

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS**

The department of Cooperative Governance 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 : The Head Of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered applications will be received at Foyer.

FOR ATTENTION : Ms S Shugu

CLOSING DATE : 20 July 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/ or <http://eccogta.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Cooperative Governance and Traditional Affairs welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

OTHER POSTS

POST 27/55 : **CHIEF ENGINEER GRADE A: MUNICIPAL INFRASTRUCTURE SERVICES
REF NO: COGTA (01/ 07/ 2018)**

SALARY : R991 281 – R1 133 427 commencing salary package R991 281 (OSD)

CENTRE : Bhisho

REQUIREMENTS : A recognised BSc degree or B Tech degree in Quantity Surveying or Civil Engineering, with (5) five years' experience preferable in the local government sector/municipalities after attaining the degree. Registration as a professional Quantity Surveyor or Engineer or Technologist. Programme or Project Management courses will be added advantage. Knowledge of municipal infrastructure development programme would also be an added advantage, Computer literacy; presentation; communication; liaison; coordination; planning and organising skills are considered. Code EB driver's license is compulsory.

DUTIES : Programme and Project manage the departmental allocations transferred to municipalities or allocations in-kind to municipalities. Evaluate projects Technical reports and Business Plans for approval by the MIG Provincial Programme manager. Appraise feasibility studies, preliminary and final Design reports for monitoring during implementation by the District Appraisal committee (DAC). Monitor whether the projects are implemented by municipalities or service providers in terms of engineering norms and standards. Monitor, evaluate and analyse municipal monthly financial and non-financial reports in line with the expected outcomes of the conditional grants. Analyse site visit reports to audit the physical progress against reported expenditure. Provide technical support to technically challenged municipalities, monitor the implementation of capacitation programmes, and professionalization of the technical units. Coordinate Inter - Governmental Relations between all spheres and tiers of government. Programme and project manage departmental funded electrification projects. Oversee that municipalities do comply as required by relevant pieces of legislation. Management

	:	of subordinates by providing on the job support, guidance and coaching after assessing performance and taking the appropriate steps to resolve issues.
<u>ENQUIRIES</u>	:	Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
<u>NOTE</u>	:	Preference will be given to Coloured Males.
<u>POST 27/56</u>	:	<u>CONTROL INDUSTRIAL TECHNICIAN GRADE A: MUNICIPAL INFRASTRUCTURE SERVICES REF NO: COGTA (02/ 07/ 2018) 2X POSTS</u>
<u>SALARY</u>	:	R422 139 – R482 676 commencing salary package R422 139 (OSD)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	National diploma (Civil engineering) or relevant qualification with three (3) years working experience preferable in the local government sector/ municipalities after attaining the diploma. Registration with ECSA as a candidate engineering technician and Programme or project management course will be an added advantage. A valid driver's license. Computer literacy.
<u>DUTIES</u>	:	Facilitate appraisal feasibility studies, preliminary and final design reports for monitoring during implementation by the District Appraisal Committee (DAC). Monitor whether the projects are implemented by municipalities or service providers in terms of engineering norms and standards. Follow up on the MIG MIS submission of project registrations from municipalities to province and national. Facilitate the submission of project close out reports by municipalities for all completed MIG projects. Consolidate municipal monthly financial reports for submission to Provincial Programme Manager. Facilitate to validate and verify the physical progress against reported expenditure
<u>ENQUIRIES</u>	:	Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
<u>NOTE</u>	:	Preference will be given to African Males and African Females.
<u>POST 27/57</u>	:	<u>CONTROL SURVEY TECHNICIAN: LAND SURVEY & CADASTRAL INFORMATION MANAGEMENT REF NO: COGTA (03/ 07/ 2018)</u>
<u>SALARY</u>	:	R422 139 – R482 676 commencing salary package R422 139 (OSD)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Land Surveying or Geomatics recognised by South African Geomatics Council (SAGC). Registration as a Survey Technician with SAGC plus 4 years post registration experience. Competencies: knowledge of Local Government environment, and other relevant Land Survey and Land Use Legislation Management and development procedures. Have strong project management knowledge and experience. Have good financial management, interpersonal & self-leadership skills. Knowledge of Geographic Information System (GIS) will be an added advantage. Have valid driver's licence.
<u>DUTIES</u>	:	Support Municipalities in monitoring the execution of Cadastral Surveys and Mapping Services. Assist in interpretation of Land Survey and Planning legislation and processes. Assist in the efficient execution of functions of the division, maintenance of discipline, promotion of sound labour relations, and proper use of state resources. Assist in rendering technical support in relation to Land Survey services across Municipalities without capacity. Provide information on Land Survey related issues to the municipalities and other clients.
<u>ENQUIRIES</u>	:	Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
<u>NOTE</u>	:	Preference will be given to African Females.
<u>POST 27/58</u>	:	<u>OFFICE MANAGER: CORPORATE SERVICES REF NO: COGTA (04/ 07/ 2018)</u>
<u>SALARY</u>	:	R356 289 – R419 679 commencing salary: R356 289 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Social Sciences with Public Administration or Office Management or Human Resource Management coupled with five years' experience at supervisory level. A major subject/module in English language or Communication will be an added advantage. A valid Code 8 or above driver's licence. Five (5) years' experience in office support or coordination in the corporate services or general administration in the Public Sector environment and experience in the local government/traditional affairs environment will also be an

added advantage. Competencies: Advanced ability to independently use MS Excel (create formulas, develop graph), MS PowerPoint. Good communication (verbal and written) skills with reasonable proficiency in English. Reasonable knowledge of financial management in the public sector. Reasonable knowledge of public sector HR regulatory framework. Ability to analyse data or human resource information and develop graphs. Reasonable project management competence. Competence in report writing. Honesty and integrity.

DUTIES : To provide office management services to the Office of the Chief Director: Corporate Services. To co-ordinate planning and reporting in the office of the Chief Director. To develop and monitor action plans and project plans for the Office of the Chief Directorate. To coordinate Audit, MPAT and Portfolio Committee reports in the Office of the Chief Director: Corporate Services. To develop analytical reports on reports received in the office. To coordinate the Calendar of the Corporate Services Chief Directorate. To manage the budget for the Office of the Chief Director: Corporate Services. To coordinate Personal Assistants in Corporate Services. To follow-up on decisions in the Chief Directorate. To assist in complying with stakeholder/oversight institutions' requirements. To manage the budget of the Office of the Chief Director.

ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to African Females.

POST 27/59 : **OFFICE MANAGER: MUNICIPAL PUBLIC PARTICIPATION & RAPID RESPONSE REF NO: COGTA (05/ 07/ 2018)**

SALARY : R356 289 – R419 679 commencing salary: R356 289 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Public Administration/Public Management/Social Sciences. Five (5) years working experience at a supervisory level. Valid driver's code 8 (EB) licence.

DUTIES : To provide office management services to the Office of the Chief Director. Co-ordination and consolidate of Branch reports/ budget/ Ec 5.1's, processing of documents to admin and financial components etc. To prepare memorandum, reports for the Chief Director. To make PowerPoint presentations for the Chief Director. To prepare budget for the office of the Chief Director. To consolidate financial and non-financial reports for the Chief Directorate. To assist in expenditure control and spending trends within the Chief Directorate. To assist with shifting and virement of funds with the Chief Directorate. To assist in the preparation of the In-Year Monitoring for submission to Budget Planning and Management. Attend management meetings and prepare minutes of meetings and make follow up on decisions taken. Liaise and communicate with other Directorates/Branches within the Department and liaise with outside clientele. To assist the Office of the Chief Director in the preparation of the Annual Reports to be submitted to the Legislature. To act as Risk Champion for the Chief Directorate. Follow up resolutions and implementation thereof. Responsible for efficient management of the Chief Director's office.

ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to Coloured Females.

POST 27/60 : **OFFICE MANAGER: TRADITIONAL GOVERNANCE & FINANCE REF NO: COGTA (06/ 07/ 2018)**

SALARY : R356 289 – R419 679 commencing salary: R356 289 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Public Administration/Public Management/Social Sciences. Five years working experience at a supervisory level. Computer Literacy (with expert knowledge of Excel, PowerPoint in addition to other computer programmes). Valid driver's code 8 (EB) license.

DUTIES : To provide office management services to the Office of the Chief Director. Co-ordination and consolidate of branch reports/ budget/ Ec 5.1's, processing of documents to admin and financial components etc. To prepare memorandum, reports for the Chief Director. To make PowerPoint presentations for the Chief Director. To prepare budget for the office of the Chief Director. To consolidate

financial and non-financial reports for the Chief Directorate. To assist in expenditure control and spending trends within the Chief Directorate. To assist with shifting and virement of funds with the Chief Directorate. To assist in the preparation of the In-Year Monitoring for submission to Budget Planning and Management. Attend management meetings and prepare minutes of meetings and make follow up on decisions taken. Liaise and communicate with other Directorates/Branches within the Department and liaise with outside clientele. To assist the Office of the Chief Director in the preparation of the Annual Reports to be submitted to the Legislature. To act as Risk Champion for the Chief Directorate. Follow up resolutions and implementation thereof. Responsible for efficient management of the Chief Director's office.

ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to African Males.

POST 27/61 : **OFFICE MANAGER: DALINDYEBO OFFICE REF NO: COGTA (07/ 07/ 2018)**

SALARY : R356 289 – R419 679 commencing salary: R356 289 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Public Administration/Public Management/Social Sciences. Five years working experience at a supervisory level. Computer Literacy (with expert knowledge of Excel, PowerPoint in addition to other computer programmes). Valid driver's code 8 (EB) license.

DUTIES : To provide office management services to the Office of the Chief Director. Co-ordination and consolidate of branch reports/ budget/ Ec 5.1's, processing of documents to admin and financial components etc. To prepare memorandum, reports for the Chief Director. To make PowerPoint presentations for the Chief Director. To prepare budget for the office of the Chief Director. To consolidate financial and non-financial reports for the Chief Directorate. To assist in expenditure control and spending trends within the Chief Directorate. To assist with shifting and virement of funds with the Chief Directorate. To assist in the preparation of the In-Year Monitoring for submission to Budget Planning and Management. Attend management meetings and prepare minutes of meetings and make follow up on decisions taken. Liaise and communicate with other Directorates/Branches within the Department and liaise with outside clientele. To assist the Office of the Chief Director in the preparation of the Annual Reports to be submitted to the Legislature. To act as Risk Champion for the Chief Directorate. Follow up resolutions and implementation thereof. Responsible for efficient management of the Chief Director's office.

ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to African Males.

POST 27/62 : **SENIOR ADMIN OFFICER: TRADITIONAL LEADERSHIP INSTITUTION SUPPORT COORDINATION REF NO: COGTA (08/07/2018)**

SALARY : R299 709 - R353 043. Commencing salary: R299 709 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Public Management/ Social Sciences/ Administration/ Management with (3) years supervisory experience or Senior Certificate with seven (7) years supervisory experience. Knowledge: Broad understanding of Traditional Affairs matters. Knowledge of computer and understanding of finances for Traditional Council would be an added advantage.

DUTIES : Check books of accounts in respect of Traditional Council. Assist in processing of claims and disputes related to Traditional Leadership and Commission on Traditional Leadership Claims & Disputes. Provide administrative support to district offices and Traditional Councils. Coordination of activities related to Traditional Leaders and Institutions. To facilitate the recognition and termination of services of Traditional Leaders. Responsible for the management of service conditions of Traditional Leaders. To identify training needs of Traditional Leaders.

ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to African Females.

<u>POST 27/63</u>	:	<u>SENIOR ADMIN OFFICER: POLICY, RESEARCH & LEGISLATION DEVELOPMENT REF NO: COGTA (09/07/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 709 - R353 043. Commencing salary: R299 709 per annum Bhisho An undergraduate qualification (NQF level 6) in Public Management/ Social Sciences/Administration/ Management with three (3) years supervisory experience in Administration, Research & Policy Development environment. Qualification or Senior certificate with 7 years supervisory experience in Administration, Research & Policy Development environment. Computer literacy, Code 08 (EB) Drivers Licence. Personality traits: Ability to work well with people. Client orientated. Ability to work under pressure meeting deadlines. Good communication, report writing and presentation skills. Willingness to travel and willingness to work beyond working hours.
<u>DUTIES</u>	:	Assist in Research of Genealogies of Senior Traditional Leaders. Assist in Research on Heritage of Traditional Leadership Institutions. Assist in Development of Policies and Legislation Development. To do Administrative work within the Directorate. Knowledge of the PFMA, Treasury Regulations, Public Service Act, Provincial Traditional Leadership and Governance Act No. 4 of 2005, Traditional Leadership and Governance Framework Act No.41 of 2003 and other relevant legislation and mandates relevant to the Department. Efficiently Management of Finances and Human resource.
<u>ENQUIRIES NOTE</u>	:	Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350 Preference will be given to African Females.
<u>POST 27/64</u>	:	<u>COMMUNITY DEVELOPMENT OFFICERS: TRAD. LEADERSHIP RURAL DEVELOPMENT FACILITATION REF NO: COGTA (10/07/2018) X2 POSTS</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 709 - R353 043. Commencing salary: R299 709 per annum Bhisho An undergraduate qualification (NQF level 6) in Development studies or relevant qualification three (3) years' supervisory experience in Community Development or relative field/ Senior certificate with 7 years' supervisory experience. Rural Development experience will be an added advantage. A Valid code 8 (EB) Drivers' License. Computer Literacy.
<u>DUTIES</u>	:	Assist in facilitating the involvement of Traditional Leaders in development initiatives. Assist in promoting co-operative relations with developmental partners and Government Departments. Facilitate and co-ordinate trainings for projects/developmental programmes in Traditional Communities. Assist and facilitate the involvement of donors in Traditional Communities development.
<u>ENQUIRIES NOTE</u>	:	Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350 Preference will be given to African Males & African Females.
<u>POST 27/65</u>	:	<u>PERSONAL ASSISTANT TO DIRECTOR: URBAN DEVELOPMENT AND SMALL TOWN REGENERATION REF NO: COGTA (11/07/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 – R285 630. Commencing salary: R242 475 per annum Bhisho An undergraduate qualification (NQF level 6) in Office Administration or relevant qualification or Senior Certificate plus a secretarial course. Computer literacy (Microsoft Word, MS Excel, Power Point) are all mandatory. Relevant experience in this field will be an added advantage.
<u>DUTIES</u>	:	Facilitate the smooth running of the Directors' office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where required. Type correspondences delegated by the Director. Manage the diary of the Director. Manage the resources of the office of the Director. Provide support in the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in meetings of the Director. Facilitate travelling arrangements for the Director.
<u>ENQUIRIES NOTE</u>	:	Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350 Preference will be given to Coloured Females

POST 27/66 : **PERSONAL ASSISTANT TO DIRECTOR: PROVINCIAL HOUSE ADMINISTRATION REF NO: COGTA (12/07/2018)**

SALARY CENTRE REQUIREMENTS : R242 475 – R285 630. Commencing salary: R242 475 per annum
: Bhisho

: An undergraduate qualification (NQF level 6) in Office Administration or relevant qualifications or Senior Certificate plus a Secretarial course. Computer literacy (Microsoft Word, MS Excel, MS Outlook, Project and Power Point) are mandatory. Relevant experience in this field will be added Advantage. Competences: Ability to work independently. Good communication (verbal and written) skills with reasonable proficiency English. Competence in meetings preparations and minute taking. Preparedness to work extended hours. Honesty and integrity.

