

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

- APPLICATIONS** : The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1039, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho.
- FOR ATTENTION** : Mnikelo Mbangi
- CLOSING DATE** : 15 June 2018 @ 12h00
- NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated a comprehensive CV (Matric certificate must also be attached) an ID document and driver's license, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, 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 assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

MANAGEMENT ECHELON

- POST 22/88** : **CHIEF DIRECTOR: RESEARCH COORDINATION, POLICY DEVELOPMENT & INSTITUTIONAL PLANNING. REF NO: OTP 01/05/2017**
- SALARY** : R1 127 334 – R1 347879 per Annum (An all-inclusive remuneration package)
- CENTRE** : Bhisho
- REQUIREMENTS** : B-Degree in Public Administration /Management or Development Studies or any relevant degree in Social Sciences/Humanities with 5 years' experience in Senior Management Services in the development planning, policy development and research. A postgraduate in in Planning Policy and Research will be an added advantage. In depth understanding of legislative framework that governs the Public Service. Sound knowledge of Public Finance Management Act. Government planning framework. Sound knowledge and understanding of the Government planning cycle (MTEF and Strategic Planning), Reporting, Monitoring and Evaluation. Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial management; Change Management; People Management and Empowerment; Service Delivery Innovation; Knowledge Management; Problem Solving and Analysis; Client Orientation and Customer

DUTIES

Focus; Communication. Knowledge of Public Service legislation and prescripts including the Government Immovable Asset Management, Act 19 of 2007.

: Oversee the development and implementation of the provincial research framework and policy development support: Ensure the development and maintenance of protocols, processes and guidelines for conducting research and policy development. Oversee the development and coordinate the implementation of the Provincial Research agenda that supports evidence-based policy decisions and planning. Guide the facilitation of provincial macro policy analysis and review. Ensure the development and maintenance of the Provincial Research repository so as to have a central information hub that is accessible to stakeholders. Ensure the dissemination of research results and guide the utilization of research outcomes to inform policy development, planning and service delivery improvement interventions. Ensure the facilitation of capacity building programmes and support provincial departments, district municipalities, metros and public entities on policy development processes. Ensure collaboration with universities, research institutes, national and provincial sectors through forming partnerships for research, policy development and capacity building. Ensure the convening and functionality of research community of practice, seminars for sharing of best practices and capacity building. Ensure that guidance is provided in the introduction and implementation of Knowledge Management in the province, so as to improve organisational performance and efficiency. Ensure the development of Integrated Provincial Medium and Long Term Strategic Plans and guide the implementation thereof: Oversee the development and review of the Provincial Development Plan (PDP) to guide long term planning in the province. Oversee secretariat services and the functionality of planning commission. Oversee the development and review of the Provincial Medium Term Strategic Framework and the Programme of Action to strengthen integrated planning in the province. Ensure collaboration of coordinating departments and with the different spheres of government for the development of provincial and local plans, including the Provincial Medium Term Strategic Framework and the Programme of Action so as to promote alignment. Guide the implementation of the POA through the Clusters. Ensure the coordination of planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Oversee the development of integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Ensure the institutionalization of provincial infrastructure macro planning and the adequate resourcing thereof so as to drive the implementation of the 10 year Infrastructure Plan. Ensure the development of provincial short term strategic plans and guide the implementation thereof: Ensure departments are guided in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) so as to ensure alignment to provincial priorities and conformance to planning frameworks. Ensure that analysis of provincial plans and IDPs, in collaboration with COGTA, is conducted to ensure alignment with government priorities and sectoral plans. Ensure the convening and functionality of the planning community of practice and seminars for sharing of best practices and capacity building. Promote effective use of spatial planning and land use management so as to respond to the developmental imperatives of the province: Oversee the facilitation of the development and implementation of the Provincial Spatial Development Plan and ensure alignment with all spatial planning legislation. Ensure the monitoring of public resource allocation and utilization so as to ensure that it responds to the provincial priorities and challenges, as represented spatially. Promote the coordination and the strengthening of the transversal GIS GEO data-base across all departments and public entities through the establishment of a centralized repository. Ensure the integration of the PSDP into the planning tools and machinery of government i.e. PDP, IDP and Municipal Planning Tribunals as well the coordination of the integration of the PSDP into the infrastructure Plan and plans of government through the Infrastructure Delivery Management System (IDMS). Oversee the facilitation of the analysis of B5 (infrastructure projects) including mapping and ensure alignment with SDF's. Ensure the establishment and functionality of the technical infrastructure forum as well as the provision of the secretarial. Manage the allocated resources of the chief

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 descriptions 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. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES : can be directed to Mr M. Mbangi Tel No: 040 609 6424

OTHER POSTS

POST 22/89 : **NETWORK CONTROLLER REF NO: OTP 02/05/2017 (X 2 POSTS)**

SALARY : R226 611 – R266 943 per Annum (Level 07)

CENTRE : Bhisho

REQUIREMENTS : Formal Qualifications: IT-related NQF level 6-7, plus 3-5 years experience in information network infrastructure management. Professional qualifications: CCNA or equivalent qualification (International Certifications ONLY). Key Competencies: Extensive and Expert knowledge in Layer 2 & Layer 3 technologies; Experience in LAN, WAN, WLAN implementations; Ability to deploy wireless networks; Experience with encryption devices; Basic knowledge of Windows Operating Systems; and Intermediate knowledge of Virtual Private Networking (VPN) and Firewall technologies.

DUTIES : Develop and maintain network infrastructure: Installs, tests, upgrades and relocates network components to increase network capacity, Provides specialist support to network/LAN users, Carry out complex troubleshooting, determination and resolution liaising with vendors as required, Monitors network, co-ordinates installations, upgrades or enhancements to networks and participates in evaluations of new products and network, Design complex network solutions from various network diagrams/proposals, Ensures technical and functional standards are observed. Act as second line support for desktop support environment. Plans, organises and controls activities of interns who are responsible for the maintenance of infrastructure: Ensure competency of interns through training, Assigns interns to projects, direct and co-ordinate their work, Give inputs on information technology policy, Project management. Internal customer service: Observe service delivery standards to internal customers, Prepares documentation including training manuals. Manage area of responsibility: Review work area's performance and make recommendations to improve the efficiency and effectiveness, Report on the work area's information as required by internal and external stakeholders

ENQUIRIES : can be directed to Mr M. Mbangi Tel No: 040 609 6424

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

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

APPLICATIONS : **Head Office:** Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605; Hand deliver to No. 5 Eales Street, Wilton Zimasile Mkwazi Building, King William's Town, 5605
Joe Gqabi District: Attention Mr Y Dlamkile: 051 633 2090: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1010, Aliwal North, 9750 OR Hand deliver to: No. 27 Queens Terrace, Aliwal North;
Nelson Mandela District: Attention Mr. A. Kitching: 041 492 1231: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag

X6003, Port Elizabeth, 6003 OR Hand deliver to: No. 66 Ring Road, Greenacres, Port Elizabeth

Chris Hani District: Attention Mr. X. Kwanini 045 807 7512: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320; Hand deliver to: No. 6 Ebdon Street, Queenstown, 5319;

Amathole District: Attention Mr. Trevor Jantjies Tel: 043 704 7806: Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver: No. 16 Commissioner Street, Old Elco House Building, East London, 5201

CLOSING DATE
NOTE

: 15 June 2018 @ 15H00
: Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

MANAGEMENT ECHELON

POST 22/90

: **SENIOR MANAGER: SUPPLY CHAIN MANAGEMENT REF NO: DSRAC 01/05/2018**

SALARY
CENTRE
REQUIREMENTS

: An all-inclusive remuneration R948 174 (Level 13)
: Head Office
: A four-year degree or three year diploma in, Financial Management / Public Administration / Supply Chain Management or equivalent qualification is essential. Six years' experience in a Supply Chain Management field with at least five years' experience at managerial level. Supply Chain Management Practice Notes. National Treasury Regulations. Extensive knowledge of the Basic Accounting System (BAS). Preferential Procurement Policy Framework Act. Extensive Knowledge of the PFMA, Performance Management principle, Communication and Presentation skills, Meeting Procedures, Human Resource Management and Conflict Resolution. Computer Literacy. Change and Risk Management. Good Leadership capabilities and Project Management Skills. Must be in possession of a valid code 08 driving licence.

