

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM
DEDEAT 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** : Should be directed to: The Head of Department: DEDEAT; Private Bag X0054, Bhisho, 5605 Hand Delivery: The Department of Economic Development and Environmental Affairs; Office/ Room No. 161, Beacon Hill Building, Cnr of Hargreaves St & Hockley Close, King Williams Town
- FOR ATTENTION** : Mr T. Gantsho
- CLOSING DATE** : 14 December 2018
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

MANAGEMENT ECHELON

- POST 48/135** : **DIRECTOR: INTERNAL AUDIT REF NO: DEDEA/2018/11/01**
(Re –Advertisement. Those that applied previously need not re-apply)
- SALARY** : R1 005 063 – R1 183 932 (Level 13)
- CENTRE** : King Williams Town
- REQUIREMENTS** : An undergraduate qualification (NQF 7) majoring in Internal Auditing/ Commerce / Auditing as recognized by SAQA. In addition, five years' internal audit experience at Middle / Senior Management level. The following will be an added advantage: Recognized Quality Assurance Reviewer (QAR), Professional Internal Auditor (PIA), Chief Internal Auditor (CIA), Chartered Accountant SA (CA(SA)), Registered Government Auditor (RGA), The following skills, knowledge and attributes are required: Demonstrate knowledge, understanding and application of current Internal Audit standards, PFMA and Treasury Regulations, Advanced computer literacy in MS Office Packages, Financial Management, Programme & Project Management, Strategic capability & Leadership, Knowledge Management, Problem Solving, People Management, Risk Management and Communication skills. Valid driver's license required. Professional registration: Member of the Institute of Internal Auditors of SA or South African Institute for Chartered Accountants (SAICA) in good standing.
- DUTIES** : Preparing strategic and operational plans for the unit. Preparing risk based internal audit plans. Execution of internal audit plans according to the International Professional Practice Framework. Ensure that Internal resources are appropriate, sufficient, and effectively deployed to achieve the approved plan. Management performance of Subordinates. Reporting to Audit Committee meetings. Working effectively with external auditors and other assurance providers to ensure sufficient and efficient risk and audit Coverage. Develop & maintain a Quality Assurance &

Improvement Programme. Facilitating training and development of Internal audit staff, Monitor Implementation of Internal Audit recommendation by the department. can be directed to Mr T. Gantsho at 043 605 7091

ENQUIRIES :

POST 48/136 : **DIRECTOR: TRADE AND INVESTMENT PROMOTION REF NO: DEDEA/2018/11/02**
(Re –Advertisement. Those that applied previously need not re-apply)

SALARY : R1 005 063 – R1 183 932 (Level 13)
CENTRE : King Williams Town
REQUIREMENTS : A undergraduate qualification (NQF7) or equivalent qualification in Economics and/or Business Management as recognized by SAQA. A Master's degree in the same will be an added advantage. In addition, minimum of five (5) years' experience in trade promotion and/or investment promotion at middle/senior management level. Deep knowledge and understanding of the Eastern Cape Economy. The following skills and attributes are required: Advanced computer literacy, Financial Management, quantitative capability, Project Management, Strategic capability & Problem Solving, People Management and Communication skills. Valid driver's license required.

DUTIES : Manage and coordinate policy and strategy development and implementation thereof. Manage the development of trade and investment promotion instruments. Manage processes to monitor, evaluate and report on the sustainable impact of trade and investment promotion policies, strategies, programmes and instruments. Manage the provisions of technical advisory and support services to the DEDEAT Group. Establish partnerships to support trade and investment promotion programmes, projects and departmental policy directives. 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 Mr T. Gantsho at 043 605 7091

POST 48/137 : **DIRECTOR: PUBLIC ENTITY FINANCE OVERSIGHT REF NO: DEDEA/2018/11/03**
(Re –Advertisement. Those that applied previously need not re-apply)

SALARY : R1 005 063 – R1 183 932 (Level 13)
CENTRE : King Williams Town
REQUIREMENTS : An undergraduate qualification (NQF 7) or equivalent qualification majoring in Economics / Business Management/ Financial Management as recognized by SAQA. In addition, five years' relevant experience at middle / senior management level. Post graduate qualification in a related field and/or registration as a Chartered Accountant (SA) will be an added advantage. The following skills, knowledge and attributes are required: Advanced Computer Literacy, Financial Management, Programme & Project Management, Strategic Capability & Leadership, Knowledge Management, Problem Solving, and Communication skills. Valid driver's license required.

