakeholders through the efficient, effective and economical utilisation of resources by the unit/sub directorate. Must be able to interpret; advice, develop proposals on legislation and policies and determine whether the legislation and policies are still relevant and comply with current requirements. Must be able to undertake/facilitate complex community development research.

**ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/90** : **DEPUTY DIRECTOR: MEDIA LIAISON AND PUBLIC RELATIONS (REF NO: DSD 07/05/2018)**

**SALARY** : R657 558 per annum (Level 11)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Standard 10/ Grade 12 plus a B Degree/National Diploma in Journalism/ Public Relations / Communication. Minimum of 5 years' experience in the relevant field of which 3 years working experience at an Assistant Director level. A valid South African driver's license is a prerequisite. Competencies: Knowledge of the Public Service Regulatory Framework, Communications tools and techniques. Knowledge and understanding of South African media and best practices, publicity management processes and practices, departmental Legislation and prescripts. Willingness to travel is essential.

**DUTIES** : Develop proactive media plans that are aligned to the Departments integrated communications strategy. Build and maintain strong relationships with the media so that a consistent positive exposure of ECDS is provided in the media. Managing departmental external communications, media and public relations. Advising the Department on media related matters Co-ordination of media liaison and public relations functions which include regular media and stakeholder engagement sessions. Management of content development. Content research and writing of speeches. Writing and issuing of media releases/statements. Editing of departmental publications. Media monitoring and analysis. Ensure the effective utilisation of technology and technology infrastructure within the functional unit. Manage Human Resources administration requirements within the unit.

**ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/91** : **DEPUTY DIRECTOR: CUSTOMER CARE (REF NO: DSD 08/05/2018)**

**SALARY** : R657 558 per annum (Level 11)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Standard 10/ Grade 12 plus a B Degree/National Diploma in Business/Public Administration/ Communication/ Public Relations/ Journalism. Minimum of 5 years' experience of 3 years working experience at an Assistant Director level. A valid South African driver's license is a prerequisite. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge and understanding of departmental Legislation and prescripts. Willingness to travel is essential.

**DUTIES** : Development and management of the customer care strategy to enhance service delivery in the Department. Monitoring of the implementation of the Customer Care Policy. Monitor and evaluate implementation of service standards. Monitor and evaluate the implementation of Batho Pele principles. Render advisory services to the management i.r.o reported cases/ complaints. Coordinate and monitor the functioning of the helpdesk and 24 hour call center services. Advise management on emerging issues impacting on client satisfaction index. Carry out service delivery inspections at all departmental offices for ensuring compliance to set standards. Facilitate, coordinate and monitor the implementation of the service delivery charter in the Department.

**ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/92** : **DEPUTY DIRECTOR: RECRUITMENT & STAFF PROVISIONING (REF NO: DSD 09/05/2018)**

**SALARY** : R657 558 per annum (Level 11)

**CENTRE** : Head Office

**REQUIREMENTS** : Standard 10/ Grade 12 plus a B Degree/ National Diploma in Human Resource Management/ Industrial Psychology/ Public Management or in relevant field. A minimum of 5 years' relevant experience in Human Resource Administration of which 3 years must be at an Assistant Director level. A valid South African driver's license is a prerequisite. Competencies: Public Service Act, Proclamation 103 of 1994 as amended Public Service Regulations. Basic conditions of Employment Act. Analytical skills. Problem solving skills. Policy development skills. HRM policies and procedures. Performance management. Report writing. Computer Literacy. Conflict management. Presentation. Working in a team.

**DUTIES** : Manage human resource provisioning services. Manage processes for advertising of positions, recruitment, selection and filling of positions. Ensure validation of qualifications. Manage assumption of duties. Manage issuing of letters of appointment contracts. Manage probation processes and confirmation of appointments. Manage personnel utilization and mobility through transfers, translations in rank, promotions and secondments. Maintain high standards by ensuring that the team/ section produce 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 necessary guidance and development opportunities.

**ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/93** : **SOCIAL WORK MANAGER: NPO GR1 (REF NO: DSD 10/05/2018)**

**SALARY** : R657 558 per annum (Level 11)

**CENTRE** : Head Office

**REQUIREMENTS** : Standard 10/ Grade 12 plus a B Degree in Social Science/ Social Work plus valid registration with the relevant professional body (latest copy of registration/current year). A minimum of 10 years appropriate experience in social work after registration as social worker with SACSSP. Experience in the coordination of NPO funding processes. Knowledge and experience of programme norms and standards. Knowledge of applicable policies and legislation. Ability to engage with stakeholders. Knowledge of PFMA, PFA and NPO Act. Knowledge of the Social Sector will be an added advantage. A valid South African driver's license is a prerequisite. Competencies: Ability to work independently and under pressure. Ability to engage with stakeholders. Strong understanding of and practical experience in working with the NPO Sector. Knowledge of project management. Interpersonal communication (both verbal and written) skills. Problem solving skills. Ability and competence to assist and empower individuals; groups and organisations and communicate to enhance their social functions, their problem solving capabilities, and their efficient and effective use of resources in cases where expert knowledge is required.

**DUTIES** : Facilitate finalisation of the NPO funding policy model and guideline. Facilitate development of Provincial Programme Funding model in line with legislation, norms and standards for all funded programmes. Provide guidance and support to Districts on the implementation of the transfer management process. Monitor implementation of the Social Development Funding Policy. Facilitate development, review and vetting of Service Level Agreements. Maintain and strengthen relations with stakeholders.

**ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/94** : **DEPUTY DIRECTOR: BOOKKEEPING (REF NO: DSD 11/05/2018)**

**SALARY** : R657 558 per annum (Level 11)

**CENTRE** : Head Office

<b><u>REQUIREMENTS</u></b>	:	Standard 10/ Grade 12 plus a B Degree/ National Diploma in Finance Accounting/Financial Management /Auditing/ or equivalent qualification, with ten years working experience in Finance of which three years must be at an Assistant Manager level in Accounting Services. A valid South African driver's license is a prerequisite. Competencies: Excellent project management and stakeholder management capability, exceptional computer skills (Microsoft Applications), effective communication skills, innovation capabilities, organizing, planning, presentation, negotiating, decision making, analytical, interpersonal, and both written and verbal communication skills; and problem solving skills. A clear understanding of the public sector legislative (PFMA and related Regulations, and, GRAP), ability to work under pressure and to meet deadlines.
<b><u>DUTIES</u></b>	:	Management of suspense accounts, Compilation of accurate interim and Annual Financial Statement, Ensure accurate recording of transaction, Safeguarding of source documents, Ensure compliance with circular 1 of 2013, manage the collection and submission of information requested by the office of the Auditor General, liaising with various units within the department in ensuring compliance with the requirements of the PFMA and other prescripts, Development and the coordination of the audit improvement, and management of staff.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<b><u>POST 18/95</u></b>	:	<b><u>DEPUTY DIRECTOR: GENERAL PAYMENTS (REF NO: DSD 12/05/2018)</u></b>
<b><u>SALARY</u></b>	:	R657 558 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Standard 10/ Grade 12 plus a B Degree/ National Diploma in Commerce/Financial Management /Auditing/ or equivalent qualification, with ten years working experience in Payments/ Internal Control and Pre –Audit and 3 years as an Assistant Manager at General Payments /Internal Control and Pre –Audit. A valid South African driver's license is a prerequisite. Competencies: Excellent project management and stakeholder management capability, exceptional computer skills (Microsoft Applications), effective communication skills, innovation capabilities, organizing, planning, presentation, negotiating, decision making, analytical, interpersonal, and both written and verbal communication skills; and problem solving skills. A clear understanding of the public sector legislative (PFMA and related Regulations, and, GRAP), ability to work under pressure and to meet deadlines.
<b><u>DUTIES</u></b>	:	Processing of payments to creditors within 30 days. Processing of grant and tranche payments. Reconciliation of creditor's account .Proper recording and filling of documents at Finance Registry. Organise payment acceleration forums. Follow up on outstanding orders. Compilation and follow up of departmental accruals. Identify and detect Irregular, fruitless and wasteful expenditure. Facilitate the preparation of Payment Cycle and Age Analysis of invoices. Prepare and submit monthly and quarterly reports. Provision of information for Interim and Annual Financial Statements. Attend to clients queries. Liaise with relevant stakeholders. Supervision of staff.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<b><u>POST 18/96</u></b>	:	<b><u>PSYCHOLOGIST GR1 (REF NO: DSD 03/05/2018)</u></b>
<b><u>SALARY</u></b>	:	R633 702 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	Standard 10/ Grade 12 plus a degree in Clinical Psychology. Registration with HPCSA as a practicing Psychologist. Computer literacy. Experience in networks of substance abuse and prevention strategies as well as knowledge and experience in substance abuse and prevention related matters. A valid South African driver's license is a prerequisite. Competencies: Knowledge of diagnostic and therapeutic procedures and manuals, and human behaviour (both normal and abnormal). Knowledge of administration and psychometric tests, ethical codes of conduct and relevant legislation. Good communication, report-writing, facilitation and interpersonal skills. Psychometric and therapeutic skills.

- DUTIES** : Assess client needs, abilities or behaviour using a variety of methods, including psychometric tests, interviews and direct observation of behaviour. Work as part of a multidisciplinary team alongside doctors, nurses, social workers, education professionals and occupational therapists. Devise and monitor appropriate programmes of treatment, including therapy, counselling or advice, in collaboration with colleagues. Offer therapy and treatments for difficulties relating to mental health problems such as anxiety, depression, addiction, social and interpersonal problems and challenging behaviour. Develop and evaluate service provision for clients.
- ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
- POST 18/97** : **SOCIAL WORK SUPERVISOR GR 1 (2 POSTS)**
- SALARY** : R341 322 per annum  
**CENTRE** : (Ref No: DSD 17/05/2018) OR Tambo: Qumbu Area Office (1 Post)  
 (Ref No: 18/05/2018) Joe Gqabi: Elundini Local Service Office (1 Post)
- REQUIREMENTS** : Standard 10/ Grade 12 plus a B. Degree in Social Work, plus a minimum of 7 years' appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year). A valid South African driver's license is a prerequisite. Computer literacy and excellent report-writing skills. Competencies: Leadership qualities and understanding of new Social Welfare Paradigm, policies, legislation and regulation that underpin the delivery of social development services in the NPOs, CBOs and FBOs. Understanding of service level agreements and ability to communicate this to appropriate stakeholders. Ability to implement Labour Relations Procedure in highly unionised environment. Project management, research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organising skills. Ability to work under pressure and display initiative. Understanding of Public Sector transformation and equity issues. Presentation and facilitation skills, including sound report-writing abilities. Financial management.
- DUTIES** : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.
- ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
- POST 18/98** : **ASSISTANT DIRECTOR: INTERNAL AUDIT (REF NO: DSD 13/05/2018)**
- SALARY** : R334 545 – R404 121 per annum (Level 09)  
**CENTRE** : Head Office
- REQUIREMENTS** : Standard 10/ Grade 12 plus a B Degree/ National Diploma in Internal Auditing with a minimum of 5 years as an Internal Auditor of 3 years must be at a supervisory level in an Internal Audit. Post graduate qualification will be added advantage Possession of either one or more professional certificates: Internal Audit Technicians (IAT), Certified Internal Auditor (CIA), Certified Government Auditing Profession (CGAP) and Certification in Control Self-Assessment (CCSA) will also be an added advantage. Computer Literacy, Knowledge of Teammate System. Competencies: Knowledge of International Standards for the Professional Practice on Internal Auditing, Enterprise Risk Management Framework, King III Reporting, Public Finance Management Framework Act, 1999 (Act No 1 of 1999) and Treasury Regulations. A valid South African driver's license is a prerequisite.
- DUTIES** : Assist in developing and implementing Internal Audit strategic and Operational Plans, Quality Assurance Improvement Program (QAIP), Execute and assist to manage 100% of the Internal Audit Approved Plan, Supervise the audit teams throughout the audit engagements. Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing, Perform Follow up Audits to determine whether all agreed action plans have been