DUTIES

: Manage the Provisioning of demand, acquisition and contracts management services in the Department. Coordinate the consolidation of SCM procurement plan for the Department. Monitor the use of Centralized Supplier Database. Manage the development of BID Specifications. Implement appropriate sourcing strategies (quotations and bids). Facilitate the establishment of BID Committees. Implementation of proper Contract Management. Maintain a credible and accurate fixed Asset Register in line with Treasury Guidelines and Asset Management Procedure Manual. Manage and oversee the disposal of Assets in the Department.

	:	Manage the Logistical Management System. Manage monthly reconciliation of Assets in preparation of Interim Financial Statements and Annual Financial Statements. (The post is targeting to attract women and persons with disabilities). Ms. R. Loots Tel No: 043 492 0949
<u>ENQUIRIES</u>	:	
<u>POST 22/91</u>	:	<u>SENIOR MANAGER: AMATHOLE DISTRICT REF NO: DSRAC 02/05/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R948 174 (Level 13)
<u>CENTRE</u>	:	Amathole District
<u>REQUIREMENTS</u>	:	A four-year degree or three-year diploma in Social Science, Industrial Psychology, Business Administration and / or equivalent is essential. Extensive experience in a relevant managerial field. At least four years' experience a managerial level. Experience in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in Government policies and procedures. Excellent communication and analytical skills. Computer literacy with an emphasis on Excel and PowerPoint. An independent worker, meeting timeframes. Monitoring and managing compliance of the District with the Statutory Bodies. Must be in possession of a valid code 08 driving licence.
<u>DUTIES</u>	:	Overall management of the District Office in terms of the following: Corporate Services which includes Human Resource Management, Financial Management and Supply Chain Management and all administrative aspects. Provide strategic leadership with in the District. Managing alignment of Annual Performance Plan and Budget Plan. Ensure that the line function managers carry out their duties and responsibilities in the following areas: Sport and Recreation, Libraries and Archives Services, Museums and Heritage Resources, Arts and Culture. Establish and maintain inter-governmental and non-governmental organization relations for the integration of programmes. Manage the District budget and compile all reports as required. Monitor performance of the District in relation to planned objectives. Ensure that the operation of the district is in compliance with regulations. (The post is targeting to attract women and persons with disabilities).
<u>ENQUIRIES</u>	:	Mr. Trevor Jantjies Tel No: 043 704 7806

OTHER POSTS

<u>POST 22/92</u>	:	<u>ASSISTANT MANAGER: RECREATION DEVELOPMENT (X2 POSTS)</u>
<u>SALARY</u>	:	An all-inclusive remuneration R417 552 (Level 10)
<u>CENTRE</u>	:	Joe Gqabi District – Ref No: DSRAC 03/05/2018 Chris Hani District – Ref No: DSRAC 04/05/2018
<u>REQUIREMENTS</u>	:	Degree/Diploma in Sport Management or Human Movement Science studies with at least 3 years' experience in the field of recreation 2 years which at supervisory level or Matric certificate coupled with 10 years' experience in the field 3 years which at supervisory level. Knowledge of Sport and recreation related government prescripts in particular those focusing on Sport and recreation development, such as National Sports plan. Sound knowledge MPP grant framework. Knowledge of Public service act, Public Service Regulations, Employment Equity Act, Public Service Finance Management ACT (PFMA), division of revenue Act (DORA) and Employee Performance Management System (EPMDS) and other applicable government prescripts. Planning, Organizational, Communication and presentation skills are essential. Ability to follow correct reporting procedures and ability to compile management reports. Conflict management and resolution skills, ability to be innovative and creative. Policy analysis and implementation. Computer literacy. A Valid Driving License. (Women and people living with disability are encourage to apply).
<u>DUTIES</u>	:	Assist in Management of sub-directorate staff and implementation of EPMDS. Assist in Manage budget, compile business plans and operational plan for Recreation section. Assist in Conceptualise and initiate programmes for the development and promotion of recreation. Facilitate, support, monitor and evaluate sub – directorate programmes. Monitor the implementation of service delivery and transformation in sport. Monitor the implementation of service delivery model. Development and submission of reports according to the systems of the department. Facilitate the process of recreation development, transformation

working with recreation structures and bodies, and other relevant stakeholders. Facilitate the graduating of recreation participants to mainstream sport. Assist in Manage and eliminate risk hazards within the section being guided by the policies of the department and public service regulations. Assist Manage the coordination of activities and festival at hub, local and district levels. Facilitate programmes that promote moral regeneration and healthy lifestyles. (The post is targeting to attract women and persons with disabilities).

ENQUIRIES : Mr. Y. Dlamkile Tel No: 051 633 2090 (Joe Gqabi District)
Mr X Kwanini Tel No: 045 807 7512 (Chris Hani District)

POST 22/93 : **ASSISTANT MANAGER: VISUAL ARTS X2 POSTS**

SALARY : An all-inclusive remuneration R417 552 (Level 10)
CENTRE : Nelson Mandela District Ref No: DSRAC 05/05/2018
Joe Gqabi District Ref No: DSRAC 06/05/2018

REQUIREMENTS : Degree/Diploma in Fine Arts or Visual Arts and Craft with 3 years' experience in the field of Visual Arts and Craft. Or Matric with 10 years' experience in field. Knowledge of government policies and relevant regulatory framework. Knowledge of the budget planning process. Knowledge of the project management, Good verbal and communication skills. Performance Information management and Quality assurance. Prolific report / business writing, editing and analytical skills, planning and organizing skills, should be an independent and flexible worker, able to work under pressure. Research skills. A valid code 08 driving licence.

DUTIES : Implement and co-ordinate Provincial Visual Arts and Crafts activities with the Provincial Policy. Implement approved Operational Plans of the District. Facilitate, assist and co-ordinate District projects. Liaise with the Provincial and Local Artists authorities. Assist with the promotion and development of Visual Arts and Crafts in the Province. Facilitate partnership with the Department, Local Municipalities and other Non-Government organisations. Promote Cultural Activities.

ENQUIRIES : Mr. Y. Dlamkile Tel No: 051 633 2090 (Joe Gqabi District)
Mr. A. Kitching: 041 492 1231 (Nelson Mandela District)

POST 22/94 : **ASSISTANT MANAGER: MONITORING AND EVALUATION REF NO: DSRAC 07/05/2018 (X2 POSTS)**

SALARY : An all-inclusive remuneration R334 545 (Level 09)
CENTRE : Head Office

REQUIREMENTS : A Bachelor's Degree or National diploma in Business Administration/ Public Administration or relevant qualifications. Certificate in monitoring and evaluation certificate will be added advantage. At least three years' experience in the monitoring and evaluation environment. Proven experience in the development of procedures for data collection and analysis. Knowledge and experience in monitoring and evaluation tools and systems. Good report writing skills. Presentation skills. Computer literacy (MS Word, Excel, Outlook and PowerPoint). Good interpersonal skills, project management skills, strategic thinking, good verbal and communication skills, coordination and facilitation skills, report and business writing skills, planning and organising skills, able to work under pressure, prepared to travel long distances. Good understanding and knowledge of government policies, outcomes, priorities and programmes. Strategic Management within the context of PFMA and other relevant regulatory framework in the Public Service. Reporting, monitoring and evaluation processes. Must be in possession of a valid code 08 driving licence.