DUTIES : Facilitate the smooth running of the Directors office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where is required. Type correspondences delegated by the Director. Manage the diary of the Director. Manage the resources of the office of the Director. To manage correspondence and information security in the office of the Director. To provide support in the coordination of submissions from directorates. To keep records of documents flow in the office of the Director. To provide support in the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in meetings of the Director. To facilitate travelling arrangements for the Director. To maintain the neatness in the office of the Director. To ensure overall administration of the Office of the Director.

ENQUIRIES NOTE : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
: Preference will be given to African Males.

POST 27/67 : **PERSONAL ASSISTANT TO: HEAD OF DEPARTMENT REF NO: COGTA (13/07/2018)**

SALARY CENTRE REQUIREMENTS : R242 475 – R285 630. Commencing salary: R242 475 per annum
: Bhisho

: An undergraduate qualification (NQF level 6) in Office Administration or relevant qualifications or Senior Certificate plus a Secretarial course. Computer literacy (Microsoft Word, MS Excel, MS Outlook, Project and Power Point) are mandatory. Relevant experience in this field will be added Advantage. Competencies: Very good writing and presentation skills. Good communication skills. Paying attention to details. Ability to work long hours. Exceptional communication skills. Exceptional understanding of government processes. Possess analytical and observation. Possess exceptional reading skills. Very organised and structural person. Understanding of how government works across the three spheres of government.

DUTIES : Facilitate the smooth running of the HOD's office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where required. Type correspondences delegated by the HOD. Manage the diary of the HOD. Manage the resources of the office of the HOD. Provide support in the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in meetings of the HOD. Facilitate travelling arrangements for the HOD. Manage budget and reporting for HOD.

ENQUIRIES NOTE : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
: Preference will be given to African Males.

POST 27/68 : **PERSONAL ASSISTANT TO DIRECTOR: MUNICIPAL DEVELOPMENT FINANCE REF NO: COGTA (14/07/2018)**

SALARY CENTRE REQUIREMENTS : R242 475 – R285 630. Commencing salary: R242 475 per annum
: Bhisho

: An undergraduate qualification (NQF level 6) in Office Administration or relevant qualifications or Senior Certificate plus a Secretarial course. Computer literacy (Microsoft Word, MS Excel, MS Outlook, Project and Power Point) are mandatory. Relevant experience in this field will be added Advantage.

DUTIES : Facilitate the smooth running of the Directors office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where required. Type correspondences delegated by the Director. Manage the diary of the Director.

		Manage the resources of the office of the Director. Provide support in the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in meetings of the Director. Facilitate travelling arrangements for the Director.
<u>ENQUIRIES NOTE</u>	:	Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
	:	Preference will be given to African Males.
<u>POST 27/69</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION & RRU REF NO: COGTA (15/07/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 – R285 630. Commencing salary: R242 475 per annum
	:	Bhisho
	:	An undergraduate qualification (NQF level 6) in Office Administration or relevant qualifications or Senior Certificate plus a Secretarial course. Computer literacy (Microsoft Word, MS Excel, MS Outlook, Project and Power Point) are mandatory. Relevant experience in this field will be added Advantage.
<u>DUTIES</u>	:	Facilitate the smooth running of the Chief Directors office. Facilitate the availability of all office records at all times. Assess incoming work and distribute where required. Type correspondences delegated by the Chief Director. Manage the diary of the Chief Director. Manage the resources of the office of the Chief Director. Provide support in the coordination of submissions from directorates. Provide support in budget monitoring. Provide support in meetings of the Chief Director. Facilitate travelling arrangements for the Chief Director.
<u>ENQUIRIES NOTE</u>	:	Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
	:	Preference will be given to African Males.
<u>POST 27/70</u>	:	<u>STATE ACCOUNTANT: GENERAL PAYMENTS REF NO: COGTA (16/07/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 – R285 630. Commencing salary: R242 475 per annum
	:	Bhisho
	:	An undergraduate qualification (NQF level 6) in Commerce/Accounting/ Financial Management or equivalent qualification coupled with 2 years' experience in the field of Payments Section as senior accounting clerk or Matric with 4 years' experience in the field of general payments office. Computer skills (MS Word, Excel, Competencies: Knowledge of Basic Accounting System (BAS), logistical Information system (LOGIS). Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/practice Notes, determinations, financial policies and procedures. Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills.
<u>DUTIES</u>	:	Compiling of creditors and sundry payments. Capturing of payments on Bas and Logis. Resolution of queries raised by suppliers. Print, fax, file all payment stubs for various suppliers after each run within a month. Print, fax, file all payment stubs for various suppliers after each run within a month. Prepare Monitoring Tool after each run. Monthly compilation of Instruction note 34 and submission thereof to Provincial Treasury. Monthly performance of creditors reconciliation.
<u>ENQUIRIES NOTE</u>	:	Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
	:	Preference will be given to African Males.
<u>POST 27/71</u>	:	<u>COMMUNITY DEVELOPMENT WORKERS REF NO: COGTA (17/07/2018): (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R196 407 – R231 351. Commencing salary: R196 407 per annum
	:	King Sabata Dalindyebo (ward 7, 19 & 31)
	:	Mhlontlo (ward 20&26)
	:	Walter Sisulu (ward 3)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6). Understanding of the Community Development work and other development processes will be an added advantage. Knowledge: Knowledge of the Community Development Facilitation and Community participation processes at Municipal level. Understanding of government programmes and projects must be able to interpret government policy to communities, good working relations with the community. Positive attitude

towards public. Team building skills, conflict management and interpersonal skills. Creative thinking and innovative, communication and interpersonal skills: This refers to the ability to communicate effectively and in an understandable way without defeating the purpose of communication. Cultural Sensitivity: Being: Being able to respect the culture, values and customs of the community, recognising the important role, cultural, historical and social factors play as an integral part of balance development. Adult educational skills: being able to teach experientially using participatory techniques. Programming and development skills: The ability to plan, manage, implement, monitor and evaluate programmes in a wide array of developmental disciplines such as water supply, agriculture, infrastructure development, health, education, social development, environmental protection, forestry, transport, housing, sports and recreation. Personal Attributes: self-motivation, flexibility and ability to work in a team on participatory projects. Added advantages: Computer literacy, research skills, a valid code 8 (EB) drivers licence.

DUTIES

: Disseminate government and other information to community members in a timely and equitable manner. Listen and receive feedback and directing this appropriately to providers. Supervise work teams of volunteers or community members involved in community projects such as those employed on public works programmes. Assist communities in understanding government programmes, developing and submitting Integrated Development Plans to municipalities and other spheres of government or donors. Coordinate inter-departmental programmes and encourage improved integration. Maintain ongoing and liaison and collaboration with various community-based organisations and other cadres of community-based workers. Promote the principles of Batho Pele and community participation. Alert communities and other service providers to problems and delays in the delivery of basic services. Assist in the implementation of government programmes and projects. Liaise and advocate on behalf of communities with government parastatals, NGO and private sector donors, monitor and evaluate the development impact government projects and programmes have on communities and submit a report to the relevant structures of government (local, provincial and national). Assist local communities in dealing with the HIV/AIDS pandemic by intensifying education and awareness on HIV related matters.

ENQUIRIES

: Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

NOTE

: Preference will be given to African Males.

POST 27/72

: **SENIOR ACCOUNTING CLERK: BOOKKEEPING REF NO: COGTA (18/07/2018)**

SALARY

: R163 563 - R192 666. Commencing salary: R163 563 per annum

CENTRE

: Bhishe

REQUIREMENTS

: An undergraduate qualification (NQF level 6) in Commerce/Accounting/ Financial Management or equivalent qualification. Computer literacy. Competencies: Knowledge of Basic Accounting System (BAS), Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/practice Notes, determinations, financial policies and procedures.

DUTIES

: Perform daily bank reconciliations on an online functionality. Draw, attend and analyse BAS reports and effect necessary adjustment entries for the clearance of bank exceptions / misallocations. Arrange proper record keeping and filing of source documents. Attend to general office duties and queries. Provide the required financial information for audit purposes as and when needed.

ENQUIRIES

: Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350

NOTE

: Preference will be given to African Males.

POST 27/73

: **SENIOR ACCOUNTING CLERK: GENERAL PAYMENTS REF NO: COGTA (19/07/2018)**

SALARY

: R163 563 - R192 666. Commencing salary: R163 563 per annum

CENTRE

: Bhishe

REQUIREMENTS

: An undergraduate qualification (NQF level 6) in Commerce/Accounting/ Financial Management or equivalent qualification. Computer literacy. Competencies: Knowledge of Basic Accounting System (BAS), logistical Information system

- (LOGIS). Knowledge of Public Service Regulations, Public Finance Management Act, Treasury Regulations and applicable circulars/instruction Notes/practice Notes, determinations, financial policies and procedures.
- DUTIES** : Compile and capture Logis & Sundry payments on both systems. (BAS & LOGIS). Put paid stamp on all payment batches/vouchers and file them in numerical per payment number and file them in boxes, cabinets or strong room for their safety. Retrieve and avail payment batches requested by Auditor General, Internal Auditor, SCM and any other directorate within the department and keeping to date register for outgoing payment vouchers. Any other Administrative work (i.e. faxing payment stubs, photocopying). Assist in the monthly preparation of payment monitoring tool (PMT).
- ENQUIRIES NOTE** : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
: Preference will be given to African Males.
- POST 27/74** : **SENIOR ADMIN CLERK: MUNICIPAL FINANCE ASSISTANCE REF NO: COGTA (20/07/2018)**
- SALARY CENTRE REQUIREMENTS** : R163 563 - R192 666. Commencing salary: R163 563 per annum
: Joe Gqabi District Support Centre
: An undergraduate qualification (NQF level 6) in Accounting or financial related studies or equivalent qualification. Computer literacy.
- DUTIES** : Collect and collate information on revenue collection of municipalities, determine trends and advise accordingly. Maintain database on payment of creditors by municipalities. Collect and collate information on debt owed to municipalities by consumers and rate payers, determine trends and advise accordingly. Assist municipalities in the update of books and accounts. Assist in the assessment of adequacy of responses on issues raised in audit reports of municipalities. Assist in monitoring the implementation of audit improvement plans of municipalities. Monitor the appropriate use of grant funding and progress on implementation of projects.
- ENQUIRIES NOTE** : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
: Preference will be given to African Males.
- POST 27/75** : **SENIOR ADMIN CLERKS REF NO: COGTA (21/07/2018) (X20 POSTS)**
- SALARY CENTRE** : R163 563 - R192 666. Commencing salary: R163 563 per annum
: Qaukeni Region: Gunyeni T/C
: Traditional Leadership Inst Support: Dalindyebo Region
: Dalindyebo Region: Sidindi T/C, Dalindyebo Region
: Dalindyebo Regional office: Ngcobo District, Baziya T/C
: Fingoland Region: Amabhele T/C, Western Tembuland: Qwebeqwebe T/C, Ndungwana T/C
: Rarabe Region: Mhala T/C, Tyhume T/C, Amagwali T/C, Amagasela T/C, Imiqhayi T/C
: Emboland Region: Bele T/C, Basotho T/C, Sterkspruit Regional Office
: Gcaleka Region: Gwadana T/C, Ngangengqili T/C, Imiganu T/C, Ngqwangele T/C
: Nyandeni Region: Mhlanga T/C
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) in Accounting or financial related studies or equivalent qualification. Computer Literacy.
- DUTIES** : Receiving and banking all monies of the Traditional Council. Compilation of financial statement. Recording of minutes in the meeting. Compilation of estimates of revenue and expenditure. Compilation of monthly returns through cash book. Compilation of vouchers for payment. Assist in typing of correspondence in the Traditional Council. Maintain good relationship between the Traditional Council, Municipalities and other structures.
- ENQUIRIES NOTE** : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
: Preference will be given to African Females/ People with disability- Gunyeni T/C
: Preference will be given to African Females/ People with disability Traditional Leadership Inst Support: Dalindyebo Region
: Preference will be given to African Males: Sidindi T/C
: Preference will be given to African Males Dalindyebo Regional office: Ngcobo District

Preference will be given to African Females Baziya T/C
 Preference will be given to African Females Amabhele T/C
 Preference will be given to African Males/ People with disability Qwebeqwebe T/C
 Preference will be given to African Females Ndungwana T/C
 Preference will be given to African Males Thembu T/C
 Preference will be given to African Males Tyhume T/C
 Preference will be given to African Males Amagwali T/C
 Preference will be given to African Females/ people with disability Amagasela T/C
 Preference will be given to African Males Imiqhayi T/C
 Preference will be given to African Males Basotho T/C
 Preference will be given to African Males Bele T/C
 Preference will be given to African Males Sterkspruit Regional Office
 Preference will be given to African Males Gwadana T/C
 Preference will be given to African Males Ngangengqili T/C
 Preference will be given to African Males Imiganu T/C
 Preference will be given to African Males Ngqwangele T/C
 Preference will be given to African Males Nyandeni Region: Mhlanga T/C

POST 27/76 : **SENIOR PERSONNEL OFFICER: CONDITIONS OF SERVICE: HRM REF NO: COGTA (22/07/2018)**

SALARY : R163 563 - R192 666. Commencing salary: R163 563 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Human Resource Management/ Public Admin/ Management. Computer Literacy. Knowledge of PERSAL will be additional advantage.

DUTIES : Implement conditions of services and service benefits inclusive of: service termination. Termination of service on PERSAL. Processing of withdrawal of pension benefits for exited employees. Processing of funeral benefit claims in cases of death. Service Benefits: Processing of relocation benefits for appointed officials, incidental expenses, private accommodation and school going children claims. Request quotations for Interim accommodation and Transportation of personal effects and when the need arises. Processing of applications for Housing Guarantees. Increase and decrease requests for Home owner deduction on PERSAL. Processing of applications for Housing Allowances: Rental/Home Owners/Paid-up and Withdrawals from GEHS and submit to Financial Accounting Services for processing of payments on PERSAL. Leave of absence: Receive and capture approved applications for leave of absence on PERSAL. Auditing Attendance Registers and Leave Reconciliation monthly. Processing of payment of the Health Risk Manager Invoices for service rendered on Temporary Incapacity Leave.

ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to Coloured Females

POST 27/77 : **SENIOR ADMIN CLERK: FLEET MANAGEMENT REF NO: COGTA (23/07/2018)**

SALARY : R163 563 - R192 666. Commencing salary: R163 563 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 6) in Transport Management/ Logistics/ or any other related qualification with relevant experience in Transport Management Environment. Computer Literacy. A Valid code 8 (EB) drivers' licence. Competencies: Knowledge of PFMA, SCM prescripts, i.e. Treasury Regulations and Practise Notes.

DUTIES : Responsible for issuing and inspection of departmental vehicles. Responsible for effective and full maintenance of departmental vehicles. Responsible for accidents and repairs of departmental vehicles.

ENQUIRIES : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
NOTE : Preference will be given to Coloured Males

<u>POST 27/78</u>	:	<u>SENIOR ADMIN CLERK: AUXILIARY SERVICES REF NO: COGTA (24/07/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 563 - R192 666. Commencing salary: R163 563 per annum Bhisho
<u>DUTIES</u>	:	An undergraduate qualification (NQF level 6) Public Administration/ Public Management. Computer Literacy.
<u>ENQUIRIES NOTE</u>	:	Facilitate and administer office space for the department. Monitor and maintain cleanliness of departmental facilities. Render maintenance services to departmental facilities and equipment. Administer telecommunication services to departmental employees. Supervise and monitor cleaning services. Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350 Preference will be given to Coloured Females
<u>POST 27/79</u>	:	<u>SENIOR ADMIN CLERK: FIXED ASSETS REF NO: COGTA (25/07/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 563 - R192 666. Commencing salary: R163 563 per annum Bhisho
<u>DUTIES</u>	:	An undergraduate qualification (NQF level 6) in Finance/ Public Admin/ or any related qualification with relevant experience in Asset Management environment. Knowledge of PFMA, SCM prescripts, i.e. Treasury Regulations and Practise Notes. Computer Literacy. A valid code 8 (EB) drivers licence.
<u>ENQUIRIES NOTE</u>	:	Recording of all state assets. Conduct asset verification and barcode all new procured assets at Head Office, Regions and Traditional Councils. Write report after asset verification is done. Facilitation of asset movement, updating of inventory form and ensure that the movement is recorded on the asset movement form. Identify lost and redundant assets during asset verification. Assist in facilitating disposal of redundant/ unserviceable assets. Ensure asset in the department are monitored on a daily basis. Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350 Preference will be given to Coloured Females
<u>POST 27/80</u>	:	<u>RECEPTIONIST: PROVINCIAL HOUSE ADMINISTRATION REF NO: COGTA (26/07/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 563 - R192 666. Commencing salary: R163 563 per annum Bhisho
<u>DUTIES</u>	:	An undergraduate qualification (NQF level 6) in Public Administration/ Office Management. Computer literacy (Microsoft Office Skills). Competencies: Exposure to the secretariat / receptionist duties Good written and verbal communication skills, Telephone etiquette, Customer service skills, Organisational skills.
<u>ENQUIRIES NOTE</u>	:	Answering phone calls and refer to relevant offices. Welcome visitors by greeting them in person or on the telephone and escort them to specific destinations. Sorting and forwarding incoming and outgoing correspondence. Provide administrative support when required. Ability to understand key responsibilities of organisation for appropriate referrals. Provision of information regarding House services and availability of the personnel. Responding to general enquiries of the House. Update employee attendance and visitor's records. Assist visitors in filling out claims & disputes forms. Keep work area clean and tidy on constant basis. Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350 Preference will be given to African Males
<u>POST 27/81</u>	:	<u>DATA-CAPTURER: MUNICIPAL INFRASTRUCTURE SERVICES REF NO: COGTA (27/07/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 563 - R192 666. Commencing salary: R163 563 per annum Bhisho
	:	An undergraduate qualification (NQF level 6) in Public Administration/ Office Management computer literacy certificate. Ability to type at an agreed typing speed (Computer skills test might be applied). Experience with different data managing systems.

<u>DUTIES</u>	:	Capture data on relevant system. Support teams with all data capturing functions. Generate spreadsheets. Validate data to ensure correctness, completeness and consistency. Compile routine statistical reports. Provide administrative maintenance services. Continuously update information on the system for reporting purposes. Retrieve information required. Maintain a database
<u>ENQUIRIES NOTE</u>	:	Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
<u>POST 27/82</u>	:	<u>CUSTOMER CARE CLERK: CUSTOMER CARE SERVICES REF NO: COGTA (28/07/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R163 563 - R192 666. Commencing salary: R163 563 per annum
	:	Bisho
	:	An undergraduate qualification (NQF 6) in Graphic Design with 1 years' experience in the graphic design field in government/ private sector/ a newspaper environment. Valid drivers licence. Competencies: Must be proficient Adobe illustrator, Photoshop, and In-Design in CSS (Web and 3-D skills are a bonus). Strong design skills and thorough knowledge of reprography and printing. Good organizational and communication skills. The ability to work under pressure and meet deadlines. Should be highly motivated with an eye for detail.
<u>DUTIES</u>	:	Design and layout of Cogta's website to ensure that the general appearance is in accordance with the guidelines of the department of Cogta's branding. Work as a graphic designer on various product as per briefs. Conceptualize and design of media products, newsletters, brochures, publications for internal and external public in line with the corporate identity and image of the department. Support of communication initiatives including advertising, media campaigns, and the website. Ensure overall quality control of all designed products.
<u>ENQUIRIES NOTE</u>	:	Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
	:	Shortlisted candidates will be required to bring their portfolio. Preference will be given to African Males.
<u>POST 27/83</u>	:	<u>MESSENGER DRIVER: WESTERN TEMBULAND KINGDOM REF NO: COGTA (29/07/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R115 437 – R135 981 (Level 03). Commencing salary: R115 437 per annum
	:	Bisho
	:	Senior Certificate. Valid code 08 driver's license. Five (5) years' experience in driving for high risk profile / institution will be an added advantage.
<u>DUTIES</u>	:	Provide messenger driving services to Kingdom of Western Tembuland. Assisting on protocol, security and safety of the Principal. Proper maintenance of vehicle. Submission of the logbook returns to the department. Submission of officials / correspondences to Traditional councils, governments and other stakeholders.
<u>ENQUIRIES NOTE</u>	:	Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
	:	Preference will be given to African Males.
<u>POST 27/84</u>	:	<u>MESSENGER DRIVER: GCALEKA KINGDOM REF NO: COGTA (30/07/2018)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R115 437 – R135 981 (Level 03). Commencing salary: R115 437 per annum
	:	Bisho
	:	Senior Certificate. Valid code 08 driver's license. Five (5) years' experience in driving for high risk profile / institution will be an added advantage.
<u>DUTIES</u>	:	Provide messenger driving services to Kingdom of Gcaleka. Assisting on protocol, security and safety of the Principal. Proper maintenance of vehicle. Submission of the logbook returns to the department. Submission of officials / correspondences to Traditional councils, governments and other stakeholders.
<u>ENQUIRIES NOTE</u>	:	Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
	:	Preference will be given to African Males
<u>POST 27/85</u>	:	<u>GENERAL WORKER: OFFICE SERVICES REF NO: COGTA (31/07/2018 (X2 POSTS)</u>
<u>SALARY</u>	:	R96 549 – R113 730 (Level 02). Commencing salary: R96 549 per annum

CENTRE REQUIREMENTS DUTIES : Bisho
: Senior Certificate.
: Responsible for cleaning the grounds at COGTA buildings using variety of tools such as spade etc, Assist in removing refuse and other unwanted goods from the buildings, Loading, off load goods and any material to the relevant destinations and delivering moving of office equipment and other delegated duties.

ENQUIRIES NOTE : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
: Preference will be given to Coloured Males

POST 27/86 : **CLEANER: ALFRED NZO REF NO: COGTA (32/07/2018)**

SALARY CENTRE REQUIREMENTS DUTIES : R96 549 – R113 730 (Level 02). Commencing salary: R96 549 per annum
: Alfred Nzo
: Senior Certificate.
: Provide cleaning services for the Alfred Nzo Office. Take care of cleaning resources / equipment. Responsible for requesting cleaning material

ENQUIRIES NOTE : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
: Preference will be given to Coloured Females

POST 27/87 : **CLEANER: CHRIS HANI REF NO: COGTA (33/07/2018)**

SALARY CENTRE REQUIREMENTS DUTIES : R96 549 – R113 730 (Level 02). Commencing salary: R96 549 per annum
: Chris Hani
: Senior Certificate.
: Provide cleaning services for the Chris Hani Office. Take care of cleaning resources / equipment. Responsible for requesting cleaning material.

ENQUIRIES NOTE : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
: Preference will be given to Coloured Females

POST 27/88 : **CLEANER: JOE GQABI REF NO: COGTA (34/07/2018) X2 POSTS**

SALARY CENTRE REQUIREMENTS DUTIES : R96 549 – R113 730 (Level 02). Commencing salary: R96 549 per annum
: Joe Gqabi
: Senior Certificate.
: Provide cleaning services for the Joe Gqabi Office. Take care of cleaning resources / equipment. Responsible for requesting cleaning material.

ENQUIRIES NOTE : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
: Preference will be given to Coloured Females & Coloured Females

POST 27/89 : **CLEANER: OFFICE SERVICES REF NO: COGTA (35/07/2018) X3 POSTS**

SALARY CENTRE REQUIREMENTS DUTIES : R96 549 – R113 730 (Level 02). Commencing salary: R96 549 per annum
: Bisho
: Senior Certificate.
: Provide cleaning services at the Head Office, ensuring the carpets, furniture, equipment and dishes are clean. Take care of cleaning resources / equipment.

ENQUIRIES NOTE : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
: Preference will be given to African Males, African Females & Coloured Females

POST 27/90 : **CLEANER: WESTERN TEMBULAND REF NO: COGTA (36/07/2018)**

SALARY CENTRE REQUIREMENTS DUTIES : R96 549 – R113 730 (Level 02). Commencing salary: R96 549 per annum
: Western Tembuland
: Senior Certificate.
: Provide cleaning services for the Western Tembuland Office. Take care of cleaning resources /equipment. Responsible for requesting cleaning material.

ENQUIRIES NOTE : Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
: Preference will be given to Males

<u>POST 27/91</u>	:	<u>CLEANER: DALINDYEBO KINGDOM REF NO: COGTA (37/07/2018)</u>
<u>SALARY</u>	:	R96 549 – R113 730 (Level 02). Commencing salary: R96 549 per annum
<u>CENTRE</u>	:	Dalindyebo Kingdom
<u>REQUIREMENTS</u>	:	Senior Certificate.
<u>DUTIES</u>	:	Provide cleaning services for the Dalindyebo Kingdom Office. Take care of cleaning resources /equipment. Responsible for requesting cleaning material.
<u>ENQUIRIES</u>	:	Ms Z Ndumela Tel No: 040 609 5352/5351/5258/5350
<u>NOTE</u>	:	Preference will be given to African Females

DEPARTMENT OF EDUCATION

Department of Education 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.

<u>APPLICATIONS</u>	:	Should be directed to Eastern Cape Department of Education, Private Bag X 0032, Bisho 5605; or Hand deliveries at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. <u>All applications for schools should be forwarded to the following address in the districts. All enquiries must be addressed to the districts:</u> Alfred Nzo East: Mbizana: P/B X 504 Bizana 4800. Enquiries may be directed to Mr A Mpupu Tel No: 039–2510279/ 0063 Fax: 039 – 2510976. Alfred Nzo West: Mount Frere: P/B X 9001 Mount Frere 5090. Enquiries may be directed to Mr. L Mtatyana Tel No: 039 - 2550005 Fax: 039 – 2550005. Maluti: P/B X 1835 Matatiele 4730. Enquiries may be directed to Mr L.E. Mtatyana Tel No: 039–2560111/ 0594 Fax: 039 – 2560111. Amathole East: Butterworth: P/B X 3019 Butterworth. Enquiries may be directed to Mr T Mxotwa Tel No: 047- 4911070/ 0646 Fax: 047-4910655. Dutywa: P/B X 1203 Dutywa 5000. Enquiries may be directed to Mr T Mxotwa Tel No: 047- 4892247/5044 Fax: 047-4891148. Amathole West: Fort Beaufort: P/B X 2041 F.B.T. Enquiries may be directed to Ms P Futshane Tel No: 046- 6452964 Fax: 046- 6452783. Buffalo City Metro: East London: P/B X 9007; East London; 5200. Enquiries may be directed to Mr EG Klaasen Tel No: 043-7600862/542. King William’s Town: P/B X 0055; K.W.T. Enquiries may be directed to Mr EG Klaasen Tel No: 043- 6043218/ 3221 Fax: 043- 6425896. Chris Hani East: Ngcobo: P/B X 214; Engcobo; 5050. Enquiries may be directed to Mr AT Fetsha Tel No: 047-5481004/1099 Fax: 047-5481139. Cofimvaba: P/B X 1229; Cofimvaba. Enquiries may be directed to Mr AT Fetsha Tel No: 047-8740744 Fax: 047-4880027. Chris Hani West: Queenstown: P/B X 7053; Queenstown; 5320. Enquiries may be directed to Mr H.N. Godlo Tel No: 045-8083000 Fax: 045-8083030. Lady Frere: P/B X 1152; Lady Frere; 5410. Enquiries may be directed to Mr. HN Godlo Tel No: 047 -8780009/0229 Fax: 047-8780224. Cradock: P/B X 82; Cradock; 5880. Enquiries may be directed to Mr. HN Godlo Tel No: 048 –8018639 Fax: 048- 8813189. Joe Gqabi: Sterkspruit: P/B X 5026; Sterkspruit; 9762. Enquiries may be directed to Mr N Magadu Tel No: 051-6111380/ 0064 Fax: 051-110043/ 6342009. Mount Fletcher: P/B X 1133; Mount Fletcher. Enquiries may be directed to Mr N Magadu Tel No: 039- 2570963 Fax: 039-2570956. Nelson Mandela Bay: Port Elizabeth: P/B X 3915; North End; Port Elizabeth; 6056. Enquiries may be directed to Mr Gorgonzola Tel No: 041-4034402 / 434 Fax: 041-4538660. Uitenhage: P/B X 64; Uitenhage; 6200. Enquiries may be directed to Mr Gorgonzola Tel No: 041-9954000/2 Fax: 041-9227659. OR Tambo Coastal: Libode: P/B 518; Libode; 5160. Enquiries may be directed to Mr V Joseph Tel: 047-5324704 Fax: 047-5323505. Lusikisiki: P/B X 1010; Lusikisiki; 4820. Enquiries may be directed to Mr V Joseph Tel No: 039 - 2531065 Fax: 039 – 2531079. OR Tambo Inland: Mthatha: P/B X 5003; Mthatha; 5100. Enquiries may be directed to Ms LN Dyodo Tel No: 047- 5024272/4225 Fax: 047-5323339.
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Qumbu: P/B X 466; Qumbu; 5180. Enquiries may be directed to Ms.L.N. Dyodo
Tel No: 047- 5420210 / 12 Fax: 047-5530180.