DUTIES : Provide specialized technical services enabling the executive management structures of the department to oversee and manage the equity interest portfolio and the contingent liability exposure of the department's Public Entities. Develop and maintain sustainable financial models for the department's Public Entities. Develop and maintain a Capital Structure Framework for the Department's Public Entities. Provide specialized technical support to the department's executive management structures to enhance public entity shareholder value. Develop, coordinate and facilitate implementation of a revenue enhancement strategy for public entities. Coordinate and monitor implementation of sustainable incentive programmes and/or packages for identified Special Economic Zones. 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 Mr T. Gantsho at 043 605 7091

OTHER POSTS

- POST 48/138** : **SCIENTIFIC MANAGER REF NO: DEDEA/2018/11/06**
- SALARY** : R854 154 – R976 635 (Grade A)
CENTRE : King Williams Town
REQUIREMENTS : A MSc degree (NQF level 9) or equivalent qualification majoring in Natural Sciences as recognized by SAQA. In addition, 3- 5 years' experience in the related field of which 3 years must have been at Assistant Director level. The following skills, knowledge and attributes are required: Creative thinking, Decision Making, Organizational Communication Effectiveness, Problem Analysis, Technical Proficiency, computer literacy. Valid driver's license required. Professional Registration: SACNASP as a professional Natural Scientist.
- DUTIES** : Ensure the development and implementation of environmental management research policies, systems and procedures. Provide Strategic Leadership and direction within the programme to direct scientific research initiatives. Lead, coordinate, and develop scientific environmental management models and regulatory frameworks. Manage the allocated resources of the research component
- ENQUIRIES** : can be directed to Mr T. Gantsho at 043 605 7091
- POST 48/139** : **DEPUTY DIRECTOR: PORTFOLIO MANAGEMENT REF NO: DEDEA/2018/11/04**
(Re –Advertisement. Those that applied previously need not re-apply)
- SALARY** : R697 011 – R821 052 (Level 11)
CENTRE : King Williams Town
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Public Administration/Financial Management/Project Management or related field as recognized by SAQA. In addition, 6 years' relevant experience of which 3 years must have been at Assistant Director in Project Management Environment at a Practitioner level. The following skills, knowledge and attributes are required: Applied Strategic Thinking, Advanced Computer literacy, Budgeting and Financial Management, Impact and Influence, Planning and Organizing, Problem Solving, Decision Making, People Management, Programme & Project Management. Valid driver's license required. Professional Registration: Registered Project Management at a practitioner level, in good standing.
- DUTIES** : Manage and provide for the development, maintenance and implementation of the DEDEAT Group Project Management Framework. Develop and maintain a Dashboard of Projects. Institute a platform for effective planning, implementation, management, monitoring and reporting of Departmental projects. Monitor, evaluate and report on the performance of Projects; Develop and maintain a central repository the Department's Project Products in conjunction with the Knowledge Management Unit. Manage the allocated resources of the Sub-Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives
- ENQUIRIES** : can be directed to Mr T. Gantsho at 043 605 7091
- POST 48/140** : **PERSAL SYSTEM CONTROLLER REF NO: DEDEA/2018/11/05**
- SALARY** : R697 011 – R821 052 (Level 11)
CENTRE : King Williams Town
REQUIREMENTS : An undergraduate (NQF level 7) qualification in Human Resources Management/Development /Organizational Development/any related field as recognized by SAQA. In addition, a minimum of 6 years' relevant experience of which 3 years must have been at Assistant Director level in Persal Management and/control. The following Skills, knowledge & attributes are required: Advanced Computer Literacy, Statistical Analysis, Communication, People Orientation, and Conflict Management skills. Valid driver's license required.

DUTIES : Maintain the departmental Persal System. Monitor and evaluate the status of the departmental PERSAL System and content on a continuous basis to verify and ensure compliance with systems standards. Provide User Support services. Manage and perform administrative and related functions.