DUTIES : Facilitate the development and implementation of monitoring and evaluation systems in the Department. Conduct evaluations in partnership with research institutions and institutions of higher learning. Facilitate and manage the development of Departmental Monitoring and Evaluation Reports. Conduct and produce data analysis report on the implementation of Departmental Strategic and Annual Performance Planning in line with Provincial wide Monitoring and Evaluation framework as well as Government Programme of Action. Monitor, evaluate and report on the implementation of Departmental Service Standards, Service Delivery Improvement Plans and Service Delivery Charter. Monitor,

		evaluate and report on the implementation of Departmental Conditional Grants. Undertake any other task as directed by the supervisor.
<u>ENQUIRIES</u>	:	Ms. R. Loots Tel No: 043 492 0949
<u>POST 22/95</u>	:	<u>PRINCIPAL MUSEUM HUMAN SCIENTIST REF NO: DSRAC 08/05/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R281 418 (Level 08)
<u>CENTRE</u>	:	Joe Gqabi District (Barkley East Museum)
<u>REQUIREMENTS</u>	:	BA Degree/ Diploma in History/ Social Science/Philosophy with 3 years of experience and 2 years of which at supervisory experience or Matric with 5 years 'experience and 2 years of which at supervisory level in the field of Museum and Heritage. Knowledge and understanding of government processes. Project management skills. Good communication and interpersonal skills. Ability to work under pressure without supervision. Computer literacy. A valid driving licence.
<u>DUTIES</u>	:	Curate and develop the collection for long term preservation and storage. Add to the collection by undertaking active survey/research and actively seek to obtain collections from donors. Assist public researchers, community museums, institutions of learning, etc. with research in humanities and museology. Edit and write articles for the museum newsletter, journals or periodicals and give lectures. Assist in compiling quarterly and annual reports.
<u>ENQUIRIES</u>	:	Mr. Y. Dlamkile Tel No: 051 633 2090
<u>POST 22/96</u>	:	<u>SENIOR ADMIN OFFICER: DEMAND MANAGEMENT REF NO: DSRAC 09/05/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R281 418 – R331 497 (Level 08)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Degree / Diploma in Finance/Logistics/Purchasing management or Public Management/Administration with 2 years relevant experience in demand management at supervisory level. Matric with 5 years' experience in demand Management. Knowledge of Supply Chain Management. Computer literacy. Problem solving skills. Presentation skills. Analytical and creative thinking. Planning and organising skills. Ability to work independently and under pressure. Good communication and writing skills. In depth knowledge of LOGIS mainframe/on-line and BAS. Knowledge of LOGIS, PFMA, PPPFA, Supply Chain policies and procedures, Treasury Regulations and BBBEE Acts. Must have a Valid Driving Licence.
<u>DUTIES</u>	:	The purpose of this post is to implement supply chain demand management framework and policies. Research, analyse and plan the procurement requirements of the department. Collect and collate information for the annual procurement plan. Compile tender/quotation specifications as required. Execution of the bidding process. Compilation of prospective list of providers from National Treasury Supplier Database (CSD) for Quotations. Oversee Sourcing of quotations and approve thereof. Provide administrative support to the Bid committees. Ensure proper filing of tender files. Maintaining deviation register. Supervision of staff.
<u>ENQUIRIES</u>	:	Ms. R. Loots Tel No: 043 492 0949
<u>POST 22/97</u>	:	<u>SENIOR PROVISIONING ADMIN OFFICER: LOGISTICS AND DISPOSAL REF NO: DSRAC 10/05/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R281 418 (Level 08)
<u>CENTRE</u>	:	Joe Gqabi District
<u>REQUIREMENTS</u>	:	Degree/Diploma or equivalent qualification with 3 years' experience or Grade 12 plus 5 years' experience in Stores and Warehouse administration with 2 years at supervisory level, Knowledge of Supply Chain Management or Logistics Management, Knowledge of PFMA, PPPFA, PSA, Treasury Regulations, Computer literacy. Good Communication Skills verbal and written, Supervisory Skills. A valid code 08 driving licence.
<u>DUTIES</u>	:	Control and Manage Departmental Assets, facilitate compliance as with Governmental statutory prescripts, Conduct workshop at District office on implementation safeguarding of Department assets. Manage daily operational

matters. Monitor and verify furniture and equipment. Monitor and verify disposals. Implement asset management policy. Give guidance in line with legislation on asset management to officials of the department. Verify all State assets concerning general conditions, efficient and effective use and possible redundant/obsolete or unserviceable status of the assets before the disposal process. Compile Monthly reports. Create and maintain a proper recording of assets and filing system of the District. Knowledge of cost to ensure cost effective quality service. Compile and implement logistics and disposal management plan. Manage stores and perform logistics management services. Perform disposal management services.
Mr. Y. Dlamkile Tel No: 051 633 2090

ENQUIRIES

POST 22/98

PRINCIPAL LIBRARIAN: CONDITIONAL GRANT REF NO: DSRAC 11/05/2018

SALARY
CENTRE
REQUIREMENTS

An all-inclusive remuneration R281 418 (Level 08)
Chris Hani District
A Bibl. Degree / B Tech in Library Information Studies / National Diploma in Library & Information Studies. Minimum of 2 years' experience in a Public Library at a supervisory level. Good verbal and written communication skills. Willingness to travel. Knowledge of government prescripts. Ability to administer Library operations and management of staff. Must have a valid code 08 driving licence.

DUTIES

Facilitate and monitor Library operations within the District. Facilitate and coordinate Library awareness programs and promoting reading culture. Responsible for collection of user needs in Library. Coordinate maintenance Formation / revival of Library structures. Conduct professional visits to public libraries. Assist in the maintenance of Library assets in the district. Assist in maintenance of staff attendance register and leave register of library staff in the district. Compile reports and submit it to the supervisor. Supervise processing and distribution of Library material to Public Libraries.

ENQUIRIES

Mr X Kwanini Tel No: 045 807 7512

POST 22/99

LABOUR RELATIONS PRACTITIONER REF NO: DSRAC 12/05/2018

SALARY
CENTRE
REQUIREMENTS

An all-inclusive remuneration R281 418 (Level 08)
Amathole District
A Degree / Diploma in Labour Law / Labour Relations / Human Resources Management, with a 2 years' relevant experience in the field or A Matric with 5 years relevant experience in the field of Labour Relations. Knowledge of Public Service Act, Public Service Regulations, Labour Relations Act, Basic Conditions of Employment Act, PSCBC Resolutions. Conflict resolution capabilities and confidentiality. Negotiations and research skills. Policy evaluation analysis skills. Innovation and change management. Be able to give basic counselling. Knowledge of PERSAL. A Valid code 08 Driving Licence.

DUTIES

Facilitate and render training and workshop on Labour Relations and wellness related issues. Facilitate proper administration of discipline and grievance procedures. Render advisory service to district management and officials in order to enhance service delivery. Facilitate and represent the department in all grievance and dispute resolution meetings. Implement outcomes of dispute resolutions and grievance hearings. Facilitate and administer the relationship process between management and organized labour. Facilitate and rendering of wellness programmes in the district. Risk identification management. Compilation of monthly and quarterly reports.

ENQUIRIES

Mr. Trevor Jantjies Tel No: 043 704 7806

POST 22/100

STATE ACCOUNTANT: ACCOUNTING SERVICES REF NO: DSRAC 13/05/2018

SALARY
CENTRE
REQUIREMENTS

An all-inclusive remuneration R226 611 (Level 07)
Head Office
A Degree / Diploma in Financial Administration or NQF Level 6 or equivalent with 2 years' experience in the field of finance or Matric with 5 years' experience in the field of finance. Sound knowledge of financial administration. Extensive knowledge of concepts and procedures. Knowledge of financial norms and standards (PFMA

and Treasury Regulations, Provincial Treasury Instructions and Departmental delegations). Knowledge of performance areas and time management. Good written and communication skills. Computer literacy, analytical skills and ability to work under pressure. An understanding of and commitment to implement policies of national and provincial government. Knowledge of BAS and PERSAL will be an added advantage. A valid code 08 driving licence.

DUTIES : Reconcile and clear all suspense accounts and correctness of balances. Ensure complete and accurate BAS compliant financial records. Collect and collate information for preparation of quarterly, interim and annual financial statements for the department. To provide overall management of Bank Reconciliation and ensure that monthly reconciliation has been properly performed. Implement clearly defined norms and standards of work regarding financial procedures. Monitoring proper filing systems and procedures relating to financial matters.