Sarah Baartman: Graaff Reinet: P/B X 726; Graaff-Reinet; 6280. Enquiries may
be directed to Mr N.R.W. De Bruyn Tel No: 049- 8072202 Fax: 04 – 8925281.

Grahamstown: P/B X 1001; Grahamstown; 6140. Enquiries may be directed to
Mr De Bruyn Tel No: 046- 6229310 Fax: 046- 6223224

FOR ATTENTION
CLOSING DATE
NOTE

: Mrs. NT Sipahlanga
: 20 July 2018
: 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> Z83 which must be fully
completed and signed (an unsigned Z83 form will disqualify an application) and
should be accompanied by a recently updated, comprehensive CV as well as
originally SAPS 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. All SMS appointments are subject to a competency
assessment. 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). NB: It is the departments objective to achieve equitable
representation across race and gender. Females and Disabled persons are
strongly encouraged to apply to SMS positions. Please address your application
to the relevant District Director: (District name) e.g. Cofimvaba. No faxed or e-
mailed applications will be considered. Find advert at website: www.ecdoe.gov.za.
A list with addresses of District Offices is attached. The application forms must be
directed to the relevant District Offices only. Applicants requiring additional
information may direct their enquiries to Assistant Director: Skills Development and
Training, Zwelitsha or District Offices.

MANAGEMENT ECHELON

POST 27/92 : **CHIEF DIRECTOR: DISTRICT COORDINATION (REF NO: DOE 01/06/2018) (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R1 127 334 – R1 347 879 per Annum (Level 14)
: Head Office – Zwelitsha
: B-Degree (NQF 7) qualification with five (5) years' experience in senior
management service level. Clear understanding of the legislative framework that
governs the Public Service. Understanding and application on PFMA, DORA,
Treasury Regulations and DPSA Directives. Driver's licence a requirement.

DUTIES : Ensure the coordination of consistent implementation of a standard/uniform mode
of operation for schools at cluster level. Ensure coordination of consistent
implementation of corporate service in the Cluster. Management of the allocated
resources of the Chief Directorate in line with legislative and departmental policy
directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Mr R Tywakadi Tel No: (040-6084236)

POST 27/93 : **DISTRICT DIRECTOR: EDUCATION DISTRICT OFFICE (REF NO: DOE 02/06/2018) (X8 POSTS)**

SALARY : R948 174 – R1 116 918 per annum (Level 13)

REQUIREMENTS : B-Degree (NQF 7) qualification with five (5) year experience in middle management service level. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on PFMA, DORA, Treasury Regulations and DPSA Directives. Driver's licence a requirement.

DUTIES : Ensure and account for the provisioning of quality teaching and learning in the District. Ensure and direct District Planning, Monitoring, Evaluation and Planning processes. Ensure District IGR and Stakeholder processes. Ensure the operations of district information systems and account for the reliability thereof. Manage the allocated resources of the district in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Mr R Tywakadi Tel No: (040-6084236)

POST 27/94 : **DIRECTOR – INCLUSIVE EDUCATION (REF NO: DOE 03/06/2018)**

SALARY : R948 174 – R1 116 918 per Annum (Level 13)

CENTRE : Head Office – Zwelitsha

REQUIREMENTS : Post graduate Degree in a relevant field of specialised intervention support in the areas of therapeutic and psychological services. Register with the Health Profession Council of South Africa (HPCSA) within the area of specialization. Minimum 5yrs middle management relevant experience in the field of specialization and knowledge of Inclusive Education System and related policies. Knowledge and experience of the PFMA, Conditional Grants and Financial Management and development of Business Plans will be an added advantage. Valid Driver's Licence, MS Word, PowerPoint skills is essential. Project management and ability to manage programmes and people on a larger scale. Proven experience of Intersectoral collaboration / governmental partnership. Proven leadership experience and ability to work under pressure.

DUTIES : To develop, maintain and facilitate the implementation of Inclusive directives related to funding and finances, budget management, and financial reporting of all Special Schools, Full Service schools and Schools of Skills. To develop, maintain and implement Inclusive Education Policy directives across all spheres in the Departments. To respond to all-inclusive education matters with relevant stakeholders, public concern raised as well as inter and intra- directorate concerns. To improve the quality of life of learners and educators in the education system. Promotion of an Inclusive Education Systems dealing with the diverse barriers that learners experience. Coordinate, develop and facilitate appropriate intervention strategies to address all forms of barriers to ensure access to quality teaching and learning. To provide learners with opportunities and skills to enter the job market and becoming productive citizen of societies irrespective of their barriers to learning. To facilitate social cohesion and stakeholder involvement to ensure learner accessibility, retention and improve learner performance. To monitor, evaluate and report on the performance of Inclusive Education directives and programmes. To achieve departmental operational objectives as it relates to addressing barriers to learning.

ENQUIRIES : Ms S Maasdorp Tel No: (040-6084776)

OTHER POSTS

POST 27/95 : **DEPUTY DIRECTOR – TRANSFER PAYMENTS (REF NO: DOE 04/06/2018)**

SALARY : R657 558 – R774576 per Annum (Level 11)

CENTRE : Head Office – Zwelitsha

REQUIREMENTS : B-Degree in Accounting/Financial Management with 4-5 years relevant experience at Assistant Manager Level. Proficiency in the transversal systems: BAS and LOGIS. Proficient in the application of MS Office Package. Valid driver's license. Knowledge of Financial and School Management.

DUTIES : Responsible for the management of the Transfer Payments and conditional grant of the Department including reconciliations and providing related inputs for the financial statements. Monitor compliance with PFMA, SASA and Norms and Standards for School Funding (NSF). Manage and monitor compliance monthly and quarterly by schools. Prepare monthly compliance reports and execute month-end closure procedures. Compile and execute the management plan of the

		Finance Branch to the extent that it is applicable on the functions of the sub-directorate. Identify, record, rate and manage risks as it is applicable in the sub-directorate.
<u>ENQUIRIES</u>	:	Ms BC Biko Tel No: (040-6084415)
<u>POST 27/96</u>	:	<u>ASSISTANT DIRECTOR – DISTRICT HRA</u>
<u>SALARY CENTRE</u>	:	R334 545 - R404 121 per annum (Level 09) Alfred Nzo East Ref No: DOE 05/06/2018 (X1 Post) Amathole West Ref No: DOE 06/06/2018 (X1 Post) Chris Hani West Ref No: DOE 07/06/2018 (X1 Post)
<u>REQUIREMENTS</u>	:	B-Degree in Human Resource Management/Public Management with 5 years' related experience of which 3 years' experience must be at supervisory level. Good communication skills (written and verbal skills) and a good command of English language. Clear understanding of the legislative framework that governs the Public Service. Working knowledge of PERSAL. Experience in project and financial management is advantage. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing, and computer literacy skills are required. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite. The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills.
<u>DUTIES</u>	:	Administer Recruitment and Selection process. Render human resource conditions of services for District officials. Provide support in the development of Human Resource Plan in the district office. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Mr Q Luthuli Tel No: (040-6084298)
<u>POST 27/97</u>	:	<u>ASSISTANT DIRECTOR – LABOUR RELATIONS</u>
<u>SALARY CENTRE</u>	:	R334 545 - R404 121 per annum (Level 09) Alfred Nzo East Ref No: DOE 08/06/2018 (X1 Post) Amathole East Ref No: DOE 09/06/2018 (X1 Post) Chris Hani East Ref No: DOE 10/06/2018 (X1 Post) OR Tambo Inland Ref No: DOE 11/06/2018 (X1 Post) Sarah Baartman Ref No: DOE 12/06/2018 (X1 Post) Alfred Nzo West Ref No: DOE 13/06/2018 (X1 Post)
<u>REQUIREMENTS</u>	:	A Degree/National diploma in Human Resource Management or Labour Relations / Industrial Relations or Labour Law plus five (5) years' experience in the field of labour relations of which 3 years must be at supervisory level. A post degree qualification on the above will be an added advantage. The applicant should have basic computer literacy, skills in Microsoft Word, PowerPoint and Excel. A valid driver's license with minimum code 8. Sound knowledge of the South African Labour Legislation, grievance and dispute resolution procedures, applicable to both public service act employees and educators. Should be able to demonstrate sound knowledge of departmental policies, leadership, communication, conflict resolution and decision-making capabilities.
<u>DUTIES</u>	:	Handling of grievances, representing the employer in arbitration and disciplinary hearings. Conduct training workshops for employees on policies that have a bearing on enhancing good employer / employee relations. Work with HR, relevant units and all unions on all matters concerning conditions of employment of employees.
<u>ENQUIRIES</u>	:	Mr S Mnguni Tel No: (040-6084210)
<u>POST 27/98</u>	:	<u>ASSISTANT DIRECTOR – LABOUR RELATIONS & COLLECTIVE BARGAINING (REF NO: DOE 14/06/2018)</u>
<u>SALARY CENTRE</u>	:	R334 545 - R404 121 per annum (Level 09) Head Office – Zwelitsha
<u>REQUIREMENTS</u>	:	A national diploma or degree in Human Resource Management or Labour Relations / Industrial Relations or Labour Law plus five (5) years' experience in the

field of labour relations of which 3 years must be at supervisory level. A post degree qualification on the above will be an added advantage. The applicant should have basic computer literacy, skills in Microsoft Word, PowerPoint and Excel. A valid driver's licence with minimum code 8. Sound knowledge of the South African Labour Legislation, grievance and dispute resolution procedures, applicable to both public service act employees and educators. Should be able to demonstrate sound knowledge of departmental policies, leadership, communication, conflict resolution and decision-making capabilities. Bargaining and mediating skills are an added advantage.

DUTIES : Prepare for collective bargaining by ensuring that clear mandates are obtained from the employer prior to bargaining. Compile reports on bargaining issues. Conduct training on collective agreements. Be responsible for all administration pertaining to bargaining, including coordination, communication and filing. Facilitate interactions and dialogue between management and labour unions. Work with HR, relevant units and all unions on all matters concerning conditions of employment of employees.

ENQUIRIES : Mr S Mnguni Tel No: (040-6084210)

POST 27/99 : **ASSISTANT DIRECTOR – CONDITIONAL GRANT ADMINISTRATION (REF NO: DOE 15/06/2018)**

SALARY : R334 545 - R404 121 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : B-Degree in Accounting/Financial Management with at least four years' experience of which 2 year's must be at supervisory level or National Diploma in Accounting/Financial Management with 6 years' related experience of which 4 years' experience must be at supervisory level. Proficiency in the transversal systems: BAS and LOGIS. Proficient in the application of MS Office Package. Valid driver's license. Knowledge of School Management.

DUTIES : Oversee the process of the conditional grant payment of the Department including reconciliations and providing related inputs for the financial statements. Monitor compliance with PFMA, DORA and grants framework. Manage and monitor compliance monthly and quarterly by schools. Prepare monthly compliance reports and execute month-end closure procedures. Implement, manage and monitor the sections Audit Intervention Plan (AIP). Compile and execute the management plan of the Finance Branch to the extent that it is applicable on the functions of the sub-directorate. Identify, record, rate and manage risks as it is applicable in the sub-directorate.

ENQUIRIES : Ms BC Biko Tel No: (040-6084415)

POST 27/100 : **ASSISTANT DIRECTOR – CONDITIONAL SUNDRY AND TRANSFER PAYMENTS (REF NO: DOE 16/06/2018)**

SALARY : R334 545 - R404 121 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : B-Degree/National Diploma in Accounting/Financial Management with at least 5 years' experience of which 3 year's must be at supervisory level. Proficiency in the transversal systems: BAS and LOGIS. Proficient in the application of MS Office Package. Valid driver's license. Knowledge of School Management.

DUTIES : Oversee the process of the Transfer payments of the Department including reconciliations and providing related inputs for the financial statements. Monitor compliance with PFMA, SASA and Standards for School Funding (NSF). Manage and monitor compliance monthly and quarterly by schools. Prepare monthly compliance reports and execute month-end closure procedures. Implement, manage and monitor the sections Audit Intervention Plan (AIP). Compile and execute the management plan of the Finance Branch to the extent that it is applicable on the functions of the sub-directorate. Identify, record, rate and manage risks as it is applicable in the sub-directorate.

ENQUIRIES : Ms BC Biko Tel No: (040-6084415)

POST 27/101 : **ASSISTANT DIRECTOR – STRATEGIC MANAGEMENT, MONITORING AND EVALUATION (STRATEGIC PLANNING & STANDARD BENCHMARKING & TOOLS) (REF NO: DOE 17/06/2018) (X2 POSTS)**

SALARY : R334 545 - R404 121 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : B-Degree/National Diploma in Public Administration or equivalent area. Five (5) years' experience working in the relevant area of which 3 year's must be at supervisory level. Knowledge of Public Service Act 105 of 1994, Service Delivery policy prescripts, SA Constitution Act 108 of 1996. Excellent communication skills and strong command of English. Strong leadership qualities as well as skills in practical computer Microsoft programmes.

DUTIES : Interact with relevant Legislation in order to comply with due dates. Develop planning templates in accordance with prescripts. Interact with various managers in the department explaining procedures and contents of plans. Supervise, scrutinize and monitor planning to ensure relevance with the planning documents. Supervise compilation of planning documents. Organize workshops according to prescripts. Quality assure and present plan to management for ratification. Submit and attend to feedback given by statutory offices.

ENQUIRIES : Ms Kanyana Tel No: (040-6084537)

POST 27/102 : **ASSISTANT DIRECTOR – CUSTOMER SERVICE (REF NO: DOE 18/06/2018) (X3 POSTS)**

SALARY : R334 545 - R404 121 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : B-Degree/National Diploma in Public Administration/Communication Management. Five (5) years' experience working in the relevant area of which 3 year's must be at supervisory level. Excellent communication skills and strong command of English. Strong leadership qualities as well as skills in practical computer Microsoft programmes.

