

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF HEALTH**

- APPLICATIONS** : Applications should be posted to the addresses as indicated below or Hand delivered as indicated below: All Deputy Director – General, Chief Director, Chief Executive Officer and Director posts should be forwarded to the Bhisho Head Office with the exception of Director: Finance & SCM and EMS College Principal.
Bisho Head Office: Post to: Recruitment & Selection Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered at: Recruitment & Selection Office, Global Life Building (Old Department of Education Space), Independence Avenue, Bhisho, 5605.
OR Tambo Health District Office: Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Mr Mangxola Tel No: 083 378 1533
EMS College: Post to: HR Office, EMS College, Private Bag x128000, Greenarces, Port Elizabeth 6057 or Hand deliver to: EMS College situated in (Livingstone Hospital), Standford Road, Korsten, Port Elizabeth 6020. Enquiries:
- CLOSING DATE** : 27 July 2018
- NOTE** : Applications must be posted on the Z83 Form accompanied by copies of Qualification(s), Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. People with disabilities are encouraged to apply for these posts. Additional Note: The filling of these posts will be in line with the Annual Recruitment Plan 2018/19. The Eastern Cape Department of Health has the right not to fill these posts.
- MANAGEMENT ECHELON**
- POST 28/87** : **DEPUTY DIRECTOR-GENERAL: DISTRICT HEALTH SERVICES REF NO: ECHEALTH/DDG-DHS/HO//01/07/2018**
 Job Purpose: To oversee the provision of District Health services.
- SALARY** : R1 370 973 - R1 607 079 per annum (Level 15)
- CENTRE** : Bhisho, Head Office
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) and postgraduate qualification (NQF Level 8) in Health related field or equivalent

qualification. A minimum of 8 -10 years' experience at Senior Management level. Skills: Knowledgeable in Constitution, Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and Other relevant acts, policies and regulation. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES : Ensure the provision of District Health Services: Co-ordinate provision of maternal, child, Neonatal, women health and integrated nutrition programme. Co-ordinate implementation of communicable and Non-communicable diseases. Co-ordinate undertaking of epidemiological research and surveillance services. Co-ordinate implementation of District Health Support Services (Provision of Allied Health Services): Provision of district hospital, community health center and clinic health services. Provision of primary health care services such as community outreach programmes, marketing, prevention and health promotion services. Design and implementation of health information systems. Ensure provision of Emergency Medical Care Services (EMS) and Forensic Pathology Services: Ensure provision of Emergency Care Services. Ensure provision of Forensic Pathology Services. Promote good corporate governance. Establish effective audit and risk management mechanisms to prevent fraud and corruption. Accountability reporting (monthly, quarterly, half yearly and annual reporting) including reporting to the Legislature Stakeholder management and annual reporting to Citizens Management of MTEC process. Manage performance and all the allocated resources. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems emanating from the work space. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Facilitate 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 N Mavuso Tel No: 040 608 1217

POST 28/88 : **DEPUTY DIRECTOR-GENERAL: HOSPITAL AND CLINICAL SUPPORT SERVICES REF NO: ECHEALTH/DDG-HCS/HO/01/07/2018**

Job Purpose: To ensure provision of hospital and clinical support services.

SALARY : R1 370 973 - R1 607 079 per annum (Level 15)
CENTRE : Bhisho, Head Office
REQUIREMENTS : An undergraduate qualification (NQF Level 7) and postgraduate qualification (NQF Level 8) in Health related field or equivalent qualification. A minimum of 8 -10 years' experience at Senior Management level. Skills: Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulation. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES : Ensure effective provision of health services in the hospitals: Oversee overall management of performance in central, tertiary, regional and