ENQUIRIES : can be directed to Mr T. Gantsho at 043 605 7091

POST 48/141 : **MANAGER: OCEANS ECONOMY REF NO: DEDEA/2018/11/07**
(1-year Contract)

SALARY : R697 011 – R821 052 (Level 11)
CENTRE : King Williams Town
REQUIREMENTS : A bachelor's degree (NQF level 7) in Project Management or related qualification majoring in Project Management as recognized by SAQA. In addition, 3- 5 years' experience in the related field of which 3 years must have been at Assistant Director level. The following skills, knowledge and attributes are required: Strategic thinking, Problem Solving & Decision Making, Project Management, Budgeting & Financial Management, Communication & Information Management, Planning, Organizing, Team Leadership, Computer literacy. Valid driver's license required.

DUTIES : Provide Strategic direction to Oceans Economic Policies, plans & programs. Mobilization of institutional support. Develop funding model & facilitate development of governance structures for all the sector projects. Provide oversight to DEDEAT oceans economy working group. Facilitate stakeholder engagement. Monitor & report on the implementation of oceans economy program. Perform administrative and related functions.

ENQUIRIES : can be directed to Mr T. Gantsho at 043 605 7091

POST 48/142 : **PROFESSIONAL SCIENTIST: TERRESTRIAL ECOLOGY (GRADE A) REF NO: DEDEA/2018/11/21**
(Re –Advertisement. Those that applied previously need not re-apply)

SALARY : R585 366 – R630 597. Appropriated salary will be determined according to the regulatory Framework (based on OSD)
CENTRE : King Williams Town
REQUIREMENTS : A BSc Honours degree (NQF level 8) or equivalent qualification majoring in Natural Sciences as recognized by SAQA. In addition, 3-5 years' relevant experience. The following skills, knowledge and attributes are required: Creative thinking, Decision Making, Organizational Communication Effectiveness, Problem Analysis, Technical Proficiency, computer literacy. Valid driver's license required. Professional Registration: SACNASP as a professional Natural Scientist.

DUTIES : Develop and implement terrestrial ecology methodologies, policies, systems and procedures to strategically support programme. Perform terrestrial ecology scientific analysis and regulatory functions. Conduct and initiate terrestrial ecology research and development projects. Supervise technical support staff and facilitate human capital development initiatives.

ENQUIRIES : can be directed to Mr T. Gantsho at 043 605 7091

POST 48/143 : **PROFESSIONAL SCIENTIST: AIR QUALITY (GRADE A) REF NO: DEDEA/2018/11/22)**
(Re –Advertisement. Those that applied previously need not re-apply)

SALARY : R585 366 – R630 597. Appropriated salary will be determined according to the regulatory Framework (based on OSD)
CENTRE : King Williams Town
REQUIREMENTS : A BSc Honours degree (NQF level 8) or equivalent qualification majoring in Meteorological and Air Quality Sciences as recognized by SAQA. In addition, 3-5 years' relevant experience. The following skills, knowledge and attributes are required: Creative thinking, Scientific Research capability, Decision Making, Organizational, Effective Communication, Problem Analysis, Technical Proficiency, computer literacy. Valid driver's license required. Professional Registration: SACNASP as a professional Natural Scientist.

DUTIES : Model and implement Air Quality management framework, policies, systems and procedures to strategically support environmental programme. Perform Air Quality emissions data analysis and regulatory functions. Conduct and initiate Air Quality research and development projects. Supervise technical support staff and facilitate human capital development initiatives.

ENQUIRIES : can be directed to Mr T. Gantsho at 043 605 7091

POST 48/144 : **PROFESSIONAL SCIENTIST: WASTE MANAGEMENT (GRADE A) REF NO: DEDEA/2018/07/23**

SALARY : R585 366 – R630 597. Appropriated salary will be determined according to the regulatory Framework (based on OSD)

CENTRE : King Williams Town

REQUIREMENTS : BSc Honours degree (NQF level 8) or equivalent qualification majoring in Natural Sciences as recognized by SAQA. The following skills, knowledge and attributes are required: Creative thinking, Decision Making, Organizational Communication Effectiveness, Problem Analysis, Technical Proficiency, computer literacy. Valid driver's license required. Professional Registration: SACNASP as a professional Natural Scientist.

DUTIES : Develop and implement waste management methodologies, policies, systems and procedures to strategically support programme. Perform waste management scientific analysis and regulatory functions. Conduct and initiate waste management research and development projects. Supervise technical support staff and facilitate human capital development initiatives.

