

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
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.

APPLICATIONS

: 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.

All positions within Districts should be directed to Districts as follows: **Alfred Nzo East- Mbizana**: Mr A Mpupu, Tel No: 039–2510279/ 0063, Fax: 039 - 2510976 Address: P/B X 504 Bizana 4800

Alfred Nzo West-Mount Frere: Mr. L Mtatyana, Tel No: 039 – 2550005, Fax: 039 - 2550005 Address: P/B X 9001 Mount Frere 5090

Maluti: Mr L.E. Mtatyana, Tel No: 039–2560111/ 0594, Fax: 039 - 2560111 Address: P/B X 1835 Matatiele 4730

Amathole East- Butterworth: Mr T Mxotwa, Tel No: 047- 4911070/ 0646, Fax: 047-4910655 Address: P/B X 3019 Butterworth

Dutywa: Mr T Mxotwa, Tel No: 047- 4892247/5044, Fax: 047-4891148 Address: P/B X 1203 Dutywa 5000

Amathole West- Fort Beaufort: Ms P Futshane, Tel No: 046- 6452964 Fax: 046- 6452783 Address: P/B X 2041 F.B.T

Buffalo City Metro - East London: Mr EG Klaasen Tel No: 043-7600862/542 Address: P/B X 9007 East London 5200

King William’s Town: Mr EG Klaasen Tel No: 043- 6043218/ 3221 Fax: 043- 6425896 Address: P/B X 0055 K.W.T

Chris Hani East- Ngcobob: Mr AT Fetsha Tel No: 047-5481004/1099 Fax: 047- 5481139 Address: P/B X 214 Engcobob 5050

Cofimvaba: Mr AT Fetsha Tel No: 047-8740744 Fax: 047-4880027 Address: P/B X 1229 Cofimvaba

Chris Hani West – Queenstown: Mr H.N. Godlo Tel No: 045-8083000 Fax: 045- 8083030 Address: P/B X 7053 Queenstown 5320

Lady Frere: Mr. HN Godlo Tel No: 047 -8780009/0229 Fax: 047-8780224 Address: P/B X 1152 Lady Frere 5410

Cradock: Mr. HN Godlo Tel No: 048 –8018639 Fax: 048- 8813189 Address: P/B X 82 Cradock 5880

Joe Gqabi – Sterkspruit: Mr N Magadu Tel No: 051-6111380/ 0064 Fax: 051- 110043/ 6342009 Address: P/B X 5026 Sterkspruit 9762

Mount Fletcher: Mr N Magadu Tel No: 039- 2570963 Fax: 039-2570956 Address: P/B X 1133 Mount Fletcher

Nelson Mandela Bay- Port Elizabeth: Mr Gorgonzola Tel No: 041-4034402 / 434 Fax: 041-4538660 Address: P/B X 3915 North End Port Elizabeth 6056

Uitenhage: Mr Gorgonzola Tel No: 041-9954000/2 Fax: 041-9227659 Address: P/B X 64 Uitenhage 6200

OR Tambo Coastal – Libode: Mr V Joseph Tel No: 047-5324704 Fax: 047- 5323505 Address: P/B 518 Libode 5160

Lusikisiki: Mr V Joseph Tel No: 039 - 2531065 Fax: 039 - 2531079 Address: P/B X 1010 Lusikisiki 4820

OR Tambo Inland Mthatha: Ms LN Dyodo Tel No: 047- 5024272/4225 Fax: 047- 5323339 Address: P/B X 5003 Mthatha 5100

Qumbu: Ms.L.N. Dyodo Tel No: 047- 5420210 / 12 Fax: 047-5530180 Address: P/B X 466 Qumbu 5180

Sarah Baartman - Graaff Reinet: Mr N.R.W. De Bruyn Tel No: 049- 8072202 Fax: 04 - 8925281 Address: P/B X 726 Graaff-Reinet 6280

Grahamstown: Mr De Bruyn Tel No: 046- 6229310 Fax: 046- 6223224 Address: P/B X 1001 Grahamstown 6140

: Human Resource Administration

FOR ATTENTION

CLOSING DATE : 19 November 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> 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.

OTHER POSTS

POST 44/133 : **CHIEF ENGINEER CIVIL/STRUCTURAL GRADE A REF NO: DOE 01/10/18**
Unit: Infrastructure Planning

SALARY : R991 281per annum (OSD)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : A university degree in Engineering. Registration with ECSA as a Professional Civil/Structural Engineer. Valid driver's license. Computer literacy. Minimum of Six Years' experience post qualification. Knowledge of PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations. Technical Competence requirements as per OSD requirements issued by DPSA.

DUTIES : Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate civil/structural engineering installations, undertake design work and implement corrective measures, where necessary. Preparation and on-going review of the User Asset Management Plan [U-AMP] from an engineering perspective with inputs received from other professionals. Environmental, OHS adherence in terms of planning and Maintenance. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management.

POST 44/134 : **CHIEF ELECTRICAL OR MECHANICAL ENGINEER GRADE A REF NO: DOE 02/10/18**
Unit: Infrastructure Planning

SALARY : R991 281per annum (OSD)

<u>CENTRE REQUIREMENTS</u>	:	Head Office – Zwelitsha
	:	A university degree in Engineering and/or equivalent qualification. Registration with ECSA as a Professional Engineer: Electrical or Mechanical Engineer. Valid driver's license. Computer literacy. Minimum of Six Years' experience post qualification. Knowledge of PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations. Technical Competence requirements as per OSD requirements issued by DPSA.
<u>DUTIES</u>	:	Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate electrical/mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary. Oversee implementation [construction] and commissioning of electrical/mechanical engineering installations and maintenance. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management.
<u>POST 44/135</u>	:	<u>ASSISTANT DIRECTOR: CONDITIONAL GRANT ADMINISTRATION REF NO: DOE 03/10/18</u> Unit: Conditional Grant
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09)
	:	Head Office – Zwelitsha
	:	National Diploma or NQF level 6 as recognised by SAQA. Five (5) years' experience in accounting environment of which 3 years' must be at supervisory level. Knowledge of School Management. Sills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organizing, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Good communication skills (written and verbal skills) and a good command of English language. Driver's license.
<u>DUTIES</u>	:	Verify conditional grants. Check the bank details against those on BAS Entity data. Pre-authorize conditional grants. Verify budget interface codes. Implement and monitor CFO branch policies, standard operating procedures as stipulated on the financial delegations. Contribute to the review of the CFO branch policies, standard operating procedures. Monitor and verify the reconciliation process of conditional grants. Identify and mitigate potential risks and update the branch risk register. Monitor leave management. Respond to internal and external audit RFIs. Implement the audit improvement plan as it applies to conditional grants. Coordinate and collate information required for interim and annual financial statements as well as non-financial /compliance report including preparation and follow up of annexures and working papers. Provide the necessary guidance and support to employees within the unit. Manage daily performance of employees. Timely submission of employee information of Performance Management Development System (PMDS). Ensure safe keeping of assets allocated to units.
<u>POST 44/136</u>	:	<u>ASSISTANT DIRECTOR: PAYMENT SERVICES REF NO: DOE 04/10/18</u> Unit: Financial Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09)
	:	Nelson Mandela Bay
	:	A Bachelor's Degree or National Diploma (NQF level 6) in Accounting/Financial Management; 5 years financial management experience of which 3 years should be at supervisory level; Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations, BAS (Basic Accounting System),