mental hospitals. Oversee management and provision of transversal health services: Manage effective rendering of pharmaceutical services. Co-ordinate effective functioning of pharmaceutical depot. Co-ordinate and manage rendering of allied health services. Ensure management and effective utilization and maintenance of health technology in health facilities. Oversee and monitor rendering of medical, dental and nursing services. Ensure overall provision of quality health care assurance management services: Monitor development and co-ordination of coherent systems framework for delivery of quality health services. Ensure promotion of customer care systems responsiveness and functionality of supportive governance structures. Ensure management and coordination of clinical health development service: Monitor effective coordination of health professional training and development services. Manage Lilitha Nursing College. Manage Emergency Medical Services College. Co-ordinate, monitor and evaluate Regional Training Centre services. Promote good corporate governance: Establish effective audit and risk management mechanisms to prevent fraud and corruption. Accountability reporting (monthly, quarterly, half yearly and annual reporting) including reporting to the Legislature. Stakeholder management and annual reporting to Citizens. Management of MTEC process. Manage performance and all the allocated resources. 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 N Mavuso Tel No: 040 608 1217
- POST 28/89** : **CHIEF DIRECTOR: DISTRICT MANAGEMENT (X8 POSTS)**
- SALARY CENTRE** : R1 127 334 - R 1 347 879 per annum (Level 14)
 : Alfred Nzo District Office Ref No: ECHEALTH/CD-DM-AN/01/07/2018
 : Amathole District Office Ref No: ECHEALTH/CD-DM/AN/01/07/2018
 : Buffalo City Metro Office Ref No: ECHEALTH/CD-DM/BCM/01/07/2018
 : Chris Hani District Office Ref No: ECHEALTH/CD-DM/CH/01/07/2018
 : Joe Gqabi District Office Ref No: ECHEALTH/CD-DM/JG/01/07/2018
 : Nelson Mandela Metro Office Ref No: ECHEALTH/CD-DM/NMB/01/07/2018
 : OR Tambo District Office Ref No: ECHEALTH/CD-DM/ORT/01/07/2018
 : Sarah Baartman District Office Ref No: ECHEALTH/CD-DM/SB/01/07/2018
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in a clinical related field or equivalent qualification coupled with 5 years' experience at Senior Management level. Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.
- DUTIES** : Ensure overall provision of clinical Services: Support and guide the co-ordination process of implementing District Health Programmes including NHI, District community outreach programmes. Ensure provision of PHC co-ordination services: Support management and performance co-ordination of PHC services. Ensure and support the provision of integrated transversal Health (allied health) programmes in the district.

Monitor provision of sound financial management services: Support the provision of management accounting services through provision of proper budget planning, expenditure management, budget reviews and reporting as well as revenue management services. Support and ensure effective provision of financial accounting services through on-going monitoring of timeous processing and payment of departmental salary related benefits and payment of service providers/suppliers. Support provision of supply chain management, Asset Management, internal control and risk management services. Ensure provision of human resource management services: Support and provide strategic guidance on the provision of human capital management including human resource development management services. Ensure provision of infrastructure and ICT services: Ensure design and effective provision of information, communication and technology services. Ensure proper maintenance of departmental facilities and provision of quality facility management services. Support implementation and development of infrastructural revival initiatives and projects in the department. 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 B Caga Tel No: 040 608 1210
- POST 28/90** : **CHIEF DIRECTOR: EMS & FORENSIC PATHOLOGY SERVICES REF NO: ECHEALTH/CD-EMS&FPS/HO/01/07/2018**
- SALARY CENTRE REQUIREMENTS** : R1 127 334 - R 1 347 879 per annum (Level 14)
 : Bhisho, Head Office
 : An undergraduate qualification (NQF Level 7) in a clinical related field or equivalent qualification coupled with 5 years' experience at Senior Management level. Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.
- DUTIES** : Ensure overall provision of EMS services: Manage coordination, monitoring and evaluation of operations in the Metros. Manage effective co-ordination and monitoring of fleet in relation to EMS and planned patient transport services. Monitor and maintain linkages with EMS College for training. Manage and monitor disaster management in liaison with local municipalities. Ensure overall provision of Forensic Pathology services: Manage effective rendering of Forensic Pathology services. Manage and monitor implementation of guidelines and procedures. Manage performance and all the allocated resources: 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.
<u>ENQUIRIES</u>	:	Dr P Maduna Tel No: 040 608 1223
<u>POST 28/91</u>	:	<u>CHIEF DIRECTOR: STRATEGY AND ORGANISATIONAL DEVELOPMENT REF NO: ECHEALTH/CD-SSM/HO/01/07/2018</u>
<u>SALARY</u>	:	R1 127 334 - R 1 347 879 per annum (Level 14)
<u>CENTRE</u>	:	Bhisho, Head Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF Level 7) in a Social Sciences/ Public Administration or equivalent qualification coupled 5 years' experience at Senior Management level Knowledge of the Health Act, Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.
<u>DUTIES</u>	:	Ensure provision of strategic management services: Monitor implementation of developed strategic plans. Manage and render advisory services on development of strategic public health policies and research. Monitor provision of information and knowledge management (incl. library services, information reproduction). Ensure management of monitoring and evaluation services: Ensure monitoring and evaluation of all programmes in the department. Ensure establishment & integration of systems with provincial M & E. Manage overall provision of framework for effective participation of cluster system. Ensure provision of organizational development and service delivery operations: Manage development and review of service delivery model. Manage the conducting of organizational review, redesign, organizational functionality assessments and job evaluation processes. Monitor effective rendering of business process improvement initiatives. Manage the design and implementation of change management initiatives. Ensure provision of communication and media liaison services: Manage and monitor the rendering of Media liaison, Events management, Publication and photo journalism, Secretariat support services. Manage performance and all the allocated resources: 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 subordinate. Ensure management, maintenance and safekeeping of assets.
<u>ENQUIRIES</u>	:	Ms N Mavuso Tel No: 040 608 1217
<u>POST 28/92</u>	:	<u>DIRECTOR: FINANCE & SUPPLY CHAIN MANAGEMENT REF NO: ECHEALTH/DIR-F&SCM/ORTD/01/07/2018</u>
<u>SALARY</u>	:	R948 174 - R1 116 918 per annum (Level 13)
<u>CENTRE</u>	:	OR Tambo District Office
<u>REQUIREMENTS</u>	:	A National Diploma/Degree in Financial Management/Accounting/Commerce/Supply Chain Management or related qualification coupled with 5 years' experience at Middle Management level. Knowledge of the Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change

		Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.
<u>DUTIES</u>	:	Guide and direct rendering of financial administration services: Provision of management accounting services. Provision of financial accounting services. Guide and direct rendering of supply chain management services: Provision of demand and acquisition services. Provision of contract management services. Provision of logistics and assets services. Direct provision of asset management services: Maintenance and monitoring of asset register to ensure effective control of assets. Manage proper maintenance and repair of assets. Guide on disposal of obsolete assets. Guide administration of fleet services. Direct provision of internal control services: Manage proper verification of documentation and transactions for compliance with legislation and procedures. Monitor integrated financial internal control system. Manage performance and all the allocated resources: 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 timeous 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.
<u>ENQUIRIES</u>	:	Mr Mangxola Tel No: 083 378 1533
<u>POST 28/93</u>	:	<u>DIRECTOR: SCM RISK AND PERFORMANCE MANAGEMENT REF NO: ECHEALTH/DIR-SCM&RPM/HO/01/07/2018</u>
<u>SALARY</u>	:	R948 174 - R1 116 918 per annum (Level 13)
<u>CENTRE</u>	:	Bhisho, Head Office
<u>REQUIREMENTS</u>	:	A National Diploma/Degree in Financial Management/Accounting/Supply Chain Management/Cost Management Accounting or related qualification coupled with 5 years' experience at Middle Management level. Knowledge of the Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.
<u>DUTIES</u>	:	Direct and guide SCM performance (compliance and capacitation): Support implementation of LOGIS ICN policies and standard operating procedures. Manage the provision of SCM performance. Maintain systems structure, departmental codes and balances. Monitor interface interaction between systems. Direct the provision of specification and Supplier services: Monitor and evaluate ICN control and supplier registration. Maintain supplier relations with stake holders/ suppliers. Maintain ICN database services. Direct the maintenance of SCM registries: Manage the SCM bid documents. Manage compliance of archives. Manage the provision of security SCM documents. Monitor Storage material of SCM bid retrieved. Manage performance and all the allocated resources: 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 subordinate. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES : Ms C Mgijima Tel No: 040 608 9763

POST 28/94 : **DIRECTOR: LOGISTIC AND INVENTORY REF NO: ECHEALTH/DIR-LOG&INV/HO/01/07/2018**

SALARY CENTRE REQUIREMENTS : R948 174 - R1 116 918 per annum (Level 13)
: Bhisho, Head Office

: A National Diploma/Degree in Financial Management/Supply Chain Management/Logistics or related qualification coupled with 5 years' experience at Middle Management level. Knowledge of the Public Finance Management Act, Public Service Act, Public Service Regulations and other relevant acts, policies and regulations. Skills: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Service, Communication, Honesty and Integrity. A valid driver's licence.

