

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM**

The Department of Rural Development and Agrarian Reform in the Eastern Cape is an equal opportunity, affirmative action employer. Females and people with disabilities are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : Post to: Head Office: The Director: Corporate Services Admin Support, Department of Rural Development and Agrarian Reform, Private Bag X0040, Bhisho, 5605. Hand Delivery: Human Resources Section, Room No: 1103, Dukumbana Building, Independence Avenue, Bhisho.
- CLOSING DATE** : 22 June 2018
- NOTE** : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

MANAGEMENT ECHELON

- POST 23/40** : **DIRECTOR: CORPORATE ADVISORY SERVICES (REF NO: DRDAR 01/06/2018)**
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration R948 174 – R1 116 918 (Level 13)
: Bhisho
: A qualification at NQF level 7 as recognized by SAQA in Human Resource Management /Public Administration/ Public Management/Social Sciences. A postgraduate qualification at NQF 8 in Public Administration/ Social Sciences will be an added advantage. At least 5 years' relevant experience at middle management / MMS / Deputy Director Level. Proven leadership, strategic management, and financial management and people management skills. Excellent administrative, coordination and organizational skills. Good communication (written and verbal), report writing, organizational and presentation skills. Computer literacy. A valid driver's license is essential. Candidates will be subjected to a competency assessment.
- DUTIES** : Develop and maintain the departmental human resource development strategies and best practices aligned to relevant Acts, legislative prescripts, collective agreements and DPSA and Public Service Commission directives. Ensure the implementation of relevant legislation including Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act and the Public Service Regulations. Develop and facilitate the implementation of skills development strategy. Coordinate design efforts and integration process across disciplines and ensure seamless integration with HR utilisation and development, occupational health and safety, employee wellness and Performance Management Development System (PMDS). Manage the allocated resources in line with

legislative framework and comply with corporate governance and planning imperatives. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources for the attainment of organizational objectives. Financial and human resource management. Ensure the management of funds to meet the MTEF objectives within the corporate advisory services.

ENQUIRIES : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

OTHER POSTS

POST 23/41 : **SCIENTIFIC MANAGER: HORTICULTURE (REF NO: DRDAR 08/06/2018)**

SALARY : An all-inclusive remuneration OSD package R805 806 (Level OSD)
CENTRE : Dohne

REQUIREMENTS : An appropriate qualification of MSc Agric. majoring in Fruit / Vegetable / Medicinal / Essential oils. Proof of registration with SACNASP as a professional Natural Scientist. Five years post qualification experience in scientific environment. Proven ability to publish in Scientific Journals and present in both International and National Scientific Platforms. Proven record to supervise and develop subordinates to present in Scientific Platforms. Knowledge of Scientific methodologies and models, national policies, legislations as well as norms and standards dealing with natural agricultural resources. A valid driver's license is essential. Candidates will be subjected to competency assessment.

DUTIES : The incumbent will be responsible for develop and implement methodologies, policies, systems and procedures. Perform scientific analysis and regulatory framework, apply appropriate scientific models to generate information. Research and development, keep up with new technologies and procedures, conduct basic and applied research. Human capital development, supervise scientific work and process.

ENQUIRIES : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

POST 23/42 : **DEPUTY DIRECTOR: ENTREPRENEURIAL DEVELOPMENT (REF NO: DRDAR 02/06/2018)**

Re- Advertisement

SALARY : An all-inclusive remuneration R779 295 – R917 970 (Level 12)
CENTRE : Chris Hani District

REQUIREMENTS : A qualification at NQF level 7 in Agriculture having majored in Agricultural Economics. At least five (5) years' relevant experience, of which at least three (3) years must be at Assistant Director Level. Intensive knowledge of Agriculture, Marketing and Production Economics. Good interpersonal and communication skills. Ability to perform at both strategic and operational level. A valid driver's license is essential. Candidates will be subjected to a competency assessment.

DUTIES : Provide economic, marketing and statistical services in the department. Conduct, implement and promote agricultural economic activities. Facilitate the economic operation of agricultural markets. Collect, collate and analyze statistical data. Develop and maintain a database of statistical data/information. Render advisory services to farmers and promote economic viable projects.

ENQUIRIES : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

NOTE : Candidates who have previously applied for the post need to reapply.

POST 23/43 : **DEPUTY DIRECTOR: VETERINARY SERVICES (REF NO: DRDAR 07/06/2018)**

SALARY : An all-inclusive remuneration R779 295 (Level 12)
CENTRE : Chris Hani District

REQUIREMENTS : An appropriate qualification at NQF Level 7 in Veterinary Science (B.VSc or B.VMch) and registration with the SA Veterinary Council. A valid driver's license. A minimum of five years at Assistant Director Level in the field of veterinary services. Knowledge of the animal disease act, animal health act, PFMA, BCOEA

- and Labour Relations Act and computer literate. Dispose of dynamic communication, negotiation and interpersonal skills. A valid driver's license is essential. Candidates will be subjected to competency assessment.
- DUTIES** : Facilitate implementation of Animal Disease Act (Act 35 of 1984), Meat Safety Act (Act 40 of 2000) and Animal Disease Surveillance and Control. Enforce compliance with Animal Disease Act 35 of 1984 and Meat Safety Act 40 of 2000. Responsible for implementation of primary health care programme and mentoring of State Veterinarians on compulsory community service. Play a leading role animal identification and livestock improvement. Handle administrative functions emanating from these activities including HR and financial management.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/44** : **DEPUTY DIRECTOR: FINANCE (REF NO: DRDAR 03/06/2018)**
- SALARY** : An all-inclusive remuneration R657 558 – R774 576 (Level 11)
CENTRE : Alfred Nzo District
REQUIREMENTS : A qualification at NQF 6 with Financial Accounting as a major subject. At least five (5) years relevant experience, of which at least three (3) years must be at an Assistant Director level. Ability to interact at both strategic and operational level. Knowledge and an understanding of Public Finance Management Act, Treasury Regulations, MTEF budgeting system, Financial Administration in Public Service and Transversal Systems i.e. PERSAL and BAS. Applied strategic thinking, planning and organizing, project management, diversity management, budgeting and financial management. Continuous improvement, problem solving and decision-making, client orientation and customer focus, communication and information management. A valid driver's license is essential. Candidates will be subjected to a competency assessment.
- DUTIES** : Prepare the relevant main budget and adjustment estimates. Support the relevant Line Senior Management in the execution of their function in terms of the PFMA Code of budgeting on the system. Perform capturing and cash flow management (projections). Develop and maintain financial systems and operations relating to financial management. Manage and report on conditional grants. Prepare the appropriation account and financial statements. Managing staff, budget and assets.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/45** : **DEPUTY DIRECTOR: COORDINATION (REF NO: DRDAR 04/06/2018)**
- SALARY** : An all-inclusive remuneration R657 558 – R774 576 (Level 11)
CENTRE : Alfred Nzo District
REQUIREMENTS : A qualification at NQF 7 in Agriculture / Developmental Studies. At least 5 – 8 in Agriculture / Rural Development of which three (03) years must be at Assistant Director Level / Control ADT. Understanding of financial management, good organizing and facilitation skills, verbal and written communication skills, good interpersonal skills. Good knowledge of Outcome 7 priorities and coordination. A valid driver's license is essential. Candidates will be subjected to a competency assessment.
- DUTIES** : Co-ordinate agricultural and rural development activities within local municipality. Co-ordination, facilitation, alignment and integration of development programmes in the local municipality through IDP. Provisioning of overall management in the local municipality. Ability to participate at local municipality IGR Forums. Co-ordinate stakeholder engagement. Oversee overall implementation of agriculture and rural development programmes within the local municipality. Ensure effective and efficient mobilization and utilization of resources.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

