

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF 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** : should be directed to 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** : 05 October 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://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 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 personnel suitability check in terms of minimum information security standard. Selected candidates will also be subjected to competency based assessment and technical exercise that intends to test relevant technical elements of the job. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

MANAGEMENT ECHELON

- POST 38/71** : **DIRECTOR: HOD'S OFFICE CO-ORDINATION AND SUPPORT SERVICES**
REF NO: COGTA 01/09/2018
(This is a re-advertisement; all candidates that previously applied are encouraged to apply)

- SALARY** : R1 005 063 – R1 183 932 per annum. Commencing salary R1 005 063
- CENTRE** : Bhisho
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Public Administration/ Management. A Master's degree will be an added advantage. Five (5) years working experience at a middle management level. Valid Code 8 (EB) Drivers licence. Computer literacy. Competencies: A strategic thinker who can operate at the highest level of government and private sector. Must possess sound understanding and skills in the following: Coordination vertically and horizontally across the three spheres of Government. Understanding the IGR framework and operations from National, Provincial and Local. Must be strategic and grounded in Government processes such as NDP, PGDP, PSEDS. Sound understanding of the functioning of Government operations, Cabinet (Executive) PCF MinMec. Strategic report writing and presentation. Sound understanding of the Monitoring and evaluation systems. Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and The Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development.

		Programme and project management skills. Proven record of monitoring and evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.
<u>DUTIES</u>	:	Co-ordinate departmental reports on behalf of the HOD. Ensure compliance with all relevant legislative and statutory requirements towards the achievement of departmental service delivery priorities and goals. Develop and implement monitoring systems to track progress and monitor institutional performance and impact. Develop, monitor, promote and co-ordinate the implementation of departmental service delivery plans. Promote co-operative governance with National and Provincial Government. Assume overall responsibility for the management of the office of the HOD. Manage and supervise the staff within the office of the HOD. Ensure proper performance management and development procedures in the office of the HOD and attend to staff growth and development needs. Attend to submissions of and briefings on major policy administrative issues. Report on expenditure performance, provide advice and prioritise support. can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350.
<u>ENQUIRIES NOTE</u>	:	Preference will be given to Coloured Females and people with disabilities
<u>POST 38/72</u>	:	<u>DIRECTOR: VALUATION SERVICES REF NO: COGTA 02/09/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 005 063 – R1 183 932 per annum. Commencing salary R1 005 063
	:	Bhisho
	:	An undergraduate qualification (NQF level 7) in Real Estate (Property Valuations) recognised by South African Council for Property Valuers Profession. Registered as Professional Valuer with South African Council for Property Valuers (SACPVP), plus four (4) years post registration experience. Valid Code 8 (EB) Drivers' licence. Competencies: extensive knowledge of legislation, policies and practices that affect property valuation Local Government: Municipal Property Rates Act, 2004 as amended and Property Regulations. Knowledge and understating of professional ethics Property Valuers Profession Act 2000 and its Regulation. Ability to interpret and apply government policies Public Service Act as amended, PFMA. Analytical and interviewing skills. Supervisory skills. Computer skills. Knowledge of Geographic Information. Valuation skills finance and budgetary skills.
<u>DUTIES</u>	:	Manage, Co-ordinate and monitor the implementation of the Local Government: Municipal Property Rates Act, 2004 as amended and its Regulations. Formulate and interpret property valuation legislations, policies and processes. Manage programmes of technical and financial support with regard to property valuations to municipalities. Monitor and give guidance to valuers on the implementation of the MPRA. Management of the technical and professional personnel including effective utilization, mentoring and training of candidates valuers and other personal, high maintenance of disciple, promotion of sound labour relations and proper use of state resources. Develop and implement Annual Performance and Operational Plans for the Directorate ensuring that the goals and objectives determined are achieved. Facilitate and monitor programmes of technical support with regard to Property Valuation Services Municipalities. Provide information on property valuation related issues to Municipalities.
<u>ENQUIRIES NOTE</u>	:	can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350.
	:	Preference will be given to African Females and people with disabilities
<u>POST 38/73</u>	:	<u>DIRECTOR: HUMAN RESOURCE MANAGEMENT REF NO: COGTA 03/09/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 005 063 – R1 183 932 per annum. Commencing salary R1 005 063
	:	Bhisho
	:	An undergraduate qualification (NQF Level 7) Human Resource Management. Five years' experience at a middle-management level in the Human Resource Administration field. An Honours degree in Human Resource Management and

registration in a recognised HR professional body will be an added advantage. A valid Code 8 Driver's licence. Computer literacy. Competencies: Strong strategic leadership and communication skills. An understanding of the mandate of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations, PSCBC resolutions, Labour Relations Act, BCEA, Public Service Act and Regulations and other related prescripts. Policy development and interpretation. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Reasonable proficiency in English with advanced writing skills. Knowledge of Persal system. The applicant must have proven experience in PowerPoint presentations, writing of reports, letters and memoranda in strategy development. Financial management skills. Proven project management experience and roll out plans. Planning and organising, change and people management and empowerment, strategic capability, conflict resolution, project and financial management. Experience in research, co-ordination and stakeholder relationship management.

DUTIES : Manage Human Resource Administration matters such as conditions of service, human resource provisioning and PERSAL Management. Develop key performance indicators and standard for the Directorate and formulate mentoring mechanisms. Prepare and monitor the Directorate's budget and action plans. Exercise control over all functions and personnel under his/her supervision to ensure that organisational goals are achieved. Responsible for efficient management of the Directorate including the effective utilisation and training of staff, management of discipline, promotion of sound labour relations and proper use of state property. Responsible for PILIR administration. Development and implement the recruitment plan of the Department. Ensure compliance with PFMA, Undertake strategic interactions with sector department. Provide strategic leadership to the Directorate. Effective management of the Directorate. Manage performance within the Directorate. Align the staffing needs of the Directorate with the Departmental Employment Equity Plan. Manage the Directorate's budget in accordance with the provisions of the Public Finance Management Act, 1999, and Treasury Regulations. Actively contribute to the formulation and implementation of the Departmental Strategic Plan. Develop the periodical reports and disclosure notes relating to the business of the Directorate. Communicate, report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders and Labour Relations. Responsible for efficient management of human resources, assets and financial resources of the directorate with staff compliment of minimum of ten people.

ENQUIRIES : can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350.
NOTE : Preference will be given to African Females and people with disabilities

POST 38/74 : **DIRECTOR: SPATIAL PLANNING REF NO: COGTA 04/09/2018**

SALARY : R1 005 063 – R1 183 932 per annum. Commencing salary R1 005 063
CENTRE : Bhishe

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Urban/Town and Regional Planning or equivalent qualification. Five (5) years' experience at a middle management level in Town and Regional Planning in a managerial position. Registration with the South African Council for Town and Regional Planners is a prerequisite. Extensive experience in the implementation of the various Planning Legislations in the Eastern Cape as well as Project Management will be an added advantage. A valid Code 8 (EB) drivers licence.

DUTIES : Facilitate, manage and monitor Town and Regional Planning Services. Manage and Monitor the compilation and implementation of budget and operational plans in terms of the PFMA. Manage the development and implementation of policies and guidelines relating to the Spatial Planning in the Municipalities. Manage the assessment of spatial development applications. Provide and drive strategic

direction for the Division and determine Key Performance Areas to ensure the formulation and implementation of appropriate strategic policies which will enable the Division to successfully fulfil its role in the delivery of special planning services to communities. Efficiently manage the Division to ensure effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and appropriate utilisation of resources.

ENQUIRIES : can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350.
NOTE : Preference will be given to African Females and people with disabilities

POST 38/75 : **DIRECTOR: LAND USE MANAGEMENT & ADMINISTRATION REF NO: COGTA 05/09/2018**

SALARY : R1 005 063 – R1 183 932 per annum. Commencing salary R1 005 063
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level7) in Public Administration/ Law and Development Studies. Master's Degree in Public Administration will be an added advantage. Five (5) years working experience at a middle management level. Valid Code 8 (EB) Drivers licence. Computer literacy. Competencies: Exclusive knowledge of legislations, policies and practices that affect Land Use Management & Administration e.g. (SPLUMA) and its Regulations. Ability to interpret and apply Government Policies, Public Service Act as amended, PFMA, Analytical and Interviewing skills, supervisory skills, finance & budgetary skills.

DUTIES : to promote, co-ordinate and monitor the implementation of the Spatial Planning and Land Use Management Act and its Regulations (SPLUMA). Formulate and interpret SPLUMA Legislation, policies and processes. Manage the Directorate's budget in accordance with the provisions of the Public Finance Management Act 1999 and Treasury Regulations. Actively contribute to the formulation and implantation of the Departmental Strategic Plan. Communicate report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders and Labour Relations. Responsible for efficient management of Human Resources, asset and financial resources of directorate with efficiently manage a division, including the effective utilisation and training of staff, The maintenance of discipline, promotion of sound labour relations and the proper use of State property. Provide and drive strategic direction for the division and ensure the formulation staff compliment of minimum of ten people.

ENQUIRIES : can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350.
NOTE : Preference will be given to Coloured Females/ people with disability and people with disabilities

OTHER POSTS

POST 38/76 : **DEPUTY DIRECTOR: INTER-GOVERNMENTAL RELATIONS REF NO: COGTA 06/09/2018**

SALARY : R826 053 - R973 047. Commencing salary: R826 053 per annum
CENTRE : OR-Tambo District Support Centre
REQUIREMENTS : An undergraduate qualification (NQF level7) in Public Management/ Public Administration Planning or Development Management. Five (5) years' experience at a junior management level. Experience in an intergovernmental related environment at Assistant Director Level or equivalent. Excellent computer skills in as far as MS Word, Excel and PowerPoint. Presentation, communication (verbal & written) and report writing skills. A valid Code 8 (EB) drivers licence.

DUTIES : Promote and facilitate intergovernmental relations as well as municipal international relations (twining arrangements). Monitor and Coordinate the implementation of intergovernmental activities and policies in municipalities. Assist in the promotion and facilitation of stakeholder relations. Assist in the promotion agreements/ memoranda of understanding between municipalities, sector departments and other relevant stakeholders. Manage and coordinate district/ regional intergovernmental structures. Ensure compliance with the Local Government Municipal Structures Act (Act No. 117 of 1998) and the Local Government Municipal Systems Act No. 32 of 2000). Facilitate the development, consolidation and submission of reports. Response for efficient Management of

the Sub Directorate, including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.