DUTIES : Direct the rendering of logistics services: Oversee undertaking of logistics operations. Develop logistics plans and procedures to ensure that internal & external client needs are met. Ensure that right products are delivered to the right end users on time and at a good cost. Direct the rendering of inventory services: Evaluate suppliers that will provide department with goods and services. Manage preparation and filing of inventory documentation. Manage performance and all the allocated resources: 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 C Mgijima Tel No: 040 608 9763

OTHER POST

POST 28/95 : **EMS COLLEGE PRINCIPAL REF NO: ECHEALTH/PRINC/ECCOEC/01/07/2018**

This is a re-advert (Those who have applied before are welcome to apply again)

SALARY CENTRE REQUIREMENTS : R828 507 – R947 313 per annum (OSD)
: Nelson Mandela Metro, EMS College (Port Elizabeth)
: Successful completion of one of the following qualifications that allows registration with Health Professions Council of South Africa (HPCSA) as an Emergency Care Practitioner: Recognised B Tech (EMS), B (EMC) or BHSc (EMC) degrees. Having a Master's degree (or towards) will be added advantage. Must have a minimum of three (3) years' experience after registration with HPCSA as an Emergency Care Practitioner. Must have minimum of three (3) years' experience working as an EMS Course Co-ordinator or relevant management level within an EMS College or at a Higher Education Institution. Current registration as an Emergency Care Practitioner with the HPCSA is mandatory. A valid code EB drivers licence with PDP is essential. Knowledge of regulations pertaining to HPCSA training standards, PFMA, Treasury regulations, Skills

Development Act and any other related acts. Competencies: Highly competent, enthusiastic and knowledgeable practitioner to manage an EMS College. Sound knowledge of regulations and policies governing EMS training and education. Computer literacy in MS Word, Excel and Powerpoint is essential. Good interpersonal and management skills. Sound knowledge of financial management policies and labour relations prescripts is essential.

- DUTIES** : Management of EMS education, training and provincial migration plan. Manage the development and accreditation of courses in accordance to the National Emergency Care Education and Training policy, CHE, HPCSA and other legislation. Management of district training centres to widen access for continuing Professional Development. Develop Strategic and business plans to advise the Chief Director of Human Resource Development on legislative aspects relating to EMC training and development. Efficient management of all college resources including human resource, allocated budget and assets. This will involve representation of the college at the Chief Directorate meetings.
- ENQUIRIES** : Mr N Ndamase Tel No: 041 453 0911

DEPARTMENT OF PUBLIC WORKS

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

- APPLICATIONS** : Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho.
- FOR ATTENTION** : Ms N.H Malgas
- CLOSING DATE** : 27 July 2018
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

OTHER POSTS

- POST 28/96** : **CHIEF ARCHITECT (BUILDINGS) REF NO: DRPW 02/07/2018**
Component: Education Portfolio
- SALARY** : An all-inclusive remuneration package of R854 154 per annum (OSD)
- CENTRE** : Head Office (Bhisho)
- REQUIREMENTS** : A Bachelor's Degree in Architecture or relevant qualification. Six years post qualification Architectural experienced. Valid driver's license. Compulsory Registration with SACAP as a Professional Architect.

- DUTIES** : Architectural Design and analysis effectiveness: Perform final review and approvals or audits on architectural designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain architectural operational effectiveness: Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources ; Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor and maintain efficiencies according to organisational goals to direct or redirect architectural services for the attachment of organizational objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services; Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; Manage the commercial value add of the discipline-related programmes and projects: Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; Provide Technical consulting services for the operation of architectural related matters to minimise possible architectural risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. People Management: Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.
- ENQUIRIES** : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
- POST 28/97** : **DEPUTY DIRECTOR: IMMOVABLE ASSET MANAGEMENT REF NO: DPW 01/07/2018**
Sub Component: Asset Registers
- SALARY CENTRE REQUIREMENTS** : An all-inclusive remuneration package of R697 011 per annum (Level 11)
: Head Office (Bhisho)
: A recognized Bachelor's Degree in Accounting or National Diploma in Accounting with at least five (5) years relevant financial experience of which three (3) years must be at an Assistant Director level. Experience working in the public sector environment (PFMA control and reporting). Proven relevant experience in the administration and management of immovable properties is necessary. Candidates with relevant experience in the maintenance of an immovable asset register will be given preference. Strong computer skills in MS Word, MS Excel, MS Project, MS Office and PowerPoint abilities. Research skills. A Valid driver's license. Knowledge and Skills: Working knowledge of National Treasury prescribes and guidelines related to the recording and accounting for immovable assets. Sound knowledge on Basic Accounting Principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of property prescripts and procedures. Working knowledge on the preparation of Annual Financial Statements (AFS) in terms of GRAP- related to immovable asset management. Computer literacy – data base administration. Ability to compile reports for the Manager.