ENQUIRIES : Ms. R. Loots Tel No: 043 492 0949

POST 22/101 : **STATE ACCOUNTANT: EXPENDITURE REF NO: DSRAC 14/05/2018**

SALARY : An all-inclusive remuneration R226 611 (Level 07)

CENTRE : Joe Gqabi District

REQUIREMENTS : A Degree/ Diploma in Financial/Management Accounting or equivalent with 2-years relevant experience or Matric certificate couple with a minimum of 5 years' experience within the finance environment. Knowledge of relevant government prescripts and financial administration processes. Knowledge of Logis, Bas and PERSAL. Good communication skills, Interpersonal skills and Customer care. Computer literacy. A valid code 08 driving licence.

DUTIES : Facilitate payments of service providers within 30 days. Handle salary related issues, S&T claims, petrol claims and gratuities. Render proper filing systems procedure related to financial matters. Implement clearly defined norms and standards of work regarding financial procedure. Maintain payments registers to track all forms of payments.

ENQUIRIES : Mr. Y. Dlamkile Tel No: 051 633 2090

POST 22/102 : **LIBRARIAN: CONDITIONAL GRANT REF NO: DSRAC 15/05/2018**

SALARY : An all-inclusive remuneration R226 611 (Level 07)

CENTRE : Joe Gqabi District (Venterstad)

REQUIREMENTS : Minimum Requirements: A Bibl. Degree/ B tech in Library Information Studies/ Nation Diploma in Library & Information Studies or equivalent qualification with a minimum of 2 years' experience in a Public Library. Good verbal and written skills. Ability to administer Library operations and management of staff. Willingness to travel. Knowledge of government prescripts. A valid code 08 driving license.

DUTIES : Facilitation of Library operations within the district. Monitor Library Operations within the Municipality. Facilities and coordinate Library awareness programmes and promoting reading culture. Responsible for collection of user needs in Library. Coordinate maintenance of library assets in the districts, assist in maintenance of staff attendance registers and leave registers of Library staff in the district. Compile reports and statistics and submit to the supervisor. Supervise processing and distribution of Library material to Public libraries.

ENQUIRIES : Mr. Y. Dlamkile Tel No: 051 633 2090

POST 22/103 : **STATE ACCOUNTANT: PRE-AUDIT REF NO: DSRAC 16/05/2018**

SALARY : An all-inclusive remuneration R226 611 (Level 07)

CENTRE : Chris Hani District

REQUIREMENTS : BA Degree / Diploma in Financial Administration or equivalent with 2 years relevant experience or Matric coupled with a minimum of 5 years' experience in the finance environment. Understanding of the PFMA Treasury Regulations and expenditure process and other relevant governmental prescripts. Computer Literacy. Knowledge of BAS, PERSAL and LOGIS. Good communication skills. Accuracy and attention to detail. Ability to work under pressure.

DUTIES : Applying internal control when the activity program / project / event is still in process to ensure all procedures are compliant to all Treasury Regulations and the

		PFMA. Examine documents to ensure all information is correct before the Department undergoes expenditure as well as the continuous process of monitoring finance throughout the year. Ensure adherence of internal controls and authenticity of documents. Ensure the payment request and advises comply with the internal controls and prescripts. Day to day monthly reporting on irregular, unauthorised wasteful and fruitfulness expenditures to the supervisor. Process PERSAL related claims.
<u>ENQUIRIES</u>	:	Mr X Kwanini Tel No: 045 807 7512
<u>POST 22/104</u>	:	<u>INTERNAL AUDITOR REF NO: DSRAC 17/05/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R226 611 (Level 07)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Degree / Diploma in Accounting / Internal Auditing. Knowledge of Standards for the relevant government prescripts. Knowledge of service delivery (Batho Pele) principles. Good verbal and communication skills. Internal audit techniques. Organizational relationships. A high level of confidentiality. Drafting of reporting points. Computer Literacy.
<u>DUTIES</u>	:	Provision of innovative, cost effective and value-added business processes and internal control view to ensure good corporate governance in the Department. To strive for continuous improvement in systems of internal control within the Department. Plans and monitors own daily performance of audit assignments to ensure quality and timeous delivery. Preparation of reports. A valid code 08 Driving Licence.
<u>ENQUIRIES</u>	:	Ms. R. Loots Tel No: 043 492 0949
<u>POST 22/105</u>	:	<u>PROVISIONING ADMIN CLERK REF NO: DSRAC 18/05/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R152 862 (Level 05)
<u>CENTRE</u>	:	Amathole District
<u>REQUIREMENTS</u>	:	Degree or National Diploma in the field of Purchasing Management / Public Administration / Financial / SCM Management or relevant qualification. Matric plus one year relevant experience in Supply Chain Management environment. Knowledge of PFMA, Treasury Regulations, tender procedures and regulations. Knowledge of Public Service Act and Public Service Regulations. Financial Management skills, Problem-solving and communication skills. Knowledge and ability to use financial systems. Customer care and Computer Literacy. A valid code 08 driving licence will be an added advantage.
<u>DUTIES</u>	:	Preparation of procurement request for Supply Chain Management unit. Requesting of quotations and drawing of adverts. Serve as secretariat in closing of bids and specification committee. Capturing valid requisition on LOGIS. Perform other general clerical duties. Scrutinising of Specification against required documents attached. Advertising specification at public places and business forums for a minimum of two years. Doing market analysis for goods to be produced. Procure goods and services as per the prescribed time frames. Ensure that suppliers are registered on the central Data base.
<u>ENQUIRIES</u>	:	Mr. Trevor Jantjies Tel No: 043 704 7806
<u>POST 22/106</u>	:	<u>HR OFFICER: CONDITIONS OF SERVICE REF NO: DSRAC 19/05/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration R152 862 (Level 05)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A Degree / National Diploma in Human Resource Management / Public Management. Matric with 1 year relevant experience in Human Resource Administration. Knowledge of Human Resources and understanding of records management. A fair understanding of Public Service Regulations, Public Service Act and other Legislation governing Human Resource Administration. Computer literacy. Knowledge of PERSAL will be an added advantage.
<u>DUTIES</u>	:	Implementation of Service Benefits (Housing allowance, Long Service Recognition Awards, Injury on Duty applications, Service Termination Benefits- i.e. Pension benefits, Leave Gratuity payments, Medical Aid benefits). Leave Administration, auditing of Capped Leave. Administration of HR Payroll. Handling of Human

Resource Administration related enquiries. Render Human Resource clerical services within the Department.
ENQUIRIES : Ms. R. Loots Tel No: 043 492 0949

POST 22/107 : **ACCOUNTING CLERK: PRE – AUDIT (MPP) REF NO: DSRAC 20/05/2018**
(One Year Contract)

SALARY : An all-inclusive remuneration R152 862 (Level 05)
CENTRE : Head Office
REQUIREMENTS : A Diploma / Certificate in Financial Management of Matric with 2 years' experience in a finance environment. Knowledge of GRAAP and Treasury Regulations. In-depth knowledge of PFMA. Ability to understand and interpret basic government financial policies. Sound reasoning, mathematical and analytical skills. Ability of being trustworthy, honest and loyal. Knowledge of BAS, LOGIS and PERSAL. Willingness to work under pressure. Good verbal and communication skills. Computer Literacy.

DUTIES : Overall administrator for procurement in respect of MPP Budget. Prepare annual procurement plan in respect of the MPP Business Plan. Coordinate procurement requests to ensure compliance with specification, evaluation and adjudication. Maintain records of all commitments and expenditure. Receiving and checking of payment requests. Receiving and checking of procurement commitments, issuing of certificates after the commitments have been endorsed. Receiving and checking of salary related payments. Filing of data advices and safeguarding of documents. Consolidate and prepare presentations for monthly MPP IYM meetings. Render administrative duties. Assist with logistics in the finance committee.

ENQUIRIES : Ms. R. Loots Tel No: 043 492 0949

POST 22/108 : **HUMAN RESOURCE OFFICER: (MPP) REF NO: DSRAC 21/05/2018**
(One Year Contract)

SALARY : An all-inclusive remuneration R152 862 (Level 05)
CENTRE : Head Office
REQUIREMENTS : Degree/ Diploma in Human Resource Management or Matric certificate with 2 years' experience in Human Resource Management, Computer Literacy. Good verbal and written communication skills. Ability to work under pressure. Knowledge of PERSAL will be an added advantage.