		implemented, Conduct ad hoc audits as requested, Assist in Managing Audit Committee Logistics, Assist in managing Internal Audit Administration, Assist in developing and implementing.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<b><u>POST 18/99</u></b>	:	<b><u>ASSISTANT DIRECTOR: EXECUTIVE SUPPORT TO THE OFFICE OF THE HOD (REF NO: DSD15/05/2018)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 per annum (Level 09) Head Office Standard 10/ Grade 12 plus a B Degree or National Diploma in Public Administration. A minimum of 5 years' experience of which 3 years' must be at a supervisory level. Competencies: Knowledge: PSR, PFMA, Treasury Regulations, knowledge of the administrative functioning and understanding of the Public Service Structure. Skills: Organizing, Planning, Problem solving, Analytical, Computer literacy, Time management, Minute taking, Conflict Management, Decision making, Interpersonal relations, communication (Verbal/ written), Self-discipline, be able to cope under pressure, Supervisory, Policy analysis and development.
<b><u>DUTIES</u></b>	:	To ensure financial support to the HOD; request and analyse monthly reports, update and maintain detailed commitment register; provide, compile and submit budget for the office of the HOD and render advice and guidance within the component on financial matters. Ensure provision of administrative support services to the Office of the HOD; coordinate meetings, conferences and seminars and ensure logistical arrangements. Compile memorandums, submissions, letters and minutes. Ensure recording of incoming and outgoing correspondence, delivery and safe keeping of documents and receive, screen and prioritize documents for attention. Initiate the request for the procurement of goods and services for the component. Monitor component assets by means of asset register. Provide executive secretariat duties to meetings (DMCO, MANCO and EXCO). Ensure the effective and efficient management of staff; liaise with internal and external stakeholders and assist in conducting research pertaining to parliamentary and ministerial enquiries.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<b><u>POST 18/100</u></b>	:	<b><u>ASSISTANT DIRECTOR: NPO (REF NO: DSD 16/05/2018)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 per annum (Level 09) Head Office Standard 10/ Grade 12 plus a B Degree / National Diploma in Monitoring & Evaluation/ Public Administration/ Project Management/ Community Development/ Social Science or equivalent qualification. A minimum of five years' experience in Social Development environment and at least three years' experience of working with Non-Profit Organizations (NPO's). Sound knowledge of NPO Act 71 of 1997, Policy on Financial Awards to Service Providers (PFA), PFMA and Government Procurement Policies. OR Grade 12/equivalent qualification with ten (10) years' relevant experience of which three (3) years must be at supervisory level. A valid code 8 driver's license. Computer literacy. Computer literacy. Competencies: Comprehensive understanding of the NPO Sector and related legislation. Ability to interact with the Sector at all service delivery areas of the Department. Comprehensive understanding of the Service delivery Programs (Core) of the Department. Understanding of M& E function. Knowledgeable about Project Management Principles. Ability to work as a team. Sound knowledge of NPO Act 71 of 1997, Policy on Financial Awards to Service Provider (PFA), PFMA and Government Procurement Policies. Data collection, collation, analysis, presentation and report writing.
<b><u>DUTIES</u></b>	:	Assist in the analysis of monitoring reports from District offices and provide guidance and support. Assist in the Monitoring of adherence to SLA and related legislation. Produce Analytical Monitoring Reports. Monitor operational performance in line with financial investment. Monitor and analyse.

- ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
- POST 18/101** : **COMMUNITY DEVELOPMENT SUPERVISOR GR 1**
- SALARY CENTRE** : R323 178 per annum  
 : (Ref No: DSD 19/05/2018) Sarah Baartman: Ndlambe Local Service Office (1 Post)  
 : (Ref No: DSD 20/05/2018) Nelson Mandela Metro: District Office (1 Post)
- REQUIREMENTS** : A Degree in Social Science with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies plus a minimum of 7 years' recognisable experience in Community Development after obtaining the required qualification. A certificate in Project Management will be an added advantage. A valid Code 08 (EB) driver's licence. Competencies: Strong theoretical understanding of, practical experience or exposure in community development issues. Knowledge of project management and financial management. Demonstrate knowledge of advocacy. Interpersonal and communication (both verbal and written) skills. Problem-solving skills. People management and empowerment skills. Project management skills.
- DUTIES** : Supervise the identification, facilitation and implementation of integrated community development interventions in partnership with the community and other relevant stakeholders and assist employees engaged in this function by resolving problems. Supervise and support Community Development Practitioners to ensure that there is communication and coordination with all relevant role-players, internal and external (e g in departments/provinces, NGOs, local community structures and faith-based organisations) and stakeholders to facilitate inter-sectoral collaboration, integrated planning and the establishment of partnerships to ensure sustainability of development activities within the community. Supervise and guide Community Development Practitioners to enhance their performance on community development and to perform administrative support on community development and related activities. Keep up to date with new developments in the community development field to enhance service delivery. Supervise and advise Community Development Practitioners to ensure an efficient and effective service.
- ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
- POST 18/102** : **SOCIAL WORKERS GR1 (6 POSTS)**
- SALARY CENTRE** : R226 686 per annum  
 : (Ref No: DSD 21/05/2018) Amathole: Fort Beaufort Local Service Office (1 Post)  
 : (Ref No: 22/05/2018) Idutywa Local Service Office (1 Post)  
 : (Ref No: 23/05/2018) Stutterheim Local Service Office (1 Post)  
 : (Ref No: 24/05/2018) Chris Hani: Inxuba Yethemba Local Service Office (1 Post)  
 : (Ref No: DSD 25/05/2018) OR Tambo: Mqanduli Local Service Office (1 Post)  
 : (Ref No: DSD26/05/2018) Sarah Baartman: Makana Local Service Office (1 Post)
- REQUIREMENTS** : Standard 10/ Grade 12 plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker (latest copy of registration/current year). A valid South African driver's license is a prerequisite. Computer literacy. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

- DUTIES** : Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required.
- ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
- POST 18/103** : **SOCIAL WORKER GR1 (PROBATION SERVICES) (REF NO: DSD 27/05/2018)**
- SALARY** : R226 686 per annum  
**CENTRE** : Chris Hani: Emalahleni Local Service Office  
**REQUIREMENTS** : Standard 10/ Grade 12 plus a Degree in Social Work. Registration with the South African Council for Social Service Profession as a Social Worker (latest copy of registration/current year). A valid South African driver's license is a prerequisite. Computer literacy. Competencies: Demonstrate expertise in Probation Services. Demonstrate a coherent and critical understanding of and the ability to apply social work values and principles of human rights and social justice in Probation Services. Demonstrate competency in the identification and critical analysis of social work related problems and issues in Probation Services. Critically analyze and evaluate the outcomes of social work intervention strategies, techniques and processes. Knowledge of the Probation Services Act, 116 of 1991, amended by section 35 of 2002, Child Justice Act, 75 of 2008 and any other pieces of legislation relevant to Probation Services.
- DUTIES** : Rendering of advocacy and educational programmes to individuals, families, groups and communities. Provision of expert assessment regarding the needs, risks and resilience of offenders and victims to assist courts on individualized interventions and sentencing options. Acting as an expert witness in court regarding the appropriate sentencing of children and adults. Reintegration of children who have been discharged from Child and Youth Care Centres. Provision of Home-Based supervision of children placed under an appropriate adult. Challenging of offending behaviour and helping offenders to realize the impact of their behaviour on themselves, families, the community and their victims. Compiling of reports on the compliance and non-compliance of the persons placed under the supervision of Probation Officers. Facilitation of diversion and restorative justice processes. Care , support, referral to and provision of mediation in respect of victims of crime, and any service under the Probation Services Act 116 of 1991, amended by section 35 of 2002.
- ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
- POST 18/104** : **STATE ACCOUNTANT: BOOKKEEPING (REF NO: DSD 28/05/2018)**
- SALARY** : R226 611per annum (Level 07)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Standard 10/ Grade 12 plus a B.Degree/National Diploma in B. Com with Financial Accounting, 2 years relevant experience as one of the majors or, OR Matric with ten years relevant experience at Financial Accounting Services. Competencies: Knowledge of PFMA and Treasury Regulations. Knowledge of BAS and Persal. Advanced knowledge of MS, Excel, Ms Word and PowerPoint and Presentation skills. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines.
- DUTIES** : To maintain and perform reconciliation of ledge accounts. To clear suspense accounts and reports to the Assistant Director on unclear suspense accounts monthly. Effectively and efficiently manage interdepartmental claims. To perform month and year end closure. Assist in compilation of Pro – forma and Annual Financial Statements. To ensure that information on AFS is supported by accurate supporting documentation. To ensure that the Department complies with the requirements of Circular 1 of 2009 and submission thereof as prescribed by Provincial Treasury. Collection and submission of information requested by Auditor General. Daily interact with payment and salary administration sub – directorate in respect in respect of rejections in the bank account.

**ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/105** : **ADMIN OFFICER (REF NO: DSD 39/05/2018)**

**SALARY** : R226 611 per annum (Level 07)  
**CENTRE** : Chris Hani: Emalahleni Local Service Office (1 Post)  
**REQUIREMENTS** : Standard 10/ Grade 12 plus a B Degree /National Diploma in Public Management/ Financial Management/ Human Resources Management/ Business Management plus a minimum of 1-2 years' experience in Supply Chain Management or Grade 12 (Senior Certificate) with at least 3 years relevant experience. A valid South African driver's license is a prerequisite. Competencies: Extensive Knowledge of procurement and provisioning administration. Knowledge and experience of LOGIS system in terms of assets, inventory & logistics. Understanding of SCM management policies, procedures and processes, PFMA, Applicable treasury regulations. Understanding of Human Resources Management policies, procedures and processes. Computer Literacy (Word, Excel, PowerPoint & Access).

**DUTIES** : Request BAS and LOGIS reports for the reconciliation purposes. Control asset movements, additions and maintenance of asset manual and on LOGIS. Conduct physical verification and stocktaking of assets within the region. Report losses, make balance adjustments and correct differences/misallocations, through journals. Ensure compliance with the asset & inventory management policy and treasury regulations. Marking, serialising and bar-coding of all assets with unique numbers within the department. Maintain departmental asset register on LOGIS. Report all lost control aspects of physical assets. Reporting of losses and disclosure of financials on the financial statement. Perform monthly counting of inventory. Control and maintain bin card system and update relevant records accordingly. Creating and preparing of orders using Logis system. Processing, posting and recording of day to day activities and transactions on logis. Receiving of new vehicle and update Asset register with all the vehicle information in order to have an updated vehicle database. Assist drivers with completing vehicle accident forms. Administer and arrange with merchants and call center vehicle maintenance (vehicle services, licensing, and minor repairs) Distribution of traffic fines, visit panel beating workshop to check progress on vehicle that were booked in. Conduct vehicle audits. Issue trip authority using the TRM System. Capture fuel slips for reconciliation of fuel used on monthly basis. Arrange driver's competency testing for departmental officials. Assist officials with subsidy applications. Capture Scheme A travelling and S&T claims on the system as well as assist officials when they need help with their travelling claims (Scheme B). Check record and process log returns and ensure that proper filing is done. Supervise junior officials. Attend all payment related queries. Prepare monthly accrual reports. Reconcile commitments and suppliers accounts. Bookkeeping of the documents and cash.

**ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

**POST 18/106** : **ADMIN OFFICER: INVENTORY (REF NO: DSD 40/05/2018)**

**SALARY** : R226 611per annum (Level 07)  
**CENTRE** : Provincial Office (1)  
**REQUIREMENTS** : Standard 10/ Grade 12 plus a B.Degree/National Diploma in Finance/Auditing/Logistics/Public Management or equivalent qualification plus 2 years' experience in Supply Management or Financial Management environment OR Grade 12 with minimum of 5 years working experience in Inventory/ Asset Management. Competencies: Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Proven knowledge of SDIMS/Logis.