DUTIES : Implement of client care processes in the Department. Provide support in the development and maintenance of departmental client care policy frameworks and instruments. Implement the Departmental client care policy framework and instruments. Conduct client needs analysis and satisfactory surveys, report thereon and develop mitigation measures. Provide client care services. Provide client care services. Manage the handling of received enquiries (HR/Finance/General Enquiries), inclusive of education related enquiries. Lead the team in management of departmental stakeholder complaints logging and referral system. Administer the stakeholder complaints/issues dashboard. Coordinate the resolving of enquires forwarded from the Provincial Hot Line and/ Presidential Hot Line. 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 and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Ms V Mkona Tel No: (040-6084027)

POST 27/103 : **ASSISTANT DIRECTOR – SKILLS DEVELOPMENT (REF NO: DOE 19/06/2018)**

SALARY : R334 545 - R404 121 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : B-Degree/National Diploma in Human Resource Management/ Training and Skills Development. Five (5) years' experience working in the relevant area of which 3 year's must be at supervisory level. Excellent communication skills and strong

	:	command of English. Strong leadership qualities as well as skills in practical computer Microsoft programmes. Valid Code B Driver's license.
<u>DUTIES</u>	:	To facilitate the development of departmental skills development plan. Coordinate the implementation of skills development programmes. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Ms L Sidiya Tel No: (040-6084253)
<u>POST 27/104</u>	:	<u>ASSISTANT DIRECTOR – POLICY AND RESEARCH COORDINATION (REF NO: DOE 20/06/2018)</u>
<u>SALARY</u>	:	R334 545 - R404 121 per annum (Level 09)
<u>CENTRE</u>	:	Head Office – Zwelitsha
<u>REQUIREMENTS</u>	:	B-Degree/National Diploma in Development Studies /Public Administration. Five (5) years' experience working in the relevant area of which 3 year's must be at supervisory level. Strong report writing skills. Excellent communication skills and strong command of English. Strong leadership qualities as well as proven experience of Microsoft programmes. Valid Code B Driver's license. Skills: Report writing, Risk Management, Project Management, Financial Management, Diversity Management, Policy Analysis and Development, Communication, Conflict Management, Analytical and Creativity, Problem Solving, Presentation, Planning and Organizing.
<u>DUTIES</u>	:	Coordinate and provide all research initiatives on all policies for Human Resource Management. Coordinate policy formulation and implementation thereof. Review and check policy procedure. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	Ms S Nieuwenhuys Tel No: (040-6084513)
<u>POST 27/105</u>	:	<u>CHIEF PERSONNEL OFFICER: PERSAL RESTORATION - PERSAL RECORD RESTORATION PROJECT (REF NO: EDU21/06/2018) X7 POSTS</u> Document Management (One-Year Contract Posts)
<u>SALARY</u>	:	R226 611 per annum (Level 07)
<u>CENTRE</u>	:	East London
<u>REQUIREMENTS</u>	:	B-degree/National Diploma in Human Resource Management or Public Administration. Five (5) years' relevant experience in the HRM environment. PERSAL User proficiency. Proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook). Proven ability to resolve problems independently. Proven ability to work under taxing circumstances.
<u>DUTIES</u>	:	Supervise the work of data capturers responsible for the updating of employee biographical data on PERSAL. Quality assure the employee information files created on PERSAL as part of the restoration project. Facilitate processes to obtain SAQA verification for employee qualification certificates submitted. Supervise data capturing procedures inclusive of maintaining high production levels.
<u>ENQUIRIES</u>	:	Ms S Wilson (087-8131148)
<u>POST 27/106</u>	:	<u>CHIEF PERSONNEL OFFICER: CUSTOMER CARE (REF NO: EDU22/06/2018) X7 POSTS</u>
<u>SALARY</u>	:	R226 611 per annum (Level 07)
<u>CENTRE</u>	:	Head Office – Zwelitsha
<u>REQUIREMENTS</u>	:	Degree/National Diploma in Human Resource Management/Public Administration/Public Management. Five years' experience in the HRM/ Customer service environment. Matric with 7 years' experience in the HR field. Must be able to express yourself fluently. Good planning, organizing, coordinating and administrative skills. Ability to engage with both internal and external stakeholders. Continuous improvement, problem solving and decision making, client orientation and customer focus, communication and information management. Background in the call Centre environment will be an added advantage. Reasonable experience

in computer applications in the office management including MS Word, MS Excel, PowerPoint and Outlook. Knowledge and application of Batho Pele Principles. Must be able to work independently and work with a team. Have well developed interpersonal communication (both verbal and written) skills.

DUTIES : Handle HR related enquiries. Provide expert advice relating to HR related responses. Implement HR prescripts and policies in the Customer Care Unit. Implement relevant personnel administration, personnel practices and procedures. Resolve queries immediately. Answering calls relating to confirmation of employment, Garnishee enquiries, Legal enquiries, etc. Maintain and administer Personal information including leave applications, Prepare Human Resources reports based on the queries received and captured in the system. Deal with HR related queries that comes through the Presidential Hotline, for the entire Education Province (in the 12 Circuit Management Centers).

ENQUIRIES : Ms V Mkona Tel No: (040-6084027)

POST 27/107 : **SECURITY OFFICERS (X14 POSTS)**
Various Schools in province

SALARY CENTRE : R107 886 - R127 086 per annum (Level 03)
: Buffalo City Metro: De Vos Malan HS (200200252) – Ref No: EDU23/06/2018 (X1 Post)
Buffalo City Metro: Nomfuneko JPS (200200606) – Ref No: EDU24/06/2018 (X1 Post)
Buffalo City Metro: JM Mvebeza SSS (200200290) - Ref No: EDU25/06/2018 (X1 Post)
Buffalo City Metro: Zanempucuko SSS (200200925) - Ref No: EDU26/06/2018 (X1 Post)
Buffalo City Metro: Mnxesha SPS (200200490) - Ref No: EDU27/06/2018 (X1 Post)
Buffalo City Metro: Athenkosi L/HP School (200200024) - Ref No: EDU28/06/2018 (X1 Post)
Amathole East: Gcina JSS (2003001070 - Ref No: EDU29/06/2018 (X1 Post)
Amathole East: Willowvale SSS (200300764) - Ref No: DU30/06/2018 (X1 Post)
Amathole East: Ngwenze SSS (200300449) - Ref No: EDU31/06/2018 (X1 Post)
Amathole East: Enoch Mamba (200300086) - Ref No: EDU32/06/2018 (X1 Post)
Amathole East: Fort Malan JSS (200300098) - Ref No: EDU33/06/2018 (X1 Post)
Amathole East: Mbobothi SSS (200300256) - Ref No: EDU34/06/2018 (X1 Post)
Amathole East: Ndabankulu SSS (200300420) - Ref No: EDU35/06/2018 (X1 Post)
NMM: Bergsig Special School (200100060) - Ref No: EDU36/06/2018 (X1 Post)

REQUIREMENTS : Basic Security officers course and basic education and training. Good communication skills, good customer care. An understanding of Public Service principles. Knowledge of the access control procedures, Knowledge of measures for the control and movement of equipment stores. Knowledge of prescribed security procedures and the authority of security officers under these documents, Acknowledge and accept of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Good communication skills (written and verbal skills) and a good command of English language.

DUTIES : Has a responsibility to identify officers /employees, learners and visitors. Draw up menu under the guidance of the School Management Team. Patrol school grounds, buildings and fenced off areas. Escort visitors in the premises where necessary. Ensure that facilities, premises vehicles learners and staff are safe. Assist in the implementation of school safety policy. Apply basic communication skills in interacting with the children. Keep the necessary visitors register. Issue admission control cards to visitors and receive them back. Good communication skills and Good Customer Care. Open gates on arrival and departure of visitors at the Institution. Check supplies, articles and objects where necessary before allowing visitors in. Have patience and willingness to support learners unconditionally Promote and uphold the rights of children Report on breakages, theft and damages to school property to the Principal /School Management Team (SMT).

<u>POST 27/108</u>	:	<u>CARETAKER/GROUNDSMAN (X17 POSTS)</u> Various Schools in province
<u>SALARY CENTRE</u>	:	R90 234-R106 290 per annum (Level 02) Buffalo City Metro: Ekuphumleni PS (200200146) - Ref No: EDU37/06/2018 (X1 Post) Buffalo City Metro: Metiele PS (200200465) - Ref No: EDU38/06/2018 (X1 Post) Buffalo City Metro: B Kat SSS (200200028) - Ref No: EDU39/06/2018 (X1 Post) Buffalo City Metro: Balasi PS (200200029) - Ref No: EDU40/06/2018 (X1 Post) Buffalo City Metro: Qongqotha L/HP (200200720) - Ref No: EDU41/06/2018 (X1 Post) Buffalo City Metro: Emncotsho (200200160) - Ref No: EDU42/06/2018 (X1 Post) Buffalo City Metro: Ngxwalane (200200580) - Ref No: EDU43/06/2018 (X1 Post) Buffalo City Metro: Fort Murray JS (200200185) - Ref No: EDU44/06/2018 (X1 Post) Buffalo City Metro: Tolofiyeni PS (200200849) - Ref No: EDU45/06/2018 (X1 Post) Buffalo City Metro: Uviwe HS (200200881) - Ref No: EDU46/06/2018 (X1 Post) Buffalo City Metro: Athenkosi L/HP School (200200024) - Ref No: EDU47/06/2018 (X1 Post) Chris Hani West: Freemantle (200600204) - Ref No: EDU48/06/2018 (X1 Post) Amathole West: Fort Beaufort Special School (200300098) - Ref No: EDU49/06/2018 (X1 Post) Amathole West: Adelaide Primary School (200100014) - Ref No: EDU50/06/2018 (X1 Post) Amathole West: Douglas Ross Primary School (200200128) - Ref No: EDU51/06/2018 (X1 Post) Amathole West: Sivuyile Primary School (200200787) - Ref No: EDU52/06/2018 (X1 Post) NMM: Bergsig Special School (200100060) - Ref No: EDU53/06/2018 (X1 Post)
<u>REQUIREMENTS</u>	:	Abet level 4 with 0 – 6 month's experience Good communication skills. Ability to learn Willingness to work with learners and staff members. Good communication skills (written and verbal skills) and a good command of English language.
<u>DUTIES</u>	:	Moving around the premises identifying broken materials. Giving direction to the visitors on relevant office around the premises. See to it that broken tables and drawers are maintained. Looking for broken windows and report them. Mending broken brooms and look for all assets.
<u>POST 27/109</u>	:	<u>GENERAL WORKERS/CLEANERS (X46 POSTS)</u> Various Schools in province
<u>SALARY CENTRE</u>	:	R90 234 - R106 290 per annum (Level 02) Buffalo City Metro: Zabalaza Primary (200200914) - Ref No: EDU54/06/2018 (X1 Post) Buffalo City Metro: Metiele Primary (200200465) - Ref No: EDU55/06/2018 (X1 Post) Buffalo City Metro: Ekuphumleni Primary (200200146) - Ref No: EDU56/06/2018 (X1 Post) Buffalo City Metro: Breidbach Secondary School (200200058) - Ref No: EDU57/06/2018 (X1 Post) Buffalo City Metro: Breidbach PS (200200057) - Ref No: EDU58/06/2018 (X1 Post) Buffalo City Metro: Mlakalaka (200200484) - Ref No: EDU59/06/2018(X1 Post) Buffalo City Metro: Zanempucuko SSS (200200925) - Ref No: EDU60/06/2018 (X1 Post) Buffalo City Metro: De Vos Malan HS (200200252) - Ref No: EDU61/06/2018 (X2 Posts) Buffalo City Metro: Nomfuneko JPS (200200606) - Ref No: EDU62/06/2018 (X1 Post) Buffalo City Metro: Balasi PS (200200029) - Ref No: EDU63/06/2018 (X1 Post) Buffalo City Metro: Mnxesha SPS (200200490) - Ref No: EDU64/06/2018 (X1 Post) Buffalo City Metro: Luytenville L/HP (200200720) - Ref No: EDU65/06/2018 (X1 Post)

Buffalo City Metro: Qongqotha LHP (200200065) - Ref No: EDU66/06/2018 (X1 Post)

Buffalo City Metro: Bulembu L/HP (200200727) - Ref No: EDU67/06/2018 (X1 Post)

Buffalo City Metro: Rayi PS (200200400) - Ref No: EDU68/06/2018 (X1 Post)

Buffalo City Metro: Madakeni PS (200200266) - Ref No: EDU69/06/2018 (X1 Post)

Buffalo City Metro: Ilitha SPS (200200018) - Ref No: EDU70/06/2018 (X1 Post)

Buffalo City Metro: Andile Ntsepe L/HP School (200200160) - Ref No: EDU71/06/2018 (X1 Post)

Buffalo City Metro: Emncotsho (200200580) - Ref No: EDU72/06/2018 (X1 Post)

Buffalo City Metro: Ngxwalane (200201032) - Ref No: EDU73/06/2018 (X1 Post)

Buffalo City Metro: Embekweni PS (200200849) - Ref No: EDU74/06/2018 (X1 Post)

Buffalo City Metro: Tolofiyeni PS (200200730) - Ref No: EDU75/06/2018 (X1 Post)

Buffalo City Metro: Richard Varha HS (200300764) - Ref No: EDU76/06/2018 (X2 Posts)

Amathole East: Willowvale SSS (200300449) - Ref No: EDU77/06/2018 (X1 Post)

Amathole East: Ngwenze SSS (200300107) - Ref No: EDU78/06/2018 (X1 Post)

Amathole East: Gcina JSS (200100012) - Ref No: EDU79/06/2018 (X1 Post)

Amathole East: J.S. Skenjana (200300153) - Ref No: EDU80/06/2018 (X1 Post)

Amathole East: LM Malgas SSS (200300202) - Ref No: EDU81/06/2018 (X1 Post)

Amathole East: Caley JSS (200300042) - Ref No: EDU82/06/2018 (X1 Post)

Amathole West: Adelaide Gymnasium (200100942) - Ref No: EDU83/06/2018 (X1 Post)

Amathole West: Fort Beaufort Special School (200200684) - Ref No: EDU84/06/2018 (X2 Posts)

Amathole West: Phandulwazi Agricultural School (200200816) - Ref No: EDU85/06/2018 (X1 Post)

Amathole West: St Matthews High School (200100014) - Ref No: EDU86/06/2018 (X1 Post)

Amathole West: Adelaide Primary School (200200877) - Ref No: EDU87/06/2018 (X2 Posts)

Amathole West: Upper Cata Primary School (200200128) - Ref No: EDU88/06/2018 (X1 Post)

Amathole West: Douglas Ross Primary School (200200922) - Ref No: EDU89/06/2018 (X1 Post)

Amathole West: Zamukukhanya Primary School (200200787) - Ref No: EDU90/06/2018 (X1 Post)

Amathole West: Sivuyile Primary School (200200817) - Ref No: EDU100/06/2018 (X1 Post)

Amathole West: St Matthews Primary School (200200914) - Ref No: EDU101/06/2018 (X1 Post)

Amathole East: Mbobothi SSS (200300256) - Ref No: EDU102/06/2018 (X1 Post)

NMM: Bergsig Special School (200100060) - Ref No: EDU103/06/2018 (X2 Posts)

REQUIREMENTS

: Abet with no experience. Good communication skills (written and verbal skills) and a good command of English language. Acceptance of responsibility and be able to identify learner needs and strengths. Acceptance of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Ability to learn. Willingness to work with learners. An understanding of Public Service principles. Appropriate experience will be an added advantage.