ENQUIRIES : can be directed to Mr T. Gantsho at 043 605 7091

POST 48/145 : **CONTROL ENVIRONMENTAL OFFICER: COMPLIANCE & ENFORCEMENT (GRADE A) REF NO: DEDEA/2018/11/16**

SALARY : R468 513 – R535 686 per annum

CENTRE : CACADU

REQUIREMENTS : 4 years degree or equivalent qualification in Natural or environmental sciences and 6 years post qualification

DUTIES : Manage the development of Compliance Monitoring and Enforcement policies, legislation, protocols, regulations, strategies and guidelines. Plan, coordinate and render Compliance Monitoring. Manage Compliance Enforcement operations. Manager compliance promotion / awareness. Perform and manage administrative and related functions.

ENQUIRIES : can be directed to Mr T. Gantsho at 043 605 7091

POST 48/146 : **CONTROL ENVIRONMENTAL OFFICER: ENVIRONMENTAL AFFAIRS (GRADE A) REF NO: DEDEA/2018/11/17**

SALARY : R468 513 – R535 686 per annum

CENTRE : OR Tambo

REQUIREMENTS : 4 years degree or equivalent qualification in Natural or environmental sciences and 6 years post qualification. Post Graduate qualification will be an added advantage. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. The following skills, knowledge & attributes are required: Project management, financial management, Communications skills and Facilitation skills, Environmental impact assessment management, People Management, understanding and knowledge of relevant environmental prescripts. A valid driver's license is required.

DUTIES : Co-ordinating biodiversity and impact management in the region. Co-ordinating special programmes for the entire region. Provide line function support to the offices of the Directors (Biodiversity conservation and Integrated Environmental Management) and Chief Director. Scientific input, management of regional environmental impact assessments and environmental information systems. Coordination of district environmental inputs in land development processes. Attend departmental and interdepartmental meetings. Assist the Regional Director in the coordination, consolidation and preparation of the district budget.

- ENQUIRIES** : can be directed to Mr T. Gantsho at 043 605 7091
- POST 48/147** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DEDEA/2018/11/08**
- SALARY** : R356 289 - R419 679 per annum (Level 09)
CENTRE : King Williams Town
REQUIREMENTS : A National Diploma (NQF level 6)/ Bachelor's degree (NQF level 7) qualification in Internal Auditing as recognized by SAQA. In addition, a minimum of 5 years Internal Auditing experience of which 3 years must be at a Supervisory level in Internal Audit. Relevant Post graduate qualification will be added advantage. Possession of either one or more of the following Professional certificates: Internal Audit Technicians (IAT), Certified Internal Auditor (CIA), Certified Government Auditing Profession (CGAP) and Certification in Control Self-Assessment (CCSA) will also be an added advantage. The following skills /competencies are required: Computer Literacy, Knowledge of Teammate System, Knowledge of International Standards for the Professional Practice on Internal Auditing, Enterprise Risk Management Framework, King III Reporting, Public Finance Management Framework Act, 1999 (Act No 1 of 1999) and Treasury Regulations. A valid driver's license is required.
- DUTIES** : Assist in developing and implementing Internal Audit strategic and Operational Plans, Quality Assurance Improvement Program (QAIP), Execute and assist to manage 100% of the Internal Audit Approved Plan, Supervise the audit teams throughout the Audit engagements. Conduct Audits in compliance with the International Standards for Professional Practice of Internal Auditing, Perform Follow up Audits to determine whether all agreed action plans have been implemented, Conduct ad hoc audits as requested, assist in Managing Audit Committee Logistics, assist in managing Internal Audit Administration, assist in developing and implementing Internal Audit plans
- ENQUIRIES** : can be directed to Mr T. Gantsho at 043 605 7091
- POST 48/148** : **ASSISTANT MANAGER: NETWORKS & HELPDESK REF NO: DEDEA/2018/11/09**
- SALARY** : R356 289 - R419 679 per annum (Level 09)
CENTRE : King Williams Town
REQUIREMENTS : A National Diploma (NQF Level 6) / Bachelor's Degree (NQF level 7) qualification in Information Technology / Computer Science or equivalent qualification as recognised by SAQA. In addition, 5 years' experience in an IT Environment of which 3 years must have been at Supervisory level in IT. Relevant technical certifications will be an added advantage (e.g. SCCM, SCOM, MCSE, N+, Security+, A+). The following Skills, knowledge and attributes are required: Leadership capability; Communication skills (verbal & written), Advanced Computer literacy; Programme & Project Management; Change and Risk Management; Presentation and facilitation skills. A valid driver's license is required.
- DUTIES** : The successful candidate will be responsible for administering and configuration of Windows Server 2008, 2012, 2016 servers and ensure maximum performance. Administer and configure Exchange 2016, SCCM, SCOM, VEEAM, VMWare systems. Perform backups and restores, Administer WAN/LAN connections, fix errors and escalate when necessary. Responsible for implement of the necessary IT infrastructure monitoring systems and tools (e.g. networks, systems (servers), storage, back-ups). Oversee and manage the DEDEAT ICT central support services i.e. Head Office and Regions (Data Centre, WAN, LAN, Software Platforms and Licenses, IT Security) component in line with related policies, standards and procedures. Assist with implementation and testing of network security measures and Disaster Recovery Plan. Help with development and implementation of network policies and procedures and other IT infrastructure related projects. Compile and maintain network configuration and Disaster Recovery documentation. Administer the implementation and maintenance of up to date anti-virus software. Research new computer and network technology. Ensure maximum up time of network equipment through accurate and early