<u>POST 23/46</u>	:	<u>DEPUTY DIRECTOR: INFORMATION COMMUNICATION AND TECHNOLOGY (REF NO: DRDAR 06/06/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R657 558 – R774 576 (Level 11) Head Office A three (3) year Diploma in IT / NQF Level 6 or related field. Professional qualifications in A+, Microsoft Certification, ITIL and CCNA (Cisco Certified Network Associates). Minimum three years' experience at Assistant Director Level in similar environment. Experience in planning, designing, deploying and maintaining storage /servers and network solutions using Microsoft technology; Deploying and managing desktop, virtual and software updates; Configuring Advanced Windows Server Services; Installing and Configuring Windows Server. In depth knowledge of legislative framework that governs the Public Service. Knowledge and application of legislative framework, policies that govern the skills development. A valid driver's license is essential. Ability to supervise and manage staff. Good interpersonal skills, verbal and written communication skills. Candidates will be subjected to competency assessment.
<u>DUTIES</u>	:	Coordinate the design, development and maintenance of ICT Infrastructure. Design, Development and monitoring of VCS and UCS Infrastructure. Evaluate development in ICT technology to determine applicability of new technology on the ICT environment. Monitor the IT infrastructure and related events; Maintain measures for protection against environmental factors in ICT facilities. Coordinate the provision of ICT infrastructure, cabling installations and Network designs for the department. Implementation of ICT policies & standard operating procedures on ICT hardware acquisition & service requests by departmental users in line with ICT Plan & ISS documents. Manage and Control of ICT Infrastructure Assets: Establish and maintain a logical model of the services, assets and infrastructure and how to record configuration items; Establish and maintain a configuration management repository and create controlled configuration baselines; Define and produce configuration reports on status changes; periodically verify repository for completeness and correctness of ICT Asset register. Manage and Monitor the Implementation of Information Security Policy and Procedures: Oversee protection against malware, network, endpoints, and all forms of connectivity; Oversee management of ICT user identity and logical access; Monitor the infrastructure for security-related events. Manage ICT Continuity: Develop, maintain changes, test an ICT Continuity policy, plan and procedures; Maintain availability of business-critical ICT services and electronic information; Assess the adequacy of the ICT Continuity policy, plan, and procedures following the successful resumption of services after a disruption.
<u>ENQUIRIES</u>	:	can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
<u>POST 23/47</u>	:	<u>STATE VETERINARIAN (REF NO: DRDAR 09/06/2018) (X6 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	An all-inclusive remuneration R657 558 (Level 11) Chris Hani District (X3 Posts) Western District (X3 Posts) An appropriate qualification at NQF Level 7 in Veterinary Science (B.VSc or B.VMch) and registration with the SA Veterinary Council. A valid driver's license. A minimum of five years at Assistant Director Level in the field of veterinary services. Knowledge of the animal disease act, animal health act, PFMA, BCOEA and Labour Relations Act and computer literate. Dispose of dynamic communication, negotiation and interpersonal skills. A valid driver's license is essential. Candidates will be subjected to competency assessment.
<u>DUTIES</u>	:	Facilitate implementation of Animal Disease Act (Act 35 of 1984), Meat Safety Act (Act 40 of 2000) and Animal Disease Surveillance and Control. Enforce compliance with Animal Disease Act 35 of 1984 and Meat Safety Act 40 of 2000. Responsible for implementation of primary health care programme and mentoring of State Veterinarians on compulsory community service. Play a leading role animal identification and livestock improvement. Handle administrative functions emanating from these activities including HR and financial management.

- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/48** : **PRODUCTION SCIENTIST (GRADE A): PASTURE SCIENCE (REF NO: DRDAR 10/06/2018)**
- SALARY** : An all-inclusive remuneration R549 639 (Level OSD)
CENTRE : Alfred Nzo District
REQUIREMENTS : A qualification at NQF level 7 in Agriculture having majored in Livestock/ Pasture Science. Compulsory registration with SACNASP as a Professional scientist. At least three (3) years appropriate post qualification experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis.
- DUTIES** : Develop and implement scientific methodologies, policies, systems and procedure. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including HR and Financial Management.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/49** : **PRODUCTION SCIENTIST (GRADE A): SOIL SCIENCE (REF NO: DRDAR 11/06/2018)**
- SALARY** : An all-inclusive remuneration R549 639 (Level OSD)
CENTRE : Alfred Nzo District
REQUIREMENTS : A qualification at NQF level 7 in Agriculture having majored in Soil Science. Compulsory registration with SACNASP as a Professional. At least three (3) years appropriate post qualification generic experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.
- DUTIES** : Develop and implement scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including HR and Financial Management.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/50** : **PRODUCTION SCIENTIST (GRADE A): AQUACULTURE SCIENCE (REF NO: DRDAR 12/06/2018)**
- SALARY** : An all-inclusive remuneration R549 639 (Level OSD)
CENTRE : Dohne
REQUIREMENTS : A qualification at NQF level 7 (BSc Hons) in Natural Sciences (Zoology, Fisheries Science, Marine Biology & Ichthyology). Qualification at NQF 8-10 will be added advantage. 3 years' post-qualification experience in applied freshwater or marine aquaculture production. Compulsory registration with the South African Council for Natural Scientific Professions (SACNASP) as a Professional Natural Scientist. The following technical and generic competencies are required: Program and project

management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, policy development and analysis, presentation skills, mentoring, decision making, networking, computer literacy, conflict management, problem solving and analysis. A valid driver's license is essential.

DUTIES : Develop and implement scientific methodologies, policies, systems and procedure. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including HR and Financial Management.

ENQUIRIES : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

POST 23/51 : **ASSISTANT DIRECTOR: RESEARCH & TRAINING (REF NO: DRDAR 16/06/2018)**

SALARY : R417 552 (Level 10)
CENTRE : Mpofu Training Centre
REQUIREMENTS : A qualification at NQF level 7 in Agriculture (Animal Production) with 5 years' relevant experience of which 3 years must be at supervisory level. A clear understanding of research methodology, AET Strategy of 2005, departmental strategic plan, branch Annual Performance Plan and Food Security. Infrastructure development programmes of the department, good presentation, facilitation and research skills, sound knowledge of the relevant policies and legislations in the Public Service. Advanced computer skills are essential. A valid driver's license is essential. Candidates will be subjected to competency assessment.

DUTIES : Conduct research, ongoing facilitation / advice / liaising with farmer groups and AET service providers in the agriculture sector. Design and develop training and assessment tools. Develop a farmer / beneficiary data base per municipality and data analysis. Facilitate the development of training plans for agricultural project beneficiaries. Capture, assess and rollout training plans. Coordinate and provide secretarial services for the Institution mentoring Committee.

ENQUIRIES : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

POST 23/52 : **ASSISTANT DIRECTOR: SCM (REF NO: DRDAR 13/06/2018)**

SALARY : R334 545 (Level 09)
CENTRE : Alfred Nzo District
REQUIREMENTS : A qualification at NQF level 6 in Supply Chain Management / Logistics, Purchasing Management, Accounting/ Business Management with 3-5 years' experience in Supply Chain Management, of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Sound knowledge of government prescripts relevant to SCM and Finance. Traceable working experience in Procurement, Transport, LOGIS and BAS. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. Computer literacy. A valid driver's license is essential. Candidates will be subjected to a competency assessment.

DUTIES : Responsible for effective and efficient Procurement Services, Fleet Management services and Logistics. Ensure compliance with all relevant Supply Chain Management legislation and Policies. Management and control of LOGIS. Provide training to staff on the LOGIS system. Facilitate implementation of LOGIS within the department. Prepare Procurement Plans and be responsible for Bid administration. Monitor commitments and re-commitments on the system. Management and control of the departmental assets and transport. Management and handling of accidents, damages to vehicles, stolen vehicles, theft and losses. Management and control of purchasing stores, equipment and services. Management and control of contract administration and supplier performance.