DUTIES : Assist with the implementations of HR policies. Assist in implementation of services benefits personnel provisioning. Provide good administration support for HR administration. Implementation transaction on the PERSAL system. Ensure the personnel files meet the required standards. Monitor leave registers and capture leave requests. Maintain records of performance agreement, coordinate performance reviews and ensure performance assessments are completed and captured. Maintain records of performance management information within MPP Grant.

ENQUIRIES : Ms. R. Loots Tel No: 043 492 0949

POST 22/109 : **RESEARCH INTERN REF NO: DSRAC 22/05/2018**

STIPEND : R5000
CENTRE : Bayworld Museum (PE)
REQUIREMENTS : BSc degree. Appropriate computer and software skills for data management and analysis. Research / Scientific writing ability. A valid code 08 driving licence would be an added advantage.

DUTIES : Processing of new specimens. Participation in fieldwork. Record-keeping and administration activities. Maintenance and conservation of collections and storage areas.

ENQUIRIES : Mr. A. Kitching: 041 492 1231

DEPARTMENT OF ROADS AND PUBLIC WORKS

The Department of Roads and Public Works 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** : Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho; Post to: The Director: HR Practices and Administration, Department of Roads and Public Works, Private Bag X0022, Bhisho, 5605
- FOR ATTENTION** : Ms N.H Malgas
- CLOSING DATE** : 15 June 2018
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

MANAGEMENT ECHELON

- POST 22/110** : **DIRECTOR: INTERGRATED PLANNING AND REPORT, REF NO: DPW 01/05/2018**
Component: Strategic Management Unit

- SALARY** : An all-inclusive remuneration package: R948 174 (Level 13)
- CENTRE** : Head Office (Bhisho)
- REQUIREMENTS** : A Degree / National Diploma in Public Administration / Public Management or any other related field. A post-graduate qualification in the related field will be an added advantage. A Minimum 5 - 7 years' experience in administration of which 5 year must be at a Deputy Director level. Proven experience related to main objectives / outputs (Section D). Knowledge and Skills: In-depth knowledge of Public Service Legislation/Policies/ Prescripts and Procedures governing planning and strategic management. Sound understanding of government policies, priorities and programmes. In-depth knowledge of Public Service Regulatory Framework. Sound knowledge Information and Performance Management. Basic knowledge of Financial Administration. Strategic Thinking. Conflict Management. Problem Solving. Analytical and Policy Analysis Skills. Advanced research skills. Project Management. Report Writing Skills. Team building and strong inter-personal skills. Excellent verbal and written communication skills Time Management High Level of Reliability. Facilitation and organizing skills. Advanced computer literacy skills.
- DUTIES** : Coordinate the review of strategic management policies and methodologies in line with best practice. Review policies and standard operating procedures for Strategic Planning (when necessary). Development and continuously improve processes and procedures. Ensure staff receives training on and access to policies and procedures. Monitor implementation of policies, processes and procedures. Take appropriate corrective steps on deviation. Provide strategic direction and guidance in coordinating integrated planning processes in the department. (In developing strategic planning, annual performance planning, operational planning and cascading down to regions.) Coordinate the review of Departmental Strategic Plan.

Perform environmental/situational analysis to establish significant policy changes and their impact. Coordinate programme inputs for the development and submission of 1st draft APP. Facilitate alignment with the 1st Budget submission as well as national and provincial requirements and standards. Coordinate provision of support to departmental input(s) in preparation for participation in IDP forums. Coordinate participation to sector forum for the development of national sector indicators. Direct coordination of one on one session in refinement of and submission of the APP 2nd draft .Coordinate Departmental inputs for contribution and participation in provincial Makgotla (ANC & CABINET). Coordinate Departmental inputs for contribution and participation in provincial economic development cluster. Coordinate input for refinement, completion and submission of the APP 3rd draft. Facilitate and manage the printing and tabling of the final APP. Coordinate development of Operational Plan including regional Operational Plans. To effectively manage the Audit of Predetermined Objectives: Review AG report and management reporting AOPO findings and recommendations and develop an AOPO Audit Improvement Plan. Ensure implementation of actions in the AIP and prepare monthly inputs into the AIP Implementation report to PT. Attend scheduled Audit Steering Committee meetings (on request or invitation). Prepare AOPO audit readiness reports for governance structures and oversight bodies. Review responses and advice on AOPO related RFI and COAFs. Review AG report and management reporting AOPO findings and recommendations and develop an AOPO Audit Improvement Plan. Facilitate research and policy coordination: Develop and maintain protocols for internal and external research; Provide support to internal units on public and administrative policy development and approval protocols; Ensure alignment of departmental programmes and policies to public policy. Development and maintenance of sound Governance environment in the Directorate. Ensure effective finance management controls for the component. Ensure efficient budget planning and control for the component. Ensure Human Resource Management. Manage high risks and fraud prevention measures for the component.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

OTHER POSTS

POST 22/111 : **CHIEF ENGINEER - GRADE A (X3 POSTS)**

SALARY CENTRE : An all-inclusive remuneration package of R935 172 per annum (OSD)
: Head Office (Bhisho), Provincial Department Ref No: DPW 02/05/2018 (X1Post)
: Sarah Baartman Regional Office (Port Elizabeth) Professional Services Ref No: DPW 03/05/2018 (X1Post)

Amathole Regional Office (East London) Ref No: DPW 04/05/2018 (X1 Post)

REQUIREMENTS : An Engineering Degree (B Eng / BSC (Eng.) or relevant qualification. Six years post qualification experience as a registered Professional Engineer. A valid driver's license. Compulsory registration with ECSA as a Professional Engineer.

DUTIES : Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering services and management methods. Manage the executive of Maintenance strategy through the provisioning of appropriate structures, systems and resources. Governance: Allocate, control, monitor and report on all resources. Provide technical support services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing activities e. g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet MTEF objectives within the engineering environment/ services. Manage the operational capital projects portfolio for the

operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline related programmes and projects. 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. People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of 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 Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/112 : **CHIEF QUANTITY SURVEYOR (GRADE A) (X3 POSTS)**

SALARY : An all-inclusive Remuneration package of R805 806 per annum (OSD)
CENTRE : Head Office (Bhisho) Provincial Departments (Buildings) Ref No: DPW 05/05/2018 (X1 Post)

Head Office (Bhisho) Education Portfolio Ref No: DPW 06/05/2018 (X1 Post)
 OR Tambo Regional Office (Mthatha) Ref No: DPW 07/05/2018 (X1 Post)

REQUIREMENTS : Degree in Quantity Survey or relevant qualifications. Six years quantity Survey post-qualification experience required. Compulsory Registration with the South African Council for Quantity Survey Profession (SACQSP) as a Professional Quantity Surveyor. A valid Driver's license. Knowledge and Skills: Programme and Project Management. Quantity Survey Legal and operational compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer aided engineering applications. Creating high performance culture. Technical Consultancy. Professional Judgement.

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

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/113 : **PRINCIPAL ARTISAN SUPERINTENDENT: BUILDINGS, REF NO: DPW 08/05/2018**

SALARY : R779 295 per Annum (Level 12)
CENTRE : OR Tambo Regional Office (Mthatha)
REQUIREMENTS : A recognized Bachelor's Degree/ National Diploma, in the built environment with at least eight (8) years relevant experience in the built environment of which three (3) years must be at a supervisory level. Registration with the relevant body as a Construction Project Manager or Professional Engineering Technician will be an added advantage. Computer Literacy. Knowledge of project and Programme management. A valid driver's licence.