DUTIES

: Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks. Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy. In the garden dig, fertilize soil, plant seeds or transplant seedlings by hand, cultivate, spray, harvest fruits and vegetables. Responsible for the removal of refuse for both hostel and school premises. General domestic duties, like fixing of broken windows, taps, gutters, doors, lights etc. Request, purchase and control of cleaning material. Undertake inspections daily on the neatness of buildings and premises. Report any damages to property. Promote and uphold the rights of children. Have patience and willingness to support learners unconditionally.

DEPARTMENT OF HUMAN SETTLEMENTS

The Department of Human Settlements 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 Management, Department of Human Settlements, Private Bag X13008, Cambridge, 5206. Hand Delivery: Human Resources Section, Room 1, Steve Tshwete Building, 31 – 33 Phillip Frame Road, Chiselhurst, 5206.
- FOR ATTENTION** : Mr Z. Ntozini
- CLOSING DATE** : 20 July 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 licence (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 SMS posts Females will be given preference and for all posts people with disabilities will be given preference.

OTHER POSTS

- POST 27/110** : **DEPUTY DIRECTOR: EMERGENCY HOUSING: REF NO: ECDHS01/07/2018**
- SALARY CENTRE REQUIREMENTS** : R826 563 - R973 047 An all-inclusive package (Level 12)
: Head Office
: Formal Qualifications: A three year degree/diploma in Emergency/ Disaster Management/Public Management/NQF6 relevant qualification in the built environment (Civil, Quantity Surveying/Architecture/Building) with 3 years working experience in the relevant field or a Senior Certificate coupled with ten (10) years working experience in the relevant field. 2 years working experience as an Assistant Director. Proven ability and exposure in working with project management tools. Knowledge of the National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of relevant legislation including the Human Settlements Code, Housing Act of 1997. Proven experience in Project Planning and Project Management. Expertise in executing disaster response and recovery in a quick and proper manner. Knowledge of principles and processes in providing customer services, assessing customer needs, meeting quality standards for services, and evaluating customer satisfaction. Expertise in managing multiple tasks simultaneously without compromising the quality of work. Knowledge of financial management principles and prescripts. Knowledge of Microsoft applications. Ability to work independently. A valid driver's licence is compulsory. Skills and Competences: Knowledge and application of the following: Monitoring and evaluation systems, report writing, interpersonal relations, government policies, planning frameworks, conflict

		management, presentation skills, public service regulatory framework. Research, negotiation, communication, leadership, financial management.
<u>DUTIES</u>	:	Manage the execution of disaster response and recovery within a co-ordinated joint operating system. Manage professional advisory and support services including development of tender documents. Assist service providers in developing project implementation plans with realistic cash flow forecast and ensure compliance thereof. Ensure project planning, design and implementation for both temporary and permanent solution. Prepare reports and participate in National and Provincial Disaster / Emergency Housing Forums. Manage the development and review of relevant policy frameworks. Co-ordinate and manage the development, implementation and review of Provincial Disaster Recovery Plan. Ensure functionality of existing programme related systems and development of new systems where necessary. Ensure effective management of the sub-directorate including compliance to the relevant regulations and prescripts.
<u>ENQUIRIES</u>	:	can be directed to Mrs W.L. Hartzenberg at 043 - 7119685
<u>POST 27/111</u>	:	<u>DEPUTY DIRECTOR: TECHNICAL QUALITY ASSURANCE: REF NO: ECDHS02/07/2018</u> Purpose: To ensure adherence to set quality standards
<u>SALARY CENTRE REQUIREMENTS</u>	:	R826 053 - R973 047 (All-inclusive package) (Level 12) Head Office Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification with five years working experience in the relevant field or Senior Certificate coupled with ten years working experience in the relevant field. Knowledge of the applicable legislations and prescripts, government programmes and policies and procedures. Good verbal and written communication skills. Ability to work independently. Ability to work under pressure and difficult timelines. A valid driver's licence is compulsory. Skills And Competencies: Knowledge of applicable legislation and prescripts. Facilitation, research, report writing, networking, interpersonal relations, computer literacy and presentation skills.
<u>DUTIES</u>	:	Develop quality standards and ensure adherence in the construction industry. Ensure proper inspection, assurance, legal compliance and close out of projects. Evaluate progress in terms of contractual agreements with relevant stakeholders. Keep abreast of new, innovative developments and continuous improvement in the construction industry in order to ensure improved standards, Have the ability to identify deviations and implement reasonable solutions. Evaluate project claims and recommend for payments. Ensure housing projects meet all building regulations, norms and standards. Manage and advice regions with best practise in the construction industry. Manage the allocated resources of the directive. Ensure timeously development of job descriptions and implementation of work plans and personal development plans (PDP's) for all employees in the Sub-Directorate.
<u>ENQUIRIES</u>	:	can be directed to Mrs W.L. Hartzenberg at 043 - 7119685
<u>POST 27/112</u>	:	<u>CONSTRUCTION PROJECT MANAGERS GRADE A (X2 POSTS)</u> Purpose: To manage and oversee all aspects of the projects in support of management of capital and technical projects.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R679 338 - R728 400 (All-inclusive package) (Level 11 OSD) OR Tambo Region (Ref No: 03/07/2018) Amathole Region (Ref No: 04/07/2018) Formal Qualifications: A three year degree/diploma/ NQF level 6 relevant qualification in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with five years' work experience in human settlements development. Solid proven experience in Project Planning and Project Management. Must have a valid registration certificate with South African Council for Project and Construction Management professionals (SACPCMP). Three (3) years 'working experience as a Control Works Inspector or equivalent. MS projects and MS office experience essential. Good communication skills (verbal and written). A valid drivers' licence is compulsory and must be willing to travel. Computer literacy. Ability to work under pressure and meet tight deadlines. Ability

to work independently and within team setup. Skills And Competencies: Planning and organisation. Problem analyses and solving skills. Project management. Ability to pay attention to detail. Excellent interpersonal and communication skills (verbal and written). Experience in facilitating work sessions and giving presentations.

DUTIES : Manage and co-ordinate all aspects of projects. Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Project accounting and financial management. Report project progress to Chief Construction Project Manager. Office administration. Liaise and interact with service providers, client and management. Research and development. Keep up with new technologies and procedures. Visit sites for quality checks.

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

POST 27/113 : **CONTROL WORKS INSPECTORS (X2 POSTS)**

Purpose: To ensure that inspectorate services are provided through the investigation of customer complaints, identification of new services, needs and requirements of new work and repairs and the management of the inspectorate component in line with relevant legislations, regulations and standards.

SALARY : R444 693 - R523 818 Level 10

CENTRE : O.R Tambo Region (Ref No: DHS 05/07/2018)

Alfred Nzo Region (Ref No: DHS 06/07/2018)

REQUIREMENTS : Formal Qualifications: A three year degree/diploma/relevant NQF level 6 qualification in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with five years working experience in human settlements development or a Senior Certificate/N3 coupled with eight years working experience in human settlements development. Registration with SACPCMP will be an added advantage. Proven ability and exposure in working with project management tools. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. A valid drivers' licence is compulsory. Skills and Competencies: Strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management and programme and project management. Knowledge of public finance management act and applicable legislations and prescripts.

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

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

<u>POST 27/114</u>	:	<u>ASSISTANT DIRECTOR: ENHANCED PEOPLES HOUSING PROCESS (EHPH) REF NO: ECDHS07/07/2018</u> Purpose: To assist in the facilitation, co-ordination and provision of administrative support in the implementation of Enhanced Housing Subsidy Programmes.
<u>SALARY</u>	:	R444 693 - R523 818 Level 10
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Formal Qualifications: A three year degree/diploma/NQF level 6 relevant qualification in Social Science/Development Studies/Public Management with five years' working experience in the relevant field or a Senior Certificate coupled with eight years' working experience in the relevant field. 2 years at supervisory level. Knowledge and experience in social facilitation in particular, on human settlements development. Knowledge of relevant legislation including the Human Settlements Code, Housing Act of 1997 as amended, Provincial Human Settlements legislation. Understanding of Enhanced People's Housing Process (EHPH). Knowledge and experience in the field of Human Settlements and community development. Sound experience in the Public Sector Governance issues. Computer literacy. A valid drivers' licence is compulsory. Project management expertise will be an added advantage. Skills and Competencies: Knowledge of monitoring and evaluation, government policies and planning systems, public service regularity framework. Research, report writing, negotiation, interpersonal relations, communication, conflict management, presentation and working in a team.
<u>DUTIES</u>	:	Assist in administering the Beneficiary Administration Programme for efficient and effective Human Settlements delivery Implement business plan. Assist in the administration of Individual Subsidy Programme. Facilitate the approval of potential beneficiaries. Assist in the management of the directorate. Assist in the compilation of both DORA and IYM reports by providing accurate figures for expenditure and targets. Assist in programme planning for effective implementation of the planned monthly, quarterly and annual targets. Compilation and submission of monthly and quarterly reports.
<u>ENQUIRIES</u>	:	can be directed to Mrs W.L. Hartzenberg at 043 711 9685
<u>POST 27/115</u>	:	<u>OFFICE MANAGER TO CHIEF DIRECTOR: DISTRICT CO-ORDINATION AND PROJECT MANAGEMENT REF NO: ECDHS 08/07/2018</u> Purpose: To provide sound administrative and executive support to the Chief Director
<u>SALARY</u>	:	R356 289 - R419 679 (Level 09)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Formal Qualifications: A three year degree/diploma in Office Administration/NQF level 6 relevant qualification with five years working experience in the relevant field or a Senior Certificate with eight years' working experience in the relevant field. 2 years at supervisory level. Computer literacy with strong and sound typing skills (Excel is compulsory with MS Word and PowerPoint. Excellent communication skills (verbal and written). Excellent filing skills and to keep record of flow of documents. Experience in office administration and coordination. Flexible and adaptable. Ability to work under pressure and adhere to strict timeframes. Ability to take initiative and work independently. Ability to identify and handle confidential matters. A valid driving licence will be an added advantage. Skills And Competencies: In depth knowledge of monitoring and evaluation, government policies and planning systems, public service regularity framework, information management performance management. Good facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analysing, communication, conflict management and working in a team.
<u>DUTIES</u>	:	Responsible for overall management and administration of the office at all times. Assist in compiling the budget of the office. Consolidate in-year monitoring and Dora reports. Monitor the expenditure of the programme and consolidate expenditure reports. Prepare weekly, monthly, quarterly and annual reports. Manage the assets of the office. Request and consolidate reports. Analyse the information provided, consolidate and submit the final report. Compile internal and external reports and memos. Prepare memorandum, reports, speeches etc. Provide strategic support to the Chief Director. Ensure follow up of the Chief

Director's appointments. Ensure that the diary is managed effectively. Ensure proper planning and organising in the office of the Chief Director. Ensure that events are planned, coordinated and organised. Provide administrative executive support to the Chief Director. Attend the Chief Director meetings and take minutes. Attending meetings on behalf of the Chief Director and report back. Make follow-up on the implementation of the resolutions of the meetings. Follow up on tasks assigned to directorates. Receive correspondence from inside and outside the Chief Directorate and guide correspondence to relevant directorates, including making necessary follow-ups. Liaise and communicate with other directorates/branches within the department and also with outside clientele.

ENQUIRIES :

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

POST 27/116 :

ASSISTANT DIRECTOR: GRANT MANAGEMENT: REF NO: (ECDHS: 09/07/2018)

Purpose: To assist housing finances.

SALARY :
CENTRE :
REQUIREMENTS :

R356 289 - R419 679 (Level 09)

Head Office

Formal Qualifications: A three year degree/diploma/NQF level 6 relevant qualification in financial management/accounting with five years working experience in the relevant field or a Senior Certificate coupled with eight years' working experience in the relevant field. 2 years at supervisory level. Sound knowledge of policies and prescripts that are applicable to grant management. Good communication skills and analytical skills. Knowledge of Basic Accounting System (BAS). Extensive knowledge of PFMA. Computer literacy. A valid driver's licence is compulsory. Skills and Competencies: Knowledge of monitoring and evaluation, government policies and planning systems, government programme of action, public service regularity framework, information management and performance management. Research, report writing, negotiation, interpersonal relations, communication, analysing, conflict management, presentation and working in a team.

DUTIES :

Assist in the management of the Provincial Housing Funds (Conditional Grant). Prepare and submit project list to budget office. Verification of budget loaded on BAS to the approved conditional grant business plan. Processing of housing project payments and related transactions in the provincial financial system (BAS) and ensure that they are properly recorded. Verify all claims to ensure compliance with the prescribed legislation. Verify data captured on BAS against the supporting documentation on the claims and authorize on BAS. Management of Trust Accounts. Risk Management. Ensure that all claims are fully compliant with all prescripts. Prevent the possible risks on payments such as payments to incorrect entities, over payments and under payments.

ENQUIRIES :

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

POST 27/117 :

SYSTEMS DEVELOPER: REF NO: ECDHS10/07/2018

Purpose: To provide applications and systems support and develop and enhance systems and software.

SALARY :
CENTRE :
REQUIREMENTS :

R356 289 - R419 679 (Level 09)

Head Office

Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification in computer science/Information Technology with five years working experience in the relevant field or a Senior Certificate coupled with eight years working experience in the relevant field. Experience in systems and software or web-based development. Relevant Microsoft certification (Microsoft Technology Associate (MTA), or Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Expert (MCSE) or Microsoft Certified Solutions Developer (MCSD). A driver's licence is compulsory. A minimum of two years' experience as a developer/analyst programmer in the software development environment using the following: NET programming in ASP.net, C-Sharp (C#), ASP.net MVC, Microsoft Visual Studio. NET; Microsoft Sharepoint development; PHP; Drupal; WordPress, Joomla, Database Administration in either Microsoft SQL Server or MySQL or other relevant relational databases. Skills and Competencies: Knowledge of

government policies and planning systems, knowledge management and problem solving and analysis. Research, report writing, negotiation, interpersonal relations, communication, facilitation, conflict management, presentation skills and working in a team.

DUTIES : Provide applications and systems support. Distribute surveys of user requirements. Facilitate outsourcing of needs and requirements. Maintain effective usage of software licensing. Provide advisory services to users. Assist in troubleshooting software application issues. Develop and enhance systems and software. Regularly assets and evaluate systems and software performance and institute reviews and renewal. Analyse data contained in the corporate database and identify data integrity issues with existing and proposed systems and implement solutions. Support the implementation and ongoing management of Departmental Systems. Responsible for a safe and secure work environment. Follow appropriate business control practices and ensure compliance to all governmental standards relative to application support and development and implementation of application system changes.