ENQUIRIES : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

<u>POST 23/53</u>	:	<u>ASSISTANT DIRECTOR: SCM (REF NO: DRDAR 15/06/2018)</u>
<u>SALARY</u>	:	R334 545 (Level 09)
<u>CENTRE</u>	:	Mpofu Training Centre
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Supply Chain Management / Logistics, Purchasing Management, Accounting/ Business Management with 3-5 years' experience in Supply Chain Management, of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Sound knowledge of government prescripts relevant to SCM and Finance. Traceable working experience in Procurement, Transport, LOGIS and BAS. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. Computer literacy. A valid driver's license is essential. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Responsible for effective and efficient Procurement Services, Fleet Management services and Logistics. Ensure compliance with all relevant Supply Chain Management legislation and Policies. Management and control of LOGIS. Provide training to staff on the LOGIS system. Facilitate implementation of LOGIS within the department. Prepare Procurement Plans and be responsible for Bid administration. Monitor commitments and re-commitments on the system. Management and control of the departmental assets and transport. Management and handling of accidents, damages to vehicles, stolen vehicles, theft and losses. Management and control of purchasing stores, equipment and services. Management and control of contract administration and supplier performance.
<u>ENQUIRIES</u>	:	can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
<u>POST 23/54</u>	:	<u>ASSISTANT DIRECTOR: ANTI-CORRUPTION AND FRAUD PREVENTION (REF NO: DRDAR 17/06/2018)</u>
<u>SALARY</u>	:	R334 545 (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Labour relations / Forensic Investigation / BCOM Law. Three years' relevant experience in the anti-corruption field. Three years' relevant experience of which two years must at supervisory level in anti-corruption or fraud prevention services / labour relations. Knowledge of Anti-corruption prescripts. Relationship management skills, business process analysis skills, negotiation skills, planning and organizing, problem solving, decision making, written and verbal communication skills. Valid driver's license is essential. Candidates will be subjected to a competency assessment.
<u>DUTIES</u>	:	Implement proactive actions that prevent fraudulent opportunities. Compile research objectives and business plan for anti-corruption and anti-fraud. Develop better systems over complete spectrum of Anti-fraud. Collect, process and manage information to activate investigation process. Direct and manage fraud investigation. Liaise internally / externally with stakeholders and manage fraud related information. Direct research and development of fraud trends and counter measures. Establish and maintain links with other agencies to share information and develop joint culture of combating fraud. Assist in compiling research objectives and programmes for training. Continuous improvement quality of anti-corruption and anti-fraud processes and procedures. Oversee the establishment of the system for screening of prospective employees as prescribed by DPSA. Manage information and all available resources.
<u>ENQUIRIES</u>	:	can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
<u>POST 23/55</u>	:	<u>ASSISTANT DIRECTOR: RISK MANAGEMENT (REF NO: DRDAR 18/06/2018)</u>
<u>SALARY</u>	:	R334 545 (Level 09)
<u>CENTRE</u>	:	Head Office (Bhisho)
<u>REQUIREMENTS</u>	:	A qualification at NQF 6 in Risk Management/ Accounting/ Internal Auditing. At least two to three years' relevant experience of which 1 year must be at supervisory level. Knowledge of Public Service, Understanding of Regulatory Framework for Public Service, PFMA, Public Service Regulations, Treasury Regulations, Public

		Sector Risk Management Framework and other relevant prescripts in relation to Risk Management. Good understanding / knowledge of governance practices, internal control systems and ability to monitor risk management activities / programmes. Knowledge of corporate governance requirements. Enterprise risk management concepts, frameworks and methodology. Communication skills (written and verbal). Computer literacy. Analytical, Interpersonal, Problem Solving, Interviewing and Leadership skills. Ability to build effective relationships with other risk management performing functions, such as disaster management, health and safety, compliance, fraud prevention, etc. Ability to work with Microsoft software package. Valid driver's license is essential.
<u>DUTIES</u>	:	Developing in consultation with management, the Department's Enterprise Risk Management Framework incorporating, inter alia, the Risk Management Policy, Risk Management Strategy, Risk Management Implementation Plan, risk identification and assessment methodology and risk classification. Assist in providing support on risk management by communicating the risk management framework to all stakeholders in the Department and monitoring its implementation. Assist with the development and adherence to risk management processes. Facilitating orientation and training for the Risk Management Committee. Continuously driving risk management to higher levels of maturity. Monitor and evaluate the effectiveness of the risk management by collating, interpreting and analysing the results of risk treatment strategies to extract risk intelligence.
<u>ENQUIRIES</u>	:	can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
<u>POST 23/56</u>	:	<u>OFFICE MANAGER TO CHIEF DIRECTOR: SUSTAINABLE RESOURCE & ENTR DEV AND RESEARCH & TECH DEV (REF NO: DRDAR 19/06/2018) (X2 POSTS)</u>
<u>SALARY CENTRE</u>	:	R334 545 (Level 09)
	:	Head Office
	:	Dohne
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Office Management, Management Assistant, Management, and Commercial Administration. At least 3-5 years' relevant experience in office management and providing support to SMS level. Ability to interact at strategic and operational level. Knowledge of Departmental strategic goals. Knowledge of the Public Service Regulatory Framework, Strategic thinking and leadership skills. Project Management, research and negotiation skills, Creative and analytical, problem solving and decision making. Conflict management, accuracy and attention to detail, understanding confidentiality in government, report writing, high level of interpersonal skills, communication (oral and written) skills. Computer literacy (MS Office, intranet and internet); presentation skills; customer service orientation. Ability to work independently, yet as part of a team when required, work under pressure, and meet deadlines. Professionalism, policy analysis and implementation. Financial management. A valid driver's license is essential. Candidates will be subjected to competency assessment.
<u>DUTIES</u>	:	Provide support to the Chief Director in decision making and planning. Attend to correspondence. Monitor and track business objectives. Oversee the office's activities and resources. Provide effective people management.
<u>ENQUIRIES</u>	:	can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
<u>POST 23/57</u>	:	<u>SENIOR AGRICULTURAL ADVISOR (REF NO: DRDAR 21/06/2018) (X8 POSTS)</u>
<u>SALARY CENTRE</u>	:	R334 545 (Level 09)
	:	All Districts
	:	Tsolo Agriculture and Rural Development Institute (TARDI)
<u>REQUIREMENTS</u>	:	A qualification at NQF level 7 in Agriculture. Compulsory Registration with SACNASP. At least 3-5 years' appropriate experience in the field of extension and advisory services. Knowledge of Agriculture Extension Methodology and Project

- Planning, Change management, Conflict management, Customer focus and responsiveness. Planning and organizing skills, Communication skills, Presentation skills, Interpersonal skills. Computer skills. A valid driver's license is essential. Candidates will be subjected to a competency assessment.
- DUTIES** : Coordinate the implementation of all strategic agricultural and rural development programmes. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/ systems. Perform administrative and related functions.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/58** : **AGRICULTURAL ADVISOR (REF NO: DRDAR 22/06/2018) (X13 POSTS)**
- SALARY** : R281 418 – R331 497 (Level 08)
- CENTRE** : All Districts
Mpofu Training Centre
- REQUIREMENTS** : A minimum qualification at NQF level 7 in Agriculture. Proof of registration with SACNASP. Self-management, People management, Change management, conflict management, customer focus and responsiveness, planning and organizing, communication, presentation and Interpersonal skills. Computer skills. A valid driver's license is essential. Candidates will be subjected to a competency assessment.
- DUTIES** : Performs the operational technical role for the academic department relating to practical coordination and farm skills, focusing on farms, feedlots and abattoirs / slaughtering facilities as well as undertake research activities under the guidance of senior staff members. Network with key players in the industry, suppliers, government, NGOs and research establishments towards supporting the academic programme. Perform administrative and related functions. Keep abreast of applicable prescripts, policies, procedures, technologies and new developments to be able to render an efficient and effective Extension Service.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/59** : **ANIMAL HEALTH TECHNICIAN (REF NO: DRDAR 23/06/2018) (X12 POSTS)**
- SALARY** : R281 418 (Level 08)
- CENTRE** : All Districts
- REQUIREMENTS** : An appropriate NQF Level 6 qualification in Agriculture with a minimum relevant experience of two years. Supervisory experience will be added advantage. A valid driving license is essential. Candidates will be subjected to a competency assessment.
- DUTIES** : The successful candidate is expected to plan and implement disease control. Measures, which would, entail Administering of vaccinations for animal diseases, Collect specimens, examine and dispatch samples with regard to animal diseases and collection of census data regarding farm animals. Conduct inspections of livestock for the presence of noticeable diseases. Participate in campaigns and other activities aimed at eradicating the spread of animal health diseases. Render a support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement, which would, entail Conducting inspections of animals, animal products, vaccine distribution points and installations where animal products are processed. Assist the State Veterinarian with investigations relating to surveys, post mortems and animal diseases. Obtaining and processing of epidemiological and other data. Collection of samples for analysis by the State Veterinarian and laboratory. Enforce animal disease legislation at auctions, veterinary road blocks, and border posts. Provide extension services on animal health to animal owners.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