**DUTIES** : Perform and submit departmental monthly, quarterly and annual inventory reconciliation through BAS report. Perform and consolidate Quarterly and annual stock-count for the Provincial office and Districts. Submission of Quarterly and annual inventory reports for compilation of Departmental Financial statements. Ensure that all inventory misallocation correction journals are compiled and captured. Ensure that bin cards are maintained and ensure that all items are

	:	captured according to the purchases made. Stock level maintenance according to the departmental Inventory Policy. Ensure filing for all inventory related documents can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 18/107</u></b>	:	<b><u>COMMUNITY DEVELOPMENT PRACTITIONER GR 1 (7 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R191 544 per annum (Ref No: DSD 29/05/2018) Chris Hani: Emalahleni Local Service Office (1 Post) (Ref No: DSD 30/05/2018) Inxuba Yethemba Local Service Office (1 Post) (Ref No: DSD 31/05/2018) Lukhanji Local Service Office (1 Post) (Ref No: DSD 32/05/2018) Enoch Mgijima (Molteno) Local Service Office (1 Post) (Ref No: DSD 33/05/2018) Inxuba Yethemba (Molteno) Local Service Office (1 Post) (Ref No: DSD 34/05/2018) Alfred Nzo: Mt Frere Local Service Office (1 Post) (Ref No: DSD 35/05/2018) Nelson Mandela Metro: Motherwell (1 Post)
<b><u>REQUIREMENTS</u></b>	:	Standard 10/ Grade 12 plus a B Degree in Social Sciences with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies. Computer literacy will be an added advantage. A valid South African driver's license is a prerequisite. Competencies: Theoretical understanding and practical experience/exposure to community Development issues. Demonstrate a facilitative approach to motivate constructive participation in programme development and implementation. Ability to document and report on programmes and projects according to required format. Communication and interpersonal skills, organizing and planning skills.
<b><u>DUTIES</u></b>	:	Facilitate awareness campaigns on community development programmes. Mobilise local community into Integrated Development Structures. Facilitate community Development initiatives in each local Municipality. Facilitate the development of community profiles utilizing contextualized Participatory Development Methodologies. Facilitate the development and alignment and utilization of resources from various Departments towards the implementation of Integrated Development Plans in each local Municipality. Assess application for funding to the Department by community organizations. Monitor, evaluate and render support service funded programmes/ Projects.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<b><u>POST 18/108</u></b>	:	<b><u>CHILD AND YOUTH CARE SUPERVISOR GR 1(REF NO: DSD 46/05/2018)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R175 290 per annum Nelson Mandela Metro: Erica Place of Safety (1)
<b><u>REQUIREMENTS</u></b>	:	Grade12 plus Basic Qualification in Child and Youth Care Certificate or Certificate in Social Auxiliary Work. A minimum of 10 years' appropriate experience in child and youth care work. Computer literacy. Competencies: Managerial and leadership skills. Knowledge of the relevant policies pertaining to child care. Be able to implement and manage administrative procedures, and new development and methodologies in child care work. Good communication skills. Conflict management and problem-solving skills. The ability to interpret policies and legislation. Planning and organizing skills. Basic research and analytical skills. Presentation and facilitation skills. Monitoring and evaluation skills. People management and empowerment skills. Understanding. Non-judgmental. Respectful and caring. Assertive. Tolerant. The ability to motivate.
<b><u>DUTIES</u></b>	:	Supervise staff to ensure an effective care service. Facilitate and supervise the caring for and life space interventions of children and young people. Form part of a multidisciplinary team. Keep up to date with new developments in the child and youth care and substance abuse field. Supervise and perform clerical/administration functions. Compile shift schedule for child and youth care workers and team leaders.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

<b><u>POST 18/109</u></b>	:	<b><u>ACCOUNTING CLERK (REF NO: DSD 38/05/2018)</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Alfred Nzo: Matatiele Local Service Office (1)
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate or equivalent qualification with Accounting/Finance as a passed subject with 1 year's relevant working experience. Computer literacy. Competencies: Knowledge of BAS and Persal system will be an added advantage.
<b><u>DUTIES</u></b>	:	Obtain and arrange invoices for payments. Match invoices with GRVs and properly file documents for audit purpose (recordkeeping). Check all payment transactions for current status. Compile the budget procurement plan and ensure cash flow management.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<b><u>POST 18/110</u></b>	:	<b><u>REGISTRY CLERK: (REF NO: 41/05/2018)</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office (1)
<b><u>REQUIREMENTS</u></b>	:	Grade 12/ Matric or equivalent qualification. Successful completion of records management course. 3 years' experience in records management. Computer Literacy. Competencies: Good communication and interpersonal skills. Knowledge of Provincial Archives Act. Knowledge of Batho Pele Principles. Practical knowledge of disposal of records.
<b><u>DUTIES</u></b>	:	Provide day to day registry services at Head Office. Ensure that the annual payment of private bag rental from the Post Office including Districts where there is no budget is paid. Procurement of goods and services. Provision of a records management support services. Noting correct reference numbers on all incoming correspondence. Custody and safekeeping of register files Opened, Destruction register and register of Authorities. Ensure that all records in the Main Registries are stored in suitable lockable filing equipment. Render effective filing and record management services. Ensure the operation of the office machines in relation to the registry function.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<b><u>POST 18/111</u></b>	:	<b><u>SOCIAL AUXILIARY WORKER GR 1 (REF NO: DSD 37/05/2018)</u></b>
<b><u>SALARY</u></b>	:	R130 434 per annum
<b><u>CENTRE</u></b>	:	Amathole: Butterworth Local Service Office (1)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/ current year of proof of registration). Computer literacy. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).
<b><u>DUTIES</u></b>	:	Be responsible for crime prevention programmes to young persons at risk in and out of school. Assist the Community Development Practitioner in the implementation of diversion programmes by gathering information for report writing, and life skills programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prison or residential care facilities. Provide supervision services to those young persons placed by court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<b><u>POST 18/112</u></b>	:	<b><u>DRIVER (3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R127 851 per annum (Level 04)
<b><u>CENTRE</u></b>	:	(Ref No: DSD 42/05/2018) Buffalo City Metro: Silver Crown Old Age (1 Post) (Ref No: DSD 43/05/2018) Joe Gqabi: District Office (1 Post) (Ref No: DSD 44/05/2018) Nelson Mandela Metro: Enkuselweni CYCC (1 Post)

<b><u>REQUIREMENTS</u></b>	:	Grade 10/ equivalent qualifications. A valid South African driver's license is a prerequisite. Possession of PDP will be an added advantage. At least 2 years' experience as a driver. Competencies: The ability to communicate in Xhosa and English. Reading and writing skills. Preparedness to work during weekends, holidays and after hours as and when necessary.
<b><u>DUTIES</u></b>	:	Provide driving services for the Centre. Be responsible for transportation of goods/mail to and from the Centre to the Post Office or wherever it is required. Be responsible for delivery and collection of goods. Take care of Government Vehicles in all respect, i.e. cleanliness, servicing, safety, logging and trip authorities.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<b><u>POST 18/113</u></b>	:	<b><u>ASSISTANT COMMUNITY DEVELOPMENT PRACTITIONER GR 1(REF NO: DSD 36/05/2018)</u></b>
<b><u>SALARY</u></b>	:	R124 047 per annum
<b><u>CENTRE</u></b>	:	Amathole: Centane Local Service Office (1)
<b><u>REQUIREMENTS</u></b>	:	Standard 10/ Grade 12. Preference will be given to NYS participants within Department of Social Development. Competencies: Interpersonal skills/the ability to interact with people and community structures Compassion for those in need and the vulnerable/understanding of social dynamics of communities and basic knowledge of community development. Passion in community development. Willingness to learn. Communication skills. Knowledge of local language and culture. Competencies: Proficiency in computers and inventories would be an added advantage. Planning and organising skills.
<b><u>DUTIES</u></b>	:	Perform community and household profiling. Assist communities in accessing services offered by Government Departments. Attend community meetings and Imbizo to collect information on community needs and provide the required support in integrated planning Assist with maintenance and support to funded community.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<b><u>POST 18/114</u></b>	:	<b><u>CHILD AND YOUTH CARE WORKER GR 1(REF NO: DSD 47/05/2018)</u></b>
<b><u>SALARY</u></b>	:	R124 047per annum
<b><u>CENTRE</u></b>	:	Buffalo City Metro: Bisho Youth Centre (1)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 plus Basic Qualification in Child and Youth Care Certificate or Certificate in Social Auxiliary Work. Computer literacy. Competencies: Good Communication. Ability to intervene and resolve conflict. Problem solving. Ability to work with children.
<b><u>DUTIES</u></b>	:	Establish trusting and meaningful one-to-one relationships with children, youth and their families. Implement strategies such as planned daily activities, coordinated treatment interventions structured environments, and organized recreational and social activities. Help individuals and families identify personal strengths and resources for positive change. Help develop and implement individual and group treatment programs. Respond effectively to acts of aggression and depressive, destructive or self-injurious behaviours Act as a resource for individuals and their families. Engage in behaviour management, safety and security programming for young people in the centre. Perform administrative work relevant to the job.
<b><u>ENQUIRIES</u></b>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.
<b><u>POST 18/115</u></b>	:	<b><u>SECURITY GUARD (REF NO: DSD 45/05/2018) (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R90 234 per annum (Level 02)
<b><u>CENTRE</u></b>	:	Buffalo City Metro: John X Merriman (2)
<b><u>REQUIREMENTS</u></b>	:	Grade 10 / Std 8. Grade 12 will be an added advantage. Basic security officer's course Grade C. 2 years' experience in security guard services. Be able to work shifts including weekends and public holidays. Be able to rotate when required. Poses physical strength and to cope with physical demands of the position. Competencies: Knowledge of security procedures, rules and regulations. Good

- communication skills (verbal and written). Honest and reliable. Interpersonal skills. Good customer care. Be able to work as a team.
- DUTIES** : Perform access control functions. Ensure safety in the building and the premises. Ensure that equipment, documents and stores do not leave or enter the building or premises unauthorised / keep the necessary registers. Ensure that all the incidents are recorded in the occurrence book / register. Escort visitors in the premises where necessary. Report breakages, theft and damages to departmental property.
- ENQUIRIES** : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci 043 605 5049/ 5101/5110.

#### **DEPARTMENT OF TRANSPORT**

***The Department of Transport 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 Department of Transport, Office No. A48, 32 Flemming Street, Stellenbosch Park, Schornville, King William's Town Post to: The Senior Manager – HRM, Department of Transport, Private Bag X 0023, Bhisho 5605. Enquiries: Mr. Ngcobo 043 604 7455 Ext 7458.  
 Amatole District: Private Bag X9009, East London, 5200  
 Sarah Baartman: Private Bag X6010, Port Elizabeth, 6000  
 Chris Hani: Private Bag X7185, Queenstown, 5320  
 Joe Gqabi: Private bag X1001, Aliwal North, 9750  
 O.R Tambo District: Private Bag X5036, Umtata, 5099  
 Alfred Nzo: Private Bag X3561, Kokstad, 4700  
 GFMS Trading Entity: East London: Hand Delivery: Office No 9 at 9 Cotton Road, Westbank, East London, Post to: The Head of Entity, Department of Transport, Private Bag X 0001, Westbank, East London, 5218. Enquiries: Mrs. P. Mbewu 043 731 1249.
- FOR ATTENTION** : Mr M.A.F Tokota
- CLOSING DATE** : 18 May 2018
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and women are encouraged to apply. For SMS posts, preference will be given to women according to the departmental Employment Equity Plan. For SMS posts all shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. The selection panel will recommend candidates to attend a generic Managerial competency assessment in compliance with the DPSA Directive on the implementation of competency based assessment. The department of Transport welcomes applications from all racial groups. However in making appointments preference for these posts may be given to the designated groups in pursuit of



departmental EE targets. It is the responsibility of the applicants to ensure that applications are directed to the correct centre as specified in the advert.

#### **MANAGEMENT ECHELON**

**POST 18/116** : **CHIEF ENGINEER: INTERGRATED TRANSPORT PLANNING REF NO: DOT 02/03/2018**

**SALARY** : All – inclusive OSD package of R1 134 894 - R1 297 626 (Level Grade B)  
**CENTRE** : Head Office: King Williams Town  
**REQUIREMENTS** : National Diploma in Civil Engineering / B Tech in Civil Engineering / with equivalent ten years in Transportation. 10 years' experience with 5 Years' of which should be managerial experience and 5 years in Design, Project Business Plan, Planning & Technical to complete ten years of relevant Experience. Valid Driver's license. Professional Registration with the Engineering Council of South Africa (ECSA) as Professional or candidate. Competencies: Strategic management and direction, Problem solving and analysis Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication and listening skills Computer skills, Delegation and development of others, Planning, organising and execution Ability to manage conflict, Language proficiency, Effective client relationship, Knowledge management, Negotiation skills, Change management. Technical competencies: Programme and project management, Engineering, legal and operational compliance, Engineering operational communication, Process Knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills Systems skills, Engineering design and analysis knowledge, Research and development Computer-aided engineering applications, creating high performance culture, Technical consulting Engineering and professional judgment, Accountability.