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

POST 27/118 : **SENIOR ADMINISTRATIVE OFFICER REF NO: ECDHS 11/07/2018**
Housing Programmes Facilitation and Administration
Purpose: To promote the effective and efficient programmes facilitation and administration.

SALARY CENTRE REQUIREMENTS : R299 709 - R353 043 (Level 08)
: OR Tambo Region
: Formal Qualifications: A three year degree/diploma/NQF level 6 relevant qualification in Public Management/Social Science with three years working experience in the relevant field or Senior Certificate with seven years' working experience in the relevant field. Human settlements development experience will be an added advantage. Knowledge and understanding of the subsidised housing environment. Thorough knowledge and understanding of all policies, guidelines and other legislative framework that governs the administration of government subsidised housing. Good communication skills (verbal and written). Computer literate. A valid drivers' licence is compulsory. Skills and Competencies: Knowledge of Public Finance Management Act, applicable legislation and prescripts and policies and procedures. Report writing, computer literacy and communication skills.

DUTIES : Beneficiary Administration. Liaise with all the relevant stakeholders involved in the housing development i.e. ward councillors, ward committees, traditional leaders, municipal housing officials, community development workers and identified beneficiaries. Consumer Education. Conduct consumer education to communities where projects have been awarded. Filling in forms and commissioning. Social Facilitation. Liaise with all the relevant stakeholders involved in the housing development. Establish project steering committee on approved beneficiaries. Conduct training on elected members. Perform any adhoc duties assigned by supervisor or manager. Door to door verification destitute. Attend to meetings, workshops and trainings.

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

POST 27/119 : **SENIOR PROVISIONING ADMINISTRATIVE OFFICER PROCUREMENT REF NO: ECDHS 12/07/2018**
Purpose: To administer the departmental purchase services.

SALARY CENTRE REQUIREMENTS : R299 709 - R353 043 (Level 08)
: Head Office
: Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification in Supply Chain Management/Logistics/Purchasing/Public Management/ Finance with three years working experience in the relevant field or Senior Certificate coupled with seven years working experience in the relevant field. Knowledge of supply chain processes especially in procurement. Knowledge of PFMA, Treasury Regulations. Good interpersonal and organisational skills. Ability to work under pressure. Computer literate. Good communication skills (verbal and written).

		Knowledge of Logis and BAS System. Skills and Competencies: Knowledge of SCM practices, procurement and purchasing procedures required, government policies and planning systems, public service regularity framework, information management and performance management. Good communication skills, multi-tasking skills, computer literacy and supervisory skills.
<u>DUTIES</u>	:	Render provisioning services. Check correctness of input document. Check, verify supplier details. Ensure that supplier and price is cost effective. Process request on Logis. Check validity before authorisation. Maintain weekly, monthly and quarterly reports. Ensure that necessary documents are attached before issuing an order. Ensure the effective and efficient use of funds. Maintain and update accruals. Checking of outstanding commitments. Supervision of staff.
<u>ENQUIRIES</u>	:	can be directed to Mr M. Kana at 043 711 9743
<u>POST 27/120</u>	:	<u>ADMINISTRATIVE OFFICER: REF NO: ECDHS12/07/2018</u> Beneficiary Management Purpose: To facilitate co-ordination and provision of administrative support of housing projects
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 - R285 630 (Level 07) Head Office Formal Qualifications: A three year degree/diploma/NQF level 6 relevant qualification in Public Management/Social Science with 2 years of working experience in the relevant field or Senior Certificate coupled with six years working experience in the relevant field. Knowledge and understanding of housing policies and procedures. Good interpersonal skills. Good communication skills. Ability to work as a team. Computer literate. Skills and Competencies: Knowledge of housing subsidy systems policies and procedures, government policies and planning systems, public service regularity framework, performance management. Be able to handle confidential matters, ability to work under pressure.
<u>DUTIES</u>	:	Processing individual subsidy applications. Receive, capture and verify subsidy application forms. Edit applications. File approved applications. Processing of individual subsidy claims. Received, capture claims on housing subsidy system (HSS). Attend to subsidy enquiries.
<u>ENQUIRIES</u>	:	can be directed to Mr M. Cimela at 043 711 9774
<u>POST 27/121</u>	:	<u>INTERNAL AUDITOR: REF NO: ECDHS 13/07/2018</u> Purpose: Execute internal audit assurance and consultancy engagements to support the implementation of Internal Audit Operational Plan; providing assurance on governance, risk management and internal control processes in accordance with the IIA Standards and legislatives framework.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 - R285 630 (Level 07) Head Office Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification in Internal Auditing with two years working experience in relevant field. Extensive knowledge of relevant legislations such as Public Finance Management Act 1999 as amended (PFMA), Pubic Service Act 1994 and Professional Practices such as the Standards for the Professional Practices of Internal Auditing (SPPIA) issued by the Institute of Internal Auditors (IIA). Good communication skills. Computer Literate. A valid drivers' licence is compulsory and willing to travel. Skills and Competencies: Knowledge of PFMA and accompanying Treasury Regulations. Research, report writing, negotiation, interpersonal relations, communication, facilitations, analysing, conflict management, presentation, working in a team.
<u>DUTIES</u>	:	Contribute to the development of strategic audit plans. Participate in the identification of the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Assist the Accounting Officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Participate in the development of proposals to determine the scope of allocated internal audit engagements. Collect information and participate in the compilation of reports to the Accounting Officer

		and Audit Committee. Progress report against audit plan. Quarterly reports. Annual reports. Keep up to date with new developments in the internal audit environment. can be directed to Mr M. Cimela at 043 711 9774
<u>ENQUIRIES</u>	:	
<u>POST 27/122</u>	:	<u>ADMINISTRATIVE OFFICER: TECHNICAL QUALITY ASSURANCE: REF NO: ECDHS: 14/07/2018</u> Purpose: To maintain appropriate records for the efficient operation of the departments Technical Quality Assurance and to provide administrative support to the Technical Quality Assurance Team.
<u>SALARY</u>	:	R242 475 - R285 630 (Level 07)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Formal Qualifications: A three year degree/diploma/NQF6 qualification in Public Administration/Social Sciences/ Development Studies with 2 years' working experience in the relevant field or Senior Certificate coupled with six years' working experience in the relevant field. Good communication skills. Computer literate. Ability to work under pressure. Skills and Competencies: Knowledge of administrative procedures, Public Service Regularity Framework, performance management, interpersonal relations skills, ability to work in a team. Be able to handle confidential matters.
<u>DUTIES</u>	:	Provide administrative support to the unit. Make preparations for Unit events and meetings. Reconcile section accounts and report deviations. Advise the Deputy Director on expenditure trends Develop and maintain database for external verification. Liaise with both internal and external stakeholders on quality assurance standards. Receive quality assurance and monitoring reports and file them. Analyse and check legitimacy of documentations. Analyse and check legitimacy of documentation submitted by regions relating to technical aspects of a project.
<u>ENQUIRIES</u>	:	can be directed to Mr M. Cimela at 043 – 711 9774
<u>POST 27/123</u>	:	<u>ADMINISTRATIVE CLERK: LAND ACQUISITION: REF NO: ECDHS15/04/2018</u> Purpose: To ensure that land ownership and security of tenure is facilitated in respect of all housing subsidy programmes.
<u>SALARY</u>	:	R163 563 - R192 666 (Level 05)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification in Public Management/Social Sciences/Property Management with one year working experience in relevant field or Senior Certificate coupled with four years working experience in the relevant field. Understanding of the relevant acts/prescripts and legislations. Ability to collect and collate data. Ability to work under pressure Computer literate. Sound knowledge of the land administration. Experience in working with various stakeholders. Good communication skills and conflict management. A valid drivers' licence is compulsory. Skills and Competencies: Knowledge of service delivery (Batho Pele). Sound knowledge and understanding of transfer and land ownership. Computer literacy, interpersonal relations skills, communication skills, ability to work in a team, personal effectiveness and customer orientated.
<u>DUTIES</u>	:	To assist with housing subsidy system for verification of beneficial approval. Do deeds searches. Prepare consent certificates of pre-emptive and mortgage binds certificates, special power of attorney and endorsement of title deed in terms of section 10A and 10B of Housing Act 107 of 1997 as amended. Ensure transfer of housing units qualifying beneficiaries in conjunction with conveyancers and municipalities.
<u>ENQUIRIES</u>	:	can be directed to Mr M. Cimela at 043 – 711 9774
<u>POST 27/124</u>	:	<u>ADMINISTRATIVE CLERK: HOUSING PROPERTY MANAGEMENT: REF NO: ECDHS 16/07/2018</u> Purpose: To provide clerical support in the completion and submission of subsidy application form.
<u>SALARY</u>	:	R163 563 - R192 666 (Level 05)

CENTRE REQUIREMENTS : OR Tambo Region
 : Formal Qualification: A 3 year degree/diploma/NQF6 relevant qualification in Public Management/Social Sciences with one year working experience in the relevant field or Senior Certificate coupled with four years working experience in the relevant field. Knowledge of relevant prescripts and legislations. Computer literate. Good communication skills. Knowledge of Housing Subsidy Systems. Skills and Competencies: Knowledge of government prescripts and legislations. Knowledge of housing subsidy policies and procedures. Problem solving, workplace relations, self-organising, informal utilisation, effective communication.

DUTIES : Provide clerical support in the process of completing subsidy application forms. Collect and receive completed subsidy forms. Verify the completeness and attachments on each subsidy application forms. Capture subsidy application forms on HSS. Compile list of captured subsidy application forms and refer to Had Office for verification and approval. Check subsidy application forms on HSS for approval or disapproval. Establish project steering committee on approved beneficiaries.

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

POST 27/125 : **ADMINISTRATIVE CLERK: REBATES: REF NO: ECDHS 18/07/2018**
 Purpose: To render effective and efficient rebates services.

SALARY CENTRE REQUIREMENTS : R163 563 - R192 666 (Level 05)
 : Head Office
 : Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification in Finance/Auditing with one year working experience in the relevant field or a Senior Certificate coupled with four years working experience in the relevant field. Knowledge of relevant prescripts and legislations i.e. Treasury Regulations and PFMA. Computer literate. Knowledge of BAS system. Good interpersonal and organisational skills. Ability to work in a team. Good communication skills. Skills and Competencies: Knowledge of Public Service Regularity Framework, performance management. Communication skills, interpersonal relations, working in a team.

DUTIES : Perform the tax administration. Complete and file monthly EMP201 for the 7th of each month. Assist in preparation and submission of annual and bi-annual tax reconciliation. Assist in ensuring that the IRP5's administration is adhered to. Reconcile and distribute printed IRP5's. Correct IRP5 accumulations. Clearing of suspense accounts. Assist in ensuring that the BAS/PERSAL interface is taking place and reconciled. Effective rendering of distribution services and document management. Effective rendering of deduction services.

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

DEPARTMENT OF SOCIAL DEVELOPMENT

APPLICATIONS : can be forwarded to the following District: **Provincial Office:** Hand Delivery: HR Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William's Town, for the attention of Mr. Mapuza or Post to The Head of Department: Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at 043 605-5049 / Ms A. Njaba 043 605-5101/ Mr M. Madonci 0436055110.

Alfred Nzo: The District Coordinator, Department of Social Development, Private Bag X 401, Mnt Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Ms L. Gawula. Enquiries may be directed to Ms L. Gawula at 039 – 2540900.

Amathole: The District Co-ordinator, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe at 0437116626.

Buffalo City Metro: The District Coordinator, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Mr M. Yonana at 043 705-5650 / Ms P. Kula 043 705-5638.

Chris Hani: The District Coordinator, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden

Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana at (045) 808-3709.

Joe Gqgabi: The District Coordinator, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at 051 633-1616 OR Mr S Luzipho at 051 633-1609.

Nelson Mandela Metro: The District Coordinator, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, IbhayiBulding, Straundale Road Enquiries may be directed to Ms L. Thompson 041 406-5750.

Sarah Baartman: The District Co-ordinator, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Ms P. Kewuti at 046 636-1484.

O.R. Tambo: The Head of the Department, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10th floor Botha Sigcau Building, for the attention of Ms Z. Dlanjwa. Enquiries may be directed to Ms Z. Dlanjwa at 047 - 5310944.

CLOSING DATE
NOTE

: 20 July 2018
: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). The Department of Social Development in the Eastern Cape is an equal opportunity, affirmative action employer. Females, Whites and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

OTHER POSTS

POST 27/126

: **SENIOR LEGAL ADMIN OFFICER: MR6 REF NO: DSD 01/**

SALARY
CENTRE
REQUIREMENTS

: R448 269 – R1 084 437 per annum
: Head Office
: Standard 10/ Grade 12 plus an LLB or recognised four-year legal degree. At least 8 years' appropriate post qualification advisory / civil high court litigation experience. Admission as an Attorney / Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law/ Labour Law / Contracts Management will be an added advantage. A valid South African driver's license is a prerequisite. Computer literacy and proficiency is essential.

DUTIES

: To render legal advisory services to the Department of Social Development (Eastern Cape Province) related to public sector legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislation services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil

litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise on research that will provide information and case law relevant to the legal matter at hand. Present on and advise on motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome. Draft legal documents and advise on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Unit.

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110

POST 27/127 : **SOCIAL WORK SUPERVISOR GR 1 (X2 POSTS)**

SALARY : R363 507per annum
CENTRE : Alfred Nzo: Mbizana Local Service Office (X1 Post)
 Matatiele Area Office (X1 Post)

REQUIREMENTS : Standard 10/ Grade 12 plus a B. Degree in Social Work, plus a minimum of 7 years' appropriate experience in social work after registration as a Social Worker with SACSSP (latest copy of registration/current year). A valid South African driver's license is a prerequisite. Computer literacy and excellent report-writing skills. Competencies: Leadership qualities and understanding of new Social Welfare Paradigm, policies, legislation and regulation that underpin the delivery of social development services in the NPOs, CBOs and FBOs. Understanding of service level agreements and ability to communicate this to appropriate stakeholders. Ability to implement Labour Relations Procedure in highly unionised environment. Project management, research and analytical skills. Ability to monitor and evaluate the impact of service delivery. Planning and organising skills. Ability to work under pressure and display initiative. Understanding of Public Sector transformation and equity issues. Presentation and facilitation skills, including sound report-writing abilities. Financial management.

DUTIES : Ensure that a social work service with regard to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes is rendered. Supervise and advise Social Workers, Social Auxiliary Workers and volunteers to ensure an effective social work service. Keep up to date with new developments in the social work field. Supervise all the administrative functions required in the unit and undertake the higher level administrative functions.