<u>POST 23/60</u>	:	<u>FARM MANAGER (REF NO: DRDAR 24/06/2018)</u>
<u>SALARY</u>	:	R281 418 (Level 08)
<u>CENTRE</u>	:	Dohne
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 6 qualification in Agriculture with a minimum relevant experience of two years. Supervisory experience will be added advantage. A valid driving license is essential. Candidates will be subjected to a competency assessment
<u>DUTIES</u>	:	Run a farm complex, cultivate crops and care of livestock. Erection and maintenance of farm structure. Maintain farm equipment. Prepare lands, budgeting and keeping farm records.
<u>ENQUIRIES</u>	:	can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
<u>POST 23/61</u>	:	<u>ARTISAN FOREMAN GRADE A: MECHANICAL (REF NO: DRDAR 30/06/2018)</u>
<u>SALARY</u>	:	R267 756 (OSD)
<u>CENTRE</u>	:	Mpofu Training Centre
<u>REQUIREMENTS</u>	:	A relevant qualification at NQF 6 and Trade Test Certificate. A minimum of 1-year experience is an Artisan. Good writing and verbal communication skills. Ability to work under pressure. A valid driver's license is essential. Candidates will be subjected to competency assessment.
<u>DUTIES</u>	:	Supervision of Artisan. Produce designs according to client specification and within limits of Production Capability. Produce objects with material and equipment according to job specifications and recognised standards. Quality assurance of produced products. Regular maintenance. Administrative and related functions. Check and verify compliance with regard to the relevant laws and regulations.
<u>ENQUIRIES</u>	:	can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
<u>POST 23/62</u>	:	<u>CANDIDATE GIS TECHNICIAN (REF NO: DRDAR 20/06/2018)</u>
<u>SALARY</u>	:	R236 472 – R250 986 (Level OSD)
<u>CENTRE</u>	:	Dohne
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in GISc, Cartography or relevant qualification. Registration with SA Council for Professional and Technical Surveyors (PLATO) as a candidate GIS Technician. Good writing and verbal communication skills. A valid driver's license is essential. Programming language will be added advantage. Candidates will be subjected to competency assessment.
<u>DUTIES</u>	:	Source spatial information from various data custodians. Capture and clean spatial data from various formats and sources. Perform data manipulation according to application requirements. Apply coordinate systems and projections. Maintain spatial database. Develop and implement rational/ objective database. Produce customised maps to meet clients' needs. Advice on GISs projects. Provide geographical support to internal and external stakeholders. Keep up with developments in the geo-spatial industry. Participate in relevant GISs forums. Maintain GISc unit effectiveness by way of maintenance of GISs tool, training of End-users on basic GISc skills. Compilation of content for web publishing, capturing of metadata, updating of GISc software and renewal of licences and documentation of GISc process.
<u>ENQUIRIES</u>	:	can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
<u>POST 23/63</u>	:	<u>CANDIDATE ENGINEERING TECHNICIAN (REF NO: DRDAR 21/06/2018) (X6 POSTS)</u>
<u>SALARY</u>	:	R236 472 – R250 986 (Level OSD)
<u>CENTRE</u>	:	All Districts
<u>REQUIREMENTS</u>	:	A qualification at NQF level 6 in Agriculture/ Civil Engineering. Proof of registration with ECSA as a Candidate Engineering Technician. Good writing and verbal communication skills. Ability to conduct meetings. Budgeting and financial management skills. Organisation and planning skills, good interpersonal skills.

- Computer literacy. Ability to work under pressure. Good interpersonal skills. A valid driver's license is essential. Candidates will be subjected to competency assessment.
- DUTIES** : Evaluation of business proposals and preparation of relevant feasibility reports. Planning and design of agricultural infrastructure. Preparation of operation and maintenance manuals for design systems. Installation of infrastructure including detailed designs, specifications and drawings for tender documents in line with CIDB regulations. Construction management and supervision. Attend meetings and writing reports. Advising farmers on the management and maintenance of infrastructure.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/64** : **SYSTEM ADMINISTRATOR (REF NO: DRDAR 27/06/2018)**
- SALARY** : R226 611 (Level 07)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A certificate in A+ and Network+ accompanied by at least 2-3 years' relevant work experience in IT environment. A qualification at NQF 6. Experience in Network Troubleshooting, Routers, Hubs and Switches. Experience in Government Systems will be added advantage. Good interpersonal skills, verbal and written communication skills. A valid driver's license will be an added advantage.
- DUTIES** : Install, upgrade and monitor software and hardware. Maintain operating systems, business applications, security tools, email, PCs, Local and Web Area Network. Maintain both hardware and software and mid-range server hardware. Assist with protecting system by defining access privileges, control structures and resources. Render problems by identifying abnormalities and reporting violations. Keep users informed by communicating system status. Maintain quality service by following departmental security standards.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/65** : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING SERVICES (REF NO: DRDAR 28/06/2018)**
- SALARY** : R226 611 (Level 07)
CENTRE : OR Tambo District
REQUIREMENTS : A qualification at NQF level 6 in Financial Management majoring in Accounting / Financial Management. At least 3 years' relevant experience in financial management. Knowledge of Financial Management. Good knowledge of BAS. Communication and Interpersonal skills. Knowledge of PFMA, Treasury Regulations and Modified Cash Standards.
- DUTIES** : Compile weekly cash flow for the department. Co-ordinate the supporting documentation for the preparation of the weekly cash flow. Submitting the weekly cash flow for signature and to Provincial Treasury. Prepare journals related to cash and banking. Maintain files for all cash and banking journals. Prepare annual and interim financial statements (AFS/IFS) for the department. Compile working paper files for the AFS and IFS. Assist with the submission of AFS and IFS at Provincial Treasury.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/66** : **PERSONAL ASSISTANT: AET (REF NO: DRDAR 29/06/2018)**
- SALARY** : R226 611 (Level 07)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A qualification at NQF level 6 in office management/secretarial studies. At least 3 years' experience in rendering secretarial support. Experience in scheduling, diary management, telephone etiquette and stakeholder relations. The candidate must be proficient and have knowledge of a range of software package (Advance MS Office). Exceptional written and oral communication, planning, and organizational skills. Show discretion with confidential information. Must be presentable, people's

- person with excellent interpersonal skills and portray front line image. Thorough understanding of Public Service and its processes. Candidates will be subjected to a competency assessment. A valid driver's license will be an added advantage.
- DUTIES** : Implement and manage all administrative systems, processes and procedures in the Senior Management office. Manage the Directors' appointment schedule and diary. Prepare correspondence, reports, and materials for meetings. Perform general administrative and secretarial duties. Organize work by reading, routing correspondence, collecting information and initiating telecommunications. Organize and maintain office systems including filing (manually and electronically) and general office housekeeping.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/67** : **ARTISAN: ELECTRICAL (GRADE A) (REF NO: DRDAR 31/06/2018)**
- SALARY** : R167 778 (OSD)
- CENTRE** : Head Office (Bhisho)
- REQUIREMENTS** : Appropriate Trade Test Certificate. Technical analysis knowledge. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Communication; Decision making; Team work. A valid driver's license is essential. Candidates will be subjected to competency assessment.
- 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 K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/68** : **ARTISAN: PLUMBER (GRADE A) (Ref NO: DRDAR 32/06/2018)**
- SALARY** : R167 778 (OSD)
- CENTRE** : Tsolo Agriculture and Rural Development Institute (TARDI)
- REQUIREMENTS** : Appropriate Trade Test Certificate. Technical analysis knowledge. Technical report writing. Production, process knowledge and skills: Problem solving and analysis; Communication; Decision making; Team work. A valid driver's license is essential. Candidates will be subjected to competency assessment.
- 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 K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/69** : **HUMAN RESOURCE OFFICER: PROVISIONING (REF NO: DRDAR 26/06/2018)**
- SALARY** : R152 862 (Level 05)
- CENTRE** : Tsolo Agriculture and Rural Development Institute (TARDI)