**DUTIES** : Transport engineering planning and analysis effectiveness: Develop statutory transport plans and programs to enhance effective functioning of provincial transport system. Manage the conducting of feasibility studies. Perform final review and approvals or audits of provincial transport plans according to national standards. Co-ordinate integration of transport plans between provincial and local government to ensure seamless integration with current technology. Pioneering of new transport planning engineering services and management methods. Maintain transport planning engineering implementation effectiveness: Manage the execution of integrated transport planning strategy through the provision of appropriate structures, systems and resources. Set provincial engineering standards for transport facilities, according to organizational objectives and ensure optimum utilization at local government level. Monitor implementation of municipal transport projects to be in line with provincial objectives/priorities. Governance: Allocate, control, monitor and report on all resources. Coordinate and participate in intergovernmental and other transport related liaison structures. Provide technical direction to transport liaison committees within the province. 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. Financial Management: Management of funds to meet the MTEF sub- directorate objectives within the transport planning engineering environment/services; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management of the sub-directorate. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of transport planning engineering 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.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/117** : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT SERVICES: REF NO: DOT 01/05/2018**  
Re-Advertisement: People who previously applied need not apply as their applications will still be considered.

**SALARY** : An all-inclusive remuneration package of R1 127 334 – R1 347 879 (Level 14)  
**CENTRE** : Head office: King Williams Town  
**REQUIREMENTS** : Bachelor's Degree in Public Administration/Human Resource Management (NQF 7). 5 years' experience at Senior Management Level (SMS). Competencies: Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Information Management. Policies and Procedures.

**DUTIES** : Ensure the provision of Human Resource Administration- Manage the provision of human resource strategy and information management system. Manage the provision of recruitment, selection and appointment of employees. Manage the administration of service benefits. Manage the provision of employee relations services. Manage the provision of employee health and wellness services. Ensure the provision of Human Resource Development and Performance Management system. Manage the implementation of skills development strategy in line with skills development legislation. Manage the implementation of learnership and internship programme. Manage the effective implementation of employee training and development programme. Manage effective implementation of performance management system. Ensure the provisioning of Human Resource Planning and Employee Relations Services- Manage the development of human resource strategy. Manage the development and implementation of human resource plan. Manage the utilization of human resource information systems. Manage the provision of employee health and wellness programmes. Ensure the provision of sound labour relations. Ensure timeous implementation of collective bargaining resolutions. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives- Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality/ quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo 043 604 7455

**POST 18/118** : **DIRECTOR: DISTRICT MANAGEMENT REF NO: DOT 04/05/2018 (X 2 POSTS)**

**SALARY** : An all-inclusive remuneration package of R948 174 - R1 116 916 per annum (Level 13).

**CENTRE** : Joe Gqabi & Chris Hani  
**REQUIREMENTS** : A Bachelor's Degree (NQF level 7) in Public Administration with 5 years' experience at Middle Management level in district management services. Competencies: National Land Transport Strategic Framework. Provincial Land Transport Strategic Framework Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures Asset management procedures. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. White paper on Civil Aviation. Provincial Public Transport Master Plan. Occupational Health & Safety. Procurement directives. Applied Strategic Thinking. People Management. Diversity Management. Report Writing. Computer Literacy. Budget and Financial Management. Project / Management. Strategic Management.

**DUTIES** : Oversee District administrative support services including the coordination of District Operational planning, Monitoring, Reporting and providing information management services. Oversee of HR and Financial services. Coordination of Strategic and Operational Planning. Operations monitoring and reporting. Information and knowledge management (including library services, information reproduction and printing services, information mining and security, archiving and records management services). Provide effective stakeholder and Inter-governmental relations services. Provide effective inter-governmental relations services. Stake holder liaison and coordination. Intergovernmental relations promotion. Outreach facilitation on sectoral intergration. Oversee implementation of scholar transport services in the District. The monitoring and intervening to ensure that scholar transport performance adheres to agreed service levels and continues to improve. The monitoring and intervening to ensure that scholar transport stakeholder engagement services enhance service provision. Oversee implementation of transport safety activities in the district. The monitoring that transport safety performance adheres to agreed service levels and continues to improve. Planning and coordination with Department of Education. The monitoring of transport safety stakeholder engagement services. Timeous payment of scholar transport service providers Oversee implementation of land passenger transport services. The monitoring that public passenger transport services performance adheres to agreed service levels and continues to improve. Ensure that contracts / service level agreements with public transport operators are adhered to. Ensure implementation of institutional formalization and empowerment of the public transport industry. Monitor, advice and intervene in the implementation of mediation, conflict resolution, dispute resolution and stakeholder matters related to public transport. Oversee implementation of transport regulation services. The monitoring and intervening to ensure that transport licenses issuing adheres to agreed service levels and continues to improve. Monitor of vehicle registrations and authorizations. Monitor of public transport regulation services. Monitor implementation of the national and provincial freight administration and overload strategy. Oversee implementation of transport infrastructure maintenance services. The monitoring and intervening to ensure that the maintenance of district transport infrastructure adheres to agreed service levels and continues to improve. Oversee activities related to the creation work opportunities for the poor and unemployed and vulnerable groups using Community Based Programmes. Monitor attainment of the set targets and assess their impact to poverty alleviation. Promote the implementation of EWP innovation initiatives. Promote community development programmes through the implementation of EPWP flagship programmes. Oversee implementation of Transport Services by Local Transport Service Centers. Support rendering of effective traffic law enforcement operations management and control services. Support the promotion of traffic safety. Support the provision of public transport law enforcement services. Support the monitoring of scholar transport services. Support the provision of sub district road maintenance services. Support the provision of community based programmes.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/119** : **DIRECTOR: OFFICE OF THE HOD REF NO: DOT 05/05/2018**  
This is a re-advertisement post; applicants who applied previously are encouraged to re-apply

**SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration package of R948 174 - R1 116 918 (Level 13)  
: Head Office: King Williams Town  
: B Degree NQF level 7) in Public Administration/ Business Administration. 5 years' experience at middle management. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management.

**DUTIES** : Undertake policy or line function tasks: Execute research, analyse information and compile complex documents for the Head of Department; source information and compile comprehensive documents for the Head of Department with regard to issues emanating from meetings such as FOHOD/FOSAD, MINMEC etc. Compile memoranda as required; and scrutinize submissions/reports, make notes and recommendations to present to the Head of Department. Draft responses for

submission to internal and external stakeholders. Co- ordinate, follow up and compile reports of a transverse nature for the Head of Department and advise/sensitize the Head of Department on reports to be submitted. Compile presentations and speeches for the Head of Department. Coordinate external strategic alliance between the office of the Head of Department and other stakeholders: Liaise with stakeholders to ensure integration of programmes. Scrutinize documents to determine actions/information/documents required. Collect and compile information for the HOD with regard to issues that need to be discussed. Record minutes/resolutions and communicate/ disseminate to relevant role players, follow up on progress made, prepare briefing notes as well as other documentation. Compile agenda of meetings chaired by the HOD and ensure circulation of accompanying memoranda and; co- ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Co – ordinate the performance agreements/ assessments and financial disclosures pertaining to SMS members. Manage general support services in the office of the HOD: Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and maintain effective processes/procedures for information and documents flow to and from the office. Ensure safekeeping of all documentation in the Office. Manage the engagements of the HOD. Manage the resources in the office of the Director-General: Determine and collate information with regards to the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the HOD with regard to possible over and under spending. Responsibility manager for the component and; identify the need to move funds between items and compile submissions for this purpose. Monitor and evaluate the performance of staff in the office. Manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/120** : **CHIEF AUDIT EXECUTIVE REF NO: DOT 06/05/2018**

**SALARY** : An all-inclusive remuneration package of R948 174 - R1 116 918 (Level 13)  
**CENTRE** : Head Office: King Williams Town  
**REQUIREMENTS** : A B degree (NQF level 7) in Internal Auditing. 5 year experience in Auditing at middle management level. Knowledge and Skills: Knowledge of Constitution, and other relevant policies and act (PFMA, Treasury Regulations, IIA Standards etc).National Treasury Regulation. Provincial Treasury Regulations. Public Finance Management Act. Legislative regulatory framework. International Standards for the Professional Practice of Internal Auditing .Departmental policies and procedures. Strategic Plan. Corporate governance. Auditing.

**DUTIES** : Oversee audit projects and provide internal audit and consulting services: Develop Internal Audit strategic and operational audit plans in accordance with acceptable audit standards and stipulated time-frames. Develop a revised rolling three - year internal audit plan based on the risk assessment. Develop an annual internal audit plan for the first - year of the strategic plan. Review reports and supervise implementation and follow up of audit findings and agreed actions. Guide the provision of internal auditing services and make value added recommendations to enhance the overall performance of the organisation. Analyse audit findings reports before they are presented to the Audit Committee. Presentation of quarterly reports to management as well as the audit committee detailing its performance against the plan. Provide input into the strategic Plan and Annual Performance Plan (APP) of the department and implement APP for Internal Audit Function. Co- ordinate the work of internal and external auditors and other stakeholders/providers. Monitor and evaluate the impact of internal auditing function and report thereon. Provide technical assistance with the establishment and maintenance of Transport's internal governance structures. Provide guidance in the development and implementation of an internal audit methodology and Internal Audit Operational plan: Develop policies and procedures to guide the internal audits to ensure compliance with the Standards for Professional Practice of Internal Auditing. Develop programs for selecting and developing the resource

of the component. Analyse the Transport operational environment and guide the development of tailor made internal audit instruments and methodologies. Develop internal Audit Strategic and Operational plans. Engage with departmental management structures to facilitate an understanding of the importance of the Internal Audit function and its role to assist line managers to continuously improve service delivery and value for money aspects. Assist management through consulting with the implementation of the prescripts, e.g. PFMA and advise management on internal controls. Manage relationships with clients and other stake holders with objective of improving customer satisfaction. Provide appropriate training to internal auditors. Liaison with executive management and other external stakeholders. Develop a revised Audit Committee Charter (Terms of Reference) as well as internal Audit Charter. Provide Audit Committee Secretariat and support services. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Identify and mitigate risks of the Unit. Manage spending of the Unit- avoid fruitless, irregular and unauthorized expenditure. Payment of service providers within 30 days from receipt of invoice/claim.

- ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
- POST 18/121** : **DIRECTOR: INFRASTRUCTURE PROCUREMENT REF NO: DOT 07/05/2018**
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration package of R948 174 - R1 116 918 (Level 13)  
: Head Office: King Williams Town  
: Engineering degree (B Eng/ BSC (Eng) (NQF level 7). 5 years' Experience in Middle Management Level. Knowledge and Skills: Knowledge of Supply Chain Management processes. Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures.
- DUTIES** : Align projects with strategic objectives, priorities, budgets and plans: Confirm needs and priorities of DOT & Sector Departments for infrastructure projects. Conduct spend, organizational and market analysis. Develop a delivery management strategy (specific procurement strategy). Draw and facilitate approval of infrastructure procurement plan. Manage cross functional teams to finalise bid specifications. Manage infrastructure procurement acquisitions: Coordinate solicitation of tenders. Coordinate establishment of Bid committees. Conduct evaluation and award of tender. Manage contracts and infrastructure procurement supply chain performance: Administer contracts. Open, update and maintain project records and files. Manage supply chain performance. Manage guarantees and retentions. Manage Administrative and financial close out reports. Manage the allocated resources of the Department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates .Manage daily

	:	employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 18/122</u></b>	:	<b><u>DIRECTOR: OPERATOR SAFETY AND COMPLIANCE REF NO: DOT 08/05/2018</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive remuneration package of R948 174 - R1 116 918 per annum (Level 13).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head office: King Williams Town B. Degree/ Diploma in transport management/transport economics (NQF level 7). 5 years relevant experience at middle management in public transport .Valid driver's license. Competencies: National Land Transport Strategic framework. Knowledge of collective bargaining procedures. Senior management principles.HR management principles.FM management principles. Asset management principles. Project management principles. Strategic management principles. Performance management principles. Work ethic management principles. Diversity management principles. Meeting procedures. Report writing. Stakeholder and customer relationship management principles. Labour relations. Skills: Policy management. Communication skills (verbal and written).Presentation skills. Meeting Procedures. Self-Organisation. Resource Management. Conflict resolution. Customer and quality management. Problem solving. Decision making skills.
<b><u>DUTIES</u></b>	:	Manage the implementation of public transport industry transformation programs. Plan and manage implementation of capacity building programs for public transport role players. Drive the implementation of the Taxi Recapitalization. Program in the Province. Regularly liaise with relevant public transport structures in the Province. Ensure that the minibus taxi industry conducts regular elections for the relevant structures. Manage the provision of public transport professional support. Institute research for appropriate vehicles for learners, rural areas, disabled people as well as Intelligent Transport Systems. Evaluate impact of existing Public Transport projects and the necessity of proposed projects. Institute research to enhance the regulation, control and operations of Public Transport. Develop provincial public transport regulation and control strategy. Monitor that land-based transport services are rendered properly. Constantly review and update regulations pertaining to public transportation. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Develop the directorate operational plan and concomitant operational budget. Develop and maintain effective systems of work .Facilitate staff motivation and use appropriate methods of staff management and control. Manage daily employee performance and ensure timely Performance Assessments of all subordinates Ensure management, maintenance and safekeeping of assets. Lead the directorate's financial management and statutory reporting activities.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
<b><u>POST 18/123</u></b>	:	<b><u>DIRECTOR: TRAFFIC INFRINGEMENT MANAGEMENT SERVICES REF NO: DOT 09/05/2018</u></b> This is a 12 months contract post
<b><u>SALARY</u></b>	:	An all-inclusive remuneration package of R948 174 - R1 116 918 per annum (Level 13).
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office: King Williams Town Bachelor's Degree (NQF level 7) in Traffic Management with 5 year relevant experience at Middle Management level. Competencies: Strategic Capability and Leadership. Communication. Client orientation and Customer Focus. People Management and Empowerment. Problem Analysis and Solving. Financial Management. Programmes and Project Management. Results / Quality Management. Decision Making. Knowledge Management. Change Management. Skills: Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation.

Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving.

**DUTIES** : Oversee receiving, capturing and archiving of provincial traffic infringements. The receiving, recording, processing and management of documents, visitors and enquiries. The conversion of paper based Section 56 & 141 documents to electronic documents. Manage the analysis and reconciliation of traffic law enforcement fines. Ensure reconciliation of fines captured against fines paid. Manage information on unpaid summonses. Ensure proper records management for audit purposes. Manage Service Level Agreements between the Department and Magistrate offices. Manage relations with service providers. Determine and recommend systems for efficient revenue collection. Manage the administration of traffic law arising from traffic infringements. Ensure rendering of Radio Control services including use of Vehicle Deployment Management System (DVMS). Manage accident information collection and processing. Manage Traffic Law Enforcement camera information collection and analysis. Ensure adequate processing of traffic law information using electronic traffic law enforcement systems. Manage enforcement for payment of outstanding traffic fines. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/124** : **SENIOR MANAGER: FINANCIAL MANAGEMENT REF NO: DOT 01/05/2018**

**SALARY** : An all-inclusive remuneration package of R948 174 - R1 116 916 per annum (Level 13)

**CENTRE** : East London (Government Fleet Management Services)

**REQUIREMENTS** : A B degree (NQF level 7) in Accounting. 8 years' working experience in Financial Management in an accrual environment of which 5 years must be in the middle management level (deputy director level). Extensive experience in and knowledge of, management of a commercial finance function. Competencies: Proven management skills. Track record in preparation and management of strategic plans, business plans and budgeting. Ability to implement internal systems and controls to ensure sound financial management. Strategic Capability and Leadership, People Management and Empowerment, Problem Solving, Decision Making, Change Management, Knowledge Management.

**DUTIES** : Manage the budget development process and utilisation of the allocated budget for GFMS. Manage the provision of financial and management accounting services. Manage the provision of supply chain management services. Assets and liabilities management. Manage the provision of internal control systems, policies and procedures. Manage effective external audit process and improvement plans. Perform generic management functions. Manage area of responsibility.

**ENQUIRIES** : can be directed to Mrs. P. Mbewu Tel No: 043 731 1249

#### OTHER POSTS

**POST 18/125** : **CHIEF ENGINEER: SAFETY ENGINEERING SERVICES REF NO: DOT 03/05/2018**

**SALARY** : all – inclusive OSD package of R935 172 - R1 069 272 (Level Grade A)

**CENTRE** : Head Office: King Williams Town

**REQUIREMENTS** : National Diploma in Traffic Engineering /B Tech in Traffic Engineering/ National Diploma in Civil Engineering/ B Tech in Civil Engineering with Equivalent Eight

Years in Transportation. with 3 Years of which should be managerial experience and 5 years in Design, Project Business Plan, Planning & Technical to complete Eight years of relevant Experience. Valid Driver's license. Professional Registration with the Engineering Council of South Africa (ECSA) as Professional or candidate. Generic competencies: Strategic management and direction, Problem solving and analysis, Decision making, Team leadership, Analytical skills, Creativity, Self-management, Financial management, Customer focus and responsiveness Communication and listening skills, Computer skills, Delegation and development of others Planning, organising and execution, Ability to manage conflict, Language proficiency Effective client relationship, Knowledge management, Negotiation skills, Change management. Technical competencies: Programme and project management, Engineering, legal and operational compliance, Engineering operational communication Process Knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Systems skills, Engineering design and analysis knowledge, Research and development Computer-aided engineering applications, creating high performance culture Technical consulting, Engineering and professional judgment Accountability.

**DUTIES** : Traffic engineering research and analysis effectiveness: Monitor and study traffic conditions on provincial roads through data collection and analysis. Ensure that road safety audits are carried out on provincial roads. Recommend traffic engineering solutions to identified accident spots and hazardous locations. Ensure that all surveys that inform traffic engineering solutions are conducted. Manage accident reconstruction and investigations. Manage the studying and designing of parking and loading facilities. Maintain safe and efficient traffic operations engineering services: Ensure that traffic modeling and forecasting is carried out effectively. Influence the formulation of congestion reducing strategies. Ensure that traffic impact assessments are undertaken and reviewed. Ensure effective management of road traffic signs and road markings. Manage the designing of special events traffic management plans and temporary road closures and deviations for incident management protocols. Manage the reviewing of speed limits on provincial roads. Governance: Allocate, control, monitor and report on all resources. Coordinate and participate in intergovernmental and other transport related liaison structures. Provide technical direction to transport liaison committees within the province. 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. Financial Management: Management of funds to meet the MTEF sub- directorate objectives within the transport planning engineering environment/services; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management of the sub-directorate. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of transport planning engineering 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.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/126** : **DEPUTY DIRECTOR: TRANSPORT SAFETY REF NO: DOT 25/05/2018**

**SALARY** : An all-inclusive remuneration package of R657 558 - R774 576 per annum (level 11)

**CENTRE** : Head Office; K.W.T

**REQUIREMENTS** : A Bachelor's Degree / National Diploma in Developmental Studies/ Road Safety Management. 3 years relevant experience as an Assistant Director. Key competencies: National Road Safety Strategy. Road Safety Key Priorities. Road Safety Programs and Projects. National Road Traffic Act. Public Service



		Regulations. Public Finance Management Act. Project Management. People Management. Resource Management. Time Management Report Writing. Research & Development. Social Facilitation.
<b><u>DUTIES</u></b>	:	Research and develop strategies to promote public empowerment and participation in road safety Coordinate the identification of road safety needs. Coordinate the development of effective community based road safety marketing strategies. Identify, assess, prioritize and coordinate research and information gathering. Coordinate the implementation and management of road safety community based programmes and project. Monitor and evaluate the impact of community based road safety projects Conduct monitoring and evaluation of impact of road safety projects and programmes. Oversee the development of road safety plans by local authorities Promote private sector partnerships. Ensure effective practical cooperation between provincial structures, other role players and the directorate to increase awareness. Coordinate the promotion, training and development of community road safety structures. Provide support to road safety community structures and organisations. Facilitate training, coordination and information sharing with key partners on different aspects of community road safety education and awareness. Develop community road safety guiding documents. Manages budget allocated to the section. Consolidate costed district operational plans into a sub directorate operational plan. Work out budget allocation and cash flow of the sub directorate. Monitor expenditure for the sub directorate and districts and recommend corrective action if under or over spending. Participate in In -Year Monitoring and prepare reports for the sub directorate. Develop procurement plan for the sub directorate and coordinate procurement plans from the districts. Ensure effective management of the sub directorate Manage all human resource allocated to the sub directorate. Ensure that all vacant funded posts in the section are filled and unfunded are budgeted for in the near future. Manage staff performance as well as performance of the section. can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 18/127</u></b>	:	<b><u>DEPUTY DIRECTOR: ICTO REF NO: DOT 27/05/2018</u></b>
<b><u>SALARY</u></b>	:	An all-inclusive remuneration package of R657 558 - R774 576 per annum (Level 11)
<b><u>CENTRE</u></b>	:	Head Office: KWT
<b><u>REQUIREMENTS</u></b>	:	A B. Degree in information technology (NQF level 7) / National Diploma in information technology. 3 years managerial (Assistant Director) experience in information technology. Competencies: DPSA ICT governance Framework. Minimum information security standards. Government –wide enterprise architecture framework. Microsoft operations framework. Compilation of management reports. Research/analysis. Procurement directives and procedures .Computer systems analysis. Computer network administration. Ability to operate computer (hardware and software).
<b><u>DUTIES</u></b>	:	Manage the provision of Information Technology Services: Lead the implementation and maintenance of the Technology Architecture Phase of the department’s enterprise architecture utilizing the government-wide enterprise architecture framework (GWEA). Lead the implementation and maintenance of the operations phase of the adopted ITIL based framework known as Microsoft operations framework. Customize, manage and delegate assigned IT controls (as per adopted governance framework, COBIT) to ensure that policies, procedures and practices, provide a reasonable assurance that the department’s objectives will be achieved and undesired events will be prevented or detected and corrected. Act as primary stakeholder in the underlying IT operational processes and functions that support IT services. Provide direction and monitor all significant activities so that IT services are delivered successfully. Work with compliance, audit, risk and security teams to ensure that significant risks related to IT services are identified and actions taken to ensure that they are managed and compliant with legal, regulatory and contractual requirements affecting the enterprise. Review service performance reports identifying any significant issues and variances, initiating where necessary corrective actions and ensure that all outstanding issues are followed up. Gather feedback on customer satisfaction and internal service performance to foster continual improvement. Work with the

change manager and participate in change advisory board decisions, approving change to IT services. Understand the internal service capabilities and provide guidance to optimize service design and delivery. Manage IT service level agreements: Ensure that appropriate service level agreements (SLAs) and underpinning contracts have been defined and clearly set out for the customer for description of IT services and the measures for monitoring IT services. Manage the internal relationship with IT process owners supporting IT services, assisting with the definition and agreement of operating level agreements (OLAs). Understand and manage the procurement aspects of IT services including budgets, contracts, changing mechanisms, service costs, optimization, and cooperation and liaison with financial management, commercial management and supplier management. Understand any third party services necessary to support the end service to the customer, and provide input to ensure that requirements for the third party services are understood and delivered. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Sub-Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**ENQUIRIES**

:

**POST 18/128**

:

**DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DOT 32/05/2018**

**SALARY**

:

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

**CENTRE REQUIREMENTS**

:

Alfred Nzo & Sarah Baartman  
B Degree/National Diploma in Supply Chain Management Services / Logistics / Purchasing Management / Stores or Warehouse Management / Public Administration. Minimum of 3 years relevant experience as an Assistant Director in the SCM field. Competencies: Supply chain management Practice notes. National Treasury Regulations. National Archives Act. Annual Performance Plan. Public Service Act, 1994. Preferential Procurement Policy Framework Act. Public Finance Management Act, 1999. Treasury Regulations. Performance management principle. Skills: Policy management. Communication skills (verbal and written). Presentation skills. Meeting Procedures. Self-Organisation. Resource Management. Conflict resolution.