response. Responsible for the managing and maintenance of the central helpdesk. Implement projects and initiatives in support of ICT disaster and service continuity including maintenance thereof. Contribute to the implementation of the overall departmental ICT strategy.

ENQUIRIES : can be directed to Mr T. Gantsho at 043 605 7091

POST 48/149 : **ASSISTANT MANAGER: EMPLOYEE WELLNESS REF NO: DEDEA/2018/11/10**

SALARY : R356 289 - R419 679 per annum (Level 09)

CENTRE : King Williams Town

REQUIREMENTS : An undergraduate degree (NQF Level 7) qualification in Social Work/Social Science/ Psychology or related field as recognized by SAQA. In addition, 3-5 years' experience in Employee Health & Wellness. Supervisory experience will be an added advantage. The following skills, knowledge and attributes are required: Sound understanding of Legislative Requirements governing Health and Wellness in the workplace, IOD Process, Basic procurement process, PERSAL, Batho Pele principles. Public Service Employee Health & Wellness regulatory framework. National & Provincial Employee Wellness Model, Planning, Organizing, Computer Literacy, Report writing, Communication & Information Management, Conflict Management and Problem Solving, Programme & Project Management, and People Management. Valid driver's license required. Professional Registration: EAPA SA / HPCSA / SACSSP

DUTIES : Provide technical and administrative support for the provisioning of Employee Health Wellness management programmes in the Department. Ensure that technical and administrative support with the implementation of HIV, AIDS, TB and other priority management programmes is provided. Provide technical and administrative support with the implementation of occupational health and safety management programmes. Provide technical and administrative support on productivity management programmes. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : can be directed to Mr T. Gantsho at 043 605 7091

POST 48/150 : **ASSISTANT MANAGER: ADMINISTRATION REF NO: DEDEA/2018/11/11**

SALARY : R356 289 - R419 679 per annum (Level 09)

CENTRE : Amathole & Joe Gqabi

REQUIREMENTS : National Diploma (NQF level 6) / Bachelor's Degree (NQF level 7) qualification in HRM/Public Administration or equivalent qualification as recognized by SAQA with 3-5 years' relevant experience of which 3 years must be a Supervisory experience. The following skills, knowledge & attributes are required: Organizing, planning, Good verbal communication skills to ensure effective liaison with stakeholders, Presentation skills, Analytical and problem-solving skills, Innovative thinking, Good writing and reporting skills, Ability to conduct meetings, Computer literacy, Conflict management skills, Ability to interpret legislation. Valid driver's license required.

DUTIES : Provide inputs and implement policies and guidelines in relation to support services which would include: Identification of policy gaps, collate inputs from stake holders for purpose of policy development/review, Analyse and consolidate received policy inputs, facilitate maintenance and update support services policies to be in line with new developments. Ensure coordination and management of Human resource functions which would include the: Management of service conditions functions, Coordination, monitoring and management of PMDS processes, facilitate and coordinate labour relations issues, Facilitate provisioning and utilisation of staff in the region, responsible for management of personnel records. Responsible for sound financial administration in the region which will include the: Coordination & consolidation of budget inputs from programmes and monitoring its performance thereof, Management, coordination and monitor of expenditure and advise on discrepancies, Coordinate, monitor and manage maintenance of collected Revenue records, Development and maintenance of financial records. Responsible for effective and efficient implementation,