ENQUIRIES : can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350.
NOTE : Preference will be given to African Females and people with disabilities

POST 38/77 : **DEPUTY DIRECTOR: INTER-GOVERNMENTAL RELATIONS REF NO: COGTA 07/09/2018**

SALARY : R826 053 - R973 047. Commencing salary: R826 053 per annum
CENTRE : Alfred Nzo District Support Centre
REQUIREMENTS : An undergraduate qualification (NQF level7) in Public Management/ Public Administration Planning or Development Management. Five (5) years' experience at a junior management level. Experience in an intergovernmental related environment at Assistant Director Level or equivalent. Excellent computer skills in as far as MS Word, Excel and PowerPoint. Presentation, communication (verbal & written) and report writing. A valid Code 8 (EB) drivers licence.

DUTIES : Promote and facilitate intergovernmental relations as well as municipal international relations (twining arrangements). Monitor and Coordinate the implementation of intergovernmental activities and policies in municipalities. Assist in the promotion and facilitation of stakeholder relations. Assist in the promotion agreements/ memoranda of understanding between municipalities, sector departments and other relevant stakeholders. Manage, coordinate and participate in local district/ regional intergovernmental structures. Ensure compliance with the IGR Framework Act No.13 of 2005, Local Government Municipal Structures Act (Act No. 117 of 1998) and the Local Government Municipal Systems Act No. 32 of 2000). Facilitate the development, consolidation and submission of reports for efficient Management of the Sub Directorate, including the effective utilisation and the training of staff, maintenance of discipline, promotion of sound labour relations and proper use of state property.

ENQUIRIES : can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350.
NOTE : Preference will be given to Coloured Females and people with disabilities

POST 38/78 : **DEPUTY DIRECTOR: MUNICIPAL HUMAN RESOURCE MANAGEMENT REF NO: COGTA 08/09/2018**

SALARY : R826 053 - R973 047. Commencing salary: R826 053 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 7) Human Resource Management/Administration or Public Management/, Social Science. Five (5) years' experience at a Junior Management level. Computer skills (with emphasis on Microsoft Word, MS Excel, Project and Power - point) are all mandatory. A valid code 08 (EB) driver's license is compulsory.

DUTIES : The incumbent will be responsible for planning, organizing for providing coordination and monitoring of the implementation of capacity building programmes. Responsible for delivering this process and provide support at an operational delivery level. Manage the attendance of courses and ensuring that all logistical arrangements are taken care of. Compile the budget for the programs and ensure effective and economical use of allocated funds. Develop and manage key risks that may limit against achievement of objectives. Compile and maintain a creditable database of Councillors and staff or beneficiaries. Facilitate training session and make presentations.

ENQUIRIES : can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
NOTE : Preference will be given to African Males/ People with disability

POST 38/79 : **DEPUTY DIRECTOR: DISASTER MANAGEMENT REF NO: COGTA 09/09/2018**

SALARY : R826 053 - R973 047. Commencing salary: R826 053 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Economics/ Developmental Studies or related field. Spatial Planning qualification and experience will be an added advantage. Five (5) years' experience at a Junior Management level.

<u>DUTIES</u>	:	Computer skills (with emphasis on Microsoft Word, MS Excel, Project and Power - point) are all mandatory. A valid code 08 (EB) driver's license is compulsory. Provide support and strategic direction for the coordination of disaster management key performance areas in all district municipalities and metros. Understanding of policy formulation and implementation which will enable all municipalities to successfully fulfil its responsibilities in relation to disaster management. Coordinate, promote and facilitate implementation of the disaster risk management framework, planning and operations. Facilitate establishment of disaster management IGR structures in all municipalities and strengthen capacity building and research. Maintain good working relations and arrangements with all relevant stakeholders in the Province. Ensure municipal compliance with the provisions of the MFMA, Disaster Management Act and other applicable legislations. Responsible for efficient management of the Sub - Directorate, including the effective utilization and training of staff, the maintenance of discipline, the promotion of sound labour relations and the proper use of state property.
<u>ENQUIRIES NOTE</u>	:	can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
<u>POST 38/80</u>	:	<u>DEPUTY DIRECTOR: URBAN DEVELOPMENT & SMALL TOWN REGENERATION CLUSTER C REF NO: COGTA 10/09/2018</u> (This is re-advertisement (candidates that have applied previously are requested to re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R826 053 - R973 047. Commencing salary: R826 053 per annum Alfred Nzo/ OR Tambo District Support Centre An undergraduate qualification (NQF level 7) in Economics/ Developmental Studies/ Public Management or related field. Spatial Planning qualification and experience will be an added advantage. Five (5) years' experience at a Junior Management level. Computer skills (with emphasis on Microsoft Word, MS Excel, Project and Power - point) are all mandatory. A valid code 08 (EB) driver's license is compulsory. Competencies: Experience in project conception, planning and management. The applicant must have proven experience in report writing, developing concept documents and general correspondence. Demonstrate ability and experience in developing budget to implement the directorate Key Performance Areas as well as managing cash flows. Proven economic development ability and experience essential for designing development programmes for economically depressed areas. Proven presentation skills and ability to articulate government development programmes.
<u>DUTIES</u>	:	Conceive, plan, implement, manage, coordinate and monitor the development and roll-out of public employment programmes. Provide guidance and oversight on the implementation of Community Works Programme and Expanded Public Works Programme. Coordinate the implementation of the revitalisation of small towns and urban centres. Coordinate the implementation of Integrated Urban Development Framework in municipalities. Drive project planning, presentations and reporting on economic development projects and programmes. Responsible for efficient management of human resources, assets and financial resources of the directorate.
<u>ENQUIRIES NOTE</u>	:	can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
<u>POST 38/81</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCE PLANNING REF NO: COGTA 11/09/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R697 011 – R821 052 per annum. Commencing salary R697 011 Bhisho An undergraduate qualification (NQF level 7) in Human Resource Management. A post-graduate degree or diploma with Quantitative Research module will be an added advantage. Five (5) years' experience at a Junior Management level in the Human Resource Management field. Computer Literacy in MS Office (MS Excel, MS Powerpoint). Valid Code 8 (EB) Drivers licence. Competencies: Advanced ability to independently use MS Excel (create formulas, develop graph), MS PowerPoint. Ability to analyse data or human resource information and develop

graphs. Ability to research on HR trends and HR dynamics. 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. Sound project management competence. Competence in report writing. Ability to plan and work independently. Honesty and integrity.

DUTIES : To coordinate Human Resource Planning in the Department. To analyse HR dynamics in the Department. To implement HR Transformation programmes like Employment Equity, Batho Pele, etc. To develop and monitor the implementation of the Departmental Employment Equity Plan. To render administrative support to the Employment Equity Committee, HR Planning Task Team and any other related committee. To lead service excellence programmes. To provide support to the HR Policy development.

ENQUIRIES : can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
NOTE : Preference will be given to White Females/ people with disability

POST 38/82 : **ASSISTANT DIRECTOR: LEGISLATIVE COMPLIANCE REF NO: COGTA 12/09/2018 (X2 POSTS)**

SALARY : R444 693 –R523 818. Commencing salary R444 693 per annum
CENTRE : Chris Hani & Cacadu District Support Centre
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Public Management / Administration, with five (5) years' working experience at a supervisory level in the relevant field. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. Valid Code 8 (EB) Drivers licence. Competencies: Full understanding of Local Government: Municipal Structures Act and other Local Government Legislation, including policies and procedures. Excellent communication skills written and verbal), interpersonal relation skills, ability to work under pressure, attention to details, Analytic skills, presentation skills, meticulous planning and organisational skills. Computer Literacy (Microsoft Office Applications). Excellent communication.

DUTIES : Ensure Legislative Compliance by Municipalities. Assist municipalities in the reviewal and rationalisation of by-laws and policies. Assist the MBD in the redetermin of boundaries by receiving applications, assist in the hearing and meetings and also advise MBD Gazette concurrences. Assist in the determination of councillors as full time. Assist in Section 139 Municipal Interventions. Responsible for efficient management of Sub-Directorate, including the effective utilization and training of staff. Maintenance of discipline, promotion of sound labour relations and the proper use of State property.

ENQUIRIES : can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
NOTE : Preference will be given to African females and people with disabilities (Chris Hani District office). Preference will be given to Coloured males and people with

POST 38/83 : **ASSISTANT DIRECTOR: MUNICIPAL PERFORMANCE MANAGEMENT REF NO: COGTA 13/09/2018**

SALARY : R444 693 –R523 818. Commencing salary R444 693 per annum
CENTRE : Alfred Nzo District Support Centre
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Public Management/ Social Sciences. Five (5) years working experience at a supervisory level in the private/public sector), non-governmental or community based organisation (any of the above) or local government environment. Full understanding of Local Government: Municipal Systems Act and other Local Government Legislation, including policies and procedures. Computer literacy (Microsoft Office Applications). Excellent communication skills (written and verbal); interpersonal relation skills; ability to work under pressure; attention to details; analytical skills; presentation skills; meticulous planning and organizational skills. Excellent communication, including producing quality reports.