DUTIES : Responsible for the overall management of the in-house maintenance unit. Maintenance of government buildings. Construction of minor new works. Responsible for the departmental artisan development program. Responsible for the management of resources (financial and human). Manage subordinates' key performance areas and taking actions to correct deviations to achieve departmental objectives. Perform any other duties which may be allocated from time to time by supervisors in line with the responsibilities of the Department. Manage the assets of the directorate by: Holding regular inspections of tools and equipment registers. Manage administrative and related functions: - Manage the assets of the directorate by: Holding regular inspections of tools and equipment registers. Planning for future depot equipment requirements and specifications under the guidance of the Head of Buildings. Assist with the preparation of specifications by means of obtaining quotations from the suppliers for repairs and renovations to existing government structures. Ensure the correct usage of government vehicles and equipment. Assist with the motivation for new equipment and tools. Identify and assist with redundant plant disposal within the Region. Ensure safe keeping of the Directorate's assets as well as make recommendations for the upgrading of the security requirements as and when necessary. Supervise the workshop planning by means of: Ensuring the implementation of preventative maintenance by conditional assessments monthly. Supervise and inspect the quality and quantity of work done or services rendered by the contractors. People Management: Manage the development and utilization of human resources for the discipline and ensure competent knowledge base for continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas and taking actions to correct deviations to achieve departmental objectives. Perform any other duties which may be allocated from time to time by supervisors in line with the responsibilities of the OR Tambo Depots.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/114 : **DEPUTY DIRECTOR: CONTRACT MANAGEMENT, REF NO: DPW 10/05/2018**
Component: Supply Chain Management

SALARY : An all-inclusive remuneration package: R657 558 (Level 11)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Supply Chain Management/Commerce/ Public Management/ Law/ Auditing. At least 5 years relevant working experience in Supply Chain Management of which at least 3 years at Assistant Director level with traceable working experience in Contracts Management. Experience in the drafting, management, monitoring and evaluation of contracts and SLA's. Good project management, operational and financial management skills, reviewing and drafting contracts and legislation and applying them to business/organizational requirements, good knowledge of operational performance planning and monitoring, corporate governance Knowledge of the PFMA, Treasury Regulations, Law of Contracts and Supply Chain Management prescripts. Proven knowledge of Government procurement processes related to construction procurement. Understanding of JBCC, GCC, NEC and other forms of contracts related to construction. The applicants must be in a possession of a valid driver's license of at least code EB. Competencies: Excellent analytical, numeric, communication and report - writing skills. Financial Management skills. Ability to

		handle multiple and complex tasks and projects. Good computer skills in MS Word, MS Excel, MS Project and PowerPoint People Management skills with the ability to deal with stakeholders at all levels. Ability to work in a team. Ability to develop and analyse policies. Ability to work under pressure and meet tight deadlines.
<u>DUTIES</u>	:	Signing of Contracts and Service Level Agreements. Ensure consistent application of SCM processes across all contracts including compliance with legislative and regulatory framework. Liaise with relevant line managers in preparation and reviewing service level agreements and business contracts between service providers and the Department. Coordination and management of contracts administration. Analyze bids and proposals and ensure that the specifications of binding agreements with service providers are legal and comply with Government policies. Safeguarding of contracts related documentation and contract files. Maintain an up to date departmental contract register. Maintain contract guarantees and related matters. Deal with underperforming and non-performing vendors and contractors/service providers. Report and advise on all Contract management risks. Prepare appointment and termination letters on contract awarded. Management of Commitments. Management of staff. Render support to the monitoring and implementation of internal controls systems in order to meet delivery expectations. Manage and implement SCM Contracts Risk Management and audit plans.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 22/115</u>	:	<u>DEPUTY DIRECTOR: PROPERTY MANAGEMENT (FIXED ASSETS), REF NO: DPW 11/05/2018</u>
<u>SALARY</u>	:	An all-inclusive remuneration package: R657 558 (Level 11)
<u>CENTRE</u>	:	Joe Gqabi Regional Offices (Sterkspruit)
<u>REQUIREMENTS</u>	:	A Bachelor's Degree / National Diploma in Town Planning / Public Management or Administration/ Property Administration/ Built Environment. 5 years' relevant experience in State Land Administration or Property Management of which 3 years must be at an Assistant Director level. A valid driver's license. Knowledge and Skills: Sound knowledge and workable understanding of State Land administration and management including legislation (e.g. Eastern Cape Land Disposal Act) and practices (e.g. land surveying, valuations, lease management) pertaining to the property industry. A good understanding of the Constitutional obligations and programmes of Government to address the imbalances in the property ownership and land use patterns of our country. Good financial management skills and proven budgeting ability. Good computer skills in MS Word, Excel and PowerPoint. An ability to execute analytical analyses in the property environment, supported with strong communication skills (written and verbal) is essential. The person must also be able to multitask and be results driven orientated, motivated, meet deadlines and accept responsibility. Knowledge of Asset Management. Knowledge of Properties as well as operations of the Office of the Survey- General, the Registrar of Deeds and Surveys and Mapping. The applicant must be willing to travel extensively. Knowledge and experience in the vetting of State Land. Knowledge and understanding of the PFMA, GIAMA, the Property Charter and the role and functions of the PSLDC as well as operational knowledge in the GIS (Esri-products) and property database environment will be advantageous.
<u>DUTIES</u>	:	Ensure the effective administration and management of the property portfolio of the Eastern Cape Provincial Government in all aspects. Manage the acquisition, disposal and leasing of immovable property and rights (e.g. servitude & mineral) therein. Manage the control of property rights and the confirmation of vesting of properties that should be in the asset register of the Region in terms of legislation. Manage the verification of State and other public land by conducting appropriate land use investigations and audits thereon. Ensure the administration and performance of buildings within a region as to obtain maximum yields on investment, optimum levels of maintenance and utilization, and client satisfaction. Manage client relations by ensuring effective liaison with client departments on various levels. Assist client departments in drafting inputs for the compilation of their immovable asset management plans. Ensure economic efficiency in the Department's leasehold portfolio in line with market trends. Ensure that immovable

property assets support government's socio-economic objectives such as the release of State Land for land reform and municipal development purposes. Manage the regional asset register, the tenancy management portfolio and the property holdings portfolio by designing and implementing strategies and best practices to minimize property expenditure and maximize property utilization and income. Ensure that all expenditure and revenue in respect of State-owned and leased properties are captured in the relevant property information/financial systems. Manage the timeous and correct payment of property rates, municipal service charges, lease payments, cleaning, gardening & security contracts and revenue collection from property sales, leases, user charges, etc. Manage the rendering of cost-effective and efficient cleaning, gardening and security services. Address all property and land related enquiries: from the public. Liaise with client departments, other provincial Governments, national Government, municipalities, parastatals, and other organs of the State. Manage the appointment and supervision of service providers and consultants. Support the Management, update and maintenance of the Regional Strategic Accommodation Plan. Prepare budgeting programmes for accommodation according to the provincial Strategic Accommodation Plan. Determine optimal acquisition and disposal strategies. Undertake research and development to ensure highest and best use of properties. Identify superfluous properties that are not needed over the long term. Compile User Asset Management Plans and Custodian Asset Management Plan for the Region for submission to Head Office. Undertake human resource management.

- ENQUIRIES** : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
- POST 22/116** : **PROFFESIONAL CONSTRUCTION PROJECT MANAGER – GRADE A (X2 POSTS)**
Component: Buildings
- SALARY CENTRE** : An all-inclusive remuneration package of R637 875 per annum (OSD)
: Head Office (Education) (Bhisho, Ref No: DPW 12/05/2018
OR Tambo Regional Office (Mthatha) Professional services Ref No: DPW 13/05/2018
- REQUIREMENTS** : National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience / BTech (Built Environment field) with a minimum of 4 years certified managerial experience / Honours Degree in any Built Environment field with a minimum of 3 years' experience. A Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager.
- DUTIES** : Manage and co-ordinate all aspects of projects: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: Report project progress to Chief Construction Project Manager; and Manage project budget and resources; Office Administration: Provide inputs to other professionals with tender administration; liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and Development: Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.
- ENQUIRIES** : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