Knowledge and understanding of the definition of State Land. Working knowledge of Act 1 of 1999 (the PFMA). Very good communication skills – both verbal and writing. People management and strong problem-solving skills. Must be able to work independently as well as in a team. People management and problem-solving skills. Ability to work under pressure. A sense for accuracy and detail is very important.

DUTIES : Manage the enhancement of the financial component of the immovable asset register (LOGICA) through the verification of property data and obtaining value added financial information (e.g. municipal valuations, income lease information, work completed on buildings, etc.). Responsible for the annual financial disclosure of immovable assets in the Annual Financial Statements (AFS). Liaise with various stakeholders in the private and public domain regarding property financial information, including municipalities and other government Departments. Ensure that all relevant guides and prescripts are correctly implemented for financial disclosure of immovable assets. Data cleaning related to financial component of the IAR. Prepare Lead Schedule and Working Papers and for monthly reporting packs and Interim/Final Financial Statements. Manage S42 transfers in terms of the PFMA. Updating of Work in Progress (WIP) register and IAR and Annual Final Financial Statements (AFS) related to the provincial immovable asset property portfolio. Assist with update of property information. Analyze the immovable asset register and produce status reports on the financial component thereof. Ensure opening balance in register agrees to closing balance as per audited Financial Statements. Address all prior year adjustments to the IAR. Record all disposals / transfers to the IAR - capture proceeds of disposals to the register. Other ad hoc requests from the Director: Asset Registers. It will be expected from the official to travel extensively within the borders of the Province and to work overtime when necessary.

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

POST 28/98 : **CONTROL ARCHITECTURAL TECHNICIAN REF NO: DPW 03/07/2018**
Sub-Component: Professional Services

SALARY CENTRE REQUIREMENTS : R422 139 per annum (OSD)
: Sarah Baartman (Port Elizabeth)
: B.Tech/ National Diploma in Architecture or relevant qualification. Six years post qualification technical (Architectural) experience. Valid Driver's license. Compulsory registration with SACAP as an Architectural Technician.

DUTIES : Manage technical services: Manage technical services and support in conjunction with Architects, Technologists and associates in CAD drawing and technical documentation in respect of housing and other projects, Promote safety in line with statutory and regulatory requirements, Evaluate existing standard drawings and plans with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions: Compile and submit reports as required, Provide inputs into the budgeting process, Provide and consolidate inputs to the technical/architectural operational plan, Assist in general project management of projects, Ensure the development, implementation and maintenance of databases; and Manage, supervise and control technical and related personnel and assets. Research and Development: Continues professional development to keep up with new technologies and procedures; Research/literature studies on technical architectural technology to improve expertise; and to liaise with relevant bodies/councils on architectural-related matters.

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

POST 28/99 : **PROJECT COORDINATOR: EXPANDED PUBLIC WORKS**
PROGRAMME REF NO: DPW 04/07/2018
Sub- Programme: Community Development

SALARY : R299 709 per annum (Level 08)
CENTRE : Sarah Baartman (Port Elizabeth)
REQUIREMENTS : An appropriate Tertiary qualification at NQF Level 6 with (3) three years relevant experience in Expanded Public Works Programme or working with Poverty Eradication Programmes OR Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6) with (3) three years relevant experience in Expanded Public Works Programme or working with Poverty Eradication Programmes. Excellent communication skills. Sound knowledge of government protocol, processes and regulations. Knowledge of EPWP and PFMA. Willingness to work beyond the normal working hours. Computer literacy. A valid driver's license.

DUTIES : Ensure community participation in all EPWP sectorial projects. Monitor projects performance and prepare reports thereof. Attendance of progress meetings. Ensure compliance with standards specifications. Ensure that training programme is aligned with labour intensive methods. Monitoring of households and overseers. Conduct Social Facilitation in all departmental projects. Supervise and monitor Emerging Micro Enterprises attached to Household Contractor programme. Monitor and manage Regional Business Cooperative. Formation of project steering committees on all departmental projects. Monitoring of progress against time and timeous reporting. Liaise with contractors, consultants and stakeholders on project related issues. Arrange suitable trainings for Household contractors. Monitor and report on the project expenditure submissions during weekly and monthly meetings. Attend to general correspondence and liaise with stakeholders from time to time.