DUTIES : Responsible for supporting municipalities with institutionalisation of PMS i.e. development of PMS framework; Assist in the timely preliminary assessment of Sec 46 reports from municipalities; Assist in the assessment of Sec 46 reports for the purpose of the development of Sec 47 report; Assist in the development of a

		high quality Sec 47 report for the province; Assist in compiling timely responses of parliamentary questions by the sub directorate; Assist in the management and monitoring of the directorate financial and non-financial resources; Assist in providing hands-on support on development of performance Agreements (Pas) of Sec 54 and 56 managers of municipalities; Assist in analysing PAs, monitor signing and timely submission of Pas as required by the legislation.
<u>ENQUIRIES</u>	:	can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
<u>NOTE</u>	:	Preference will be given to Coloured Males and people with disabilities
<u>POST 38/84</u>	:	<u>ASSISTANT DIRECTOR: GOOD GOVERNANCE REF NO: COGTA 14/09/2018</u>
<u>SALARY</u>	:	R444 693 –R523 818. Commencing salary R444 693 per annum
<u>CENTRE</u>	:	Amathole District Support Centre
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Public Management / Administration, with five (5) years' working experience at supervisory level in the relevant field. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. Valid Code 8 (EB) Drivers licence. Competencies: Full understanding of Local Government: Municipal Structures Act and other Local Government Legislation, including policies and procedures. Excellent communication skills written and verbal), interpersonal relation skills, ability to work under pressure, attention to details, Analytic skills, presentation skills, meticulous planning and organisational skills. Computer Literacy (Microsoft Office Applications). Excellent communication.
<u>DUTIES</u>	:	Ensure Legislative Compliance by Municipalities. Assist municipalities in the reviewal and rationalisation of by-laws and policies. Assist the MBD in the re-determine of boundaries by receiving applications, assist in the hearing and meetings and also advise MBD Gazette concurrencies. Assist in the determination of councillors as full time. Assist in Section 139 Municipal Interventions. Responsible for efficient management of Sub-Directorate, including the effective utilization and training of staff. Maintenance of discipline, promotion of sound labour relations and the proper use of State property.
<u>ENQUIRIES</u>	:	can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
<u>NOTE</u>	:	Preference will be given to African Females and people with disabilities
<u>POST 38/85</u>	:	<u>ASSISTANT DIRECTOR: FREE BASIC SERVICE REF NO: COGTA 16/09/2018</u>
<u>SALARY</u>	:	R444 693 –R523 818. Commencing salary R444 693 per annum
<u>CENTRE</u>	:	Alfred Nzo District Support
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Public Management / Public Administration / Social Science. Five (5) years' experience at a supervisory level in the relevant field. Experience in Free Basic Services policies will be added advantage. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. Valid Code 8 (EB) Drivers licence.
<u>DUTIES</u>	:	Promote, facilitate and coordinate of the development and implementation of free basic services policies, strategies, plans and programmes in the province. Liaise with municipalities and support the development of indigent policies, database and registers. Prepare FBS reports for submission to the Senior and Executive authorities. Advise municipalities on the optimal use of the FBS equitable share. Collection and analysis of Indigent data and report writing Responsible for the efficient management of the Sub-directorate, including the effective utilisation and training of staff, maintaining of discipline and proper use of resources.
<u>ENQUIRIES</u>	:	can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
<u>NOTE</u>	:	Preference will be given to African Males and people with disabilities
<u>POST 38/86</u>	:	<u>ASSISTANT DIRECTOR: URBAN DEVELOPMENT & SMALL TOWN REGENERATION REF NO: COGTA 17/09/2018</u>
<u>SALARY</u>	:	R444 693 –R523 818. Commencing salary R444 693 per annum
<u>CENTRE</u>	:	Alfred Nzo District Support Centre
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level7) in Public Management/ Public Administration/ Social Sciences with (5) years' experience at a supervisory level in the relevant filed. Experience in Free Basic Services policies will be an added

		advantage. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 drivers licence is compulsory.
<u>DUTIES</u>	:	Promote, facilitate and coordinate of the development and Implementation of free basic service policies, strategies, plans and programmes in the province. Liaise with municipalities and support the development of indigent policies, database and registers. Prepare FBS reports for submission to the Senior and Executive authorities. Advise municipalities on the optimal use of the FBS equitable share. Collection and analysis of indigent data and report writing. Responsible for the efficient management of the Sub-directorate, including the effective utilisation and training of staff, maintaining of discipline and proper use of resources.
<u>ENQUIRIES</u>	:	can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
<u>NOTE</u>	:	Preference will be given to African Females and people with disabilities
<u>POST 38/87</u>	:	<u>ASSISTANT DIRECTOR: DISASTER MANAGEMENT- MITIGATION REF NO: COGTA 18/09/2018</u>
<u>SALARY</u>	:	R444 693 –R523 818. Commencing salary R444 693 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level7) in Disaster Management. With Public Management/ Public Administration/ Social Sciences with (5) years' experience at a supervisory level. Experience in Disaster Management within public/private sector, non-governmental organisation or community based organisation. Proficiency in Microsoft Office Suite and communication skills. Knowledge and understanding of the Disaster Management Act No 57 of 2002 (amended) and Policy Framework for Disaster Risk Management and other related Acts. A valid Code 8 drivers licence is compulsory.
<u>DUTIES</u>	:	Develop and maintain internal Disaster Management Volunteer data base for the Province. Organise and manage disaster management readiness exercise. Develop innovative approaches to keeping volunteers and IGR members up to date on developments and opportunities within the PMDC and beyond. Manage the establishment of the disaster management task teams' evaluation of disaster management task team, including monitoring and impact evaluation. Conduct assessment of resources required and maintain database and custodians
<u>ENQUIRIES</u>	:	can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
<u>NOTE</u>	:	Preference will be given to African Females and people with disabilities
<u>POST 38/88</u>	:	<u>ASSISTANT DIRECTOR: DISASTER MANAGEMENT - RISK REDUCTION REF NO: COGTA 19/09/2018</u>
<u>SALARY</u>	:	R444 693 –R523 818. Commencing salary R444 693 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Disaster Management/ Public Administration/ Social Science/ with research methodology as a subject. Five years' experience at supervisory level in research information and knowledge management or business information environment (candidates from both public and private sectors with strong information and research related experience are encouraged to apply). Advanced skills in data management and analysis. Confidence and assertiveness and problem solving. Willingness to learn and flexibility to engage on an ongoing basis. Computer proficiency in MS Office particularly Excel and Power Point.
<u>DUTIES</u>	:	Develop, implement systems and processes to guide the development and maintenance of the Provincial Disaster Management Research and Knowledge Management Policy Framework. Support the risk reduction and mitigation sub-directorate to develop and implement a Provincial Disaster Risk Management Research Agenda. Assist the PMDC with research tasks for the advancement of the programme. Develop, maintain and update a Provincial Disaster incidents and knowledge Database. Ensure the content in the Provincial Disaster incidents and Knowledge Database is reliable, accurate and current. Facilitate the production of educational materials, for disaster management and contingency planning training materials in line with the provincial risk profile. The incumbent will also provide information research support for projects being undertaken within the province relating Disaster Risk Management. Responsibilities will include: Coordination and

	:	identification of items relating to disasters and disaster resilience, Designing, developing and refining search and retrieval processes, Managing, measuring and reporting on knowledge management metrics, and Contribute to Event development based on knowledge management metrics.
<u>ENQUIRIES</u>	:	can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
<u>NOTE</u>	:	Preference will be given to Coloured Females and people with disabilities
<u>POST 38/89</u>	:	<u>ASSISTANT DIRECTOR: MUNICIPAL HUMAN RESOURCE MANAGEMENT</u> <u>REF NO: COGTA 21/09/2018</u>
<u>SALARY</u>	:	R444 693 –R523 818. Commencing salary R444 693 per annum
<u>CENTRE</u>	:	Chris Hani District Support Centre
<u>REQUIREMENTS</u>	:	An undergraduate qualification NQF level 7 in HRM or Public Administration/Management, with five years working experience at a supervisory level. A valid drivers licence. Computer Literacy. Competencies: Knowledge and understanding of the MFMA, EEA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations, Municipal Systems Act, Municipal Structures Act and relevant Local Government Regulations and Policies. Sound knowledge of Human Resource Policies, Strategies and related matters. Good writing and oral communication skills, report writing, customer care, change management, coordination and planning. Strong planning skills and conflict management skills.
<u>DUTIES</u>	:	Monitor compliance on recruitment of Section 54 & 56 senior managers in municipalities, monitor municipalities in the development and submission of Workplace Skills Plan (WSP) to LGSETA annually, Support municipalities in reviewing integrated HR Plans, Monitor submission of Employment Equity Plans & Reports to Department of Labour annually, Support municipalities in aligning their organograms with IDP's, Provide and co-ordinate Training and Skills Development support services, Support municipalities in resolving labour relations matters through section 106 investigations, Prepare and submit consolidated monthly, quarterly, and annually reports for the unit. Be able to monitor budget and supervision of staff.
<u>ENQUIRIES</u>	:	can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
<u>NOTE</u>	:	Preference will be given to Coloured Females and people with disabilities
<u>POST 38/90</u>	:	<u>ASSISTANT DIRECTOR: LOCAL ECONOMIC DEVELOPMENT REF NO:</u> <u>COGTA 22/09/2018</u>
<u>SALARY</u>	:	R444 693 –R523 818. Commencing salary R444 693 per annum
<u>CENTRE</u>	:	Chris Hani District Support Centre
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Economics /Development Studies, with five (5) years' working experience at a supervisory level in project planning and management at a supervisory level. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. Valid Code 8 (EB) Drivers licence. Competencies: The applicant must have proven experience in report. Writing and presenting power-point presentations, concepts letters and memoranda. Demonstrated ability and experience in managing cash flow and develop a budget to implement a Key Performance Area. Proven economic development ability and experience essential for designing development programmes for economically depressed areas. Proven presentation skills and ability to articulate government development programmes.
<u>DUTIES</u>	:	Plan, manage, implement, co-ordinate and monitor the development and roll-out of public employment programmes. Provide guidance and oversight on the implementation of Community Work Programme and Expanded Public Works Programme. Coordinate the implementation of the revitalisation of small towns and urban centres. Assist with project planning, presentations and reporting on economic development projects and programmes. Responsible for efficient management of human resources, assets and financial resources of the district.
<u>ENQUIRIES</u>	:	can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
<u>NOTE</u>	:	Preference will be given to Coloured Males and people with disabilities

POST 38/91 : **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: COGTA 20/09/2018**

SALARY CENTRE : R356 289 - R419 679. Commencing salary: R356 289 per annum
: Bhisho

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Environmental Health Studies or equivalent qualification. Five years experience at a supervisory level in implementation of the SHERQ pillar. A valid code 8 (EB) driver's license.

DUTIES : Conduct awareness and campaigns on OHS, monitor regular liaison with relevant stakeholders in the field of OHS. Responsible for handling of enquiries, advice and information from employees and clients regarding issues of health and safety. Process all injury on duty applications and ensure that all compliance issues are adhered to. Assist with the coordination of training and development of OHS committees (SHE reps, fire marshals and first aiders) Conduct audits for all departmental buildings cluster of allocated labour centres. Monitor efficient application of legislation and policy and represent the department at all OHS forums. Compile and submit reports and facilitates implementation of the recommendations.