**DUTIES**

:

Manage the provisioning of demand, acquisition and contracts management services in the district. Coordinate the consolidation of SCM procurement plan district procurement plan for submission to Head Office. Monitor use of Consumer price Index to prevent price monopoly and monitor the use of Centralised Supplier Database. Facilitate the development of bid specifications. Implement appropriate sourcing strategies (quotations and bids). Facilitate the establishment of Bid Committees. Facilitate proper implementation of contract management. Maintain a credible and accurate fixed Asset Register in line with Treasury Guidelines and Asset Management Procedure Manual. Facilitate development and maintenance of a credible district fixed asset register. Facilitate disposal of assets. Facilitate asset transfers and asset verification. Facilitate monthly reconciliation of assets in preparation for Interim Financial Statements and Annual Financial Statement. Facilitate the development of a credible Loss Control register. Manage the provision of logistics management services. Responsible for the management provision of office space, rental housing allocations and parking space. Ensure proper management of labour saving devices, cellphones and landlines. Facilitate the proper management of stores. Facilitate effective use of district' SMS, MMS, subsidized and pool vehicles. Manage the provision of records management and registry services. Facilitate proper handling and filing of district records as per

General Uniform Filing System (GUFS). Facilitate the archiving and disposal of state records. Facilitate the effective management of photocopier machines (utilization). Facilitate the effective management of registry functions (faxing, posting, franking, printing and photocopying services. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** :

can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/129** :

**ASSISTANT DIRECTOR: CONDITIONS OF SERVICES REF NO: DOT 33/05/2018**

**SALARY CENTRE REQUIREMENTS** :

R334 545 per annum (Level 09)

Sarah Baartman

B Degree/National Diploma in Human Resource Management / Public Administration Management. 3 year relevant experience in human resource. Competencies: Knowledge and understanding of Human Resource Management environment. Knowledge of policies/ implementation strategy. Knowledge of Human Resource Management Legislation/Directives. Knowledge of the Persal system. Skills: Ability to use PERSAL. Problem solving skills. Analytical skills. Thinking skills. Report skills. Presentation skills. Computer skills

**DUTIES** :

Facilitate the processing of service Terminations. Ensure that all employees are admitted to Pension Fund. Ensure that the nomination forms are updated continuously in files. Request age distribution list. Send the retiring employee lists to the relevant components. Conduct exit interviews. Compile the retiring memorandum to HOD. Ensure the processing of exit service terminations. Conduct workshops on service terminations. Facilitate the processing of Leave Administration. Appoint the leave monitors in all the components. Authorise Leave transactions. Reconcile leave files with Persal. Compile PILIR reports and submit to SOMA. Submit SOMA results to relevant officials. Conduct workshops on Leave management. Facilitate the processing of Service benefits. Align Long service award list with Persal. Inform the Components to budget for the affected officials. Ensure all IOD documents are correctly filled. Compile and submit the IOD document to the dept. of Labour. Ensure that all S&T claims are checked and submitted to salaries on time. Ensure that the Resettlement forms are correctly filled. Ensure that the housing allowance is correctly paid / allocated. Manage the allocated resources of the Section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** :

can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/130** :

**ASSISTANT DIRECTOR: DEMAND & ACQUISITION MANAGEMENT SERVICES REF NO: DOT 37/05/2018**

**SALARY CENTRE** :

R334 545 per annum (Level 09)

OR Tambo

<b><u>REQUIREMENTS</u></b>	:	A B Degree (NQF level 7) / National Diploma in Supply Chain Management / Purchasing / Logistics with 3 years relevant supervisory experience. Competencies: Supply Chain Management practice notes, National Treasury Regulations, National Archives Act, Annual Performance Plan, Public Service Act, 1994, Preferential Procurement Policy Framework Act, Public Finance Management Act, 1999, Treasury Regulations, Performance management principles. Skills: Policy management, communication skills (verbal and written), presentation skills, meeting procedures, self-organisation, resource management, conflict resolution, customer and quality management, problem solving, decision making skills.
<b><u>DUTIES</u></b>	:	Manage Compilation of the District Procurement Plan: Receive template from H/O, ensure all section populate their funds according to procurement plans, consolidate district procurement plans and submit to Head Office, monitor district procurement plans. Manage efficient Implementation of district tendering process: Analyse the need according to the procurement plan of the section, ensure that the specification is correct, ensure all required documents are available, ensure sections do receive documents, with the recommended supplier, provide provisioning of secretarial services to the bids committee, facilitate the administration of bids and evaluation, monitor district tendering process. Management of efficient purchasing of district goods & services: Monitor purchasing of district goods and services. Manage the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/quantity and timeliness, resolve problems of motivation and control with minimum guidance from manager, delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate, manage daily employee performance and ensure timely Performance Assessments of all subordinates, ensure management, maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
<b><u>POST 18/131</u></b>	:	<b><u>ASSISTANT DIRECTOR: PERSONNEL PROVISION (HRM) REF NO: DOT 39/05/2018</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum (Level 09)
<b><u>CENTRE</u></b>	:	OR Tambo
<b><u>REQUIREMENTS</u></b>	:	A B Degree (NQF level 7) / National Diploma in Human Resources Management / Public Administration with 3 year supervisory experience in human resource administration. Competencies: Departmental recruitment and selection policy, departmental Employment Equity Plan, department Human Resource delegations, government policies and planning systems, information management, performance management, Batho Pele Revitalization Strategy. Skills: Research, report writing, negotiation, interpersonal relations, communication, facilitation, computer literacy, analysing, conflict management, presentation, working in a team, driving.
<b><u>DUTIES</u></b>	:	Administer, recruitment, selection and appointment process: Assist in the development of an Annual Recruitment Plan, facilitate advertisement of posts, manage the process of receiving of applications, recording and safe keeping of them, facilitate the process of appointment of panel members, provide secretarial services in recruitment and selection panels, liaise with relevant structures for validation of qualifications, facilitate the screening and vetting of applicants before they are appointed, administer signing and issuing of appointment letters, administer assumption of duty, administer probationary processes and confirmations of appointment, administer personnel utilisation and mobility through transfers, translations in rank, promotions and secondments. Manage Human Resource Personnel Records: Ensure that employee personal files are updated regularly to keep them up to date, ensure that there is proper filing system for the personnel registry, manage the safe keeping and movement of employee personal files. Manage the allocated resources of the Sub-Directorate in line with legislative

and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/section produces excellent work in terms of quality/quantity and timeliness, resolve problem of motivation and control with minimum guidance from manager, delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for supervisees, manage daily employee performance and ensure timely Performance Assessments of all supervisees, ensure management, maintenance and safekeeping of allocated assets.  
can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**ENQUIRIES** :

**POST 18/132** : **ASSISTANT DIRECTOR: PUBLIC TRANSPORT CONTRACTS ADMINISTRATION REF NO: DOT 26/05/2018**

**SALARY** : R334 545 per annum (Level 09)

**CENTRE** : Head Office: KWT

**REQUIREMENTS** : B. Degree/ Diploma in transport management/transport economics. 3 year relevant supervisory experience in Public Transport management. Key competencies: Public Transport Transformation. Public Transport Forums. Annual Performance Plan. Strategic planning. Meeting procedures. Report writing. Project Management. People Management. Resource Management.

**DUTIES** : Administer road based public transport contracts Coordinate timeous payment of bus operators. Monitor payment of bus operators. Monitor and evaluate whether contracted public transport operators carry out the responsibilities stipulated in their contracts. Coordinate efficient processing of waybills and claims received from operators. Participate in reviewal and upgrading of contract administration system to eliminate risk. Address variations in service in terms of signed contracts. Monitor contracts with Supervising and Monitoring Firms Liaise with supervising and monitoring firms to monitor compliance with the contract. Receive and analyse reports from supervising and monitoring firms. Financial Management. Ensure the availability and management of funds to meet the MTEF contractual obligations of the sub-directorate. Manage the commercial value add of the sub-directorate operations. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management Manage the development, motivation and utilization of human resources for the sub-directorate to ensure competent knowledge base for the continued success of the sub-directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub-directorate objectives. Provides leadership, organises and administers the work effort of assigned sub-directorates. Produce all statutory reports required from the sub-directorate. Provide input into various statutory reports and ad hoc submissions.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/133** : **ASSISTANT DIRECTOR: PROGRAMME SUPPORT (TRANSPORT OPERATIONS) REF NO: DOT 28/05/2018**

**SALARY** : R334 545 per annum (Level 09)

**CENTRE** : Head Office: KWT

**REQUIREMENTS** : A B. degree (NQF level 7) in Public Administration with 3 years supervisory experience in programme support environment. Competencies: Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations.

**DUTIES** : Provide administration support to the program: Organize strategic planning sessions for the program. Coordinate development and submission of Annual Performance Plan (APP) and Operational Plan for the program. Coordinate submission of statutory reports by the program (quarterly report, annual report, MPAT report etc) Coordinate dissemination of information to district staff. Coordinate submission of information to the Auditors. Coordinate submission of portfolio of evidence by all directorate in the program. Provide supply chain and

financial management support to the program: Coordinate the budgeting process for the program. Consolidate and submit budget for the program to the budget office. Monitor expenditure for the program. Prepare In- Year monitoring reports for the program. Monitor payment of suppliers within 30 days by the program. Budget preparation and loading papers. Provide human resource administration and development support to the program: Coordinate the submission of program human resource needs to Chief Director Human Resource Administration. Coordinate human resource planning for the program. Coordinate implementation performance management development system by the program. Coordinate identification and submission of training needs for the program. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

**ENQUIRIES**

:

can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/134**

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**ASSISTANT DIRECTOR: TRANSPORT TRANSFORMATION REF NO: DOT 30/05/2018**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

:

R334 545 per annum (Level 09)  
Head Office: KWT  
A B degree (NQF level 7) in Transport Management B. Degree/ Diploma. 3 years' managerial (assistant Director level) experience in public transport management. Competencies: Taxi Industry. Public Transport Licensing Board. Transport Registration. Taxi Recapitalization processes. Taxi Scrapping. Elections of executive committee members. Public Transport Forums Establishment. Problem solving. Communication. Conflict resolution. Self - management. Computer application.

**DUTIES**

:

Facilitate implementation of public transport industry capacity building programs: Identify training needs to capacitate Transport Industry. Identify fund for training of Taxi and bus Operators in business management. Facilitate procurement of service provider for training of transport industry. Coordinate submission of list of people to be trained by all Taxi and Bus structures. Develop and implement a rollout plan for training of Taxi Operators throughout the province. Facilitate implementation of Taxi Recapitalization program: Oversee smooth running of the Taxi recapitalization programme within the province. Monitor operations of the Taxi scrapping agent to ensure that they meet the objectives of the government. Ensure proper keeping of all information relating to Taxi scrapping, such as statistics of Taxi scrapped in the province. Ensure that there are sound working relations between the Taxi scrapping agent and the Taxi Industry. Monitor elections conducted by public transport structures: Monitor elections of execution committee members by Taxi associations to ensure that they are in line with association constitution. Facilitate establishment of public transport forums within the province. Provide technical advice to public transport licensing board, the office of the transport registrar as well as the Taxi Board. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for supervisees. Manage daily employee performance and ensure timely