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

POST 28/100 : **WORKS INSPECTOR: ELECTRICAL REF NO: DPW 05/07/2018**

SALARY : R196 407 per annum Level 06
CENTRE : Sarah Baartman (Port Elizabeth)
REQUIREMENTS : A National Diploma (T/ N/ S stream) in Electrical Engineering or an equivalent qualification. A N 3 and a passed trade test in the electrical environment or. Registered as an Engineering Technician. A valid driver's license. Computer literacy.

DUTIES : Render a basic inspection service of work done on minor new and existing structures on a project basis: Check if new and /or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct Inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new works and maintenance work to be undertaken. Analyze and compile relevant documentation for work to be done on minor new and existing structures: Draw up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work contractors: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects.

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

POST 28/101 : **WORKS INSPECTOR: BUILDINGS REF NO: DPW 06/07/2018**

SALARY : R196 407 per annum Level 06

CENTRE : Sarah Baartman (Port Elizabeth)

REQUIREMENTS : A National Diploma (T/ N/ S stream) in Buildings or an equivalent qualification. A N 3 and a passed trade test in the built environment or Registered as an Engineering Technician. A valid driver's license. Computer literacy.

DUTIES : Render a basic inspection service of work done on minor new and existing structures on a project basis: Check if new and /or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct Inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new works and maintenance work to be undertaken. Analyze and compile relevant documentation for work to be done on minor new and existing structures: Draw up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work contractors: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects.

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

DEPARTMENT OF SPORT RECREATION ARTS AND CULTURE

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

APPLICATIONS : Post to: Chris Hani District: The Senior Manager: Department of Sport, Recreation, Arts and Culture, P.O Box 7190, Queenstown, 5300 or Hand Deliver: NO 6 Ebdon Street, Queenstown

CLOSING DATE : 27 July 2018 @ 15h00

NOTE : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference .All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department.Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will

result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For SMS posts: Females will be given preference and for all posts people with disabilities will be given preference.

OTHER POSTS

- POST 28/102** : **ASSISTANT ARCHIVIST (DIGITISATION) X9 POSTS**
(1 Year Contract)
- SALARY CENTRE** : R163 563 per annum Level 05
: King Williams Town:
PE Re-Pository Ref No: DSRAC 01/07/2018 (X3 Posts)
Mthatha Re-Pository Ref No: DSRAC 02/07/2018 (X3 Posts)
Head Office Ref No: DSRAC 03/07/2018 (X3 Posts)
- REQUIREMENTS** : Grade 12 coupled with 2 years' experience in the Records Management and archival environment. Knowledge of electronic records management systems and digitised archiving. IT skills. Excellent report writing ability. Computer Literacy, good communication skills (written and verbal).
- DUTIES** : Preparation of records for the actual digitisation. Auditing of files. File retrieval from strong rooms. Itemisation (Rearrangement and description, sorting duplicated and arrangement of files according to the nature of paper material).
- ENQUIRIES** : Chris Hani District: Mr. Kwanini Tel No: 045 807 7500
- POST 28/103** : **SCHOOL SPORT COORDINATORS (CONDITIONAL GRANT) REF NO: DSRAC 01/07/2018 (X2 POSTS)**
- SALARY CENTRE** : R95 538 per annum Level 5/8
: Chris Hani District
- REQUIREMENTS** : A relevant tertiary qualification in Sport Management or Human Movement Science or Education OR Matric with 2 years' experience in the areas of School Sport. Experience in Sport development continuum at administration, team management, coaching or technical officiating of schools and community sport in at least one sporting code. Experience of working in the Sport and Recreation structural are essential. Good communication and organising skills. Ability to work under pressure, advance computer literacy is essential. Must be in possession of a valid code 8 driving license.
- DUTIES** : Coordinate the implementation of school sports league system in terms of the MMPP business plan. Provide administration support to schools sport code structures with restoration of schools, athletes to annual programme. Assist with the development and implementation of an athlete's participation and development plan. Maintain credible records of registered schools, code structures and athletes. Provide support with the preparation and hosting of tournaments, festivals and competitions. Maintain database of resources distributed to schools. Overall administrator of training and development programmes.
- ENQUIRIES** : Chris Hani District: Mr. Kwanini Tel No: 045 807 7500