		Logis (Logic integrated system) and Persal; A valid driver's license. Skills and Competencies: Communication skills; Computer literacy (Ms Word, Ms Excel & PowerPoint); Sound report writing; Ability to work under pressure; Analytical and problem-solving skills.
<u>DUTIES</u>	:	Manage Sundry and Creditor payments. Ensure the correct and timeous payment of Suppliers. Conduct Creditor's reconciliations, Management of reporting including Accruals, 30 days reports (IYM) etc. Authorization of BAS/LOGIS and PERSAL Payments. Management of the Payroll, Allowances Payable and Subsistence and Travel claims units. Understand Internal Financial inspections and Audits regarding Financial Accounting Systems, Receive and process Audit queries and implement corrective measures. Implementation of Internal control measures; Ensure Document and Records management; Manage and control subordinates. Provide effective people management.
<u>POST 44/137</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL CONTROL REF NO: DOE 05/10/18</u> Unit: Financial Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09) Joe Gwabi National Diploma or NQF level 6 in Accounting/Financial Management. Five (5) years' experience in accounting environment of which 3 years' must be at supervisory level in Salary Deductions and Payments in the public sector. Proficiency in the MS Office Package (Word, PowerPoint and Excel). Valid Driver's License. Competencies: Persal. BAS. Financial Management. People Management and Empowerment. Change Management. Service Delivery Innovation. Client orientation and customer focus. Problem solving and analysis skills. Communication skills. Presentation skills. PFMA. Treasury Regulations. Departmental policies and procedures. Performance reporting.
<u>DUTIES</u>	:	Supervise and monitor the timely processing of salary deductions, payments and leave gratuities at Head Office and all Districts. Provide monthly expenditure reports. Clear salary related suspense accounts. Ensure compliance with the Provincial Cash Management Framework. Document Management. Liaise with Provincial Treasury and 3rd parties. Monitor implementation of policies. Provide inputs for the compilation of Interim and Annual Financial Statements. Ensure effective and efficient implementation of internal controls to mitigate risks. Provide general managerial functions and supervision. Attend to internal and external audit queries.
<u>POST 44/138</u>	:	<u>ASSISTANT DIRECTOR: GENERAL PAYMENTS AND CREDITORS RECONCILIATION REF NO: DOE 06/10/18</u> Unit: Conditional Grant
<u>SALARY CENTRE REQUIREMENTS</u>	:	R356 289 per annum (Level 09) Head Office – Zwelitsha National Diploma or NQF level 6 as recognized by SAQA. Five (5) years' experience in accounting environment of which 3 years' must be at supervisory level. Knowledge of School Management. Sills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organizing, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Good communication skills (written and verbal skills) and a good command of English language. Driver's license.
<u>DUTIES</u>	:	Supervise and delegate creditor payment functions. Verify creditor payments. Check the bank details against those on BAS Entity data. Pre-Authorize creditor payments. Verify budget interface codes. Implement and monitor CFO branch policies, standard operating procedures as stipulated on the financial delegations. Contribute to the review of the CFO branch policies, standard operating procedures. Monitor and verify the reconciliation process of creditor payments. Identify and mitigate potential risks and update the branch risk register. Monitor leave management. Respond to internal and external audit RFIs. Implement the audit improvement plan as it applies to conditional grants. Coordinate and collate information required for interim and annual financial statements as well as non-financial /compliance report including preparation and follow up of annexures and

working papers. Provide the necessary guidance and support to employees within the unit. Manage daily performance of employees. Timeous submission of employee information of Performance Management Development System (PMDS). Ensure safe keeping of assets allocated to units.

POST 44/139 : **ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION REF NO: DOE 07/10/18**

Unit: Infrastructure Planning

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS :

Relevant National Diploma in Real Estate or Property Management. Valid driver's license. Computer literacy. Minimum of Three Years' experience post qualification. Knowledge of PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations.

DUTIES : Collect updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalized. Update the register of sites allocated to Education for future infrastructure development. Implement actions to keep sites clean. Implement actions to prevent any illegal occupation of sites. Collect information on the conditions and maintenance of vacant sites allocated to Education. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal accounts through the finance section. Identify excessive use of water or electricity. Make inputs to the preparation of guidelines on the use of utilities by Schools. Assist to train Districts on the guidelines for use of utilities. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities.

POST 44/140 : **PROJECT OFFICER NSNP GRANT REF NO: DOE 174/10/18 (X1 POST)**
 (One-year Renewable Contract for three years)

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS :

A minimum of five (05) years' experience in the Project Management environment be it Public, State Owned Enterprises or Private. A minimum of three year's supervisory experience. A three year post matric qualification in a University or University of Technology, formerly known as a Technikon with Project Management as a Major. An advanced qualification in computer applications/ICT. A tertiary qualification in either the Horticulture, Health, Environmental Health or Food and Beverage field. An unendorsed valid driver's license. Additional Requirements: An ability to work long hours, travel long distances, reach out to rural environments and be away from home for extended periods of time. Competencies: Advanced Computer Presentation skills. Advanced Data Management skills. Report writing skills. Networking skills. People and knowledge management skills. Good inter-personal relations/team player.

DUTIES : Constitute a project management unit at Head Office and the twelve Districts through the two Clusters. Under the stewardship of Chief Education Specialist-National School Nutrition Programme (CES-NSNP) understudy the Technical Support Entity contracted for the envisaged roll out of the Small Holder Farmer Procurement Model. Provide project management expertise for current projects such as Small Holder Farmer Pilot, Deworming of Grades R-7 Learners and Hand Washing, Sanitation and Oral Hygiene (WASH) as well as for future projects such as Individual Targeting of learners for NSNP beneficiation in Quintiles 4 and 5 schools AND rolling out of Breakfast in all Quintile 1-3 Schools. Initiate any other project as may be required including establishing and “standardizing” project management processes, which can reduce the upfront time and cost of initiating each project. Build the capacity of Districts and Schools around running and imminent NSNP projects. Forge networks and partnerships with relevant stakeholders. As part of the ECDoE accountability value addition cooperate with the relevant knowledge management unit to contribute to the centralized repository of project management knowledge, best practices and resources. Mobilize project resources for specific projects activities, such as initial Project Planning; Project Monitoring and performance measurements; and review of project deliverables.

POST 44/141 : **ADMINISTRATIVE OFFICER/MONITORS- NSNP GRANT REF NO: DOE 173/10/18 (X54 POSTS)**
(1-year renewable contract for three years)

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Head Office
: An appropriate B Degree or National Diploma or equivalent qualification. Three years relevant experience in programme management/ administrative environment. Competency in the application of MS Office/Excel application. Knowledge of financial administration practices as it relates to a support programme. A valid driver's licence. Competencies: Good communication skills. Computer literacy. Report writing. Ability to analyze narrative and expenditure reports. An understanding of the PFMA and DORA in the context of administering a Conditional Grant. An understanding of the decentralized National Schools Nutrition Programme (NSNP) delivery model. An understanding of the programme monitoring and report processes.

DUTIES : Conduct in loco visits to schools to monitor, evaluate and report on compliance with the National Schools Nutrition Programme (NSNP) norms and standards. Provide technical support to school management teams to resolve identified noncompliance issues. Facilitate the development and implementation of development programmes for Food Handlers. Analyze monthly reports from National Schools Nutrition Programme and assist the district National Schools Nutrition Programme coordinator to report on the performance of the District Programme. Provide technical support to and facilitate processes to enable members of School Management Teams to administer the NSNP at a school level. Report instances of maladministration.

POST 44/142 : **STATE ACCOUNTANT REF NO: DOE 08/10/18 (X3 POSTS)**
Unit: General Payments and Creditors Reconciliation

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
: Head Office - Zwelitsha
: National Diploma (NQF level 6) plus at least 1-2 years relevant experience. Knowledge of School Management. Skills: Continuous Improvement, Problem Solving and Decision Making, Planning and Organising, Networking and Building Bonds, Impact and Influence, Communication and Information Management, Budgeting and Financial Management. Good communication skills (written and verbal skills) and a good command of English language.

DUTIES : Record, check and compile creditor payments. Check the bank details against those on CSD and supplier invoice. Mark the relevant items on the check lists. Capture creditor payments. Verify budget SCoa items. Implement and monitor CFO branch policies, standard operating procedures as stipulated on the financial delegations as they apply to the unit. Contribute to the review of the CFO branch

policies, standard operating procedures. Prepare creditor reconciliation. Identify and mitigate potential risks and update the branch risk register. Report risks to the Senior State Accountant. Attend to queries and provide relevant information for communication with suppliers. Respond to internal and external audit RFIs. Implement the audit improvement plan as it applies to creditor payments. Coordinate and collate information required for interim and annual financial statements as well as non-financial /compliance report including preparation and follow up of annexures and working papers. Identify exceptions and rejections. Resolve exception and reprocess rejections. Prepare a report.

POST 44/143 : **PRINCIPAL PERSONNEL OFFICER: LEAVE MANAGEMENT & PERSAL RECON REF NO: DOE 09/10/18**

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
 : Head Office - Zwelitsha
 : National Diploma (NQF level 6) plus at least 1-2 years relevant experience. Matric with six years' experience. in HR field. Good written and verbal communication skills Computer literacy. A very good understanding of Public Service Regulations, Public Service Act, PAM, Educators Act, South African Schools Act, Treasury Regulations and other legislations governing Human Resource Administration. Must have a valid driver's license.