<u>POST 22/117</u>	:	<u>ARCHITECT, REF NO: DPW 14/05/2018</u> Component: Buildings
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration package of R549 639 per annum (OSD) Alfred Nzo Regional Office (Mount Ayliff) B Degree in Architecture or relevant qualification. Three years post qualification architectural experience required. Valid driver's license. Compulsory registration with SACAP.
<u>DUTIES</u>	:	Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture; Ensure adherence and compliance to legal, safety and health requirements; provide architectural advice and technical support in the evaluation of solutions; ensure the adoption of technical and quality strategies; Develop architectural related policies, methods and practices; Provide solution on non-compliance and failure of designs; Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and Ensure adherence to the requirements of professional registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; Supervise architectural work and processes; Administer Performance management and development. Office administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and human resource administration; Monitor and control expenditure; Report on expenditure and service delivery. Research and development: Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; Liaise with relevant bodies/councils on architectural-related matters.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 22/118</u>	:	<u>QUANTITY SURVEYOR (X3 POSTS)</u> Component: Health Portfolio – Buildings
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration package of R549 639 per annum (OSD) Head Offices (Bhisho) Ref No: DPW 15/ 05/2018, X2 Posts Amathole Regional Offices (East London) Ref No: DRPW 16/ 05/2018, X1 Post A Degree in Quantity Survey or relevant qualification. Three years Quantity Survey experience is required. A valid driver's license. Compulsory registration with SACQSP as a Professional Quantity Surveyor.
<u>DUTIES</u>	:	Perform quantity survey activities on buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure Administration and budget planning: Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Report on expenditure and service delivery. Research and development: Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/ councils on quantity survey related matters
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 22/119</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER, REF NO: DPW 09/05/2018</u> Legal Services Head Office
<u>SALARY CENTRE</u>	:	An all-inclusive remuneration package of R420 909 per annum (OSD) Head Office (Bhisho)

<u>REQUIREMENTS</u>	:	An appropriate recognised Bachelor's Degree in Law. Practical experience in the relevant environment for a minimum period of 2 years. Litigation experience is essential as well as admission as an attorney or advocate. Knowledge of the constitution of the Republic of South Africa, 1996, Promotion of Access to Information Act (PAIA), 2000 and regulations, Promotion of Administrative Justice Act (PAJA), 2000 and regulations, Public Finance Management Act (PFMA), 1999 and regulation and all Acts and regulations administered by the Department.
<u>DUTIES</u>	:	The successful candidate will be responsible for, amongst others, the following specific tasks: Provide verbal and written legal opinions on a variety of matters pertaining to litigation involving the Department. Ensure a legal support service in general litigation matters (both motions and actions), which includes the issuing of instructions to State Attorney. Inform and advise the Department on court orders and monitor the implementation thereof. Advise the Department on trends that could lead to litigation against the Department, as well as litigation trends. Render professional legal representation in all litigation matters affecting the Department. Act as liaison between the Directorate and Departmental Programmes on all matters pertaining to litigation involving the department. Facilitate the capturing, tracking, and payment of invoices received from the Department of Justice and Constitutional Development (State Attorneys) as well as private attorneys where applicable relating to litigation matters pertaining to the mentioned Department. Management of litigation fees in respect of the Department. Conduct, analyse, interpret, advice and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome/ result. Draft legal documents and advise on an and or mentor juniors on the drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 22/120</u>	:	<u>OFFICE MANAGER: OFFICE OF THE CHIEF DIRECTOR: CORPORATE MANAGEMENT, REF NO: DPW 19/05/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R343 545 per annum (Level 09) Head Office (Bhisho) An appropriate Bachelor's Degree/ National Diploma with majors in Administration Management/ Office Management and Technology/ Management/ Human Resource Management with advanced computer skills. A minimum of 3 – 5 years in the Corporate Management and experience in office management. Excellent understanding of the Corporate Management functions and systems. Be adaptable and able to meet deadlines on assignments, juggle multiple demands and to work with all types of officials in the department. Strong skills in negotiating, relationship building, problem solving, and timely problem escalation. Excellent time management and organizational skills. Detail oriented but able to quickly grasp the big picture. Ability to adapt to change quickly and multi-task. Strong analytical, written & verbal communication, interpersonal, and relationship building skills. Systems knowledge and familiarity. Valid driver's licence. Knowledge and Skills: Good interpersonal, organizational, communication and record-keeping skills. The ability to liaise at Senior Management level and ability to work and cope under pressure are important prerequisites. Experience in customer relations and client liaison is also a prerequisite. The successful applicant must maintain confidentiality and be able to work independently, with minimum supervision. The applicant must have advanced computer literacy in MS Office packages (MS Word, MS PowerPoint, MS Excel), and have excellent Intranet and Internet capabilities. The applicant must also have excellent typing skills. A working knowledge of PERSAL, LOGIS and BAS Financial systems and Supply Chain Management procedures will be an added advantage. The person must be multi-tasked and performance result driven orientated, motivated, work independently, meet deadlines and accept responsibility. The applicant should have a keen interest and understanding of all corporate management elements. Extensive knowledge in Public Sector prescripts that govern operations of corporate management including Public

<u>DUTIES</u>	:	Service Act, Treasury Regulations, PFMA, Public Service regulations, National and Provincial Treasury Regulatory Framework and other relevant prescripts. Analyses and concludes on effectiveness and efficiency of control environment. Identifies control gaps and opportunities for improvement. Prepares timely reports for executive management, and the HOD's Office. Acts as primary client liaison within Corporate Management to all the stakeholders'. Provides advice on internal control and participates in enhancing corporate management standards and practices within the Unit. Researches new or technical subjects when required to support Corporate Management. Maintain open communication with management and stakeholders. Maintain filing system of the unit. Manage financial and human resources of the unit.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 22/121</u>	:	<u>CHIEF ARTISAN - GRADE A: BUILDINGS (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R343 329 per annum (OSD) Amathole Regional Office Ref No: DPW 17/05/2018 X1 Post Construction, X1 Post Buildings OR Tambo Regional Office (Mthatha) Ref No: DPW 18/05/2018 X1 Post
<u>REQUIREMENTS</u>	:	An appropriate Trade Test Diploma certificate. Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. Valid driver's license. Knowledge and Skills: Project Coordination. Technical design and analysis knowledge. Research and development. Computer-Aided Architectural applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills.
<u>DUTIES</u>	:	Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associate in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and ensure quality assurance in line with specifications. Manager administrative and related functions: Provide inputs into budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical operational plan; Update databases and Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline-related activities and services. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements; Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with technologies and procedures; Research/literature studies on technical/engineering to improve expertise; Liaise with relevant bodies/councils on technological/engineering-related matters.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 22/122</u>	:	<u>CHIEF SECURITY OFFICER: FACILITIES MANAGEMENT, REF NO: DPW 20/05/2018 (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R281 418 per annum Joe Gqabi Regional Office (Sterkspruit) X1 Post
<u>REQUIREMENTS</u>	:	A Bachelor's Degree or National Diploma in Security Management/ Policing / Law with a minimum of 5 years' experience in the security field of which 3 years should be proven as a supervisor. Registration with PSIRA at (Grade B). A Valid Code B drivers licence. Knowledge and Skills: Knowledge of Control of access to Public Premises and Vehicle Act (Act 53 of 1985, MISS, MPSS, Firearm control Act, OHS Act, Criminal Act, Act 53 of 1977, Constitution of the Republic of South Africa and any other security legislations. Knowledge of PSIRA Compliance. Ability to liaise