- REQUIREMENTS** : A qualification at NQF level 6 in Human Resource Management. At least 3 years' relevant experience in human resource management. Good understanding of Human Resource Development / Management enabling legislation in particular the PSA, BCEA, EEA, LRA, PFMA and PSR. Excellent communication, facilitation, presentation, writing, computer, financial management skills. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license will be an added advantage.
- DUTIES** : Appointment of employees on PERSAL. Relocations, Transfers and Secondments. Structuring of MMS/ SMS packages. Facilitate the Implementation of PMDS i.e. administrative process. Dealing with Provisioning services. Preparation and maintenance of HR Admin Reports. Implementation of Job Evaluation results and upgrades. Facilitate the recruitment process. Implement and ensure compliance with policies and procedures. Liaise with Customers and stakeholders. Provide HR advice to management and staff in the District. Maintain and administer PERSAL information.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/70** : **ADMIN CLERK (REF NO: DRDAR 33/06/2018)**
- SALARY** : R152 862 (Level 05)
CENTRE : Joe Gqabi District
REQUIREMENTS : A qualification at NQF level 6 with 1-year relevant experience. Good writing and verbal communication skills. Ability to work under pressure. Computer literacy. A valid driver's license will be an added advantage. Candidates will be subjected to a competency assessment.
- DUTIES** : Maintain records and perform administrative tasks. Coordinate and prepare routine complex correspondence in respect of a variety of related matters.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/71** : **REGISTRY CLERK (REF NO: DRDAR 34/06/2018)**
- SALARY** : R152 862 (Level 05)
CENTRE : Tsolo Agriculture and Rural Development Institute (TARDI)
REQUIREMENTS : A qualification at NQF level 6 in Records Management or equivalent qualification with one (1) year relevant experience. Computer literacy. A valid EB Driver's license will be an added advantage. Knowledge of registry procedures, policies and exposure to general Office Administration. Excellent interpersonal relations and communication skills. (Ms Packages) including Ms Word and Excel. Ability to maintain high level of professionalism, confidentiality and reliability. Ability to work under pressure, independently and as part of a team. Good office practice. Candidates will be subjected to a competency assessment.
- DUTIES** : Perform a variety of administration duties such as opening of mail and distribution thereof to relevant office. The drawing and distribution of files, maintenance of various registers in accordance with file plan and Electronic Document Management. Manage the following office equipment's fax machines and photocopy machines with the District Office.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/72** : **DRIVER EXTRA-HEAVY (REF NO: DRDAR 36/06/2018)**
- SALARY** : R152 862 (Level 05)
CENTRE : Tsolo Agriculture and Rural Development Institute (TARDI)
REQUIREMENTS : Minimum of Grade 10, Grade 12 will be added advantage. A Valid Driver's Licence Code 14 with PDP. Three years' previous experience as a Driver in this code. Good understanding of routes in between towns or cities in the Eastern Cape Province as well as nationally. Candidates will be subjected to compulsory driving competency test.

- DUTIES** : Driving of state vehicles including buses and trucks. Routine maintenance of vehicles, garaging of vehicles and timely reporting of defects. Keep records and goods handled.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/73** : **TRACTOR DRIVER (REF NO: DRDAR 40/06/2018) (X3 POSTS)**
- SALARY** : R127 851 (Level 04)
- CENTRE** : Dohne
Mpofo Training Centre
- REQUIREMENTS** : Grade 10, Grade 12 will be an added advantage. Driver's Licence Code 8 or Code 10. Basics of tractor maintenance. Previous relevant work experience of two years driving tractors. Candidates will be subjected to a competency assessment.
- DUTIES** : Driving of tractor with the purpose of ploughing/ cultivating land, cutting grass, loading instruments and equipment.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/74** : **COMMUNITY ANIMAL HEALTH WORKER (REF NO: DRDAR 37/06/2018) (X12 POSTS)**
- SALARY** : R107 886 (Level 03)
- CENTRE** : All Districts
- REQUIREMENTS** : Minimum of Grade 12 and related experience to dipping functions. Animal health experience will be added advantage. Candidates will be subjected to a competency assessment.
- DUTIES** : Count and record cattle for dipping. Ensure that water level for dipping is correct. Mixing of dipping material. Monitor dipping. Clean entrance to dipping kraal and drainage area after each dipping. Do minor dipping tanks repairs. Ensure that dipping material is safeguarded. Report to Animal Health Technician any defects and problems that need attention. Assist with vaccinations, treatments and restraining of animals during castration and dehorning.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/75** : **SECURITY OFFICER (REF NO: DRDAR 39/06/2018)**
- SALARY** : R107 886 (Level 03)
- CENTRE** : Tsolo Agriculture and Rural Development Institute (TARDI)
- REQUIREMENTS** : An NQF Level 4 qualification (Grade 10). Grade 12 (NQF 5) will be an added advantage. Proof of Grade A / B security training. Registration with SIRA. Basic security officer's course. At least 4 years' security experience. A valid driver's license. Sound interpersonal relations. Ability to organise and control security operations without supervision. Computer literacy. Experience in coordinating Security Guards.
- DUTIES** : Determine whether visitors have appointments and the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control documents / cards as required. Escort visitors to relevant employees / venues where required. Lock and unlock entrances. Identify suspicious conduct. Ensure that unauthorised persons and objects do not enter the building / premises. Supervise Security Guards. Liaising with management, SAPS and related bodies on security matters.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
- POST 23/76** : **FARM AID (REF NO: DRDAR 38/06/2018) (X12 POSTS)**
- SALARY** : R90 234 (Level 02)
- CENTRE** : Tsolo Agriculture and Rural Development Institute (TARDI)
Dohne

<u>REQUIREMENTS</u>	:	Mpofu Training Centre Minimum of Grade 12 and related exposure to farming functions. Candidates will be subjected to competency assessment.
<u>DUTIES</u>	:	Rendering support necessary for effective operation of a farm.
<u>ENQUIRIES</u>	:	can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
<u>POST 23/77</u>	:	<u>SECURITY GUARDS (REF NO: DRDAR 41/06/2018) (X9 POSTS)</u>
<u>SALARY</u>	:	R90 234 (Level 02)
<u>CENTRE</u>	:	Tsolo Agriculture and Rural Development Institute (TARDI) Dohne
<u>REQUIREMENTS</u>	:	A qualification equivalent to Grade 10, Grade 12 will be an added advantage. Grade C security training. Registration with SIRA. Candidates will be subjected to competency assessment.
<u>DUTIES</u>	:	Operational application of prescribed measures for purposes of protection and safeguarding of buildings and premises against unauthorised entry and malicious damage. Application of fire combating and prevention measures.
<u>ENQUIRIES</u>	:	can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
<u>POST 23/78</u>	:	<u>DRIVER (REF NO: DRDAR 42/06/2018)</u>
<u>SALARY</u>	:	R107 886 (Level 02)
<u>CENTRE</u>	:	OR Tambo District
<u>REQUIREMENTS</u>	:	A minimum of Grade 10, Grade 12 will be an added advantage. A valid driver's licence is essential. Relevant experience as a driver in the public service/ public sector. Good understanding of routes in-between towns or cities in the Eastern Cape Province as well as nationally. Candidates will be subjected to a compulsory driving competency test.
<u>DUTIES</u>	:	Driving of State vehicles. Routine maintenance of vehicles, garaging of vehicles and the timely reporting of defects. Keep record of trips and goods handled.
<u>ENQUIRIES</u>	:	can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
<u>POST 23/79</u>	:	<u>MESSENGER (REF NO: DRDAR 43/06/2018)</u>
<u>SALARY</u>	:	R90 234 (Level 02)
<u>CENTRE</u>	:	Mpofu Training Centre
<u>REQUIREMENTS</u>	:	Grade 12. Candidates will be subjected to a competency test.
<u>DUTIES</u>	:	Collect and deliver documents from office to office. Collect and deliver departmental mail to / and from the Post Office on a daily basis.
<u>ENQUIRIES</u>	:	can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
<u>POST 23/80</u>	:	<u>CLEANER (REF NO: DRDAR 44/06/2018) (X3 POSTS)</u>
<u>SALARY</u>	:	R90 234 (Level 02)
<u>CENTRE</u>	:	Tsolo Agriculture and Rural Development Institute (TARDI)
<u>REQUIREMENTS</u>	:	Grade 12 plus appropriate experience relating to general cleaning and maintenance. Candidates will be subjected to a competency test.
<u>DUTIES</u>	:	Cleaning and maintenance of offices and agricultural premises.
<u>ENQUIRIES</u>	:	can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.
<u>POST 23/81</u>	:	<u>FOOD SERVICE AID (REF NO: DRDAR 45/06/2018) (X2 POSTS)</u>
<u>SALARY</u>	:	R90 234 (Level 02)
<u>CENTRE</u>	:	Mpofu Training Centre
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent with 0-2 years' experience. Knowledge of Food services & food preparation, Operation of food processing equipment, Basic health & safety measures, Health environment, Hygiene & bacterial contamination control