DUTIES : Practical working knowledge of PERSAL with Introduction to PERSAL certificate attached is a prerequisite Planning and organizing skills and communication skills. Ensure that the suspense file on the PERSAL system is cleared within specific time. Ensure the implementation and maintenance of effective monitoring tools and control measures. Ensure prioritized training of staff. Ability to work under pressure. Management of leave. Ensure that leave gratuities are paid on time. Supervise subordinates and qualify assure their work. Management of PILIR monthly reports and liaise with Health Risk Management.

POST 44/144 : **ADMIN OFFICER REF NO: DOE 10/10/18 (X2 POSTS)**
 Unit: Strategic Planning

SALARY CENTRE REQUIREMENTS : R242 475 per annum (Level 07)
 : Head Office - Zwelitsha
 : National Diploma (NQF level 6) (NQF 06) in the areas of Public Administration, Office Management/Administration or equivalent with at least 3 years appropriate experience of which 2 years must be in an administrative environment and 1 year at supervisory level. An NQF 7 qualification will serve as an advantage. Should possess the following skills: Ability to apply technical/ professional skills. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable and have good verbal and written communication skills. Must have good Interpersonal relations, Planning and Execution skills and good leadership skills. Ability to Manage/Control financial resources and supervise staff. Must have the ability to delegate and empower subordinates. Knowledge of PFMA and Public Service Act and Regulations. Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, Interpersonal Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills.

DUTIES : The successful candidate will be responsible for rendering an effective administrative support to the Chief Directorate. This entails rendering of effective procurement support: Compile and coordinate procurement plans for the Unit which is aligned to the budget and monitor expenditure and implementation of procurement plans. Rendering of general administrative support within the Unit collecting, analysing and collating of information as requested by the Supervisor, drafting of correspondence (submissions, letters and reports) as instructed by the Supervisor, sending and receiving of faxes, e-mails, etc. and following up on outstanding issues/submissions/reports, and compiling progress/monthly and related reports. Rendering of effective human resources support: Ensure timely submission of performance agreements, reviews and assessments of staff members of the Unit, coordinate and consolidate training according to PDP's and

ensure that leave registers are completed in the Unit. Updating/recommending of enabling Prescripts, Policies and Procedures.

- POST 44/145** : **ADMIN OFFICER REF NO: DOE 11/10/18 (X5 POSTS)**
Unit: Examinations and Assessments
- SALARY** : R242 475 per annum (Level 07)
CENTRE : Head Office - Zwelitsha
REQUIREMENTS : National Diploma (NQF level 6) plus at least 1-2 years relevant experience. A maximum of 3- 5 years in the administration work environment. Supervisory experience. Proven working knowledge of the Public Service Legislative Framework. Proven competent knowledge of basic office administration practice. Knowledge of procurement systems. Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, Interpersonal Skills, Organisational Skills, Typing and Writing Skills, Strong Leadership Skills, Basic financial recording, minute taking and report writing skills.
- DUTIES** : Handles the procurement administration or procurement of standard items for the activities of the office. Obtains the necessary signatures on documents like procurement advices and monthly salary reports. Keeps circulars and all relevant HR, Finance and Supply Chain Management policies updated. Maintain strict confidentiality when working with documents relating to staff members and other matters. Scrutinize documents to determine actions/information/other documents required for meetings. Collects and complies all necessary documents for the Sub-Section regarding meetings. Records minutes/decisions and communicates to relevant role-players, follow-up on progress made. Prepares briefing notes for the Sub-Section as required.
- POST 44/146** : **ICT TECHNICIAN - INFORMATION TECHNOLOGY REF NO: DOE 13/10/18 (X6 POSTS)**
Re-Advertisement (Applicants who previously applied should apply again)
- 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. 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 44/147** : **WORKS INSPECTOR**
12 Month Contract

<u>SALARY</u>	:	R196 407 - R231 351 per annum (Level 06)
<u>CENTRE</u>	:	Amathole West Ref No: DOE 14/10/18 (X2 Posts) Alfred Nzo West Ref No: DOE 15/10/18 (X1 Post)
<u>REQUIREMENTS</u>	:	National Diploma in Building. Valid Driver's license. Computer literacy. One years' experience post qualification. Knowledge of Job Creation Targets. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. South African Schools Act and Regulations. National Environmental Management Act of 1998.
<u>DUTIES</u>	:	Assist with the training of Schools on the criteria applicable to maintenance projects and emergency repairs. Assist to assess the School Annual financial reports in terms of maintenance expenditure against performance. Participate in annual evaluations on completed maintenance projects. Assist to interact with Municipalities to resolve any issues pertaining to services and/or building plans. Assist to orientate users in terms of the optimal usage of Facilities. Assist to collect relevant data and information for updating NEIMS and Facility Management Systems. Assist to review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention. Assist to develop plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards. Assist to implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at Schools. Assist to monitor compliance of disaster management plans. Provide assistance with preparation of disaster management plans. Assist to train Schools on the preparation of disaster management plans. Assist to provide mentoring services to Schools in terms of preparation of disaster management plan. Assist to draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs. Assist Schools to develop maintenance plans and budgets. Validate quality of school maintenance plans. Make recommendations to Schools in terms of changes to be made to Schools Maintenance Plans.
<u>POST 44/148</u>	:	<u>DATA CAPTURER – NSNP GRANT REF NO: DOE 172/10/18 (X3 POSTS)</u> (One-year renewable for three years)
<u>SALARY</u>	:	R163 563 per annum (Level 05)
<u>CENTRE</u>	:	Head Office – Zwelitsha
<u>REQUIREMENTS</u>	:	Grade 12 certificate and experience in administrative environment. Practical experience in MS Office Package e.g. Excel, Word etc. Good Communication. Understanding the Public Service policies, prescripts and guidelines. Knowledge of the Basic Condition of Employment. A valid Code 8 (EB) Driver's license will be an added advantage. Additional qualification will be an added advantage.
<u>DUTIES</u>	:	Provide administrative support to Project Officers attached to the Small Holder Farmer (SHF) Procurement Pilot including their performance, Deworming and Hand Wash and roll out of In-School Breakfast in Quintiles 1-3 targeted / sponsored schools. Capture documentation for database development for Emerging Farmers processing and information using spread sheet to ensure that the information is captured correctly verified and validated for all Emerging Farmers engaged by the NSNP, Deworming and Hand Wash and the roll out of In-School Breakfast. Validate accuracy and amend where necessary and deal with queries regarding data captured. Identify problems and report to the supervisor and make available the information captured to the Directorate. Store and maintain captured data and document to ensure correct storage according to standard archiving procedures. Input information on applicable data basis. Prepare and consolidate reports on the performance of Emerging Farmers engaged in the pilot, Deworming and Hand Wash including the roll out of In-School Breakfast in targeted / sponsored schools. Interface with districts on the monthly performance of Emerging Farmers. Filing and logistics for SHF related documents, including all pockets of in- school Breakfast Pilot initiatives. Write and submit reports on monthly basis including any additional support needed by Project Officers.

POST 44/149 : **HR CLERKS: PERSAL RESTORATION AND CAPPED LEAVE AUDIT REF NO: DOE 16/10/18 (X8 POSTS)**
(One Year Contract)

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : East London
REQUIREMENTS : Grade 12 or equivalent with 3 – 5 years' experience Human resource administration work required. Must be computer literate. Experience in working on PERSAL. Knowledge and understanding of records management and archives policies, procedures and regulations. Knowledge and understanding of leave management. A valid driver's license. Skills and competencies: excellent communication (verbal and written), interpersonal skills, security consciousness/awareness, ability to work under pressure, accuracy and attention to detail.

DUTIES : Calculating and auditing of capped leave credits; Identification of problem cases and escalation to relevant officials; Maintaining an electronic and physical registry; Maintaining personnel records in terms of the National Minimum Information Requirements (NMIR); Retrieval and evaluation of electronic personnel records.