		with security stakeholders. Good Investigating Skills and problem solving skills. Sound leadership skills. Must be able to take decisions in the absence of the Head of Security. Good organizational, planning and team building skills. Excellent communication and interpersonal skills. Computer Literacy.
<u>DUTIES</u>	:	Reporting of Security breaches. Ensure that physical security measures (machines, turnstiles) are functioning properly. Control and supervise staff: Administer basic human resources matters e.g. discipline, leave etc. Conduct investigations and provide report to the Control Security Officer. Ensure that inspection of the internal building, premises and perimeter fence is performed. Liaise with all security stakeholders. Ensure all departmental and security policies and procedures are implemented. Perform security management duties as delegated. Conduct and co-ordinate monthly meeting with staff and in-service training for security personnel at the regional office. Report incidents and irregularities to Control Security officer. Conduct risk analysis in the building and camps. Follow up incidents or irregularities discovered when perusing.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 22/123</u>	:	<u>CHIEF WORKS INSPECTOR: ELECTRICAL, REF NO: DPW 21/05/2018</u>
<u>SALARY</u>	:	R281 418 per annum
<u>CENTRE</u>	:	Sarah Baartman Regional Office (Port Elizabeth)
<u>REQUIREMENTS</u>	:	A National Diploma in Electrical Engineering (T/ N/ S stream) or an equivalent qualification OR A N 3 and a passed Trade test in the Electrical environment OR Registered as an Engineering Technician. 3 to 5 years' experience gained in the electrical field. A valid driver's license. Computer literacy. Knowledge and ability to supervise contractors; compile technical specifications and detailed reports for submission to controlling officer.
<u>DUTIES</u>	:	Manage planned and unplanned maintenance projects in order to ascertain that they progress according to plan and specifications. Compile progress payment certificates on all in house projects. Administer maintenance and capital works projects. Travel to sites on a regular basis for quality control inspections. Conduct condition assessments of provisionally state owned assets. Prepare/Check tender documentation and adjudication of same. Prepare estimates and call for quotations for work done. Be prepared to travel and work overnight within the district. Monitor performance and management of multi-disciplinary consultants/contracts in terms of time, cost, quality and socio- economic objectives. Compile specifications for in-house projects.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
<u>POST 22/124</u>	:	<u>ARCHITECTURAL TECHNICIAN: BUILDINGS (X2 POSTS)</u>
<u>SALARY</u>	:	R274 440 per annum (OSD)
<u>CENTRE</u>	:	Alfred Nzo Regional Office (Mount Ayliff) Ref No: DPW 30/05/2018 (X1 post) Amathole Regional Office (East London) Ref No: DPW 31/05/2018 (X1 post)
<u>REQUIREMENTS</u>	:	Bachelor's Degree in Architecture with Three (3) years post qualification technical experience. Valid Driver's Licence. Compulsory Registration with SACAP as a professional Architectural Technician.
<u>DUTIES</u>	:	Render Architectural Services. Assist Architects, technologists and Associates in CAD drawing and technical documentation in respect of housing and other projects. Promote Safety in line with Statutory and regulatory requirements. Evaluate standard drawings and procedures to incorporate new technology and produce plans with specifications, submit for evaluation and approval by the relevant authority. Perform Administrative and related functions. Provide inputs into the budgeting process as required. Compile and submit reports as required .Provide and consolidate inputs to the technical/ architectural operation plan. Develop, implement and maintain databases and supervise as well as control technical and related personnel and assets. Research and develop continuous professional development to keep up with new technologies and procedures. Research/ literature studies on technical architectural technology to improve expertise and liaise with relevant bodies/ councils in Architectural related matters.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/125 : **ENGINEERING TECHNICIAN- GRADE A (X2 POSTS)**

SALARY CENTRE : R274 440 per annum (OSD)
Alfred Nzo Regional Office (Mount Ayliff) Ref No: DPW 22/05/2018 X1post
Sara Baartman Regional Office (Port Elizabeth) Ref No: DPW 23/05/2018 X1post

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

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

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/126 : **ARTISAN FOREMAN - GRADE A**

SALARY CENTRE : R267 756 per annum (OSD)
Chris Hani Regional Office (Whittlesea) Ref No: DPW 24/05/2018 X1 post Plumbing
Chris Hani Regional Office (Cala) Ref No: DPW 25/05/2018 X1 post Plumbing
Chris Hani Regional Office (Cala) Ref No: DPW 26/05/2018 X1 post Carpentry
Amathole Regional Office (East London) Ref No: DPW 27/05/2018 X1 post Construction
Amathole Regional Office (East London) Ref No: DPW 28/05/2018 X1 post Buildings

REQUIREMENTS : OR Tambo Regional Office (Mthatha) Ref No: DPW 29/05/2018 X1 post Buildings
Appropriate trade test certificate. Valid driver's license. Five years post qualification experience as an Artisan. Must be able to work after hours at remote construction site. Experience in earthmoving equipment.

DUTIES : Design: Supervise and produce designs according to client specification and within limits of production capability. Production: Produce objects with material and equipment according to job specification and recognized standards; Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults; Repair equipment's and facilities according to standards; Test repair equipment and/or facilities against specifications; Service equipment and/or facilities according to schedule; Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults; Obtain quotations and purchase (order) required equipment and materials; Compile and submit reports as required; Provide inputs to the operational plan; Ensure adherence to safety standards, requirements and regulations. Human and Capital Resource Management: Supervise and mentor staff; Planning of resources; Scheduling of works. Maintain and advance expertise: Continuous individual development to keep up with new technologies and

procedures; Research/literature studies on technical/engineering technology to improve expertise

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/127 : **FIRE TECHNICIAN: BUILDINGS, REF NO: DPW 32/05/2018**

SALARY : R183 558 per annum (Level 06)

CENTRE : Alfred Nzo Regional Office

REQUIREMENTS : Fire Fighter 2/ Certificate in Fire Technology (SAESI)/ National Diploma in Safety Management or equivalent qualification with 2 years relevant experience, or SAMTRAC with 3 years' experience in relevant field. A valid driver's license. Good Communication skills (both written and verbal). Must be able to work in a team. Computer literacy. Knowledge and Skills: Thorough knowledge of Occupational Health and Safety ACT (85 of 1993).

DUTIES : Implement technical policies regarding planning, installation, operation and maintenance of fire systems, Conduct fire safety systems and surveys on different buildings on regular basis. Maintain good interpersonal relations. Promote the importance of Fire Safety and Prevention within the region. Conduct demonstrations on the operation of hand held fire protection equipment.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/128 : **WORKS INSPECTOR, REF NO: DPW 33/05/2018**

SALARY : R183 558 per annum (Level 06)

CENTRE : Alfred Nzo Regional Offices (Mount Ayliff) X1 Post Buildings

REQUIREMENTS : A National Diploma in Engineering (T/N/S) stream or a N3 and a passed Trade Test Certificate in Brick Laying. Ability to read, interpret drawings, layouts and specifications. A valid driver's license (Code 08). Three years' experience.

DUTIES : Travel to sites for quality control inspections and attend site meetings. Inspect and monitor the structural work, new and maintenance, done by Contractors and in – house teams to determine compliance with relevant norms and standards. Liaise with Consultants, Contractors, and in – house in execution of capital projects. Provide advice and guidance to Contractors and Client Departments. Report to Supervisor on the progress of projects.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/129 : **WORKS INSPECTOR (X3 POSTS)**

SALARY : R183 558 per annum (Level 06)

CENTRE : OR Tambo Regional Offices (Mthatha) Ref No: DPW 34/05/2018, X1 Post Health
Chris Hani Regional Offices (Queenstown) Ref No: DPW 35/05/2018, X1 Post Health
Amathole Regional Offices (East London) Ref No: DPW 36/05/2018, X1 Post Health

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

DUTIES : Project quality management on built environment infrastructure. Monitor project team on both new and maintenance projects. Conduct condition assessments to determine compliance with relevant registration. Diagnose and analyze problems on built environment. Implement solutions on any built environment related challenges Carry out inspections on a continuous basis to ensure that work is performed according to the set standards. Trace defects in equipment. Inform on serviceable and or unserviceable equipment.

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140

POST 22/130 : **ARTISAN: BRICKLAYER (GRADE A): BUILDINGS (X8 POSTS)**

SALARY : R167 778 per annum (OSD)

CENTRE : Alfred Nzo Regional Office (Mount Ayliff) X4 Posts Ref No: DPW 37/05/2018 (X1 Electrical, X1 Post Plumbing, X1 Post Carpentry, X1 Painting)
 Amathole Regional Office (East London) Ref No: DPW 38/05/2018 (X2 Posts) (X1 Post Construction, X1 Buildings)
 OR Tambo Regional Office (Mthatha) Ref No: DPW 39/05/2018 (X1Post)
 Chris Hani Regional Office (Queenstown) Ref No: DPW 40/05/2018 (X1Post) (Electrical)

REQUIREMENTS : Appropriate Trade Test Certificate. Valid driver's license. Knowledge And Skills: Technical analysis knowledge. Technical report writing. Production, process knowledge and skills Problem solving and analysis. Communication. Decision making. Team work

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

ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140