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110

POST 27/128 : **ASSISTANT DIRECTOR: PMDS**

SALARY : R356 289per annum
CENTRE : Head Office: (X1 Post)

REQUIREMENTS : Standard 10/ Grade 12 plus a degree/National Diploma in Social Science/Public Management/Human Resource Management or an NQF 6 relevant qualification with 5 years' relevant experience, including 3 years at supervisory level OR a Senior Certificate with 10 years' experience in the field of Performance Management and Development Systems with 3 years' at a supervisory level. Computer literacy. A valid South African driver's licence is a prerequisite. Competencies: Knowledge of PMDS policy, protocols and committees. Knowledge of stakeholders in Social Development. Sound knowledge of Human Resource Development policies and programmes. Good communication and presentation skills.

DUTIES : Implement and coordinate the Performance Management and Development System. Plan and facilitate PMDS workshops. Implement departmental PMDS policy. Evaluate procedures. Ensure monitoring and evaluation of PMDS policy and procedures. Provide advisory services in consultation with relevant stakeholders. Validate PMDS documents, reviews and agreements, and the Annual Assessment. Manage the PMDS database on Excel and on the Persal System.

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110

POST 27/129 : **SOCIAL WORKERS Gr1**

SALARY : R242 553 per annum
CENTRE : Nelson Mandela: Uitenhage Local Service Office (X1 Post)
REQUIREMENTS : Standard 10/ Grade 12 plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid South African driver's license is a prerequisite. Computer literacy. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behaviour and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.

DUTIES : Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required.

ENQUIRIES : can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110

POST 27/130 : **ADMINISTRATIVE OFFICER (TO THE FOLLOWING DISTRICTS)**

SALARY : R242 475 per annum (Level 07)
CENTRE : Sarah Baartman: Humansdorp Local Service Office (X1 Post)
Joe Gqabi: District Office (X1 Post)
REQUIREMENTS : Standard 10/ Grade 12 plus a National Diploma/B Degree in Public Management/ Financial Management/ Human Resources Management/ Business Management with a minimum of 2 years' experience OR Senior Certificate (Matric) with at least 10 years' relevant experience. A valid South African driver's license is an added advantage. Competencies: Extensive Knowledge of procurement and provisioning administration. Knowledge and experience of LOGIS system in terms of assets, inventory & logistics. Understanding of SCM management policies, procedures and processes, PFMA, Applicable treasury regulations. Understanding of Human Resources Management policies, procedures and processes. Computer Literacy (Word, Excel, PowerPoint & Access).

DUTIES : Request BAS and LOGIS reports for the reconciliation purposes. Control asset movements, additions and maintenance of asset manual and on LOGIS. Conduct physical verification and stocktaking of assets within the region. Report losses, make balance adjustments and correct differences/misallocations, through journals. Ensure compliance with the asset & inventory management policy and treasury regulations. Marking, serialising and bar-coding of all assets with unique numbers within the department. Maintain departmental asset register on LOGIS. Report all lost control aspects of physical assets. Reporting of losses and disclosure of financials on the financial statement. Perform monthly counting of inventory. Control and maintain bin card system and update relevant records accordingly. Creating and preparing of orders using Logis system. Processing, posting and recording of day to day activities and transactions on logis. Receiving of new vehicle and update Asset register with all the vehicle information in order to have an updated vehicle database. Assist drivers with completing vehicle accident forms. Administer and arrange with merchants and call center vehicle maintenance (vehicle services, licensing, and minor repairs) Distribution of traffic fines, visit panel beating workshop to check progress on vehicle that were booked

		in. Conduct vehicle audits. Issue trip authority using the TRM System. Capture fuel slips for reconciliation of fuel used on monthly basis. Arrange driver's competency testing for departmental officials. Assist officials with subsidy applications. Capture Scheme A travelling and S&T claims on the system as well as assist officials when they need help with their travelling claims (Scheme B). Check record and process log returns and ensure that proper filing is done. Supervise junior officials. Attend all payment related queries. Prepare monthly accrual reports. Reconcile commitments and suppliers accounts. Bookkeeping of the documents and cash.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110
<u>POST 27/131</u>	:	<u>STATE ACCOUNTANT</u>
<u>SALARY</u>	:	R242 475per annum (Level 07)
<u>CENTRE</u>	:	Sarah Baartman: District Office (X1 Post)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree/ National Diploma in Finance or Internal Auditing with two years' relevant experience OR Senior Certificate (Matric) with at least 10 years' relevant experience working in finance administration. Computer Literacy. A valid South African driver's license is an added advantage. Competencies: Knowledge of Public Finance Management Act (PFMA) and Treasury Regulations. Proven knowledge of BAS and PERSAL.
<u>DUTIES</u>	:	Manage and effect employee deductions. Draw Persal exceptions and identify reconciling items Perform Peral/Bas reconciliation. Approve Bas / Persal transaction. Maintain proper filling of documentation. Clear and reconcile suspense accounts. Render tax administration and distribution services for the department. Prepare monthly and yearly tax reconciliations. Render distribution of payrolls and pay slips also supervise subordinates.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110
<u>POST 27/132</u>	:	<u>PROVINCIAL ADMINISTRATIVE OFFICER</u>
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	Sarah Baartman: District Office (X1 Post)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree in Administration or equivalent qualification with two (2) year's relevant working experience OR Matric with 10 years' relevant experience. Computer literacy. Knowledge of MIS procurement process. A valid South African driver's license is an added advantage. Competencies: Good reading and writing skills. Administration skills. Ability to work under pressure. Knowledge of the Public Service Legislations, policies and procedures such as PFMA, PPPFA, GIAMA.
<u>DUTIES</u>	:	Monitor and reconcile all payments weekly. Retrieve reports on MIS and BAS. Conduct records and document management on both manually and electronically. Monitor budget expenditure against the cash flow projections weekly. Capture data on Infrastructure Reporting Module, Commit funds and payment of service providers on MIS, Consolidate monthly and Quarterly reports of the unit. Responsible for variety of duties related to Infrastructure and Facilities management.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110
<u>POST 27/133</u>	:	<u>ADMINISTRATIVE OFFICER: OFFICE OF THE HOD</u>
<u>SALARY</u>	:	R242 475per annum (Level 07)
<u>CENTRE</u>	:	Head Office (X1 Post)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree/National Diploma in Administration/ Accounting/equivalent qualification plus a minimum of 2 years' practical experience OR Grade 12/equivalent qualification with 10 years' relevant experience in administration environment. A valid South African driver's license is an added advantage. Competencies: Knowledge of administration and business administration. Knowledge of Public sector policies. Knowledge of procurement

		systems, PFMA, PSA regulations and Supply Chain Management. Excellent communications skills. Analytical ability.
<u>DUTIES</u>	:	Conduct records and document management both manually and electronically. Be responsible for variety of administration duties related to provisioning services. Monitor and manage provisioning process at operational level. Supervise staff. Provide logistic support functions such as transport administration, travel and accommodation arrangements of officials for the Office. Monitor budget expenditure patterns as well as monthly projections for the Local Service Office. Monitor submissions, memorandums and orders. Supervise the ordering of stationery, office supplier, courier services and deliveries.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110
<u>POST 27/134</u>	:	<u>STATE ACCOUNTANT: FINANCIAL PLANNING</u>
<u>SALARY</u>	:	R242 475per annum (Level 07)
<u>CENTRE</u>	:	Head Office (X1 Post)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B.Degree/National Diploma in B. Com Degree/National Diploma with Financial Accounting with 2 years relevant experience as one of the majors or Diploma in Finance with Accounting III or Internal Auditing III, OR Senior Certificate (Matric) with ten years relevant experience. A valid South African driver's license is an added advantage. Competencies: Knowledge of PFMA and Treasury Regulations. Knowledge of BAS and Persal. Advanced knowledge of MS, Excel, Ms Word and PowerPoint and Presentation skills. Good communication skills (verbal and written). Ability to work under pressure and meet tight deadlines.
<u>DUTIES</u>	:	To maintain and perform reconciliation of ledge accounts. To clear suspense accounts and reports to the Assistant Director on unclear suspense accounts monthly. Effectively and efficiently manage interdepartmental claims. To perform month and year end closure. Assist in compilation of Pro – forma and Annual Financial Statements. To ensure that information on AFS is supported by accurate supporting documentation. To ensure that the Department complies with the requirements of Circular 1 of 2009 and submission thereof as prescribed by Provincial Treasury.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110
<u>POST 27/135</u>	:	<u>PERSONAL ASSISTANT (X5 POSTS)</u> (1 Year Contract)
<u>SALARY</u>	:	R242 475 per annum (Level 07)
<u>CENTRE</u>	:	(Ref) Head Office: Office of DDG (X1 Post) Chief Director: Social Welfare Services (X1 Post) Chief Director: Specialist Social Services (X1 Post) Director: HRA (X1 Post) Director: Women Development (X1 Post)
<u>REQUIREMENTS</u>	:	An appropriate Degree/Diploma coupled with three (2) years relevant experience OR Senior Certificate (Matric) with ten (10) years relevant experience. Computer literacy. A valid South African driver's license is an added advantage. Competencies: Knowledge of Public Service policies and procedures. Good communication skills. Innovative thinking ability as well as problem solving skills. Sound personal values in terms of honesty, integrity and confidentiality. Excellent personal and organisational skills.
<u>DUTIES</u>	:	Record appointment and events and manage the Director's diary. Scrutinize incoming and outgoing documents to determine actions/information/other documents required. Prepare documents, memorandums, letters and presentations for the Director. Compile agenda and take minutes during Directorate meetings. Follow up on resolutions take in the meetings. Liaise with travel agencies to make travel and related arrangements (flight, care rental, accommodation etc.) Process travel and subsistence claims for the Director. Create and maintain a filing system in line with the Departmental filing system.

	:	Execute procurement processes, follow – ups invoices, compile GRV’s and clear outstanding commitments
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110
<u>POST 27/136</u>	:	<u>ADMINISTRATIVE CLERK (X2 POSTS)</u>
<u>SALARY</u>	:	R163 563 per annum (Level 05)
<u>CENTRE</u>	:	Sarah Baartman: Humansdorp Local Service Office (X1 Post) Camdeboo Local Service Office (X1 Post)
<u>REQUIREMENTS</u>	:	Senior Certificate/ equivalent qualification with 2 year’s relevant experience. Computer literacy. Competencies: Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services within the District. Provide personnel administration clerical support services within the District. Provide financial administration support services in the District.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110
<u>POST 27/137</u>	:	<u>SOCIAL AUXILIARY WORKER GR 1 (X3 POSTS)</u>
<u>SALARY</u>	:	R139 563 per annum
<u>CENTRE</u>	:	OR Tambo: Libode Local Service Office (X2 Posts) KSD Area Office (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus Registration Certificate as an Auxiliary Social Worker with the South African Council for Social Service Professions (latest copy/ current year of proof of registration). Computer literacy. A valid South African driver’s license is a prerequisite. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).
<u>DUTIES</u>	:	Be responsible for crime prevention programmes to young persons at risk in and out of school. Assist the Community Development Practitioner in the implementation of diversion programmes by gathering information for report writing, and life skills programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prison or residential care facilities. Provide supervision services to those young persons’ placed by court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110
<u>POST 27/138</u>	:	<u>HR REGISTRY CLERK (X2 POSTS)</u>
<u>SALARY</u>	:	R163 563 per annum (Level 05)
<u>CENTRE</u>	:	Head Office (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12/ Matric or equivalent qualification plus 2years relevant experience. Computer Literacy. Competencies: Knowledge of Registry procedures, policies and exposure to general office administration. Excellent interpersonal relations and communication skills. Ability to maintain high level of professionalism, confidentiality and reliability. Ability to work under pressure, independently and a team. Good office practice.
<u>DUTIES</u>	:	Open, Close and Record files according to the Archives instruction. Assist the Department with obtaining of information pertaining to Audit. Keep file index according to the NIMR standard. Ensuring that the sorting and filing of correspondence is up to date on a daily basis. Ensure availability of files or documents where necessary. Doing general filing according to the filing index.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110

<u>POST 27/139</u>	:	<u>CHILD AND YOUTH CARE WORKER GR 1</u>
<u>SALARY</u>	:	R132 729 per annum
<u>CENTRE</u>	:	Alfred Nzo: Maluti Local Service Office (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 12 plus Basic Qualification in Child and Youth Care Certificate or Certificate in Social Auxiliary Work. Computer literacy. Competencies: Good Communication. Ability to intervene and resolve conflict. Problem solving. Ability to work with children.
<u>DUTIES</u>	:	Establish trusting and meaningful one-to-one relationships with children, youth and their families. Implement strategies such as planned daily activities, coordinated treatment interventions structured environments, and organized recreational and social activities. Help individuals and families identify personal strengths and resources for positive change. Help develop and implement individual and group treatment programs. Respond effectively to acts of aggression and depressive, destructive or self-injurious behaviours. Act as a resource for individuals and their families. Engage in behaviour management, safety and security programming for young people in the centre. Perform administrative work relevant to the job
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110
<u>POST 27/140</u>	:	<u>DATA CAPTURER</u>
<u>SALARY</u>	:	R163 563 per annum (Level 05)
<u>CENTRE</u>	:	OR Tambo: Lusikisiki Local Service Office
<u>REQUIREMENTS</u>	:	Senior Certificate (Matric) with two (2) years relevant experience. Computer Literacy. Competencies: The ability to use computer, fax machine, photocopier, scanner and telephone. Communication skills. The ability to work independently, prioritise work activities and use time efficiently. The ability to maintain confidentiality. Ability to work under pressure and stressful conditions.
<u>DUTIES</u>	:	Type letters and memorandum and monitor the flow of documents within the Service office. Handle general administration duties and record keeping. Perform all other duties as assigned. Perform other clerical duties such as sorting, filing and e-mailing.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110
<u>POST 27/141</u>	:	<u>GENERAL ASSISTANT</u>
<u>SALARY</u>	:	R96 549 per annum
<u>CENTRE</u>	:	Nelson Mandela: Enkuselweni Secure Care Centre (X1 Post)
<u>REQUIREMENTS</u>	:	Grade 10 or equivalent qualification. Competencies: Posses good communication skills. Be able to work as a team.
<u>DUTIES</u>	:	Provide effective office and property care support services. Control the access of office accommodation. Oversee and prepare boardrooms and offices for meetings and gatherings. Provide routine general work, compliance and maintenance services: open windows everyday for hygiene and infection control purposes. Damp and dry dusting. Empty dustbin in all the designated areas. Remove office items/furniture from one area to another for effective cleaning. Report safety hazardous threats in the cleaning environment. Clean and take proper care of cleaning equipment. Store and safeguard cleaning material and equipment. Report electrical or mechanical malfunctioning of cleaning machines and other related equipment. Requisition and replenish cleaning material as and when required. Remove and store waste in the designated areas.
<u>ENQUIRIES</u>	:	can be directed to Ms Z Moyeni / Ms A Njaba/ Mr M Madonci Tel No: 043 605 5049/ 5101/5110