POST 44/150 : **ADMINISTRATION CLERKS (X59 POSTS)**

SALARY : R163 563 - R192 666 per annum (Level 05)
CENTRE : Engcobo (Magopeni Junior Secondary School) Ref No: DOE 17/10/18 (X1 Post)
Mqanduli (Ncekana Primary School) Ref No: DOE 18/10/18 (X1 Post)
Uitenhage (Mngcunube Primary School) Ref No: DOE 19/10/18 (X1 Post)
Ezibeleni (Mkonjana Junior Secondary School) Ref No: DOE 20/10/18 (X1 Post)
Flagstaff (Pakamani Junior Secondary School) Ref No: DOE 21/10/18 (X1 Post)
Cofimvaba (Nonibe Junior Secondary School) Ref No: DOE 22/10/18 (X1 Post)
Elliotdale (Xora Mouth Junior Secondary School) Ref No: DOE 23/10/18 (X1 Post)
Zwelitsha (Hector Petersen High School) Ref No: DOE 24/10/18 (X1 Post)
Mount Frere (Mfazwe Comprehensive Technical High School) Ref No: DOE 25/10/18 (X1 Post)
Umtata (Konqeni Junior Secondary School) Ref No: DOE 26/10/18 (X1 Post)
Mdantsane (Phumelelani Senior Primary School) Ref No: DOE 26/10/18 (X1 Post)
Port Elizabeth (Bayview Primary School) Ref No: DOE 28/10/18 (X1 Post)
Hankey (Chigwell Primary School) Ref No: DOE 29/10/18 (X1 Post)
Libode (Mngazi Junior Secondary School) Ref No: DOE 30/10/18 (X1 Post)
Mdantsane (Nqonqweni Primary School) Ref No: DOE 31/10/18 (X1 Post)
Umtata (Zamukulungisa Senior Secondary School) Ref No: DOE 32/10/18 (X1 Post)
Flagstaff (Esigodlweni Junior Secondary School) Ref No: DOE 33/10/18 (X1 Post)
Umtata (Mputi Primary School) Ref No: DOE 34/10/18 (X1 Post)
Umtata (Tyalara Junior Secondary School) Ref No: DOE 35/10/18 (X1 Post)
Peddie (Emfundweni Senior Secondary School) Ref No: DOE 36/10/18 (X1 Post)
Mount Fletcher (Ikaheng Primary School) Ref No: DOE 37/10/18 (X1 Post)
Kentane (Krazukile High School) Ref No: DOE 38/10/18 (X1 Post)
Willowvale (Nondwe Senior Secondary School) Ref No: DOE 39/10/18 (X1 Post)
Albert (Burgersdorp Junior Secondary School) Ref No: DOE 40/10/18 (X1 Post)
Port Elizabeth (Cillie High School) Ref No: DOE 41/10/18 (X1 Post)
Port Elizabeth (Morewag Primary School) Ref No: DOE 42/10/18 (X1 Post)
Joubertina (Louterwater Junior Secondary School) Ref No: DOE 43/10/18 (X1 Post)
Engcobo (Cefane Junior Primary School) Ref No: DOE 44/10/18 (X1 Post)
Cofimvaba (Nkululeko Junior Secondary School) Ref No: DOE 45/10/18 (X1 Post)
Mdantsane (Vulindlela Technical Centre) Ref No: DOE 46/10/18 (X1 Post)
Queenstown (Nkosemntu Motman Senior Secondary School) Ref No: DOE 47/10/18 (X1 Post)
Umtata (Mziwodumo Primary School) Ref No: DOE 48/10/18 (X1 Post)
Port Elizabeth (Otto Du Plessis Senior Secondary School) Ref No: DOE 49/10/18 (X1 Post)
Hewu (Enqobokeni Primary School) Ref No: DOE 50/10/18 (X1 Post)
Elliotdale (Kasa Junior Secondary School) Ref No: DOE 51/10/18 (X1 Post)

Engcobo (Nyanga Senior Secondary School) Ref No: DOE 52/10/18 (X1 Post)
 Albany (D D Siwisa Primary School) Ref No: DOE 53/10/18 (X1 Post)
 Queenstown (John Noah High School) Ref No: DOE 54/10/18 (X1 Post)
 Komgha (Komga Junior Primary School) Ref No: DOE 55/10/18 (X1 Post)
 Graaff-Reinet (Nqweba Secondary School) Ref No: DOE 56/10/18 (X1 Post)
 Port Elizabeth (Victoria Park Grey Primary School) Ref No: DOE 57/10/18 (X1 Post)
 Kentane (Macibe Primary School) Ref No: DOE 58/10/18 (X1 Post)
 Tsolo (Mpoza Junior Secondary School) Ref No: DOE 59/10/18 (X1 Post)
 Umtata (Kwa-Payne Junior Secondary School) Ref No: DOE 60/10/18 (X1 Post)
 Bisho (Masivuke Junior Primary School) Ref No: DOE 61/10/18 (X1 Post)
 Port Elizabeth (Df Malherbe High School) Ref No: DOE 62/10/18 (X1 post)
 Port Elizabeth (Elumanyanweni Public School) Ref No: DOE 63/10/18 (X1 Post)
 Port Elizabeth (Framesby High School) Ref No: DOE 64/10/18 (X1 Post)
 Port Elizabeth (Westering Primary School) Ref No: DOE 65/10/18 (X1 Post)
 Cofimvaba (Isikhoba Junior Secondary School) Ref No: DOE 66/10/18 (X1 Post)
 Butterworth (Langaletu Junior Secondary School) Ref No: DOE 67/10/18 (X1 Post)
 Maluti (Tembelitsha Junior Secondary School) Ref No: DOE 68/10/18 (X1 Post)
 Kentani (Gobe Commercial High School) Ref No: DOE 69/10/18 (X1 Post)
 Ngqeleni (Moyake Junior Secondary School) Ref No: DOE 70/10/18 (X1 Post)
 Butterworth (Ndabankulu Senior Secondary School) Ref No: DOE 71/10/18 (X1 Post)
 Maluti (Polokong Junior Secondary School) Ref No: DOE 72/10/18 (X1 Post)
 East-Londen (Mzamowethu Public School) Ref No: DOE 73/10/18 (X1 Post)
 Port Elizabeth (Ethembeni Enrichment Centre) Ref No: DOE 74/10/18 (X1 Post)
 Uitenhage (Makukhanye Primary School) Ref No: DOE 75/10/18 (X1 Post)

REQUIREMENTS

: Gr 12/ NQF level 4 with no experience. Computer literacy. Knowledge of Basic Conditions of Employment Act. Good customer care. An understanding of Public Service Principles. Good communication skills (written and verbal skills) and a good command of English language.

DUTIES

: Responsible for assisting unit with administrative duties. Office resource and asset management in the sub-directorates. Implementation of good office service standards within the sub-directorates. Sort and distribute incoming mail to areas and staff within the sub-directorate, and dispatch outgoing mail and correspondence. Perform general administration and support services including typing, filling and reception. Perform administrative tasks required by the head of the office. Responsible for record keeping. Performing procurement for the unit of goods and services. Keeping of financial and other office records. Taking of minutes. Deal with the collection, duplication and distribution of information and documents filing and answering of telephones. Assist in the planning and arranging meetings, traveling and catering for meetings and workshops. Render photocopying and faxing service. Distribution of correspondence.

POST 44/151

SENIOR HOUSEKEEPING SUPERVISOR

SALARY CENTRE

: R136 800 per annum (Level 04)
 : OR Tambo Inland (Ikewzi Lokusa Special School) Ref No: DOE 79/10/18 (X2 Posts)
 OR Tambo Coastal (Sigcau Special School) Ref No: DOE 80/10/18 (X2 Posts)
 Buffalo City (Baysville Special School) Ref No: DOE 81/10/18 (X2 Posts)
 Chris Hani West (Middelburg High School) Ref No: DOE 76/10/18 (X1 Post)
 Middeland Secondary School Ref No: DOE 78/10/18 (X1 Post)

REQUIREMENTS

: ABET level 4 or NQF level 1 to 3 with no experience. Knowledge of Housekeeping. Supervisory experience. Good Customer Care. Ability to learn. Willingness to work with learners. An understanding of Public Service Principles. Good communication skills (written and verbal skills) and a good command of English language.

DUTIES

: Supervise and quality assure the work of subordinates. Has a responsibility to take care of learners after school and at night. Assist young learners with feeding, bath, toilet training, grooming and dressing up. Maintain safety in the hostel in terms of drugs, sexual abuse, physical abuse and general safety and cleanliness. Apply basic communication skills in interacting with the children. Supply and sort out

clean linen and clothes to learners. Observe children all time and take care of them when sick. Marking of all children's clothes. Promote welfare of learners.