monitoring and control of administration management services (supply chain and auxiliary support) which would include the: ensure effective and efficient provisioning of goods and services, responsible for proper management of assets in the region, ensure management and auditing of stores on a regular basis, responsible for fleet management in the region, management, coordination and monitoring of auxiliary services functions. Facilitate implementation of capacity building programmes which would include the identification of performance gap and intervention required, coordinate training needs from various programmes, coordinate inputs for skills audit, facilitate training programmes. Perform and manage administrative functions such as compile and submit monthly and quarterly reports (functional and support related e.g. work plans for PMDS); Provide inputs to the Operational Plan for the Unit; manage and control personnel and assets; determine specifications for procurement of goods and services; develop, implement and maintain relevant databases; comply with the Public Service prescripts.

ENQUIRIES : can be directed to Mr T. Gantsho at 043 605 7091

POST 48/151 : **ASSISTANT MANAGER: HUMAN RESOURCE PRACTICES REF NO: DEDEA/2018/11/12**

SALARY CENTRE REQUIREMENTS : R356 289 - R419 679 per annum (Level 09)
 : King Williams Town
 : National Diploma (NQF level 6) / Bachelor's Degree (NQF level 7) qualification in HRM/Public Administration or equivalent qualification as recognized by SAQA. In addition, 3-5 years' experience of which 3 years must be in the HR policy & planning environment. Post Graduate qualification will be an added advantage. Extensive knowledge and understanding of applicable Government policies and regulations pertaining to HR Planning. The following skills, knowledge & attributes are required: Report writing, Presentation, Communication at all levels, Programme & Project Management, Policy formulation, Change and diversity management, the ability to conduct research and write proposals, the ability to work under pressure, good administrative and organizational skills, Computer Literacy. A valid driver's license is required.

DUTIES : Analyze national policy imperatives and facilitate implementation thereof through the development, consultation and adoption of departmental policy instruments (policy, delegations, procedure maps and plans). Develop and maintain the departmental Human Resource Plan and Employment Equity Plan. Monitoring, Evaluation and Reporting on the impact of the Human Resource Plan, Policies and Programmes. Ensure the establishment and facilitation of relevant governance structures. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES : can be directed to Mr T. Gantsho at 043 605 7091

POST 48/152 : **ASSISTANT MANAGER: CONSUMER PROTECTION REF NO: DEDEA/2018/11/13**

SALARY CENTRE REQUIREMENTS : R356 289 - R419 679 per annum (Level 09)
 : Amathole
 : A National Diploma (NQF level 6) / Degree (NQF level 7) qualification in Law. In addition, 2 - 3 years' relevant experience of which 1 year must be a supervisory experience. Legal background and experience in Consumer Protection will serve as an advantage. Broad understanding of all consumer protection legislation. Strong technical skills and people management skills. Computer literacy. Must be in possession of a valid driver's license.

DUTIES : Manage and direct the development and the implementation of a targeted district consumer awareness strategy. To promote and protect rights and responsibilities and to enhance informed consumer choice and public understanding of the competitive process and to accomplish these decisions without unduly burdening legitimate business activity. Provide information on policy formulation for consumer education and information function. To encourage business compliance with

legislation regulation and service delivery which includes comparative tests and surveys of consumer goods and service research into and advice on financial, food, health, safety, welfare and environmental matters, representation parliamentary committees and public enquiries an interest in consumer education and complaints advisory work. Manage and direct the provisioning of technical assistance to consumer to resolve complaints. Manage and direct the development and maintenance of an effective and efficient administration system for the area of operation to manage consumer protection initiatives and complaints. To ensure protection of consumers against unfair business practice. Liaise with Regulatory bodies on consumer related issues. Perform any other duties relating to administration and management as may be delegated from time to time.

ENQUIRIES :

can be directed to Mr T. Gantsho at 043 605 7091

POST 48/153 :

ASSISTANT MANAGER: HUMAN RESOURCE DEVELOPMENT REF NO: DEDEA/2018/11/14

SALARY :
CENTRE :
REQUIREMENTS :

R356 289 - R419 679 per annum (Level 09)
 Head Office
 A National Diploma (NQF level 6) /Degree (NQF level 7) qualification in HRM/Public Administration or equivalent qualification with 3-5 years' experience of which 3 years must be at Supervisory level and in the HRD environment. Knowledge of Government policies and regulations pertaining to training development. Extensive knowledge and understanding of applicable legislation and policies in HRM/Development. Report writing and presentation skills. Effective communication at all levels. Project Management skills. Policy formulation, change and diversity management skills. The ability to conduct research and write proposals. The ability to work under pressure. Good administrative and organizational skills. Computer Literacy. A valid driver's license required.