ENQUIRIES NOTE : can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
: Preference will be given to African Males and people with disabilities

POST 38/92 : **ASSISTANT DIRECTOR: HUMAN RESOURCE MANAGEMENT: CONDITIONS OF SERVICE REF NO: COGTA 15/09/2018**

SALARY CENTRE : R356 289 - R419 679. Commencing salary: R356 289 per annum
: Bhisho

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Human Resources Management/ Public Administration/ Management. Five (5) years relevant experience at a supervisory level. Computer Literacy (MS Word, Excel, PowerPoint, etc.) and PERSAL. Valid Code 8 (EB) Drivers licence. Competencies: Good communication skills (written and verbal). Good interpersonal relations skills. Knowledge of legislation related to the Department and to the post. Knowledge of all relevant prescripts. Knowledge of project management, planning and organizational.

DUTIES : Facilitate and control the administration and processing of conditions of service and service benefits. Facilitate the efficient administration of all matters of employee remuneration related to conditions of service. Administer the employee exit [retirements and resignations] processes. Administer leave of absence and PILIR. Provide advice and guidance and input to policy development. Manage resources allocated within the Section. Supervise, develop and manage employees' performance in accordance with the relevant prescripts.

ENQUIRIES NOTE : can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
: Preference will be given to African Males/ people with disability and people with disabilities

POST 38/93 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT & ANTI-CORRUPTION SERVICES REF NO: COGTA 23/09/2018**

SALARY CENTRE : R356 289 - R419 679. Commencing salary: R356 289 per annum
: Bhisho

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Security Management/ Policing/Law or any relevant qualification with five (5) years working experience at a supervisory level in security services. Registration with PISRA at (grade C), SSA Security Managers course and Project Management will be added advantages. Computer literacy. Valid code 8/EB driver's license.

DUTIES : implement physical security measures to safeguard government property. Implement the Departmental security directive access/egress control. Conduct evaluations and implement recommendations for physical security made by SAPS, Security Advisory Services. Manage and maintain all installed electronic security systems. Implement identification card system to identify all employees and visitors. Coordinate security cluster during events where the Member of the Executive Council appears. Implementation of Technical Surveillance Counter Measures (TSCM) to all sensitive discussion areas in the Provincial Office and

assist Districts on implementation of TSCM. Manage and implement key control in the Department. Manage the electronics access control system at the Provincial Office. Conduct security investigations regarding physical security breaches. Implement the Departmental security directive. Keep record of all incidents. Manage & monitor contracted security services. Manage contracted security companies performing security services. Conduct meetings with security contractors. Identify threats and risks related to physical security. Compile annual awareness plan to include presentations.

ENQUIRIES : can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
NOTE : Preference will be given to African Females and people with disabilities

POST 38/94 : **ASSISTANT DIRECTOR: GENERAL PAYMENTS REF NO: COGTA 24/09/2018**

SALARY : R356 289 - R419 679. Commencing salary: R356 289 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Commerce/Accounting/ Financial Management or equivalent qualification coupled with 5 years' experience at a supervisory level in the field of financial control as senior state accountant. Computer skills (MS Word, Excel, Good communication skills, strong analytical skills, report writing skills and proven interpersonal skills. 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 : Management, control and see to it that financial control services are fully functional in the Department. Bookkeeping and bank Reconciliation Sections are up and running). Ensure that Orderly Bookkeeping and its Principles is complied with in all respects as per PFMA and Treasury Regulations (Perform Month and Year end Closures). Management of Revenue Deposited into PMG Account and see to it that it is being paid over to Provincial Revenue Fund on a Monthly basis as required per PFMA sec. 21(2) & 22(1) read with TR 15.3.1-2. Attend and prompt reply to audit Queries of the Section. Management of Ledger Accounts and Persal Exceptions and inform Offices Concerned for their Clearance before the Month & Year End is performed.

ENQUIRIES : can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
NOTE : Preference will be given to African Females and people with disabilities

POST 38/95 : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: COGTA 25/09/2018**

SALARY : R356 289 - R419 679. Commencing salary: R356 289 per annum
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF level 7) in Internal Auditing / Accounting / Financial Management or equivalent qualification coupled with 5 years' experience at a supervisory level. Five (5) years' experience in an Internal Audit or Risk Management environment. Computer literacy (Microsoft Word, MS Excel, Project and Power Point) are all mandatory. A valid Code 8 driver's license is compulsory. Competencies: Knowledge of Public Sector Risk Management Framework, ISO 31000, COSO, PFMA, Treasury Regulations, Public Service Regulation 2016. Good communication, report writing and presentation skills.

DUTIES : Ensure that Risk Management Implementation Plan is timely and adequately executed. Facilitate Risk and Control Assessments across the Department Monitor management of risks on monthly basis. Update risk register of any changes on the status of risks and controls. Provide secretarial duties to standing Risk Champion's Monthly Meetings. Provide Deputy Director with early warning reports on effective management of risks. Assist the Deputy Director in compiling risk management quarterly reports. Ensure implementation of Ethics Management Plan (Facilitate disclosure of financial interest by other categories of employees (MMS, OSD and Finance and SCM), Management of gift register, applications to remunerative work outside employment and conduct follow up on employees detected to be trading with the state).

ENQUIRIES : can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
NOTE : Preference will be given to African Females and people with disabilities

<u>POST 38/96</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: MUNICIPAL FINANCE ASSISTANCE SUPPORT SERVICES REF NO: COGTA 26/09/2018</u>
<u>SALARY</u>	:	R299 709 - R353 043. Commencing salary: R299 709 per annum
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) in Accounting/ Financial Administration/ Economic/Development Studies or equivalent with three (3) years supervisory experience in Financial Management/Auditing or Senior certificate with 7 years' supervisory experience in Financial Management/ Auditing. Computer literacy. A valid code 8 drivers licence. Competencies: Ability to analyse Annual Financial Statements. Knowledge of accounting standards. Understanding of Municipal Finance Management Act and other Local Government legislation. Communication skills) are all mandatory.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
<u>NOTE</u>	:	Preference will be given to Coloured Males and people with disabilities

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>	:	<p>Applications within Head Office 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</p> <p>All positions within Districts should be directed to Districts as follows: Alfred Nzo East, Mbizana: Mr A Mpupu, Tel: 039–2510279/ 0063, Fax: 039 - 2510976 Address: P/B X 504 Bizana 4800</p> <p>Alfred Nzo West, Mount Frere: Mr. L Mmatyana, Tel: 039 – 2550005, Fax: 039 - 2550005 Address: P/B X 9001 Mount Frere 5090</p> <p>Maluti: Mr L.E. Mmatyana, Tel: 039–2560111/ 0594, Fax: 039 - 2560111 Address: P/B X 1835 Matatiele 4730</p> <p>Amathole East- Butterworth: Mr T Mxotwa, Tel: 047- 4911070/ 0646, Fax: 047- 4910655 Address: P/B X 3019 Butterworth</p> <p>Dutywa: Mr T Mxotwa, Tel: 047- 4892247/5044, Fax: 047-4891148 Address: P/B X 1203 Dutywa 5000</p> <p>Amathole West, Fort Beaufort: Ms P Futshane, Tel No: 046- 6452964 Fax: 046- 6452783 Address: P/B X 2041 F.B.T</p> <p>Buffalo City Metro - East London: Mr EG Klaasen Tel: 043-7600862/542 Address: P/B X 9007 East London 5200</p> <p>King William's Town: Mr EG Klaasen Tel: 043- 6043218/ 3221 Fax: 043- 6425896 Address: P/B X 0055 K.W.T</p> <p>Chris Hani East- Ngcobobo: Mr AT Fetsha Tel: 047-5481004/1099 Fax: 047- 5481139 Address: P/B X 214 Engcobobo 5050</p> <p>Cofimvaba: Mr AT Fetsha Tel: 047-8740744 Fax: 047-4880027 Address: P/B X 1229 Cofimvaba</p> <p>Chris Hani West – Queenstown: Mr H.N. Godlo Tel: 045-8083000 Fax: 045- 8083030 Address: P/B X 7053 Queenstown 5320</p> <p>Lady Frere: Mr. HN Godlo Tel: 047 -8780009/0229 Fax: 047-8780224 Address: P/B X 1152 Lady Frere 5410</p> <p>Cradock: Mr. HN Godlo Tel: 048 –8018639 Fax: 048- 8813189 Address: P/B X 82 Cradock 5880</p>
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Joe Gqabi – Sterkspruit: Mr N Magadu Tel: 051-6111380/ 0064 Fax: 051-110043/ 6342009 Address: P/B X 5026 Sterkspruit 9762

Mount Fletcher: Mr N Magadu Tel: 039- 2570963 Fax: 039-2570956 Address: P/B X 1133 Mount Fletcher

Nelson Mandela Bay- Port Elizabeth: Mr Gorgonzola Tel: 041-4034402 / 434 Fax: 041-4538660 Address: P/B X 3915 North End Port Elizabeth 6056

Uitenhage: Mr Gorgonzola Tel: 041-9954000/2 Fax: 041-9227659 Address: P/B X 64 Uitenhage 6200

OR Tambo Coastal – Libode: Mr V Joseph Tel: 047-5324704 Fax: 047-5323505 Address: P/B 518 Libode 5160

Lusikisiki: Mr V Joseph Tel: 039 - 2531065 Fax: 039 - 2531079 Address: P/B X 1010 Lusikisiki 4820

OR Tambo Inland Mthatha: Ms LN Dyodo Tel: 047- 5024272/4225 Fax: 047-5323339 Address: P/B X 5003 Mthatha 5100

Qumbu: Ms.L.N. Dyodo Tel: 047- 5420210 / 12 Fax: 047-5530180 Address: P/B X 466 Qumbu 5180

Sarah Baartman - Graaff Reinet: Mr N.R.W. De Bruyn Tel: 049- 8072202 Fax: 04 - 8925281 Address: P/B X 726 Graaff-Reinet 6280

Grahamstown: Mr De Bruyn Tel: 046- 6229310 Fax: 046- 6223224 Address: P/B X 1001 Grahamstown 6140

FOR ATTENTION
CLOSING DATE
NOTE

: Human Resource Administration
: 05 October 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

MANAGEMENT ECHELON

POST 38/97

: **DIRECTOR: OFFICE OF THE SUPERINTENDENT-GENERAL REF NO: DOE 01/09/2018**

SALARY
CENTRE
REQUIREMENTS

: R1 005 063 per annum (Level 13)
: Head Office - Zwelitsha
: Relevant NQF 7 qualification with a minimum of 5 years' experience at middle management level in the related field. Good knowledge of relevant Education Legislation, Regulations and Acts. A relevant post-graduate qualification will be an added advantage. Proven management skills in Financial management or equivalent. Ability to communicate effectively with all internal and external stakeholders. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies. Report writing skills,

presentation, negotiation, operational systems development, conflict and project management skills. A sound & extensive knowledge and understanding of local and global trends in Governance. Knowledge of: Data analysis, Matrix Management, People and Financial Management. Computer skills in Ms-office: Word, Excel, Access, PowerPoint and Outlook and Internet. A valid driver's license.