<u>POST 44/152</u>	:	<u>FARM FOREMAN REF NO: DOE 82/10/18</u>
<u>SALARY</u>	:	R136 800 per annum (Level 04)
<u>CENTRE</u>	:	Cradock - Marlow Hoër Landbouskool
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills. Sound knowledge of farm maintenance. Ability to supervise and guide subordinates. Willingness to work with learners and staff members.
<u>DUTIES</u>	:	Execute routine activities in respect of crop production which would inter alia include the following: Irrigation of crops, Soil cultivation and preparation e.g. Cleaning, ploughing, etc. Apply chemical crop protection eg, operate a knapsack. Reaping, grading, weighing, packing and storage of a farm produce. Daily tending of crops/ orchards/ vineyards e.g., pruning, weeding etc. Execute routine activities in respect of livestock which would inter alia include the following: Care for sick livestock, Dipping, vaccination & dosing. Assist with calving, lambing, hatching etc. Count livestock. Shepherding, moving, weighing of livestock. Slaughtering, culling. Weighing, milling, mixing of feeds. Stacking and storing of fodder and feeds, Feeding, Milking, Cleaning of water troughs for livestock. Execute general routine activities which would inter alia include the following: Cleaning of facilities, Disposal of farm waste material, provide water supply for livestock and farm buildings, Care for equipment e.g., cleaning, oiling, sharpening etc. Firefighting and prevention, opening of springs, troughs and unblocking of drains, Loading/off-loading. Execute general routine activities in respect of infrastructure which would inter alia include the following: Maintain and build roads, fences, pipelines, canals, dams, drinking troughs, animal housing, buildings etc. Maintain windmills and water supply system.
<u>POST 44/153</u>	:	<u>DRIVERS</u>
<u>SALARY</u>	:	R115 437 per annum (Level 03)
<u>CENTRE</u>	:	Joe Gwabi- Antos Special School Ref: DOE 83/10/18 (X1 Post) Buffalo City-Amasango Career School Ref: DOE 84/10/18 (X1 Post) Buffalo City-Arcadia Special School Ref: DOE 85/10/18 (X1 Post) Nelson Mandela Bay (Happydale Special School) Ref No: DOE 86/10/18 (X1 Post) OR Tambo Inland (Ikewzi Lokusa Special School) Ref No: DOE 87/10/18 (X1 Post) Nelson Mandela Bay (Kanyisa Special School) Ref No: DOE 88/10/18 (X1 Post) Chris Hani East (Khanyisa Special School) Ref No: DOE 89/10/18 (X1 Post) Nelson Mandela Bay (Merryvale Special School) Ref No: DOE 90/10/18 (X2 Posts)
<u>REQUIREMENTS</u>	:	ABET level 4 or NQF level 1 to 3 with no experience. A valid driver's license (Code 8/10/14). A valid Public Drivers Permit (PDP). Good communication skills and Good Customer Care. Acceptance of responsibility. Promote welfare of learners. Ability to learn and motivate learners to build self-esteem. Willingness to work with learners with special education needs (disabled learners) and staff. An understanding of Public Service principles. Proper driving skills. Understanding Batho Pele.
<u>DUTIES</u>	:	Collect and distribute disabled learners to and from their homes, hospital, clinic and town when necessary. Transport disabled learners, staff and school deliveries and all other school related activities as directed by the principal. Transport and render physical assistance to learners when necessary. Maintain and complete log-book daily before and after each trip. Keep petrol slips after each trip and sign. Submit Log Book and petrol slips to the SMT at the end of each month. Monitor service schedules for vehicles and road worthiness. Undertake inspections on a daily basis neatness of the vehicles. Report any damages to the vehicles. Promote and uphold the rights of children. Purchasing and control of cleaning material. See to it that all school vehicles are packed in the garages of the school at the end of each day. Will be required to work shifts.
<u>POST 44/154</u>	:	<u>SECURITY OFFICERS (X10 POSTS)</u>
<u>SALARY</u>	:	R115 437 per annum (Level 03)

CENTRE : Kentane (Ponana Lubisi Junior Secondary School) Ref No: DOE 91/10/18 (X1 Post)
 Hewu (Funda High School) Ref No: DOE 92/10/18 (X1 Post)
 East-London (Masakhe Primary School) Ref No: DOE 93/10/18 (X1 Post)
 Libode (Coza Junior Secondary School) Ref No: DOE 94/10/18 (X1 Post)
 Mount Ayliff (Brooksnek Senior Secondary School) Ref No: DOE 95/10/18 (X1 Post)
 Elliotdale (Elliotdale Technical Senior Secondary) School Ref No: DOE 96/10/18 (X1 Post)
 Mqanduli (Dalibaso Senior Secondary School) Ref No: DOE 97/10/18 (X1 Post)
 Albany (Khutliso Daniels Secondary School) Ref No: DOE 98/10/18 (X1 Post)
 Bizana (Vulindlela Comprehensive Technical High School) Ref No: DOE 99/10/18 (X1 Post)

REQUIREMENTS : Kentane (Zalu Junior Secondary School) Ref No: DOE 100/10/18 (X1 Post)
 Basic Security officers' course and basic education and training. Good communication skills, good customer care. An understanding of Public Service principles. Knowledge of the access control procedures, Knowledge of measures for the control and movement of equipment stores. Knowledge of prescribed security procedures and the authority of security officers under these documents, Acknowledge and accept of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Good communication skills (written and verbal skills) and a good command of English language.

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

POST 44/155 : **FOOD SERVICES AIDES (X4 POSTS)**

SALARY : R96 549 per annum (Level 02)
CENTRE : Ezibeleni (Ntsonkotha Senior Secondary) Ref No: DOE 101/10/18 (X1 Post)
 Graaff-Reinet (Volkskool Primary School) Ref No: DOE 102/10/18 (X1 Post)
 Ngqamakwe (Blythwood High School) Ref No: DOE 103/10/18 (X1 Post)
 Aliwal North (Aliwal North High School) Ref No: DOE 104/10/18 (X1 Post)

REQUIREMENTS : A minimum of Grade 8/STD 6. Must be able to communicate. Sound knowledge of food preparation. Willingness to work with learners and staff members.

DUTIES : Draw up menu under the guidance of the School Management Team. Preparing of food (peeling of vegetables). See to it that during meal times food is dished for learners, including those that are having their meals in the Classroom when problem occurs. Cooking all meals for children. Dishing out food for the learners. Ensure hygienic handling of food. Supervise and assist learners during feeding. Good communication skills and Good Customer Care. Cleaning of the kitchen, sweeping of the dining hall, washing up dishes, utensils and packing. Ensure safe custody of cooking equipment, food staff and eating utensils. Conduct and keep record of all stock taking for all cooking equipment and eating utensils. Prevent waste of food and unnecessary wastage of water. Report any problems occurring in the kitchen. Have patience and willingness to support learners unconditionally. Promote and uphold the rights of children.

POST 44/156 : **TEACHER AIDES**

SALARY : R96 549 per annum (Level 02)
CENTRE : Buffalo City-Vukuhambe Special School Ref No: DOE 105/10/18 (X1 Post)

Alfred Nzo East-Vukunzenzele Special School Ref No: DOE 106/10/18 (X2 Posts)
 OR Tambo Inland (Ikwezi Lokuza Special School) Ref No: DOE 107/10/18 (X2 Posts)
 Nelson Mandela Bay (Lonwabo Special School) Ref No: DOE 108/10/18 (X2 Posts)
 Nelson Mandela Bay (Northern Lights Special School) Ref No: DOE 109/10/18 (X1 Post)
 OR Tambo Coastal (Sigcau Special School) Ref No: DOE 110/10/18 (X1 Post)

REQUIREMENTS : A minimum of Grade 10/STD 8. Must be able to communicate. An understanding of the special school system. Willingness to work with learners and staff members. Competencies: Acceptance of responsibility and be able to identify learner needs and strengths. Promote welfare of learners and their rights to learn. Create opportunities for learners to participate in activities. Ability to learn and motivate learners to build self-esteem. Willingness to work with learners with special education needs (disabled learners). An understanding of learners' human rights. An understanding Batho Pele principles. Be able to identify positive aspects or talents of the disabled learners. Treat the disabled learners with respect and dignity.