DUTIES :

Coordinate and implement Humana Resource Development. Initiate in line with strategic objective of the Department. Coordinate and monitor training and Development programmes. Facilitate the implementation of HRD strategies and policies. Manage skills audit and training needs analyses process and procedures. Administer the WSP / ATR process, identify and implement career development and succession planning. Communicate information on skills development to stakeholders. Organize, guide and convene Training Committee Meetings. Assists with the preparation and monitoring of the training budget. Supervise the training unit.

ENQUIRIES :

can be directed to Mr T. Gantsho at 043 605 7091

POST 48/154 :

ASSISTANT MANAGER: SPECIAL PROGRAMMES UNIT REF NO: DEDEA/2018/11/15

SALARY :
CENTRE :
REQUIREMENTS :

R356 289 – R419 679 (Level 09)
 Amathole
 A National Diploma (NQF level 6) /Degree (NQF level 7) qualification in Social Science/Public Administration/Public Management. with 3-5 years' experience of which 3 years must be at Supervisory level in the special programmes environment. The following skills, knowledge and attributes are required: A thorough understanding of Special programmes and gender mainstreaming of designated groups, Good communications skills (verbal and written), Ability to work under pressure, Good report writing and presentation skills, Computer literacy. Valid drivers' licence required.

DUTIES :

Develop departmental special programmes strategy. Gender mainstreaming of designated groups in the Province. Compile a comprehensive database on opportunities created for the designated groups. Develop national and provincial strategies, programmes and projects regarding these groups. Evaluate to determine best practice. Interact and liaise with stakeholders at all levels. Compile Special Programmes Compliance reports, Gender Equity reports, policies and strategies and workshop to attain stakeholder participation. Facilitate integration to policies, compliance reports, strategies and service implementation programmes. Evaluate departmental housing and associated programmes.

		Facilitate the introduction of special programmes in the departmental programmes and strategies. Monitor and evaluate the success of these ventures. can be directed to Mr T. Gantsho at 043 605 7091
<u>ENQUIRIES</u>	:	
<u>POST 48/155</u>	:	<u>INTERNAL AUDITOR REF NO: DEDEA/2018/11/25</u>
<u>SALARY</u>	:	R299 709 – R353 043 (Level 08)
<u>CENTRE</u>	:	King Williams Town
<u>REQUIREMENTS</u>	:	A National Diploma (NQF level 6)/ Degree (NQF level 7) qualification in Internal Auditing as recognized by SAQA. In addition, 2 -3 years working experience in relevant field. Relevant professional registration will be an added advantage. The following skills, knowledge and attributes are required: Extensive knowledge of relevant legislations such as Public Finance Management Act 1999 as amended (PFMA), Pubic Service Act 1994 and Professional Practices such as the Standards for the Professional Practices of Internal Auditing (SPPIA) issued by the Institute of Internal Auditors (IIA), Good communication skills. Computer Literacy. Skills, Knowledge of PFMA and accompanying Treasury Regulations, Research, report writing, negotiation, interpersonal relations, communication, facilitations, analyzing, conflict management, presentation, working in a team. Valid driver's license required.
<u>DUTIES</u>	:	Contribute to the development of strategic audit plans. Participate in the identification of the key risk areas for the institution emanating from current operations as set out in the strategic plan and risk management strategy. Assist the Accounting Officer in maintaining efficient and effective controls and achieving the objectives of the department by evaluating the department's controls/objectives, determine their effectiveness and efficiency through internal audits according to the internal audit plan. Participate in the development of proposals to determine the scope of allocated internal audit engagements. Collect information and participate in the compilation of reports to the Accounting Officer and Audit Committee. Progress report against audit plan. Quarterly reports. Annual reports. Keep up to date with new developments in the Internal Audit Environment. can be directed to Mr T. Gantsho at 043 605 7091
<u>ENQUIRIES</u>	:	
<u>POST 48/156</u>	:	<u>ENVIRONMENTAL OFFICER: BIODIVERSITY REF NO: DEDEA/2018/11/18</u>
<u>SALARY</u>	:	Grade A: R256 815 – R285 021 Grade B: R301 104 – R334 179 Grade C: R353 082 – R448 035 Appropriated salary will be determined according to the regulatory Framework (based on OSD)
<u>CENTRE</u>	:	Cacadu; OR Tambo & Chris Hani
<u>REQUIREMENTS</u>	:	National Diploma (NQF level 6) / Bachelor's Degree (NQF level 7) qualification in the Environmental conservation science or equivalent as recognised by SAQA. In addition, 3-5 years' relevant experience. Post Graduate qualification will be an added advantage. Extensive knowledge and understanding of applicable related policies and regulations pertaining to Environmental Management. Knowledge and experience in Community Based Natural Resource and Biological Diversity Management The following skills, knowledge & attributes are required: Project management, Financial management, Communications skills and Facilitation skills, Environmental impact assessment management, People Management, Computer literacy and skills, good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act, NEM Biodiversity Act). Valid driver's licence required.
<u>DUTIES</u>	:	Implementation of environmental policies, strategies, action plans and legislation for Biodiversity Conservation, Protected Area and Ecosystem management; Advise and guide the public members and private sector on the implementation of appropriate conservation techniques; Prepare inspection reports and draft permits for fauna and flora. Liaison with Head Office on wild life management; Undertake compliance monitoring exercises in respect of wild life permits activities and any other biodiversity conservation matters; Liaison with National, Provincial and local government on issues relating to biodiversity conservation and protected area