DUTIES : Support the executive officer and other executive managers of the Department with information for strategic decision making in ensuring the efficiency and effectiveness of management and administration of the Department. Monitor and track programmes implemented from the office of the Head of Department. Create effective systems for the internal & external documentation (incoming and outgoing) through ongoing monitoring and review of activities. Liaise and interact where necessary with institutions and other stakeholders involved with the activities of the Department. Coordinate inputs from offices and compile final reports from Chief Directors regarding financial, strategic, functional, political and legal issues. Encourage documentation of best practices to influence policy formulation and foster professionalism. Read and acknowledge all incoming mail and make necessary corrections before forwarding to Head of Department. Coordinate, compile and manage the submission of reports to the Office of the Head of Department. Ensure prompt submission of required documents for the Member of the Executive Council, the Office of the Premier and the Legislature. Attend to the needs of the Head of Department and the Office of the Head of Department after hours and on weekends, in terms of urgent and service matter. Implement and maintain a system of protection of the information within the office of the Head of Department and ensure training on systems, of staff within the office of the Head of Department. Monitor and control expenses against the budget. Prepare the annual budget for the office of the Head of Department. Respond to audit queries relating to the budget. Identify the need to move funds between items, consult with the manager and compile memos for this purpose, and make relevant recommendations. Check and correlate BAS report to ensure that expenditure is allocated correctly in the office of the Head of Department.

ENQUIRIES : Mr M Mbunge Tel No: 0824000262

POST 38/98 : **DIRECTOR FINANCIAL ACCOUNTING SERVICES REF NO: DOE 02/09/2018**

SALARY : R1 005 063 per annum (Level 13)

CENTRE : Head Office - Zwelitsha

REQUIREMENTS : Relevant NQF 7 qualification with a minimum of 5 years' experience at middle management level in the related field. Good knowledge of relevant Education Legislation, Regulations and Acts. A relevant post-graduate qualification will be an added advantage. Proven management skills in Financial management or equivalent. Ability to communicate effectively with all internal and external stakeholders. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies. Report writing skills, presentation, negotiation, operational systems development, conflict and project management skills. A sound & extensive knowledge and understanding of local and global trends in Governance. Knowledge of: Data analysis, Matrix Management, People and Financial Management. Computer skills in Ms-office: Word, Excel, Access, PowerPoint and Outlook and Internet. A valid driver's license.

DUTIES : Management of clearance of all suspense account and processing of correct journal entries. Management of revenue services and debt management function and monitoring of all cashier and banking services function. Provision of Asset Accounting services, provision of accounting reporting services. Monitor the implementation of audit recommendations and assist in the management of Financial Information System function including the management of ECDoE entity database. Manage the allocated resources of the chief directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

OTHER POSTS

<u>POST 38/99</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER REF NO: DOE 03/09/2018</u>
<u>SALARY</u>	:	R420 909 – R1 023 054 (OSD)
<u>CENTRE</u>	:	Head Office – Educational Leadership Institute
<u>REQUIREMENTS</u>	:	A 4-year degree in Law. At least 8 years appropriate post qualification advisory / litigation experience. Admission as an Attorney / Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law / Administrative Law and Labour Law will be an added advantage. A valid code 08 driver's license and computer literacy essential.
<u>DUTIES</u>	:	To render legal advisory services to the Department of Education (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. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/justifiable outcome [result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Unit.
<u>ENQUIRIES</u>	:	Mr E Scheun Tel No: (043-7027459)
<u>POST 38/100</u>	:	<u>ASSISTANT DIRECTOR – INTERNAL CONTROL (ICU) REF NO: DOE 04/09/2018 (X10 POSTS)</u>
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	Head Office – Zwelitsha
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's Degree/National Diploma in Accounting/ Cost and Management Accounting/ Finance/ Internal Auditing/ HR / SCM with a minimum of three (3) years' experience in a supervisory position in an Accounting/ HR / SCM environment PLUS the following key competencies, Knowledge of: Public Finance Management Act, Treasury Regulations, DoRA, Basic Accounting System, Logis, PERSAL, Public Service Act, Public Service Regulations, SCM Policies and Regulations. Thinking Demand: Problem solving, Creativity, Ability to Negotiate. Skills: Computer Literacy, Good verbal and written communication, Ability to communicate at all levels. Personal Attributes: Self-driven, Innovative and self-confidence, Ability to work under pressure. Recommendation: Completed articles will serve as an added advantage.
<u>DUTIES</u>	:	Implement, monitor and review CFO branch policies, standard operating procedures, delegations of authority and internal controls. Identify shortcomings in terms of application of process and report on internal control efficiencies with recommendations. Identify potential risks and update branch risk register. Respond to auditors (internal and external) queries. Coordinate and Compile information required for Interim Financial Statements, Quarterly Reports, Annual Financial Statements and the Annual Report, including the preparation and follow up of annexures and working papers. Coordinate and compile consolidated monthly, quarterly and annual compliance reports. Provide managerial activities. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. A valid drivers' license is required.

ENQUIRIES : Mrs N Gqoli Tel No: (040 608 4488/4017)

POST 38/101 : **ASSISTANT DIRECTOR – SCHOOL FINANCE COMPLIANCE REF NO: DOE 05/09/2018**
(Management Accounting)

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : A Three-year qualification in Supply Chain Management/ Financial Management/ Commerce with Accounting as a passed subject. A valid Driver's License is required. Three (3) years functional experience at a Senior Practitioner level on Finance environment. Two (2) years supervisory experience Knowledge: In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles. SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems utilized by the department.

DUTIES : Provide support to schools in the development of generic school financial requirements. Develop school financial reporting mechanism and tools. Provide support in the coordination of reporting on school financial accountability. Provide support in monitoring of submissions of schools AFS, Payroll Certification, PFMA Compliance Certificates and any other financial reports expected from schools. Provide public finance management inspections at schools. Co-ordinate the integration of SASAMS and accounting systems utilized by the department for budget purposes. Provide support in the compilation of expenditure reports for schools. Provide support in the compilation of budget estimates for submission to District offices. Provide support in the monitoring of unspent funds. Provide support in the development of budget monitoring tools and policy framework.

ENQUIRIES : Mr. Skalk Tel No: (040-6084222)

POST 38/102 : **ASSISTANT DIRECTOR – SCHOOL FINANCE GOVERNANCE AND SUPPORT REF NO: DOE 06/09/2018 (X2 POSTS)**
(Management Accounting)

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : A Three-year qualification in Supply Chain Management/ Financial Management/ Commerce with Accounting as a passed subject. A valid Driver's License is required. Three (3) years functional experience at a Senior Practitioner level on Finance environment. Two (2) years supervisory experience Knowledge: In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, General Accounting Principles. SCM Guidelines and Frameworks, Understanding of Financial Management best practices. Financial Management Systems.

DUTIES : Provide and guide financial management practices to schools. Coordinate and monitor compliance, to legislative framework pertaining to public financial management and prescribed accounting reporting and auditing requirements. Provide support in the coordination of impact driven roadshows. Identify school financial management gaps and design action plans. Provide support in the reporting of required school finance interventions. Assist in the coordination of trainings for SGB on school financial management. Develop update school inventory and asset management registers. Implement the audit improvement plans for school-based audit findings.

ENQUIRIES : Mr. Skalk Tel No: (040-6084422)

POST 38/103 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION & PLANNING REF NO: DOE 07/09/2018**

SALARY : R356 289 per annum (Level 09)

<u>CENTRE REQUIREMENTS</u>	:	Joe Gwabi District: Mount Fletcher
	:	A relevant three-year qualification in Human Resource Management. Three years' relevant post qualification experience at a supervisory level. Valid Driver's License. Computer Literacy (MS Excel, Word, Power point and Outlook). Technical Competencies: Extensive knowledge of the Public Service Human Resource Management Framework with specific reference to the Employment of Educators Act, 1998, the Personnel Administrative Measures, the Public Service Act, 1994, the Public Service Regulations, Collective Agreements, the Public Finance Management Act, 1999 and the Treasury Regulations.
<u>DUTIES</u>	:	Supervise the provisioning of recruitment, selection and appointment processes in the District. Supervise the provisioning of employee benefit administration practices in the District. Quality assure the work of subordinate staff ensuring compliance with relevant prescripts, policy norms and systems standards. Ensure compliance with PERSAL systems standards accuracy of data. Render effective and efficient human resource administration advisory service to the district management team and employees in the District. Supervise, develop and manage the performance of subordinate staff in terms of the PMDS.
<u>ENQUIRIES</u>	:	Ms Z Masiza: Joe Gwabi District Office
<u>POST 38/104</u>	:	<u>ASSISTANT DIRECTOR – FINANCIAL CONTROL REF NO: DOE 08/09/2018</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09)
	:	Alfred Nzo West-Mt Frere
	:	A relevant three-year tertiary or equivalent qualification in Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System with three to five years of experience in financial environment. Code EB driver's license. Knowledge and skills: Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act (PFMA).
<u>DUTIES</u>	:	Manage accounts receivable and revenue collection. Manage payments - supply chain and assets management services. Manage integrated budget planning and expenditure. Provide financial system support and reporting. Monitor and revise steps to recover debts money. Manage resources (human, financial, equipment/assets).
<u>ENQUIRIES</u>	:	Mr. T Khali: Alfred Nzo West District
<u>POST 38/105</u>	:	<u>ASSISTANT DIRECTOR – ASSET MANAGEMENT REF NO: DOE 09/09/2018 (X4 POSTS)</u> Asset Management & Logistical Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09)
	:	Head Office – Zwelitsha
	:	A Three-year qualification in Supply Chain Management/ Financial Management/ Commerce with Accounting as a passed subject. A valid Driver's License is required. Three (3) years functional experience at a Senior Practitioner level on Asset Management environment. Two (2) years supervisory experience Knowledge: Compensation Fund business strategies and goals, Customer Service (Batho Pele Principles). Technical knowledge Legislative Requirement: COIDA. Preferential Procurement Policy Framework Act (PPPFA). PFMA and National Treasury Regulations. Public Service Act. Occupational Health and Safety Act (OHS). Generally Recognized Accounting Practice (GRAP) Skills: Required Technical proficiency. Report writing skills. IT Operating systems, Decision making, Budgeting and Financial Management, Communication and Information Management, Customer focus and Responsiveness, People and Performance Management, Risk management and Fund Governance, Analytical skills.
<u>DUTIES</u>	:	Coordinate asset management activities in the Fund. Maintain the Assets Register. Coordinate asset verification project. Supervision of staff.