DUTIES : Provide general support and assistance to therapists during therapeutic interventions. Assist the Therapist within administration and management of learners with barriers to learning. Supervise class activities and observe learner performance during teaching and learning while the therapist render therapy to a group of learners; Work closely with therapist and assist him/her with administrative tasks; Support learners in small groups to develop perceptual skills (e.g. activities: puzzle construction, sorting, threading, colour/shape identification, fine & gross motor skills, midline crossing activities, "Brain Gym", posture etc.). Consolidate the learners' number concept by using suitable strategies (flash cards, flared cards, concrete counting activities). Support programs of work regarding Life Orientation that enhance learning of learners and provide the teacher with information on the progress of each identified learner; Accompany learners on excursions and other activities planned. Providing additional support to learners before school, in classrooms and playground (Jungle Gym) during breaks. Assist with physical care of learners and emotional support (comforting and re-assuring, wiping face/nose, wheelchair care, neatness of clothing and care when learners get sick. Assist with preparation and serving therapeutic meals including washing, drying and packing away kitchen utensils. Keep the Therapy room - tidy (in co-o - operation with learners who have responsibility for the management of their own learning environment). Will be required to work shifts.

POST 44/157 : **LAUNDRY WORKER REF NO: DOE 111/10/18**

SALARY : R96 549 per annum (Level 02)
CENTRE : Chris Hani East (Nyanga Senior Secondary School)
REQUIREMENTS : A minimum of Grade 8/STD. Must be able to communicate. Sound knowledge of laundry procedures. Willingness to work with learners and staff members. Good communication skills (written and verbal skills) and a good command of English language.

DUTIES : Handle incoming laundry and linen. Check items before washing for damage or stains. Use water and chemicals to remove stains before processing. Sort items according to colour, size and type of fabric. Load items into machines. Add cleaning agents and set controls. Finish items by drying, pressing and folding.

POST 44/158 : **CARETAKER/GROUNDSMAN (X4 POSTS)**

SALARY : R96 549 per annum (Level 02)
CENTRE : Willowvale (Bonde Primary School) Ref No: DOE 112/10/18 (X1 Post)
 Albany (Kuyasa Combined School) Ref No: DOE 113/10/18 (X1 Post)
 Ngqamakwe (Blythswood High School) Ref No: DOE 114/10/18 (X1 Post)
 Sterkspruit (Mehlomakulu Senior Secondary School) Ref No: DOE 115/10/18 (X1 Post)

REQUIREMENTS : ABET level 4 or NQF level 1 to 3 with no experience. Good communication skills. Ability to learn Willingness to work with learners and staff members. Good

	communication skills (written and verbal skills) and a good command of English language.
<u>DUTIES</u>	: Moving around the premises identifying broken materials. Giving direction to the visitors on relevant office around the premises. See to it that broken tables and drawers are maintained. Looking for broken windows and report them. Mending broken brooms and look for all assets.
<u>POST 44/159</u>	: <u>GENERAL WORKERS/CLEANERS (X56 POSTS)</u>
<u>SALARY CENTRE</u>	: R96 549 per annum (Level 02)
	: Ngqamakwe (Toboyi Junior Secondary School) Ref No: DOE 116/10/18 (X1 Post)
	: Middelburg (Karel Theron Primary School) Ref No: DOE 117/10/18 (X1 Post)
	: Zwelitsha (Qongqota Primary School) Ref No: DOE 118/10/18 (X1 Post)
	: Port Elizabeth (Otto Du Plessis Senior Secondary School) Ref No: DOE 119/10/18 (X1 Post)
	: Humansdorp (Paul Sauer High School) Ref No: DOE 120/10/18 (X1 Post)
	: Ezibeleni (Ntsonkotha Senior Secondary School) Ref No: DOE 121/10/18 (X1 Post)
	: Libode (Ncipizeni Junior Secondary School) Ref No: DOE 122/10/18 (X1 Post)
	: Tsolo (Mchatu Primary School) Ref No: DOE 123/10/18 (X1 Post)
	: Sterkspruit (Ngquba Junior Secondary School) Ref No: DOE 124/10/18 (X1 Post)
	: Komgha (Komga Junior Primary School) Ref No: DOE 125/10/18 (X1 Post)
	: Graaff-Reinet (Asherville Public School) Ref No: DOE 126/10/18 (X1 Post)
	: Graaff-Reinet (Volkskool High School) Ref No: DOE 127/10/18 (X1 Post)
	: Albany (Victoria Primary School) Ref No: DOE 128/10/18 (X1 Post)
	: Zwelitsha (Nosizwe High School) Ref No: DOE 129/10/18 (X1 Post)
	: Port Elizabeth (Fernwood Park Primary School) Ref No: DOE 130/10/18 (X1 Post)
	: Joubertina (Mclachlan High School) Ref No: DOE 131/10/18 (X1 Post)
	: Ngqamakwe (Blythswood High School) Ref No: DOE 132/10/18 (X1 Post)
	: Ngqamakwe (Blythswood High School) Ref No: DOE 133/10/18 (X1 Post)
	: Ngqamakwe (Blythswood High School) Ref No: DOE 134/10/18 (X1 Post)
	: Maluti (Mvenyane Senior Secondary School) Ref No: DOE 135/10/18 (X1 Post)
	: Maluti (Mvenyane Senior Secondary School) Ref No: DOE 136/10/18 (X1 Post)
	: Maluti (Mvenyane Senior Secondary School) Ref No: DOE 137/10/18 (X1 Post)
	: Umtata (Mngceleni Primary School) Ref No: DOE 138/10/18 (X1 Post)
	: Mdantsane (Inkwenkwezi High School) Ref No: DOE 139/10/18 (X1 Post)
	: Albany (Nathaniel Nyaluza Senior Sec. School) Ref No: DOE 140/10/18 (X1 Post)
	: Pearston (Pearston Primary School) Ref No: DOE 141/10/18 (X1 Post)
	: Libode (St Patrick's Junior Secondary School) Ref No: DOE 142/10/18 (X1 Post)
	: Mount Frere (Luthambeko Senior Primary School) Ref No: DOE 143/10/18 (X1 Post)
	: Sterkstroom (Sterkstroom School) Ref No: DOE 144/10/18 (X1 Post)
	: Sterkstroom (Sterkstroom School) Ref No: DOE 145/10/18 (X1 Post)
	: Hewu (Amavundle Senior Primary School) Ref No: DOE 146/10/18 (X1 Post)
	: Cradock (Marlow Hoër Landbouskool) Ref No: DOE 147/10/18 (X1 Post)
	: Cradock (Michausdal Secondary School) Ref No: DOE 147/10/18 (X1 Post)
	: Peddie (Emfundweni Senior Secondary School) Ref No: DOE 149/10/18 (X1 Post)
	: Zwelitsha (Tyutyu Primary School) Ref No: DOE 150/10/18 (X1 Post)
	: Port Elizabeth (Abraham Levy Primary School) Ref No: DOE 151/10/18 (X1 Post)
	: Port Elizabeth (Westering High School) Ref No: DOE 152/10/18 (X1 Post)
	: Uitenhage (Sisonke Senior Secondary School) Ref No: DOE 153/10/18 (X1 Post)
	: Umtata (St Johns College) Ref No: DOE 154/10/18 (X1 Post)
	: Umtata (Maweleni Junior Secondary School) Ref No: DOE 155/10/18 (X1 Post)
	: East-London (Ebenezer Majombozi High School) Ref No: DOE 156/10/18 (X1 Post)
	: Fort Beaufort (Winterberg Agricultural High School) Ref No: DOE 157/10/18 (X1 Post)
	: King William's Town (Ezikweni Junior Primary School) Ref No: DOE 158/10/18 (X1 Post)
	: Uitenhage (Sikhothina Primary School) Ref No: DOE 159/10/18 (X1 Post)
	: Queenstown (Queen's College Boys Primary School) Ref No: DOE 160/10/18 (X1 Post)

Umtata (Vulinkundla Primary School) Ref No: DOE 161/10/18 (X1 Post)
 King Will's Town (Matthew Goniwe Higher Primary School) Ref No: DOE 162/10/18 (X1 Post)
 Port Elizabeth (Morningside High School) Ref No: DOE 163/10/18 (X1 Post)
 Port Elizabeth (St Thomas Secondary School) Ref No: DOE 164/10/18 (X1 Post)
 Humansdorp (Woodlands Primary School) Ref No: DOE 165/10/18 (X1 Post)
 Tsomo (Qwili Junior Secondary School) Ref No: DOE 166/10/18 (X1 Post)
 Buffalo City (Vukuhambe Special School & Hostel) Ref No: DOE 167/10/18(X2 Posts)
 Nelson Mandela Bay (Westview Special School & Hostel) Ref No: DOE 168/10/18 (X1 Post)
 Grahamstown (Amasango Career School & Hostel) Ref No: DOE 169/10/18 (X1 Post)
 OR Tambo Inland (Ikwezi Lokusa Special School & Hostel) Ref No: DOE 170/10/18 (X2 Posts)
 OR Tambo Coastal (Sigcau Special School & Hostel) Ref No: DOE 171/10/18 (X1 Post)