		Performance Assessments of all supervisees. Ensure management, maintenance and safekeeping of allocated assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
<b><u>POST 18/135</u></b>	:	<b><u>ASSISTANT DIRECTOR: EPWP (COORDINATION AND MONITORING) REF NO: DOT 31/05/2018</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 per annum (Level 09) Head Office: KWT An appropriate undergraduate qualification (NQF level 7) in Developmental Studies or Equivalent with 3 years relevant supervisory experience. Competencies: Extended Public Work Program Principles. Emerging Contractor development policies and procedures. Project Management Principles. Skills: Social Facilitation, Project Management, People Management, Resource Management, Time Management, Report Writing, Research and development.
<b><u>DUTIES</u></b>	:	Manage recording of economic empowerment impact with respect to historically disadvantaged individuals: Identify impact management tool to be used. Identify possible partners that can be used. Conduct research using identified research methodology. Engage communities where the study will be conducted. Manage distribution and filling of questionnaire. Administer submission of questionnaires. Manage the capturing of data. Analyse data and write report. Monitor and evaluate all EPWP projects: Implement qualitative and quantitative tool to evaluate the empowerment impact of projects. Monitor EPWP projects implementation. Monitor training provided to project beneficiaries. Compile and submit monitoring reports. Monitor compliance with the project implementation plan. Coordinate EPWP projects implementation: Liaise with relevant programs within the department regarding EPWP projects to be implemented during the financial year. Identify work opportunities planned for the project. Acquire community skills profile to facilitate project beneficiation. Ensure effective management of resources allocated to the post: Manage all human resource allocated to the section. Manage performance of the supervisees. Participate in drafting of operational plan and costing of it. Align budget allocated to the section with the procurement plan. Monitor expenditure to ensure alignment with the procurement plan. Draft In-Year Monitoring reports.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
<b><u>POST 18/136</u></b>	:	<b><u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: DOT 11/05/2018</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 - R404 121 per annum (Level 09) Head Office (KWT) A B. Degree (NQF level 7) / National Diploma in Risk Management/Internal Audit with 3 year relevant experience as a Practitioner. Competencies: Standards for the Professional practices of Internal Auditing. National and Provincial Treasury Regulatory Framework. Departmental service delivery principles. PSR, PFMA, PSA, PPPFA. Policies and Procedures. Procurement directives.
<b><u>DUTIES</u></b>	:	Conduct internal audit: Development of internal control strategy. Conduct inspection/ audits on departmental programs. Conduct investigation on cases of non-compliance with prescripts. Conduct walkthroughs to ensure controls are operating effectively. Implement prevention plan for avoidable fruitless and unauthorized expenditure. The effective liaison with external clients and suppliers. Provide administrative support to external auditors. Development of a 3 year internal control plan. Maintenance of irregular expenditure register. Maintenance of fruitless and wasteful expenditure register. Develop procedures and tools to monitor control environment. Coordinate /Liaison with A9 and sais during audit assessment. Ongoing communication of internal control processes to all staff. Coordinate the departmental audit committee. Coordinate all information to be submitted to external auditors. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. 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. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/137** : **ASSISTANT DIRECTOR: CFO SUPPORT REF NO: DOT 12/05/2018**

**SALARY** : R334 545 - R404 121 per annum (Level 09)

**CENTRE** : Head Office (KWT)

**REQUIREMENTS** : A B degree (NQF level 7) in BComm/Public Administration with 3 years relevant experience in financial management environment. Competencies: Monitoring and evaluation Process. Reporting procedure. Strategic planning Processes Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations. Upright. Mature and professional conduct. Tactful and diplomatic interpersonal style. Self-motivated and success driven. Dedicated and hard working. Innovative thinker. Creative flair. Trustworthy.

**DUTIES** : Coordinate and guide the planning process for the Chief Directorate. Analyze reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Guide Chief Directorate planning sessions to ensure that issues raised in the Executive Council and in MINMEC are incorporated. Facilitate tabling and discussion of Directorate operational plans and integration of them into a Chief Directorate operational plan. Ensure that Chief Directorate plans are guided by statistical evidence from research conducted by various organs of the state Coordinate and guide the Chief Directorate budgeting process and financial reporting. Facilitate identification of Chief Directorate priorities for the MTEF. Assist directorates to develop cost based budgets that are aligned to the Chief Directorate's priorities. Ensure that projects identified in the member of executive council (MEC) policy speech are accommodated in the departmental budget. Ensure effective management of grants and donations. Coordinate the development of documents going to the provincial treasurer. Consolidate the budget of the Chief Directorate for submission to the Budget Office. Prepare In-year Monitoring report for the Chief Directorate. Monitor Chief Directorate spending pattern to curb under and over spending. Coordinate submission of information requested by the Auditor General. Coordinate implementation of monitoring, evaluation and reporting services. Coordinate the uploading of Chief Directorate information to the MPAT reporting template. Quality check all reports going out of the Chief Directorate. Ensure timeous reporting by the branch. Study reports coming from departmental M&E and facilitate implementation of recommendations. Represent the office of the Chief Director in strategic meetings when a need arise. Manage the allocated resources of the Office of the Chief Director in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from supervisor. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/138** : **ASSISTANT DIRECTOR: WELLNESS REF NO: DOT 14/05/2018 (X 2 POSTS)**

**SALARY** : R334 545 (Level 09)

**CENTRE** : OR Tambo and Alfred Nzo

**REQUIREMENTS** : A B. Degree (NQF level 7) / National Diploma in Human Resources Management with 3 year supervisory experience in employee wellness environment. Competencies: Knowledge: Research, Report writing, Negotiation, Interpersonal relations, Communication, Computer literacy, Analysing, Conflict management,



Presentation, Working in a team, Driving. Skills: Four pillars of Wellness, Counselling procedure, Referral procedures, Government policies and planning systems, Information management, Performance management, Batho Pele Revitalization Strategy.

**DUTIES** : Promote and facilitate the implementation of occupational health, safety and environmental management strategy. Develop a district SHE annual program. Facilitate implementation of district SHE program. Coordinate appointment and training of SHE representatives. Conduct fire drills once a month. Facilitate procurement and safe keeping of first aid kit. Participate in the development of departmental SHE implementation report required by the department of labour. Implement health and productivity programmes. Develop a recreation program for the district. Organize sporting activities for district staff. Promote collaboration with other departments around sporting activities. Organise information sessions that empower staff with life skills.\*Implement HIV&AIDS and TB and other communicable diseases prevention. Organize screening of employees to make them conscious of their health status. Conduct HIV/AIDS awareness sessions. Identify support group for those staff members who have disclosed their status. Development of a district HIV/AIDS annual program. Implement district HIV/Aids program. Produce HIV/Aids district annual program implementation report. Coordinate implementation of employee assistance program. Attend to cases referred to EAP by units. Open case file for each case referred to EAP. Consult with employees that are referred to identify the cause of the problem and decide on required intervention. Produce report with recommendations to the supervisor. Organize referrals to Institutions. Monitor progress on referred cases.\*Manage the allocated resources of the Section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for supervisees. Manage daily employee performance and ensure timely Performance Assessments of all supervisees. Ensure management, maintenance and safekeeping of allocated assets.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/139** : **ASSISTANT DIRECTOR: EXPENDITURE REF NO: DOT 15/05/2018**

**SALARY** : R334 545 - R404 121 per annum (Level 09)  
**CENTRE** : Alfred Nzo  
**REQUIREMENTS** : B Degree (NQF level 7) in BComm / National Diploma in Cost and Management Accounting with 3 – 5 years in Financial environment of which 3 years at Supervisory level. Competencies: Problem Solving, Resource Management, Time Management, Report Writing Document Management. Public Finance Management Act, Treasury Regulations, Provincial Scholar Transport Policy Provincial Integrated Public Transport Master Plan.

**DUTIES** : Provide revenue planning and reporting services: Participate in identification of revenue sources. Participate in setting of budget targets. Communicate revenue targets to all role players in revenue collection. Develop a revenue collection plan. Compile reports on revenue collection. Provide revenue collection and reconciliation services: Implement departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Manage the reconciliation of revenue records. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and

development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/140** : **ASSISTANT DIRECTOR: BUDGET REF NO: DOT 16/05/2018**

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Alfred Nzo  
**REQUIREMENTS** : B Degree (NQF level 7) BComm / National Diploma in Cost and Management Accounting with 3 years relevant supervisory experience. Competencies: Public Finance Management Act, 1999, Treasury Regulations, Provincial Treasury Directives, Basic Accounting Systems (BAS), Public Service Act, 1994, Basic Conditions of Employment Act, 75 of 1997, Public Finance Management Act, 1999, Provincial Treasury Directives, Basic Accounting Systems (BAS). Policy management, Communication skills (verbal and written), Presentation skills, Meeting Procedures, Self-Organisation, Resource management, Conflict resolution, Customer and quality management, Problem solving. Decision making skills. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**DUTIES** : Render Revenue and Debtors Collection: Participate in the identification of revenue sources. Manage the collection of revenue from all revenue sources. Manage the preparation of reconciliation on debtors. Prepare revenue collection reports for submission to Head Office. Plan and Control the Accounting Function and the budget of the District: Coordinate the planning and controlling of the district budget. Render financial planning services. Consolidate district budget and prepare submissions to Head Office. Assist sections with budgeting to have a credible budget for the district. Coordinate In-year monitoring reports and consolidate for submission to head office. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/141** : **ASSISTANT DIRECTOR; REVENUE REF NO: DOT 17/05/2018**

**SALARY** : R334 545 per annum (Level 09)  
**CENTRE** : Head Office: KWT  
**REQUIREMENTS** : B Degree (NQF level 7) in BComm / National Diploma in Cost and Management Accounting with 3 years relevant supervisory experience. Competencies: Public Finance Management Act, 1999. Treasury Regulations. Provincial Treasury Directives. Basic Accounting Systems (BAS). Public Service Act, 1994. Basic

		Conditions of Employment Act, 75 of 1997. Public Finance Management Act, 1999. Provincial Treasury Directives. Basic Accounting Systems (BAS).
<b><u>DUTIES</u></b>	:	Provide revenue planning and reporting services. Participate in identification of revenue sources. Participate in setting of budget targets. Communicate revenue targets to all role players in revenue collection. Develop a revenue collection plan. Compile reports on revenue collection. Provide effective stakeholder and Inter-governmental relations services. Provide effective inter-governmental relations services. Stake holder liaison and coordination. Intergovernmental relations promotion. Outreach organising. Provide revenue collection and reconciliation services. Implement departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Manage the reconciliation of revenue records. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
<b><u>POST 18/142</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEMAND &amp; ACQUISITION REF NO: DOT 20/05/2018</u></b>
<b><u>SALARY</u></b>	:	R334 545 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Chris Hani
<b><u>REQUIREMENTS</u></b>	:	A B degree (NQF level 7) / National Diploma in Purchasing / and or Logistics with 3 years at supervisory level in Supply Chain Management environment. Competencies: Supply chain management Practice notes. National Treasury Regulations. National Archives Act. Annual Performance Plan. Public Service Act, 1994. Preferential Procurement Policy Framework Act. Public Finance Management Act, 1999. Treasury Regulations. Performance management principle.
<b><u>DUTIES</u></b>	:	Manage Compilation of the District Procurement Plan: Receive template from H/O. Ensure all section populate their funds according to procurement plans. Consolidate district procurement plans and submit to Head Office. Monitor district procurement plans. Manage efficient Implementation of district tendering process: Analyse the need according to the procurement plan of the section. Ensure that the specification is correct. Ensure all required documents are available. Ensure sections do receive documents, with the recommended supplier. Provide provisioning of secretarial services to the bids committee. Facilitate the administration of bids and evaluation. Monitor district tendering process. Management of efficient purchasing of district goods & services: Monitor purchasing of district goods and services. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/143** : **ASSISTANT DIRECTOR: PERSONNEL PROVISIONING REF NO: DOT 21/05/2018**

**SALARY** : R334 545 per annum (Level 09)

**CENTRE** : Chris Hani

**REQUIREMENTS** : A B degree (NQF level 7) / National Diploma in Human Resource Management with 3 year supervisory experience in human resource management environment. Competencies: Departmental recruitment and selection policy. Departmental Employment Equity Plan. Department Human Resource delegations. Government policies and planning systems. Information management. Performance management. Batho Pele Revitalization Strategy.

**DUTIES** : Administer, recruitment, selection and appointment process: Assist in the development of an Annual Recruitment Plan. Facilitate advertisement of posts. Manage the process of receiving of applications, recording and safe keeping of them. Facilitate the process of appointment of panel members. Provide secretariat services in recruitment and selection panels. Liaise with relevant structures for validation of qualifications. Facilitate the screening and vetting of applicants before they are appointed. Administer signing and issuing of appointment letters. Administer assumption of duty. Administer probationary processes and confirmations of appointment. Administer personnel utilisation and mobility through transfers, translations in rank, promotions and secondments. Manage Human Resource Personnel Records: Ensure that employee personal files are updated regularly to keep them up to date. Ensure that there is proper filing system for the personnel registry. Manage the safe keeping and movement of employee personal files. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for supervisees. Manage daily employee performance and ensure timely Performance Assessments of all supervisees. Ensure management, maintenance and safekeeping of allocated assets.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/144** : **PROJECT COORDINATOR: EPWP REF NO: DOT 22/05/2018**

**SALARY** : R281 418 per annum (Level 08)

**CENTRE** : Head Office: KWT

**REQUIREMENTS** : B/Degree /Diploma in Development Studies/ Community Development. 2 years relevant experience in community development. A valid code 8 drivers license. Key competencies: Project management principles, Meeting procedures, Report writing, Stakeholder and customer relationship management, EPWP principles and guidelines, Meeting procedures, Report writing, Stakeholder and customer relationship management principles, Policy management, Communication skills ( verbal and written), Presentation skills, Meeting Procedures, Self-Organisation, Resource Management, Conflict resolution, Customer and quality management, Persal knowledge.