- measures. Basic literacy, Ability to operate food processing equipment, Measure accurately.
- DUTIES** : Render catering services: Follow menus and special diet plans. Prepare ingredients for meals e.g. cleaning and cutting vegetables, prepare meat, poultry and fish. Process/cook prepared ingredients for consumption. Serve prepared food in the relevant crockery. Ensure that portions served are according to the stipulated dietary allowances. Pack food delivery trolleys and deliver to relevant areas in the health institution. Ensure that the correct meals are delivered to the correct areas in the institution. Maintain safe and hygienic environment: Collect used cutlery and crockery from wards and other service areas. Check that the correct number of cutlery and crockery have been returned to the kitchen. Wash and dry used equipment, cutlery and crockery. Perform quality checks to ensure that the cleaning process has been performed according to standard. Pack and store clean food processing equipment. Clean the food processing area at regular intervals during the day. Perform regular checks to establish whether safety and sanitation standards are being adhered to. Report unhygienic and unsafe situation to the supervisor.
- ENQUIRIES** : can be directed to Ms K Mngxekeza Tel No: 040 602 5062 or Mr K Javu Tel No: 040 6025144.

**INTERNSHIP PROGRAMME (2018/19 AND 2019/20)
COMPREHENSIVE AGRICULTURAL SUPPORT PROGRAMME (CASP) HAS INITIATED PROGRAMME OF
PLACEMENT OF YOUNG UNEMPLOYED GRADUATES FOR ENTREPRENEURIAL SKILLS DEVELOPMENT IN
AGRICULTURE WITHIN COMMERCIAL FARMS – (ALL DISTRICTS)**

- POST 23/82** : **INTERNSHIP PROGRAMME (REF NO: DRDAR 46/06/2018) (X120 POSTS)**
Directorate: Structured Agricultural Education and Training
(2-Year Contract)
- STIPEND** : R87 000 per annum (all-inclusive)
- CENTRE** : Commercial Farms in Districts
- REQUIREMENTS** : All young unemployed agricultural graduates with a SAQA recognised National Diploma in Agriculture for a period of 24 continuous months. Interested applicants should be agricultural graduates. The previous beneficiaries of internship / learnership and contract workers in government will not be considered. Those who are not interested to become entrepreneurs in Agriculture need not apply. Preference will be given to applicants from the Eastern Cape who will be willing to work and stay in the commercial farms as successful applicants will be placed in commercial farms that are currently existing throughout the province.
- DUTIES** : All successful applicants will be mentored and guided by the commercial farmer. Perform farm-work duties in relation to the commodity requirements to improve productivity in the commercial farm. Be prepared to learn farming skills as guided by the commercial farmer. Attend training relevant to farm commodity. Gain farm management skills, business management skills and record keeping. Learn business growth skills and acquire resource management skills and knowledge. Be ready to be deployed to any section within the farm to gain more knowledge. Attend and arrange meetings with strategic partners and other stakeholders such as market institution, supplier of production inputs / infrastructure and farmers. Contribute positively to the success of the commercial farm. Advocate honesty, integrity and professionalism at all times. Work overtime as and when there is a need. Write monthly, quarterly and annual report.
- ENQUIRIES** : Ms K Mngxekeza Tel No: (040) 602 5062/5064/5067/5069/5122
- APPLICATIONS** : can be forwarded through one of the following options: Department of Rural Development and Agrarian Reform: Hand Delivery: Room 1117, 11TH Floor, DRDAR, Dukumbana Building; Independence Avenue Bhisho. Post: The HR Manager: DRDAR, Private Bag X0040, Bhisho
- NOTE** : For CASP Internship, preference will be given to unemployed graduates between the ages 18 and 35 years with qualifications from EC Agricultural Training Institutes (ATIs). Applications received after closing date will not be considered. No faxed applications will be accepted. To obtain more information on requirements and functions: visit www.ecprov.gov.za or www.drdar.gov.za or www.dpsa.gov.za

PROVINCIAL TREASURY

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

- APPLICATIONS** : Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho
- FOR ATTENTION** : Ms Bonelwa Ndayi
- CLOSING DATE** : 22 June 2018
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For all posts people with disabilities will be given preference.

OTHER POST

- POST 23/83** : **PERSAL APPOINTMENT AUTHORISER: PERSAL CENTRALISATION: REF NO: PT 01/06/2018 (X4 POSTS)**
(One Year Contract)
Purpose: Implementation of PERSAL Centralisation in relation to authorization of appointments processed by Provincial government departments.

- SALARY** : R226 611 per annum Level 07
- CENTRE** : Bhisho
- REQUIREMENTS** : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Human Resource Management / Public Admin / Public Management / Finance/ IT with 2 year's experience in Human Resource Management environment or systems. Understanding of Treasury environment and budget controls will be an added advantage. Knowledge of PERSAL system. Copy of PERSAL certificate(s) must be attached. Knowledge and Skills: Knowledge of Human Resource Management prescripts and legislation and PERSAL. Project Management, Analytical thinking, Decision Making, Planning and Organising. People Management, Good Communication Skills (verbal & written). Computer Literate.

- DUTIES** : Support Departments with the Implementation of Appointments: Receive appointment files from various departments. Verify supporting documents for appointment on files received. Prepare receipt register for record purposes. Confirm Availability of Funds for Appointments: Process submission to Budget

Office for budget/funds verification. Make a follow-up with Budget office on the submission made to determine the availability of funds for appointments. Authorize Appointments on Persal System: Verify if appointment details are correctly captured on PERSAL. Authorize appointment transaction on PERSAL. Stamp verified documents during authorization. Render Administrative Support Services on Compilation of Statistics: Compile and submit weekly statistics of all authorized and rejected appointments.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071

DEPARTMENT OF TRANSPORT

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

APPLICATIONS : Should be directed to The Department of Transport, Office no. A48, 32 Flemming Street, Stellenbosch Park, Schornville, King William's Town. Post to: The Senior Manager – HRM, Department of Transport, Private Bag X 0023, Bhisho 5605.

FOR ATTENTION : Mr M.A.F Tokota

CLOSING DATE : 22 June 2018

NOTE : Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

ERRATUM: kindly note that posts of Chief Engineer Integrated Transport Planning: Grade B (X2) with Ref No: DOT 02/03/2018 and Chief Engineer: Safety Engineering Services: Grade A (X2) with Ref No: DOT 03/05/2018 advertised in vacancy circular 18 dated 25 May 2018, they were erroneously advertised as one post though its two posts for both Grade A & B and also the post of Director: Infrastructure Procurement with Ref No: DOT 07/05/2018 advertised in vacancy circular 18 dated 25 May 2018, it's a 12 month contract post.