- REQUIREMENTS** : Abet with no experience. Good communication skills (written and verbal skills) and a good command of English language. Acceptance of responsibility and be able to identify learner needs and strengths. Acceptance of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Ability to learn. Willingness to work with learners. An understanding of Public Service principles. Appropriate experience will be an added advantage.
- DUTIES** : Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks. Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy. In the garden dig, fertilize soil, plant seeds or transplant seedlings by hand, cultivate, spray, harvest fruits and vegetables. Responsible for the removal of refuse for both hostel and school premises. General domestic duties, like fixing of broken windows, taps, gutters, doors, lights etc. Request, purchase and control of cleaning material. Undertake inspections daily on the neatness of buildings and premises. Report any damages to property. Promote and uphold the rights of children. Have patience and willingness to support learners unconditionally.
- NOTE** : all posts in special schools and schools with hostels require shift work since these schools operate seven days a week

PROVINCIAL TREASURY

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

APPLICATIONS : Post to: The Director: Human Resources Services, Eastern Cape Provincial Treasury, Private Bag X0029, Bhisho, 5605. Hand Delivery: Human Resources Section, Provincial Treasury, Room No: 3052 3rd Floor: Tyamzashe Building, Bhisho

FOR ATTENTION : Ms Bonelwa Ndayi

CLOSING DATE : 16 November 2018

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

The Department of Provincial Treasury welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For all posts people with disabilities will be given preference.

MANAGEMENT ECHELON

POST 44/160 : **DIRECTOR: FINANCIAL ACCOUNTING & REPORTING UNDER OFFICE OF THE ACCOUNTANT GENERAL (CHIEF DIRECTOR ACCOUNTING SERVICES) REF NO: PT 01/10/2018**

Purpose: To promote, monitor, support and report on the implementation of Accounting Standards in Provincial Departments.

This is a re-advertisement (Those who had applied before are welcomed to re-apply if they are still interested)

SALARY : R1 005 063 per annum (Level 13) all-inclusive salary package (including basic salary = 70% of package, the State's contribution to the Government Employees Pension Fund = 13% of basic salary and a flexible portion. The flexible portion can be structure according to the individual's needs)

CENTRE REQUIREMENTS : Bhishe
: A Three-year degree (NQF Level 7) in Finance Accounting / Financial Management / Public Finance or Auditing with 7-8 years' experience of which 5 years relevant work experience at middle managerial (Deputy Director Level) level in an Accounting environment. A Chartered Accountant will be an added advantage. Skills and competencies: A proven record of having implemented and overseen public sector accounting assignments at a multiple stakeholder level, excellent project management and stakeholder management capability, excellent technological skills (expert on the use of Microsoft Applications), highly effective communication skills, innovation capabilities and excellent problem solving skills. A clear understanding of the public sector legislative environment (PFMA and related Regulations, MFMA and related regulations, PSA and related regulations, GRAP, GAAP), complemented ability to work within a deadline driven and regulatory environment with Code 8 drivers licence.

DUTIES : In addition to sub-programme responsibilities of creating conditions of excellence by deploying effective and transformative performance management systems, managing and reporting on resources, including managing the related risks, the incumbent will co-ordinate the provincial reporting process, influencing financial management capability indicated by positive audit outcomes in the province, promoting accountability in the management of public resources as a key component in the governance practices.

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

OTHER POSTS

POST 44/161 : **DEPUTY DIRECTOR: BUDGET MANAGEMENT REF NO: PT 02/10/2018**

Purpose: To manage optimal financial resource allocation, monitor and report on financial and non-financial performance.

SALARY : R697 011 per annum (Level 11)
CENTRE : Bhishe
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Public Finance / Economics or relevant field in Finance plus Minimum 5 years' experience in Finance of which 3 years must have been at Assistant Director Level

in a budget environment. Competencies/Skills: MS Word, MS Powerpoint, MS Excel, knowledge of BAS, Persal, Vulindlela, or any Enterprise Resource Planning system will be an added advantage. Verbal and written communication, able to work under pressure and long hours, analytical skills, professionalism, paying attention to detail.

DUTIES

: Oversee the timely tabling of credible main budget: Review and improve on previous year's internal budget process with internal stakeholders. Conduct National Benchmark exercise. Manage sectoral policy implementation and provide advise and technical assistance to departments to promote fiscal discipline. Facilitate and coordinate inputs into the preparation of the annual Treasury Guideline documents (Budget Preparation and Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue approved Guidelines to departments. Prepare for Budget achievability hearings through economic and statistical analysis to assess the department's capacity to spend its budget and whether actual expenditure matches policy priorities. Monitor revenue and expenditure reviews over MTEF (Medium Term Expenditure Framework) with external stakeholders in consultation with National Treasury. Manage reconciliation and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Advise departments on the process of aligning Strategic and APPs to budgets within performance Budgeting Guidelines. Facilitate Budget guideline workshops with departments and entities. Provide assistance to department CFOs and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department's input. Analyse and report on expenditure trends through statistical and economical analysis in preparation for pre- and main MTECs Plan and conduct pre- and main MTEC hearings and prepare a comprehensive departmental MTEC report to inform MTEF budget allocations. Coordinate the accuracy and credibility of MTEF database and EPRE. Evaluate Conditional grant business plans and ensure compliance to Division of Revenue Act (DORA) and Bill and also DORA framework. Provide support to departments and ensure that the Main budget is loaded on BAS (Basic Accounting Systems (BAS) and verify accuracy of loaded budget. Review the process of gazetting of transfers to Public Institutions and provide inputs to Appropriation Bill. Provide inputs for the OPRE, budget flyer and policy speech and MEC budget speech. Prepare closeout report on previous years financial and non-financial performance. Coordinate the adjusted budget publications: Consolidate a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO (Executive Council). Provide guidance to the department and evaluate requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Consolidate and submit inputs for Medium Term Budget Policy Statements. Provide support to department and ensure that the Adjustment budget is loaded on BAS and verify accuracy of loaded budget. Provide oversight regarding the compliance of Departmental Strategic Plans (SP) AND Annual Performance Plans (APP) AND the alignment thereof to national and provincial policy priorities: Monitor and manage the provincial budget alignment with strategic plan, APPs and OPS. Analyse monthly IYM on revenue and expenditure and ensure feedback is provided to department: Engage with internal stakeholders and assign responsibilities in preparation for Budget achievability hearings. Establish and maintain appropriate controls and reporting systems in order to meet performance expectations and work with the department to solve problems and generate solutions that may impact on its performance. Review S40 cash flow projections and assess credibility of submissions for equitable share and conditional grant allocations. Review the weekly expenditure report that will inform the monthly IYM. Monitor and report on the IYM and evaluated submission for completeness and accuracy. Monitor the implementation of provincial budgets by assessing departmental revenue and expenditure. Monitor and report on utilisation of gazetted transfers. Provide monthly feedback to EXCO, CBC, Top management and department on IYM analysis. Provide inputs for the CFO's forum when required. Prepare PEAR document for National Treasury. Analyse Quarterly Performance Reports (QPR) and provide feedback to department: Review QPR model. Analyse and report on QPR submission and assess credibility of variance

explanations. Integrate, analyse and report on non-financial and financial performance information focusing on policy priorities of the department. Prepare quarterly feedback letters to departments. Monitor timeous reporting of any emerging factors that could preclude the achievement of performance targets / outputs, including contingency measures to ensure the impact of such deviation is minimised. Conduct and report on site visits undertaken to inform budget and other policy decisions. Monitor and report on the evaluation of studies needed to gain timely and relevant insights into emerging areas of concern are undertaken and that the data is shared with all those involved in decision making. Manage area of responsibility: Ability to lead certain projects of the programme and actively participate. 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. Work Plans and Personal Development Plans (PDP's) for all subordinates developed and implemented timeously. Manage employee performance daily and conduct Performance Assessments of subordinates. Manage all aspects of management and organisation of the component are constantly reviewed and ensure that they best suit the needs of the PT in realising its strategic objectives. Monitor expenditure and ensure it is within budget. Monitor that assets are managed, maintained and kept in good conditions.

