

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

- APPLICATIONS** : The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1039, 1st Floor, Office of the Premier Building, Independence Avenue, Bhisho.
- FOR ATTENTION** : Mnikelo Mbangi
- CLOSING DATE** : 31 August 2018
- NOTE** : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, 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 checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. Persons with disabilities are encouraged to apply. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

OTHER POST

- POST 33/47** : **AUDIT COMMITTEE MEMBER REF NO: OTP 01/08/2018 (X1 POST)**
- SALARY** : Remuneration and appointment will be in accordance with the Provincial Treasury Instruction Note No. 6 of 2014/15 - Framework for Appointment and Remuneration of Audit Committee Members. The Eastern Cape Office of the Premier hereby invites applications from independent, suitably qualified and interested professionals to serve as a member of its Audit Committee for a period of three (3) years. Applications are invited from the various fields of professions that will add value to the Department. Audit Committee Members are appointed in their personal capacities as members of the committee in terms of the PFMA, and not as employees.
- CENTRE** : Bhisho
- REQUIREMENTS** : A Relevant Post Graduate Tertiary Qualification (NQF level 8) in either; Accounting/Finance, Information and Communication Technology (ICT), Human Resources Management, Governance & administration, and Monitoring & Evaluation; with at least 5-10 years of proven experience in serving the public sector at an equivalence of a Director level or higher. Prior experience in participating in governance structures of Government Departments and/or Public Entities; such as Audit committees, risk management committees, etc. (Minimum prior experience of participating in two (2) governance structures). Be a member of a recognised professional body and have the requisite CPD hours. A thorough understanding of the regulatory framework within which the government operates in the public sector. Knowledge and understanding of the challenges facing the Public Sector is essential, especially facing co-ordinating Departments.

Candidates should possess the following attributes and skills: Independence, Objectivity, Integrity, strong leadership skills, analytical reasoning abilities and good communication skills. Willingness to dedicate time to the activities of the Audit Committee. (The Department already has certain skills on the existing audit committee membership; and is therefore looking for specific skills to supplement the mix).

- DUTIES** : The Audit Committee is an advisory committee that assist the department in fulfilling its oversight responsibilities with regards to Internal Controls, Risk Management and Governance. The oversight statutory roles of the audit committee is in terms of the PFMA, Treasury Regulations and other applicable Regulatory Frameworks. The Audit committee will be required to conduct its duties in accordance with an approved Audit Committee Charter. Help to strengthen objectivity and credibility of financial and non-financial reporting. Monitor the performance of the Internal Audit Unit. Monitor management's responses to reported weaknesses, control deficiencies and make recommendations for improvement. Review compliance with legal and regulatory provisions. The Department will hold a minimum of four (4) Audit Committee meetings per financial year.
- ENQUIRIES** : can be directed to Mr. M. Mbangi @ 040 609 6424.
- NOTE** : Preference will be given to applicants who are citizens of the Republic of South Africa and resides within the Eastern Cape Province.

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

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

- APPLICATIONS** : Head Office & Museums: Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to No. 5 Eales Street, Wilton Zimasile Mkwayi Building, King William's Town, 5605
- CLOSING DATE** : 31 August 2018 @ 12H00
- NOTE** : Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) (Matric certificate must also be attached) an ID document and driver's license (where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/ asset record check, qualification/ study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process. Where applicable candidates will be subjected to a skills/ knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment (s) to the advertised post (s). Persons with disabilities are encouraged to apply. No Faxed or Emailed applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

OTHER POST

POST 33/48 : **MANAGER: MUSEUM SERVICES REF NO: DSRAC 01/08/2018**

SALARY : An all-inclusive remuneration R826 053 (Level 12)

CENTRE : Head Office

REQUIREMENTS : B Degree in History, Archaeology, Anthropology, Sociology or Social Science coupled with ten (10) years' experience in museum services. A post-graduate qualification in any of the above fields will be an added advantage, coupled with 3 years' experience at Assistant Manager Level. Experience in development of strategic and business plans. Sound knowledge and experience in government policies and procedures. Good communication and analytical skills. Project Management skills. Independent worker committed to meeting time frames. Computer literate (emphasis on MS Excel and MS PowerPoint). A valid code 08 driving licence. (People with disabilities and females are encouraged to apply).

DUTIES : Coordinate administration and management of museum services in the province in terms of relevant legislative framework. Facilitate transformation of museum services in the Eastern Cape. Co-ordinate and organise provincial and national commemorative events concerned with museum services. Assist Districts in rendering mobile museum services in their districts. Facilitate refurbishment of existing museums and development of new museums. Facilitate extension of museum services to areas where they do not exist. Ensure marketing and exposure of museum services to all. Ensure transfer of subsidies and grants to Province-Aided museums. Work in partnership with other directorates in the department to ensure coordinate and integrated approach to service delivery. Facilitate development, management and promotion to service delivery. Manage the sub-Directorate of Museum Services.

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