MANAGEMENT ECHELON

POST 23/84 : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT (REF NO: DOT 01/05/2018)**

SALARY : R1 127 344 – R1 347 879 per annum (Level 14)

CENTRE : Head Office (KWT)

REQUIREMENTS : Bachelor's Degree (NQF level 7 as recognised by SAQA) in the field of Human Resource Management or related area. 5 years' experience at Senior Management Level (SMS). Competencies: Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Information Management. Policies and Procedures.

<u>DUTIES</u>	:	Ensure the provision of Human Resource Administration: Manage the provision of human resource strategy and information management system. Manage the provision of recruitment, selection and appointment of employees. Manage the administration of service benefits. Manage the provision of employee relations services. Manage the provision of employee health and wellness services. Ensure the provision of Human Resource Development and Performance Management system: Manage the implementation of skills development strategy in line with skills development legislation. Manage the implementation of learnership and internship programme. Manage the effective implementation of employee training and development programme. Manage effective implementation of performance management system. Ensure the provisioning of Human Resource Planning and Employee Relations Services: Manage the development of human resource strategy. Manage the development and implementation of human resource plan. Manage the utilization of human resource information systems. Manage the provision of employee health and wellness programmes. Ensure the provision of sound labour relations. Ensure timeous implementation of collective bargaining resolutions. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team/ section produces excellent work in terms of quality/ quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential, provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr. Ngcobo Tel No: 043 604 7455 Ext 7458
<u>POST 23/85</u>	:	<u>DIRECTOR: OFFICE OF THE HOD (REF NO: DOT 05/05/2018)</u>
<u>SALARY</u>	:	R948 174 - R1 116 918 (Level 13)
<u>CENTRE</u>	:	Head Office (K.W.T)
<u>REQUIREMENTS</u>	:	B Degree (NQF level 7) in Public Administration/ Business Administration/ Transport Economic/Transport Management. 5 years' experience at middle management in the transport environment. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management.
<u>DUTIES</u>	:	Undertake policy or line function tasks: Execute research, analyse information and compile complex documents for the Head of Department; source information and compile comprehensive documents for the Head of Department with regard to issues emanating from meetings such as FOHOD/FOSAD, MINMEC etc. Compile memoranda as required; and scrutinize submissions/reports, make notes and recommendations to present to the Head of Department. Draft responses for submission to internal and external stakeholders. Co- ordinate, follow up and compile reports of a transverse nature for the Head of Department and advise/sensitize the Head of Department on reports to be submitted. Compile presentations and speeches for the Head of Department. Coordinate external strategic alliance between the office of the Head of Department and other stakeholders: Liaise with stakeholders to ensure integration of programmes. Scrutinize documents to determine actions/information/documents required. Collect and compile information for the HOD with regard to issues that need to be discussed. Record minutes/resolutions and communicate/ disseminate to relevant role players, follow up on progress made, prepare briefing notes as well as other documentation. Compile agenda of meetings chaired by the HOD and ensure circulation of accompanying memoranda and; co- ordinate high level meetings including overseeing the logistics, transport arrangements and take charge of invitations and RSVP functions etc. Co – ordinate the performance agreements/ assessments and financial disclosures pertaining to SMS members. Manage general support services in the office of the HOD: Set up and maintain systems in the Office that will ensure efficiency in the office. Establish, implement and

maintain effective processes/procedures for information and documents flow to and from the office. Ensure safekeeping of all documentation in the Office. Manage the engagements of the HOD. Manage the resources in the office of the Director-General: Determine and collate information with regards to the budget needs of the Office. Keep record of expenditure commitments, monitor expenditure and alert the HOD with regard to possible over and under spending. Responsibility manager for the component and; identify the need to move funds between items and compile submissions for this purpose. Monitor and evaluate the performance of staff in the office. Manage the human resource aspects related to the staff in the Office including the leave register, telephone accounts etc. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES : Mr. Ngcobo Tel No: 043 604 7455 Ext 7458

POST 23/86 : **DIRECTOR: INFRASTRUCTURE PROCUREMENT (REF NO: DOT 07/05/2018)**
This is a 12 months contract post.

SALARY : R948 174 - R1 116 918 (Level 13)
CENTRE : Head Office (K.W.T)
REQUIREMENTS : Relevant B Degree or equivalent (NQF7) in Supply Chain Management/ Cost and Management Accounting/ Strategic Sourcing & Purchasing Management / Civil Engineering / Transportation Management as recognised by SAQA. 5 years' Experience in Middle Management Level of which at least 3 years within the performance of infrastructure supply Chain Management functions. Knowledge and Skills: Knowledge of Public Finance Management Act (PFMA). Applicable legislation and prescripts. Government programmes. Information management. Policies and procedures. Presentation. Analytical, Financial & Project Management. Strategic Planning. Motivational Skills. Facilitation. Report writing. Research. Computer literacy. Negotiation. Networking.

DUTIES : Align projects with strategic objectives, priorities, budgets and plans: Confirm needs and priorities of DOT & Sector Departments for infrastructure projects. Conduct spend, organizational and market analysis. Develop a delivery management strategy (specific procurement strategy). Draw and facilitate approval of infrastructure procurement plan. Manage cross functional teams to finalise bid specifications. Provide monthly report on the alignment as per above. Manage infrastructure procurement acquisitions: The solicitation of tenders. Participate in the evaluation and award of tender. Observing segregation of duties. Develop/review infrastructure policy and procedures. Active participant in the project management office (PMO). Manage contracts and infrastructure procurement supply chain performance: Administer contracts related to infrastructure. Open, update and maintain project records and files. The Management of supply chain performance. Analyse and evaluate the performance of internal and external service level agreement against performance targets. Manage guarantees and retentions. Manage Administrative and financial close out reports. Provision of monthly report on expiry and pending expiry of contracts. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / unit produces excellent work in terms of quality / quantity and timeliness. Prepare/submit all statutory reports after approval relating on operational performance within the stipulated deadline. Benchmark performance on infrastructure procurement against the performance of functions of similar institution. Administration of the unit: Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's), quarterly performance reviews for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Identify and manage the risks relevant to

the unit. Sufficient and appropriate management internal and external audit queries. Manage adequate preparation for quarterly or monthly Interim Financial Statements (IFS), Annual Financial Statements (AFS), Management of Performance Assessment Tool (MPAT), quarterly performance report and monthly required reports from the unit. Avoid irregular, fruitless, wasteful & unauthorised expenditures and manage adequate spending against the target to avoid over and under spending. Ensure that payment of suppliers who rendered valid services is made within 30 days. Consider all prescript that govern any departmental transaction/s or documentation that have financial and non-financial implications. These include, but not limited to, Public Service Act and its Regulations; Preferential Procurement Policy Framework Act (PPPFA) and its regulations SCM circulars and practice notes as well as the Public Finance Management Act (PFMA) and its Treasury Regulations. Hold directorate and staff meetings.
Mr. Ngcobo Tel No: 043 604 7455 Ext 7458

ENQUIRIES

OTHER POSTS

POST 23/87

ASSISTANT DIRECTOR: PROGRAMME SUPPORT REF NO: DOT 28/05/2018

SALARY
CENTRE
REQUIREMENTS

R334 545 per annum (Level 09)
KWT
A B. degree (NQF level 7) in Public Administration with 3 years supervisory experience in programme support environment. Competencies: Strategic planning Processes. Budgeting process. Strategic reporting. Public Service Act, 1994. Public Service Regulations 2001. Public Finance Management Act, 1999. Treasury regulations.

DUTIES

Provide administration support to the program: Organize strategic planning sessions for the program. Coordinate development and submission of Annual Performance Plan (APP) and Operational Plan for the program. Coordinate submission of statutory reports by the program (quarterly report, annual report, MPAT report etc) Coordinate dissemination of information to district staff. Coordinate submission of information to the Auditors. Coordinate submission of portfolio of evidence by all directorate in the program. Provide supply chain and financial management support to the program: Coordinate the budgeting process for the program. Consolidate and submit budget for the program to the budget office. Monitor expenditure for the program. Prepare In- Year monitoring repots for the program. Monitor payment of suppliers within 30 days by the program. Budget preparation and loading papers. Provide human resource administration and development support to the program: Coordinate the submission of program human resource needs to Chief Director Human Resource Administration. Coordinate human resource planning for the program. Coordinate implementation performance management development system by the program. Coordinate identification and submission of training needs for the program. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.
can be directed to Mr M.L Ngcobo Tel No: 043 604 7455 / 7458.