POST 38/106 : **ASSISTANT DIRECTOR – LABOUR RELATIONS REF NO: DOE 10/09/2018**

SALARY : R356 289 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 : Mr. L Mnguni Tel No: (040-6084415)

POST 38/107 : **ASSISTANT DIRECTOR – SYSTEM AUDIT REF NO: DOE 11/09/2018**
Institutional Audit Services

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : B Degree in Risk Management OR Equivalent. Valid Code B Driver's license. Minimum of 3-5 years' experience. Intimate knowledge of the public sector and its regulatory and legislative framework, the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCoEA, EoEA and related policies /regulations, Labour Law, The public sector financial management regulatory framework; and control and reporting requirements, Public sector management reporting requirements. Diversity Management. Basic knowledge of corporate services functions.

DUTIES : Provide technical support with the development and maintenance of DOE's Risk Management Governance Structure, framework, policies and instruments. Coordinate and assist with the development of institutional capacity for the performance of an independent risk management function, including policies and instruments. Review, design, develop and implement risk management policies, strategies and processes. Coordinate processes to monitor and review the effectiveness of DOE's risk management framework and facilitate corrective action. Develop risk management competence and maturity. Develop and maintain stakeholder relations and collaborative partnerships. Facilitate the implementation of DOE's enterprise-wide risk management framework. Develop and implement DOE's Risk Management Plan. Evaluate and define the macro internal and external (organizational) context of DOE's operations. Provide technical assistance to business units to comply with risk management imperatives by establishing and defining the external context; establishing and defining the internal context; applying methodologies of the risk assessment; defining risk criteria; defining and prioritizing the Internal and external risks; establishing of a risk profile; and establishing a risk treatment or mitigation plan. Consolidate risk profiles into a consolidated enterprise Risk Register for DOE to inter alia inform internal audit processes. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the section required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilization (value for money) of allocated resources. Direct, manage and account for the utilization of the section's human resources. Direct the utilization of technology in support of the section's business processes.

POST 38/108 : **ICT TECHNICIAN - INFORMATION TECHNOLOGY REF NO: DOE 12/09/2018 (X6 POSTS)**

SALARY : R242 475 per annum (Level 07)

CENTRE : Head Office - Zwelitsha

REQUIREMENTS : A recognized three-year degree/diploma or NQF level 6 relevant qualification in Information Technology/Systems. Minimum of three years' experience in the Information Technology/Systems environment. Information Technology Infrastructure Library (ITIL) or Microsoft Operation Framework (MOF) certification will be an added advantage. Driver's License a pre-requisite.

DUTIES : To provide first and second line support for all staff in the Department. Be responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. IT Support staff work in a dynamic, fast-paced environment which provides services over the phone, through e-mail, phone, in person (for walk-in customers) and self-service. To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating systems and across a range of software applications. To assist all users with any logged IT related incident when called upon. To take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents and upgrade different types of software and hardware. To resolve incidents with printers, copiers and scanners. To maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organisation. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures (ITIL). Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System

POST 38/109 : **AGRICULTURAL FARM MANAGERS (X8 POSTS)**

SALARY : R242 475 per annum (Level 07)

CENTRE : Moorosi AHS– Alfred Nzo West (Matatiele): Ref No: DOE 13/09/2018

Abambo AHS – CHW (Queenstown): Ref No: DOE 14/09/2018

Clarkbury AHS - CHE (Ngcobo): Ref No: DOE 15/09/2018

Frank Zibi AHS – JQ (Mt Fletcher): Ref No: DOE 16/09/2018

Gobizizwe AHS – ORTI (Mthatha): Ref No: DOE 17/09/2018

Freemantle AHS – CHW (Lady Frere): Ref No: DOE 18/09/2018

Patensi AHS – SB (Patensie): Ref No: DOE 19/09/2018

Ulana AHS – AW (Keiskamma Hoek): Ref No: DOE 20/09/2018

REQUIREMENTS : Degree/Diploma in Agriculture, specializing in both animal and crop production streams. Any other relevant qualification in Agriculture, exposure to a school farm environment and learner. The previous hands-on farming experience will be an added advantage. Driver's license compulsory. Skills required: Ability to operate farm machinery and equipment. Technical farming knowledge e.g. what farm structures should look like. Good human relations are essential. Computer Literacy essential

DUTIES : Short, medium and long terms operational plan of the farm. Linking farm activities with curriculum activities. Plan finances and production of the farm. Management and administration of farm human resources as well as machinery and farm equipment. Quality assurance of the farm produce and marketing of the produce. Ensure government regulations are adhered to in all operations on the farm. Any other relevant activity related to farming.

POST 38/110 : **COMPLIANCE OFFICER – STATE ACCOUNTANT REF NO: DOE 21/09/2018**

SALARY : R242 475 per annum (Level 07)

CENTRE : Head Office - Zwelitsha

REQUIREMENTS : B Degree OR Equivalent. Valid Code B Driver's license. Intimate knowledge of: the public sector and its regulatory and legislative framework, the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCoEA, EoEA and related policies /regulations, Labour Law. The public sector financial management regulatory framework; and control and reporting requirements. Public sector management reporting requirements. Diversity Management. Basic knowledge of corporate services functions. Cogent knowledge in curriculum development and management including professional development.

DUTIES : Provide technical support with the development and maintenance of DOE's Risk Management Governance Structure, framework, policies and instruments. Provide technical input with the development of institutional capacity for the performance of an independent risk management function, including policies and instruments. Provide support in the review, design, develop and implement risk management policies, strategies and processes Assist with processes to monitor and review the effectiveness of DOE's risk management framework and recommend corrective action. Assist with the development of risk management competence and maturity in DOE. Develop and maintain stakeholder relations and collaborative partnerships. Implement DOE's enterprise-wide risk compliance management framework. Provide technical input with the development of and implement DOE's Risk Compliance Review Plan. Provide support in the development of processes to evaluate and define the macro internal and external (organisational) context of DOE's operations. Conduct institutional Risk Register reviews to determine level of implementation of identified risk mitigation strategies and procedures. Identify new or emerging control weakness and deficiencies, non-compliance or fraud cases, operational loss and error incidents following the implementation of risk mitigation strategies. Assist with the consolidation of compliance profiles and assist with the alignment of the enterprise Risk Register for DOE.

POST 38/111 : **RISK OFFICER – STATE ACCOUNTANT REF NO: DOE 22/09/2018**

SALARY : R242 475 per annum (Level 07)
CENTRE : Head Office - Zwelitsha

REQUIREMENTS : B Degree OR Equivalent. Valid Code B Driver's license. Intimate knowledge of: the public sector and its regulatory and legislative framework, the education and school management regulatory and legislative framework, particularly the following: PFMA, PSR, PS Act, BCoEA, EoEA and related policies /regulations, Labour Law. The public sector financial management regulatory framework; and control and reporting requirements. Public sector management reporting requirements. Diversity Management. Basic knowledge of corporate services functions. Cogent knowledge in curriculum development and management including professional development.

DUTIES : Provide technical support with the development and maintenance of DOE's Risk Management Governance Structure, framework, policies and instruments. Provide technical input with the development of institutional capacity for the performance of an independent risk management function, including policies and instruments. Provide support in the review, design, develop and implement risk management policies, strategies and Processes. Provide support in developing processes to monitor and review the effectiveness of DOE's risk management framework and recommend corrective action. Assist with the development of risk management competence and maturity in DOE. Develop and maintain stakeholder relations and collaborative partnerships. Facilitate the implement of DOE's enterprise-wide risk management framework. Provide technical input with the development of and implement DOE's Risk Management Plan. Assist with processes to evaluate and define the macro internal and external (organizational) context of DOE's operations. Provide technical assistance to business units to comply with risk management imperatives by establishing and defining the external context; establishing and defining the internal context; applying methodologies of the risk assessment; defining risk criteria; defining and prioritizing the external risks; defining and prioritizing the internal risks; establishing of a risk profile; and establishing a risk treatment or mitigation plan. Identify control weakness and deficiencies, non-compliance or fraud cases, operational loss and error incidents.

Provide support in the consolidation of risk profiles and assist with the establishment and maintenance of a consolidated enterprise Risk Register for DOE to inter alia inform internal audit processes.

OFFICE OF THE PREMIER

APPLICATIONS : The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 2013, 2nd Floor, Office of the Premier Building, Independence Avenue, Bhisho.
FOR ATTENTION : Mnikelo Mbangi
CLOSING DATE : 05 October 2018

MANAGEMENT ECHELON

POST 38/112 : **DEPUTY DIRECTOR-GENERAL: RESEARCH, POLICY, PERFORMANCE MONITORING AND EVALUATION REF NO: OTP 01/09/2018**
(Re-Advertisement)

SALARY : R1 446 378 per annum (Level 15)
CENTRE : Bhisho

REQUIREMENTS : An appropriate degree in Social Sciences, Rural Development, Development Studies and Economics or NQF 8. A Master's Degree will be an added advantage. A Minimum of 5 years' appropriate experience in the area of Policy Planning and or Implementation; Development, Research, Monitoring and Evaluation Coordination of which 8 years must be at senior management (SMS) level. Competencies/ Skills: Management skills including people management and empowerment. Programme/ Project, Policy, Research and Operations skills, including financial management skills. Ability to provide operational and strategic direction and leadership. Ability to manage service delivery interventions, Frontline Service Delivery, Presidential Hotline, Citizen-based Monitoring including multiple projects. Excellent interpersonal & communication skills (written & verbal). Problem solving and analysis and knowledge management and innovation skills. Good computer literacy skills. Personal Attributes: The incumbent must be assertive and self-driven, innovative and creative, client orientated and customer focused, solution orientated and able to work under stressful situations and have the ability to maintain high levels of confidentiality.