- ENQUIRIES** : can be directed to Ms B Ndayi Tel No: 040 1010 072/071
- POST 44/162** : **DEPUTY DIRECTOR: PUBLIC ENTITIES REF NO: PT 03/10/2018**
Purpose: To monitor the implementation of legislative reforms and ensure that legislative mandates are understood and integrated into governance practices, guidelines and oversight of Public Entities.
- SALARY** : R697 011 per annum (Level 11)
CENTRE : Bhisho
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Accounting and Auditing /BCom in Economics with Accounting coupled with Minimum of 5 years' experience in Financial Management / Budget Management / Economics Analysis / Policy Development and Monitoring and Evaluation of which 3 years must have been at an Assistant Director level.
- DUTIES** : Facilitate the process of ensuring the timely tabling of credible main budgets within legislated timeframes: Facilitate the co-ordination of provincial MTEC hearings for Public Entities to ensure participation and representation is adhered to: Facilitate the compilation of Public Entities' budget by ensuring that submissions are done timeously together with the controlling departments. Monitor and facilitate the preparation of a separate budget book i.e. that the Estimates of Revenue and Expenditure for Public Entities is tabled together with the main budget. Facilitate adjusted budget publications and ensure that they are within legislated timeframes and are at acceptable quality levels. Communication of guidelines to Public Entities to ensure that they complete the adjusted estimates in the prescribed format. Render support on the adjustment estimate process by reviewing budget proposals from Public Entities. Analyse the roll-over application process for Public Entities. Ensure Public Entity adjustments are captured accurately on the Adjusted Budget Book. Prepare report on compliance of public entities' Annual Performance Plans (APP's), Corporate Plans and check alignment to National and Provincial policy priorities: Perform reviews and analyse APP's to ensure alignment to National and Provincial priorities. Perform review of Business Proposals from Public Entities so as to ensure alignment to National and Provincial Policy priorities. Prepare final reports on the reviews and business proposals from Public Entities. Consolidate The Quarterly Performance Reports (QPR) and provide feedback to Public Entities and relevant departments: Facilitate the process of ensuring that Quarterly Performance Reports (QPR) are analysed and ensure report is aligned to the APP's and Corporate Plans tabled at Provincial Legislature. Prepare consolidated Quarterly Performance Report for all Public Entities. Monitor

financial governance in Public Entities: Analyse the AFS for Public Entities and provide recommendations. Analyse monthly In-Year Monitoring (IYM) and the performance of all Public Entities and provide feedback and support to Public Entities and relevant departments. Ensure appropriate governance structures are in place within the public entities. Manage area of responsibility: Supervise and coordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility).

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

POST 44/163 : **PROJECT MANAGER: PERSAL CENTRALISATION REF NO: PT 04/10/2018 (X1 POST)**

Purpose: To ensure compliance and manage the implementation of PERSAL Centralisation in relation to the Authorisation of appointments made by the Provincial Departments.
(One Year Contract)

SALARY : R697 011 per annum (Level 11)

CENTRE : Bhisho

REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Public Management / Human Resource Management or any related field coupled with Minimum 5 of years experience in Recruitment and Selection environment of which 3 years must be at middle managerial level (Assistant Director Level). Knowledge of PERSAL system. PERSAL certificate(s) must be attached. Understanding of relevant legislative framework policies and prescripts that govern recruitment and selection process in the Public Service.

DUTIES : Manage authorisation of appointments: Monitor and manage compliance by the departments during submission of appointment files. Ensure correct procedures and processes are followed when files are submitted. Liaise with DG's office on matters related to compliance. Coordinates meetings with all relevant stakeholders (internal and external clients). Ensure that timelines for the authorisation of appointment are met. Provide advice on the opening of codes and granting permission for PERSAL special runs on matters related to appointments. Develop Policies, Procedures and Strategies for the management of authorization of appointments: Develop SOP for Authorisation of appointment. Development of procedure manuals. Development of guidelines/ templates for the smooth running of the appointment centre. Communicate with departments on matters of compliance. Coordinate bi-annual meetings with departments for the feedback on the project. Preparation and presentation of Reports and statistics to the management: Coordinate compilation of all statistics by authorizers and make consolidation. Prepare progress reports and make high lights on challenges and recommendations thereof. Present reports to the Provincial Treasury. Provide technical advice on challenges related to authorization of appointments. Manage analysis of PERSAL reports.

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

POST 44/164 : **ADMIN OFFICERS: FISCAL POLICY AND FINANCIAL ACCOUNTING SERVICES REF NO: PT 05/10/2018 (X2 POSTS)**

Purpose: To render office administrative and management support services to Fiscal Policy/Financial Accounting Services Directorate.

<u>SALARY</u>	:	R242 475 (Level 07)
<u>CENTRE</u>	:	Bhisho
<u>REQUIREMENTS</u>	:	A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration/ Public Administration or any other related qualification coupled with a Minimum of two years experience in administration environment.
<u>DUTIES</u>	:	Render administrative and management support services to the Directorate: Administratively manage, organise and coordinate activities to ensure seamless flow of information within the directorate. Screen incoming and outgoing correspondence in the Directorate. Scrutinise routing submissions, reports and prepare notes for Chief Director. Prioritise matters within the office of the Chief Directorate. Circulate correspondence to relevant offices as and when required. Draft on instruction correspondence for the Directorate. Keep safe and regularly back-up all documentation and electronic correspondence in the office of the Director in line with the approved File Plan, and relevant legislation and policies. Administer attendance register, leave register, payroll slips and telephone accounts for the Directorate Make follow-ups on outstanding reports. Develop and maintain record management system in the Director's office. Facilitate the travel and accommodation in the office of the Chief Director and process S&T claims. Draft documents or reports as and when required for Directorate. Facilitate the procurement of standard items for the office of the Chief/ Director. Undertake ad-hoc administrative duties such as photocopying, faxing, scanning etc. for the directorate. Ensure that office equipment is in good working order. Coordinate Reports within the Directorate: Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Directorate. Make follow ups on outstanding reports and prepare report for submission to the Director. Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports. Compile and integrate the budget. Validate the PMDS Submissions for the Directorate. Administer Budget Processes and Planning within the Directorate: Provide inputs in the budget planning of Directorate. Consolidate budget forms for the Directorate. Develop and implement Procurement Plan according to 12 months projections. Monitor proper utilisation of the budget according to monthly projections. Keep records of expenditure commitments, monitor expenditure by means of checking BAS reports and alert the Directorates of possible over – and under spending. Compile the Directorate's monthly In-Year Monitoring Reports. Prepare and make presentation on the spending of budget of the Directorate on monthly meetings. Identify the need to move funds between items, consult with the heads of Directorates and compile draft memo for this purpose. Make follow-ups on progress of supplier payments to avoid accruals. Manage Area of Responsibility: Prepare progress reports on compliance matters and submit reports to internal and external stakeholders. Determine most effective procedures and methods and render advice relating organisational efficiency to achieve organisational goals. 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, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously, Manage daily and enforce timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.
<u>ENQUIRIES</u>	:	can be directed to Ms B Ndayi Tel No: 040 1010 072/071

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

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

<u>APPLICATIONS</u>	:	Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to No. 5 Eales Street, Wilton Zimasile Mkwayi Building, King William's Town, 5605
<u>CLOSING DATE</u>	:	16 November 2018 @ 12H00

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

OTHER POST

POST 44/164 : **ASSISTANT MANAGER: INFRASTRUCTURE & COMMUNITY DEVELOPMENT**
REF NO: DSRAC 01/10/2018
 1 Year Contract

SALARY : R356 289 (Level 09)
CENTRE : Head Office
REQUIREMENTS : A relevant B Degree in (Quantity Surveying) or qualification in Construction Management and at least 2 to 3 years' experience in Government Department within Built Environment. Knowledge of Public Service Act; Legislation; Policies; Prescript and Procedures. Knowledge of Infrastructure project management; Contract Management (JBCC, NEC) and Construction Regulations. Must be in possession of a valid code 08 driver's license.

DUTIES : Facilitate planning and execution of projects. Coordinate the appointment of the Implementing Agent, Consultants and Contractors. Provide an updated data of the Departmental Infrastructure Projects to External Stakeholders. Monitor, evaluate and report on construction process. Provide administration support on construction projects. Ensure safe environment and maintain good relations with Consultants and Construction. Ensure implementation of recommendations from Safety Audit Report. Ensure Infrastructure Project are Labour Intensive and comply with the principles of the Extended Public Workers Program. Provide administration support to the unit and staff.

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