ENQUIRIES

POST 23/88

ASSISTANT DIRECTOR: REVENUE (REF NO: DOT 17/05/2018)

SALARY
CENTRE
REQUIREMENTS

R334 545 – R404 121 (Level 9)
Head Office: (K.W.T)
B Degree in Accounting (NQF level 7) /National Diploma (NQF level 6) in Internal Auditing / Cost and Management Accounting, Financial Information System,

Taxation, Local Government and Finance (NQF Level 6 as recognized by SAQA) majoring in Financial Accounting / Accounting. 3 years relevant supervisory experience. Competencies: Public Finance Management Act, 1999. Treasury Regulations. Provincial Treasury Directives. Basic Accounting Systems (BAS). Public Service Act, 1994. Basic Conditions of Employment Act, 75 of 1997. Public Finance Management Act, 1999. Provincial Treasury Directives. Basic Accounting Systems (BAS).

DUTIES : Provide revenue planning and reporting services. Participate in identification of revenue sources. Participate in setting of budget targets. Communicate revenue targets to all role players in revenue collection. Develop a revenue collection plan. Compile reports on revenue collection. Provide effective stakeholder and inter-governmental relations services. Provide effective inter-governmental relations services. Stake holder liaison and coordination. Intergovernmental relations promotion. Outreach organising. Provide revenue collection and reconciliation services. Implement departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Manage the reconciliation of revenue records. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management maintenance and safekeeping of assets.

ENQUIRIES : Mr. Ngcobo Tel No: 043 604 7455 Ext 7458

POST 23/89 : **ASSISTANT DIRECTOR: EXPENDITURE (REF NO: DOT 15/05/2018)**

SALARY CENTRE REQUIREMENTS : R334 545 - R404 121 per annum (Level 09)
: (Alfred Nzo)

: B Degree in Accounting (NQF level 7) /National Diploma (NQF level 6) in Internal Auditing / Cost and Management Accounting, Financial Information System, Taxation, Local Government and Finance (NQF Level 6 as recognized by SAQA) majoring in Financial Accounting / Accounting. 3 – 5 years in Financial environment of which 3 years at Supervisory level. Competencies: Problem Solving, Resource Management, Time Management, Report Writing Document Management. Public Finance Management Act, Treasury Regulations, Provincial Scholar Transport Policy Provincial Integrated Public Transport Master Plan.

DUTIES : Provide revenue planning and reporting services: Participate in identification of revenue sources. Participate in setting of budget targets. Communicate revenue targets to all role players in revenue collection. Develop a revenue collection plan. Compile reports on revenue collection. Provide revenue collection and reconciliation services: Implement departmental revenue collection plan. Identify innovative ways of collecting revenue. Monitor the collection of revenue in all revenue collection points. Coordinate payment of collected revenue to the departmental account by departmental revenue collection agents. Manage the reconciliation of revenue records. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the section. Manage daily employee performance and ensure timely

		Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr. Ngcobo Tel No: 043 604 7455 Ext 7458
<u>POST 23/90</u>	:	<u>ASSISTANT DIRECTOR: BUDGET (REF NO: DOT 16/05/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 - R404 121 per annum (Level 09) (Alfred Nzo) B Degree in Accounting (NQF level 7) /National Diploma (NQF level 6) in Internal Auditing / Cost and Management Accounting, Financial Information System, Taxation, Local Government and Finance (NQF Level 6 as recognized by SAQA) majoring in Financial Accounting / Accounting. 3 years relevant supervisory experience. Competencies: Public Finance Management Act, 1999,Treasury Regulations,Provincial Treasury Directives, Basic Accounting Systems (BAS), Public Service Act, 1994,Basic Conditions of Employment Act, 75 of 1997,Public Finance Management Act, 1999,Provincial Treasury Directives, Basic Accounting Systems (BAS). Policy management, Communication skills (verbal and written), Presentation skills, Meeting Procedures, Self-Organisation, Resource management, Conflict resolution, Customer and quality management, Problem solving. Decision making skills.
<u>DUTIES</u>	:	Render Revenue and Debtors Collection: Participate in the identification of revenue sources. Manage the collection of revenue from all revenue sources. Manage the preparation of reconciliation on debtors. Prepare revenue collection reports for submission to Head Office. Plan and Control the Accounting Function and the Budget of the District: Coordinate the planning and controlling of the district budget. Render financial planning services. Consolidate district budget and prepare submissions to Head Office. Assist sections with budgeting to have a credible budget for the district. Coordinate In-year monitoring reports and consolidate for submission to head office. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Mr. Ngcobo Tel No: 043 604 7455 Ext 7458
<u>POST 23/91</u>	:	<u>ASSISTANT DIRECTOR: CFO SUPPORT (REF NO: DOT 12/05/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R334 545 - R404 121 per annum (Level 09) Head Office (KWT) A B degree (NQF level 7) in B Comm / Public Administration/ National Diploma in Public Management with 3 years relevant experience in financial management/administrative environment. Competencies: Monitoring and evaluation Process.Reparting procedure.Strategic planning Processes Budgeting process.Strategic reporting.Public Service Act, 1994.Public Service Regulations 2001.Public Finance Management Act, 1999.Treasury regulations. Upright.Mature and professional conduct.Tactful and diplomatic interpersonal style.Self motivated and success driven.Dedicated and hard working.Innovative thinker.Creative flair.Trustworthy.
<u>DUTIES</u>	:	Coordinate and guide the planning process for the Chief Directorate. Analyze reports coming from statutory bodies and identify areas of emphasis. Organize and facilitate sessions to discuss portfolio questions and draw responses. Guide Chief Directorate planning sessions to ensure that issues raised in the programme are incorporated. Facilitate tabling and discussion of Directorate operational plans and integration of them into a Chief Directorate operational plan. Coordinate and guide the Chief Directorate budgeting process and financial reporting. Facilitate

identification of Chief Directorate priorities for the MTEF. Assist directorates to develop cost based budgets that are aligned to the Chief Directorate's priorities. Coordinate the development of documents going to the provincial treasurer. Consolidate the budget of the Chief Directorate for submission to the Budget Office. Prepare In-year Monitoring report for the Chief Directorate. Monitor Chief Directorate spending pattern to curb under and over spending. Coordinate submission of information within the requested Chief Directorate by the Auditor General. Coordinate implementation of monitoring, evaluation and reporting services. Coordinate the uploading of Chief Directorate information to the MPAT reporting template. Quality check all reports going out of the Chief Directorate. Ensure timely reporting by the branch. Study reports coming from departmental M&E and facilitate implementation of recommendations. Represent the office of the Chief Director in strategic meetings when a need arise. Manage the allocated resources of the Office of the Chief Director in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from supervisor. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Mr. Ngcobo Tel No: 043 604 7455 Ext 7458

POST 23/92 : **SENIOR STATE ACCOUNTANT: DEBTORS (REF NO: DOT 18/05/2018)**

SALARY : R281 418- R331 497 per annum (Level 08)

CENTRE : Head office (K.W.T)

REQUIREMENTS : B Degree in Accounting (NQF level 7) /National Diploma (NQF level 6) in Internal Auditing / Cost and Management Accounting, Financial Information System, Taxation, Local Government and Finance (NQF Level 6 as recognized by SAQA) majoring in Financial Accounting / Accounting. 2 years relevant experience. Competencies: Knowledge of Public Finance Management Act. Public Service Legislation, Regulations and Policies. Accounting Principle. Knowledge of BAS. Computer literacy.

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

ENQUIRIES : Mr. Ngcobo Tel No: 043 604 7455 Ext 7458