DUTIES : Reporting to the Director- General, the successful incumbent will be responsible: To lead the coordination of integrated evidence based policy, planning and research in the Province. To provide strategic leadership in ensuring monitoring and evaluation of Government Priorities. To facilitate intergovernmental relations, international relations, stakeholder engagement and manages strategic interventions. To oversee and ensure the transformatory programmes including management of strategic intervention, empowerment, capacitation and social inclusion of children, youth, women, older persons and persons living with disabilities in the Province, including through strategic partnership. Facilitate macro and transversal planning across government and planning functions in the Department. Facilitating the implementation of the long-term planning and aligning of budget allocations to National Development Plan (NDP) including Provincial Development Plan (PDP). Understanding of the Government Program of Action (POA) and the related priorities across government. Developing and implementing of Integrated Planning Frameworks and Coordination of the research agenda towards evidence - based decision making. Alignment of strategic plans and annual performance plans to MTSF priorities and budgeting processes. Understanding of Monitoring and Reporting Frameworks including establishing credible data sets, baseline information, indicators, targets and key results areas for an Outcome- based Monitoring. Conducting of socio-economic impact assessments and evaluation of new and existing programmes/ projects to establish value for money and feasibility, Understanding of government legislation and regulations or other statutory in terms of the Public Finance Management Act (PFMA), Public Service Administration Act and Regulations including Labour Relations Act ensuring that all are adhered to. Ensuring effective and efficient Human Resources planning for the Branch. Ensuring effective and efficient

business/operational and performance annual planning for the Branch. Ensuring effective and efficient performance management of staff, management of budget and procurement processes within the Branch. Ensuring sound corporate governance mechanisms for the Branch.

ENQUIRIES : can be directed to Mr M Mbangi @ 040 609 6424

DEPARTMENT OF PUBLIC WORKS

It is the intention to promote representivity in the Department through the filling of these positions. The candidature of applicants from designated groups especially in respect of women and people with disabilities will receive preference.

APPLICATIONS : Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho. Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605.

FOR ATTENTION : X. Dike

CLOSING DATE : 12 October 2018

OTHER POST

POST 38/113 : **CHAIRPERSON ON THE DEPARTMENT OF PUBLIC WORKS ENTERPRISE RISK & ETHICS MANAGEMENT COMMITTEE REF NO: DPW 01/09/2018**

SALARY : Terms of Office and Remuneration: This appointment is for a period of three years, but may be renewed at the discretion of the department. The appointed chairperson will be expected to sign a contract, supported by terms of reference. The chairperson shall be remunerated in accordance with the Provincial Treasury Instruction No, 6 of 2014/15.

CENTRE : Bhisho

REQUIREMENTS : An appropriate degree in Social Sciences, Rural Development, Development Studies and Economics or NQF 8. A Master's Degree will be an added advantage. A Minimum of 5 years' appropriate experience in the area of Policy Planning and or Implementation; Development, Research, Monitoring and Evaluation Coordination of which 8 years must be at senior management (SMS) level. The Enterprise Risk & Ethics Management Committee is an oversight committee appointed by the Head of Department to assist him to discharge his Enterprise Risk & Ethics Management responsibilities in terms of the approved departmental Risk & Ethics Management Committee Terms of reference.

DUTIES : Review the Enterprise Risk & Ethics Management, fraud policies, frameworks and strategies before recommending approval by Head of Department. Review the business continuity management policy, strategy and plans before recommending approval by the Head of Department. Review the risk appetite and tolerance levels of the Department, and make recommendations to the Head of Department in this regard. Review the department's risk assessment methodologies to obtain reasonable assurance of the completeness and accuracy of the department's profile. Evaluate the effectiveness of mitigating strategies to address material risks to the Department. Report any material changes to the risk profile of the Department to the Head of Department. Review any material findings and recommendations by assurance providers on the system of risk management, and check that appropriate action is instituted to address identified weaknesses. On quarterly basis, provide proper and timely reports to the Head of Department on the state of Enterprise Risk & Ethics management in the Department, indicating aspects requiring improvement and recommendations for addressing these aspects. On annual basis brief the Head of Department on the effectiveness and adequacy of Enterprise Risk & Ethics Management functions in the department. Evaluate the effectiveness of monitoring systems pertaining to fraud and corruption and the results of management's investigations into and follow-up of alleged acts of impropriety (fraud, corruption) and related matters. Review and comment, where appropriate, on cases of fraud, corruption and related matters as they are reported to the committee. Assess whether prevention programmes and controls are effective in reducing instances of fraud and corruption. Consider reports on matters of fraud and corruption and make recommendations to the Head of Department. Providing strategic advice to leadership on ethical issues. Ensure that

department's ethics risks are assessed and that the department has an understanding of its ethics risk profile. Endorse a strategy and plan for the management of ethics in the department; Provide assurance that the department's code of ethics (or values statement) and relevant policies, are developed or revised to address the ethics risk; Provide support to Chief Risk officer in promoting integration and collaboration of various ethics-related functions (such as anti-fraud and anti-corruption, compliance, internal audit, investigations, human resources and labour relations); Monitor and report on the department's ethics performance, including: Implementation of the ethics management strategy; Ethical culture of the department; and Fairness, effectiveness and timorousness of disciplinary processes. Attendance of Audit Committee meetings as Chairperson of Risk and Ethics Management Committee.

ENQUIRIES : can be directed to Mr. X Dike at 040 602 4171 or 072 980 4799
NOTE : Interested parties are hereby invited for application to be Chairperson of the departmental Enterprise Risk & Ethics Management Committee.

DEPARTMENT OF SAFETY AND LIAISON

APPLICATIONS : Post to: The Senior Manager: Department of Safety and Liaison; Private Bag X0057, Bhishe, 5605 Hand Delivery: No 7 Taylor Street, Archies Building, King Williams Town 5601

FOR ATTENTION : Ms NA Zuma
CLOSING DATE : 05 October 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). Note: 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.

MANAGEMENT ECHELON

POST 38/114 : **DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: ESL/2018/09/01**

SALARY : All-inclusive package of R1 005 063 – R1 183 932 (Level 13). Annual progression up to a maximum salary of R721 878 is possible subject to satisfactory performance. The all-inclusive remunerative package consists of basic salary, the State's contribution to the Government Employee Pension Fund and a flexible portion that may be structured according to your needs within a framework.

CENTRE : Bhishe
REQUIREMENTS : A SAQA recognized NQF Level 7 qualification in Public Administration/ Management /Operations/Production Management/ Industrial Psychology / Human Resource Management, Certificate in Job Evaluation. 5 years' experience at Middle Management Level in Strategic Management, organizational development and change management field. Organisational design certificate will add advantage. Skills: Planning. Team development. Decision making. Problem

solving. Report writing & general (Academic) writing skills. Financial management. Budgeting systems. Analytical skills. Management skills. Written Communication: Prepare reports required in terms of Public Service statutory framework by collecting, formatting & explaining information. Public Finance Management Act, 1999. Basic Conditions of Employment Act, 1997. Division of Revenue Act, 2009. Preferential Procurement Policy Framework Act, 2000. Public Service Act 1994 and Regulations, 2016. Skills Development Act, 1998. Occupational Health and Safety Act, 1993. Employment Equity Act, 1998. Promotion of Access to Information Act, 2000. Treasury Regulations issued in terms of PFMA Act, 1999. Promotion of Administrative Justice Act, 2000. Framework for Strategic Plans and Annual Performance Plans (DPME). Framework for Management Performance Information (DPME).

DUTIES : The management and coordination of the provision of integrated planning and reporting services. Develop and maintain strategic planning and reporting guidelines. Coordinate and facilitate strategic and operational planning processes. Coordinate the submission and analysis of quarterly reports, annual reports and budget vote documents. Monitor and facilitate reporting on departmental programmes and activities against government's POA and Cluster projects and Inter-governmental working groups. Analyse organisational performance and provide strategic inputs. The management and conducting of integrated monitoring and evaluation services. Develop, manage and maintain M&E Frameworks and systems. Develop and implement monitoring and evaluation principles and practices. Evaluate the implementation of departmental policies and assess the impact and sustainability of programmes. Collect, store, analyse and disseminate research and M&E information; Ensure the accuracy and integrity of captured information. Produce performance monthly, quarterly and annual reports. Establish and maintain stakeholder relations. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development 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. Manage the provision of consultancy services on the development of service delivery models and organisational structures. Manage the provision of job evaluation services in the province. Manage the promotion and facilitation of the implementation of Batho Pele programmes. Manage the implementation of organisational change and transformation programmes. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : Can be directed to Ms NA Zuma at 043 642 6800

OTHER POSTS

POST 38/115 : **PRINCIPAL PERSONNEL OFFICER HUMAN RESOURCES MANAGEMENT**
REF NO: ESL/2018/09/02

SALARY : R242 475 – R285 630 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : A three year tertiary Degree/National Diploma in Human Resources Management/ Public Admin and Management or equivalent NQF 6 qualification. At least two (2) years' experience in a human resources environment. Skills: Knowledge and understanding of legislative framework governing in the public service Act of 1994 (Act 103 of 1994) and other human resources prescripts, regulations, procedures and understanding of different human processes. Basic knowledge of PERSAL administration functions with recognised certificate, computer skills and communication skills (written and verbal). Ability to interpret human resource