**DUTIES** : Render Project conceptualization. Analyse applications received from the community. Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applicants on the status of their application. Render Project Planning Conduct community mobilisation. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Render Project Management Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behaviour.

Facilitate payment of project beneficiaries. Contract project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress. People management Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Provides leadership, organises and administers the work effort of assigned subordinates.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/145** : **SENIOR STATE ACCOUNTANT: DEBTORS REF NO: DOT 18/05/2018**

**SALARY CENTRE REQUIREMENTS** : R281 418 per annum (Level 08)  
: Head Office: KWT  
: B degree (NQF level 7) in BComm / National Diploma in Cost and Management Accounting. 2 years relevant experience. Competencies: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy.

**DUTIES** : Conduct debt recovery services. Obtain details of all outstanding salary related debts, investigate non-deductions in PERSAL and take corrective action. Follow up and trace all debtors that do not pay and resolve in terms of debtors Policy. Institute claims against pension and leave gratuity benefits. Compile submission for write-offs of irrecoverable debts. Monitor reconciliation of debt account and compile monthly reports on the status of debts. Preparation and reconciliation of schedule of debtors. Take-on of all debts and capture them in Bas. Draw PERSAL reports weekly to ensure all overpaid salaries are reversed and notify relevant officers for effecting reversals. Maintain register of all interdepartmental debts and follow up including confirmation letters I.T.O monthly and year end requirements. Ensure all monies received from pensions are allocated correctly. Monitor the following accounts. Debt account. Debt suspense account. Debt receipt control. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/146** : **SENIOR STATE ACCOUNTANT: REVENUE MANAGEMENT REF NO: DOT 35/05/2018**

**SALARY CENTRE REQUIREMENTS** : R281 418 per annum (Level 08)  
: Alfred Nzo  
: B degree (NQF level 7) / National Diploma in financial Management / Cost and Management Accounting. 2 years relevant experience in financial management. Competences: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy. Skills: Problem solving skills. Computer literacy. Accounting.

**DUTIES** : Conduct revenue collection services. Implement departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Conduct revenue reconciliation services: Collect Disbursement Forms and deposit slips from revenue collection agents. Make a follow up on all outstanding returns. Make a follow up on all discrepancies with revenue collection agents (e.g.) South African Post Office. Coordinate updating of the reconciling spreadsheet. Coordinate reconciliation of Disbursements with NATIS report act on any differences. Coordinate reconciliation of PA 28 with BAS and facilitate rectification of any errors. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/147** : **SENIOR PROVISIONING ADMINISTRATION OFFICER – SCM REF NO: DOT 36/05/2018**

**SALARY** : R281 418 per annum (Level 08)

**CENTRE** : OR Tambo

**REQUIREMENTS** : A B Degree in (NQF level7) / National Diploma in Supply Chain Management / Purchasing / Logistics. Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collect statistics. 2 years relevant experience. Basic knowledge and understanding of legislative framework governing Public Service. Basic knowledge of work procedures in terms of the work environment.

**DUTIES** : Supervise the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the section. Supervise subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve section objectives. Advertise tenders in newspaper. Attend to questions from interested parties. Perform tender closing exercise. Organise sitting of the bidding committee. Perform secretariat services in bid evaluation committee meetings. Write ward letters to successful bidders. Facilitate signing of contracts. Keep safe record of all signed contracts. Monitor implementation of contracts. Monitor supplier rotation process. Issue purchase orders issued with invoices received. Issue purchase to end users. Reconcile purchase orders issued with invoices received. Submit invoices to and purchase orders to finance for payment. Coordinate development of procurement plans by end users. Assist in consolidation of district procurement plan.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

**POST 18/148** : **CHIEF PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: DOT 40/05/2018**

**SALARY** : R281 418 per annum (Level 08)

**CENTRE** : OR Tambo

**REQUIREMENTS** : A B Degree (NQF level 7) / National Diploma in Human Resource Management / Public Administration with 2 years relevant experience as a Human Resource Entry Level Practitioner/Clerk. Competencies: Human Resource practices, processes, methods and techniques, government policies and legislative framework in line with Human Resource, computer literacy, writing of reports Skills: Team and people management, process implementation, customer and quality management, problem solving, communication, conflict resolution, self-management, computer application.

**DUTIES** : Capture and process employee benefits: Update induction programme for new/transferred employees, implement on PERSAL mobility arrangements i.e. transfers and cross transfers, update translation in ranks, implement and update secondments on PERSAL system, verify staff records on probation, confirm new appointments on PERSAL, maintain database of employees acting on higher positions. Administer recruitment, selection and appointment process. Conduct advertisement of posts, receive record and safely keep applications, write memorandums for appointment of panel members, provide secretariat services in recruitment and selection panels, liaise with relevant structures for validation of qualifications, conduct screening and vetting of applicants before they are appointed, write appointment letters and facilitate signing of them, administer assumption of duty, administer probationary processes and confirmations of appointment, administer personnel utilisation and mobility through transfers, translation in rank, promotions and secondments. Administer Remuneration Matters: Conduct quality assurance on captured claims onto PERSAL, approve claims on PERSAL, facilitate payment of leave gratuity, assist beneficiaries to claim their pensions from the Government Pension Fund, implement garnishee orders. People management: Provide leadership, organises and administers the work effort of assigned subordinates, conduct individual performance assessment to the supervisee.

**ENQUIRIES** : can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

<b><u>POST 18/149</u></b>	:	<b><u>STATE ACCOUNTANT: BUDGET REF NO: DOT 34/05/2018</u></b>
<b><u>SALARY</u></b>	:	R226 611 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Sarah Baartman
<b><u>REQUIREMENTS</u></b>	:	B degree (NQF level 7) / National Diploma) in financial Management / Cost and Management Accounting. 2 years relevant experience. Competencies: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy. Skills: Problem solving skills. Computer literacy. Accounting.
<b><u>DUTIES</u></b>	:	Provide support to the budgeting process. Collate and consolidate budget inputs from programmes during the budgeting process. Assist assigned programmes with planning and costing of activities by using appropriate tools. Collect and consolidate all budget information and inputs from programmes. Assist in the correct loading of budget on BAS based on the appropriate letter and Treasury instructions. Monitor expenditure and advise on discrepancies: Analyse expenditure patterns and generate reports. Advice programs to spend according to plans or adjust. Capturing of correcting journal on financial management system. Check budget availability and SCOA classification for proposed commitment. Assist in the compiling of IYM. Perform and manage administrative related functions, which include the following: Contribute to compilation of reports as required. Responsible for assets allocated to the unit. Provide mentorship to newly appointed staff, learners and interns. Comply with the Public Service prescripts. Ensure management of PMDS.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
<b><u>POST 18/150</u></b>	:	<b><u>LABOUR RELATIONS PRACTITIONER: HEAD OFFICE REF NO: DOT 19/05/2018</u></b>
<b><u>SALARY</u></b>	:	R226 611 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office (KWT)
<b><u>REQUIREMENTS</u></b>	:	A B degree in Labour Relations Management / Human Resource Management. 1 year relevant experience in labour relations. Competencies: Disciplinary procedure. Grievance procedure. Labour relations Act. Public Service Code of Conduct. Public Service Act 1994 as Amended. Public Service Regulations of 2001. Planning and organising. Report writing.
<b><u>DUTIES</u></b>	:	Administer handling of misconducts and grievances. Receive complaints before they become grievances. Investigate complaints and mediate between the two parties. Receive and record grievances. Provide administrative support to the grievance procedure. Prepare witnesses and documents for provision of evidence in arbitration. Administer handling of disciplinary cases: Arrange sittings for disciplinary cases. Provide secretariat services on disciplinary cases. Communicate disciplinary sanctions to all affected parties. Monitor implementation of disciplinary cases. Facilitate the sittings of Appeals Committee established by MEC. Provide administrative support in the promotion of sound labour relations: Organise training sessions for departmental staff on disciplinary procedure. Organise awareness sessions on new policies and PSCBC resolutions. Provide secretariat services to labour management forum meetings. Manage the allocated resources and supervisees. Maintain high standards by ensuring that the supervisees produce excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with limited guidance from supervisor. Delegate functions to supervisees based on individual potential and provide the necessary guidance and support. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for supervisees. Manage daily employee performance and ensure timely Performance Assessments of all supervisees. Ensure management, maintenance and safekeeping of allocated assets.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo Tel No: 043 604 7455

<b><u>POST 18/151</u></b>	:	<b><u>ADMIN OFFICER: EPWP REF NO: DOT 23/05/2018</u></b>
<b><u>SALARY</u></b>	:	R226 611 per annum (Level 07)
<b><u>CENTRE</u></b>	:	Head Office: KWT
<b><u>REQUIREMENTS</u></b>	:	A B. degree qualification (NQF level 7) in Public Administration with 2 years relevant experience. Key competencies Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment. Problem solving skills. Computer skills. Interpersonal relations Communication skills (Verbal & written)
<b><u>DUTIES</u></b>	:	Render general Administration support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component Capture and update expenditure in the component. Check correctness of subsistence and travel claims of officers and submit to manager for approval. Handle telephone accounts and petty cash for the component.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
<b><u>POST 18/152</u></b>	:	<b><u>NETWORK TECHNICIAN REF NO: DOT 10/05/2018</u></b>
<b><u>SALARY</u></b>	:	R183 558 - R216 216 per annum (Level 06)
<b><u>CENTRE</u></b>	:	Head Office: King Williams Town
<b><u>REQUIREMENTS</u></b>	:	B Degree/Diploma in information technology with the following certification as a minimum requirement CompTIA A+, CompTIA N+ and MCSA Windows 8.1 and or NQF Level 5 with 1-2 years' experience in Information Technology support service environment. Competencies: Computer software installation. Computer hardware Policies. Computer application. Diagnostic skills. Analytical skills. Problem solving skills.
<b><u>DUTIES</u></b>	:	Provide ICT end user support services: Attend to calls logged on the service helpdesk for problems, requests and incidents. Ensure connectivity and usability of departmental web applications and other applications. Solve problems by applying standing instructions or procedures referring to established precedents or broad policy guidelines. Document diagnosis and resolution of faults. Ensures the efficient performance of printers and computers. Provide ICT maintenance services: Maintain and repair ICT infrastructure hardware. Install and update computer hardware and software. Provide ICT security services: Maintain information to ensure integrity and security of data. Monitor data backup on users computers such as patch and anti-virus installations and update. Allocate user passwords, security and inventory documentation.
<b><u>ENQUIRIES</u></b>	:	can be directed to Mr M.L Ngcobo Tel No: 043 604 7455
<b><u>POST 18/153</u></b>	:	<b><u>DATA CAPTURERS REF NO: DOT 24/05/2018</u></b>
<b><u>SALARY</u></b>	:	R152 862 per annum (Level 05)
<b><u>CENTRE</u></b>	:	Head Office: Traffic Infridgement, X2 EPWP: Head Office: X6 Districts: (Amathole, Joe Gqabi, Chris Hani, OR Tambo, Sarah Baartman, Alfred Nzo)
<b><u>REQUIREMENTS</u></b>	:	Grade 12 with relevant post matric certificate in computer Operation/practice. 1-2 years relevant experience in data capturing. Key competencies Analysis of Raw Data. Computer hardware & software. Managing files & records. Designing Forms



and back-up system Basic accounting. Computer programmes (in terms of data capturing). Presentation. Communication (verbal & written). Critical Thinking. Decision Making

**DUTIES**

: Prepare & maintain registers for registering the receipt of data return sheets. Check data return sheets for completeness and prepare for capturing. Capture data into computer from source document. Prepare weekly, monthly and quarterly report of scholar transport data. File data return sheets & printouts as required.

**ENQUIRIES**

: can be directed to Mr M.L Ngcobo Tel No: 043 604 7455