- prescripts and apply them. Good interpersonal and organizational skills. Ability to work well under pressure and long hours and be customer focused. Computer literacy. A valid driver's license will be an added advantage.
- DUTIES** : Supervise undertake the more complex and maintenance of human resource administration practices: HR Provisioning (Recruitment and Selection, Appointments, Transfers, Verification of Qualifications, Secretariat Function at shortlisting and Interviews, Absorptions and Probation periods). Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervision of staff.
- ENQUIRIES** : Can be directed to Ms NA Zuma at 043 642 6800
- POST 38/116** : **STATE ACCOUNTANT FINANCIAL MANAGEMENT REF NO: ESL/2018/09/03**
- SALARY** : R242 475 – R285 630 per annum (Level 07)
CENTRE : Bhisho
REQUIREMENTS : A Three year tertiary qualification (Degree / Diploma) in Accounting / Finance or NQF 6 or equivalent related field with minimum of 2 – 3 years' experience in payroll and salaries. Skills: Willingness to occasionally work after hours when needed. Ability to work in a team and independently. Ability to work under pressure and adhere to strict timeframes. Problem solving skills. Good interpersonal and organizational skills. Computer literacy with knowledge of MS Word, Excel and PowerPoint. Good communication skills (written and verbal). Excellent filing skills and to keep record of flow of documents. Understanding of Constitution of RSA, Public Service Act, Public Service Regulations, PFMA and other relevant prescripts. Valid driver's licence.
- DUTIES** : Perform reconciliation on salary accounts (BAS/PERSAL). Create overtime authorisation code on PERSAL. Approving and authorisation code on PERSAL. Approving and authorising all salary related allowances and deductions on PERSAL. Submission of monthly, bi-annual and annual tax returns to SARS and declaration of manual payments on time to avoid penalties. Management of payroll. Ensure that all pay-overs are posted to the relevant beneficiaries. Attend to salary related queries. Supervision of personnel.
- ENQUIRIES** : Can be directed to Ms NA Zuma at 043 642 6800
- POST 38/117** : **ADMIN CLERK HUMAN RESOURCES DEVELOPMENT REF NO: ESL/2018/09/04**
- SALARY** : R163 653 – R 192 666 per annum (Level 05)
CENTRE : Bhisho
REQUIREMENTS : Grade 12/ Senior Certificate plus Three (3) year qualification Degree/ Diploma in HRM/ HRD/ Public Administration with 2-3 years relevant experience in human resources management Resources Management/ Public Management. one year relevant in Human Resources experience. Skills: Knowledge of HR Prescripts and Procedures. Knowledge of PERSAL will serve as a recommendation. Computer Literacy.
- DUTIES** : Responsible for administrative duties related to human resources development section. Administer internship/ Learnerships programme. Assist preparing and placing advert for learnership/ internship. Assist in Skills Development Committees for selection of successful application for bursaries. Assist in placing successful learners at designated components. Administer performance management and development system process at operational level.
- ENQUIRIES** : Can be directed to Ms NA Zuma at 043 642 6800

DEPARTMENT OF SOCIAL DEVELOPMENT

The Department of Social Development 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: **Head Office:** Hand Delivery: HR Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William's Town, for the attention of Ms. Njaba 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.

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

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

CLOSING DATE

: 05 October 2018

NOTE

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

OTHER POSTS

POST 38/118

: **SOCIAL WORK POLICY MANAGER: CONDITIONAL GRANT REF NO: DSD 02/09/2018 (X2 POSTS)**

(1 Year Contract)

SALARY

: R755 598 per annum Gr1

CENTRE

: Head Office

REQUIREMENTS

: Grade 12/ Matric plus B Degree in Social Work. 10 years' minimum experience in Social Work practice with community development, project management, monitoring and evaluation and research work. 5 years with supervision and management experience. Competencies: Management and administration skills, Conflict Management, Change Management and negotiation skills. Problem Solving skills, Project Monitoring and evaluation skills (Project Management), Operations Management, Financial management skills, report-writing and presentation skills, computer literacy. Implementation of Pillar 1 (Prevention & Protection) of the South African Integrated Programme of Action addressing Violence Against Women and Children through facilitation of implementation of Everyday Heroes Brand that aims to promote learning about Victim Empowerment Programme and illustrates how every person/ citizen of this country can provide support to victims of crime and make our communities safer and caring and raise awareness education for the communities, provide support for strengthening of integrated prevention programmes on VEP in all Districts. Render a support function to all the Districts on prevention programmes, Audit training needs, develop training and development initiative within Districts, Fast track operations to promote District service delivery, Receive and consolidate reports from the two organisations responsible for management of Everyday Heroes Ambassadors in

		Districts, Monitor and evaluate District operations in relations to 365 days' action campaign.
<u>DUTIES</u>	:	Coordinate Pillar 1 of the POA, Coordinate implementation of Everyday Heroes Brand and management of two appointed organisations ensuring that implementation of key policies and programmes as well as alignment with National and Provincial directives are observed. Ensure implementation of Batho Pele at all the Districts and areas, Monitoring and Evaluation systems within Districts, areas and service offices. Manage the development of partnerships with civil society and the private sector.
<u>ENQUIRIES</u>	:	Can be directed to Ms Z. Moyeni Tel No: 043 605 5049
<u>POST 38/119</u>	:	<u>PROJECT MANAGER: CONDITIONAL GRANT REF NO: DSD 01/09/2018 (X2 POSTS)</u> (1 Year Contract)
<u>SALARY</u>	:	R356 289 per annum (Level 09)
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	Grade 12 plus B. Degree or National Diploma / Tertiary qualification in Building/ Construction Management/ Quantity Surveying/ Civil Engineering or equivalent qualification. With a minimum of 3 years' relevant experience working as a Project Manager. Registration on SACPCMP as a candidate will be an added advantage. Computer literacy. A valid South African driver's license is a prerequisite. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management and Innovation; Financial Management; Planning and Organizing; Conflict Management; Problem Solving and Analysis; People Management and Empowerment; Analytical ability; Motivational ability; Negotiation and persuasion ability; ability to function on conceptual level; Advanced proficiency in MS Office (Word, PowerPoint, Excel), MS Project. Must be willing to travel extensively. Proven ability to manage a diverse team of personnel, as well as bring in projects on time and within budget.
<u>DUTIES</u>	:	Manage and Coordinate all aspects of projects. Guide the Project initiation, planning, implementation, monitoring, reporting and evaluation in line with projection management methodology. Conducting technical conditional assessments and compiling of bills of quantities from technical assessment report. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identifying resources needed and assign individual responsibilities. Project and accounting and Financial Management; Report project progress. Manage project budget resources. Office Administration: provide inputs with tender administration. Contribute to the human resource related activities. Research development: keep up developments on project management technologies. Provide technical consulting services for the operation of project related matters to minimize possible project risks.
<u>ENQUIRIES</u>	:	Can be directed to Ms Z. Moyeni Tel No: 043 605 5049
<u>POST 38/120</u>	:	<u>STATE ACCOUNTANT: FINANCIAL PLANNING (REF NO: DSD 06/09/2018)</u> Re-advertisement
<u>SALARY</u>	:	R242 475 per annum
<u>CENTRE</u>	:	Head Office (1)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a Degree in Commerce /National Diploma in Financial Management/ Cost Accounting/ Management Accounting/ Accounting with a minimum of two (2) years relevant experience OR Senior Certificate (Matric) with ten years' relevant experience. A valid South African driver's license will be an added advantage. Competencies: Knowledge of PFMA, Treasury Regulations, Public Service Legislation, Regulations and Policies. Knowledge of BAS and Persal. Knowledge of the Budget Process. 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>	:	Compile appointment letters for Budget Advisory Committee. Assist in conducting Budget Guidelines and Formats workshops. Arrange dates and invite relevant officials to the workshops. Prepare budget process schedule for the Department. Liaise and assist Programme Managers with compilation of the budget (EC Forms)

and costing of Operational Plan activities for the MTEF period. Consolidate submission of EC forms from Responsibility Managers. Compile budget working papers. Collate inputs from Programme Managers in preparation for MTEC Hearings. Provide secretariat services for Sub-Directorate meetings.

- ENQUIRIES** : Can be directed to Ms Z. Moyeni Tel No: 043 605 5049
- POST 38/121** : **ADMIN ASSISTANT: CONDITIONAL GRANT REF NO: DSD 05/09/2018 (X2 POSTS)**
(1 Year Contract)
- SALARY** : R196 407 per annum
CENTRE : Head Office
REQUIREMENTS : Grade 12 plus B. Degree or National Diploma / Tertiary qualification in Building/ Construction Management/ Quantity Surveying/ Civil Engineering or equivalent qualification. With a minimum of 3 years' relevant experience working as a Project Manager. Registration on SACPCMP as a candidate will be an added advantage. Computer literacy. A valid South African driver's license is a prerequisite. Competencies: Strategic Capability and Leadership; Programme and Project Management; Change Management and Innovation; Financial Management; Planning and Organizing; Conflict Management; Problem Solving and Analysis; People Management and Empowerment; Analytical ability; Motivational ability; Negotiation and persuasion ability; ability to function on conceptual level; Advanced proficiency in MS Office (Word, Powerpoint, Excel), MS Project. Must be willing to travel extensively. Proven ability to manage a diverse team of personnel, as well as bring in projects on time and within budget.
- DUTIES** : Manage and Coordinate all aspects of projects. Guide the Project initiation, planning, implementation, monitoring, reporting and evaluation in line with projection management methodology. Conducting technical conditional assessments and compiling of bills of quantities from technical assessment report. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identifying resources needed and assign individual responsibilities. Project and accounting and Financial Management; Report project progress. Manage project budget resources. Office Administration: provide inputs with tender administration. Contribute to the human resource related activities. Research development: keep up developments on project management technologies. Provide technical consulting services for the operation of project related matters to minimize possible project risks.
- ENQUIRIES** : Can be directed to Ms Z. Moyeni Tel No: 043 605 5049
- POST 38/122** : **ADMIN CLERK REF NO: DSD 07/09/2018 (X1 POST)**
Re-Advertisement
- SALARY** : R163 563 per annum (Level 05)
CENTRE : Sarah Baartman: Humansdorp Local Service Office
REQUIREMENTS : Senior Certificate (Matric) with 2 year's relevant experience. Computer literacy. Competencies: Knowledge of Human Resource Administration, Recruitment and Selection, Condition of Services, Public Service Regulations and HR Policies. Good communication skills, analytical and numerical n ability. Understanding of Peral will be an added advantage.
- DUTIES** : Be responsible for variety of administrative duties related to appointments and condition of services. Efficient and effective implementation of service benefits (housing allowance; long service recognition awards; transfers; service termination benefits). Administer HR processes at operational level. Maintain accurate HR records on all assigned activities. Handling of HR administration-related enquiries. Reporting to supervisor on all HR activities.
- ENQUIRIES** : may be directed to Ms P. Kewuti at 046 636-1484