management. Liaison with the Eastern Cape Parks Board; Attend to aquatic and wetlands management aspects. Perform any other duties relating administration and management as may be delegated by supervisor from time to time. can be directed to Mr T. Gantsho at 043 605 7091

ENQUIRIES

POST 48/157

ENVIRONMENTAL OFFICER: EIM REF NO: DEDEA/2018/11/19

SALARY

Grade A: R256 815 – R285 021
Grade B: R301 104 – R334 179
Grade C: R353 082 – R448 035
Appropriated salary will be determined according to the regulatory Framework (based on OSD)

CENTRE

REQUIREMENTS

Joe Gqabi
A National Diploma (NQF level 6)/Degree (NQF level 7) qualification in Nature /Environmental Science field or equivalent field as recognized b SAQA. In addition, 3-5 years' relevant experience. Post Graduate qualification will be an added advantage. An experience in Environmental Impact Assessment and Waste Management. The following skills, knowledge & attributes are required: Project management, Financial management, Communications skills and Facilitation skills, Environmental impact assessment management, People Management, Computer literacy and skills, good written and communication skills; Knowledge of applicable environmental legislation (National Environmental Management Act, NEM Protected Areas Act). A valid Driver's license is required.

DUTIES

Implementation of Environmental Management tools such as Environmental Impact Assessment and management systems to ensure compliance with Provincial and National Environmental Legislation and Policies. Perform inspection and compile inspection reports and Record of Decision in accordance with the National Environmental law and National Environmental Management Act. Implement National Waste Management Strategies, Waste Management Act and Air Quality Management Act; EIA Regulations. Conduct Compliance monitoring on waste management as well as air quality services. Liaison with National, Provincial and Local Government in terms of Environmental policies procedures and legislation.

ENQUIRIES

POST 48/158

ENVIRONMENTAL OFFICER: COASTAL MANAGEMENT REF NO: DEDEA/2018/11/20

SALARY

Grade A: R256 815 – R285 021
Grade B: R301 104 – R334 179
Grade C: R353 082 – R448 035
Appropriated salary will be determined according to the regulatory Framework (based on OSD)

CENTRE

REQUIREMENTS

Alfred Nzo
A National Diploma (NQF level 6)/Degree (NQF level 7) in Nature /Environmental Management/Natural Science/Coastal Planning/equivalent field as recognized by SAQA. In addition, 3-5 years' relevant experience. Post Graduate qualification will be an added advantage. The following skills, knowledge and attributes are required: Integrated Coastal Planning & Management, Computer literacy, Knowledge of Environmental Management legislation (National Environmental Management Act 107 1998 and Specific Environmental Management Acts). A valid driver's license is required.

DUTIES

Implementation of Policies and legislation on integrated coastal management. Promote integrated coastal management. Advice to members of the public on issues relation coastal management. Review of reports on matters relating to coastal development applications. Compile reports relating to coastal development and make necessary recommendations. Undertake compliance monitoring exercises, process permit applications in respect of applicable regulations. Convene Regional coastal working group and liaison with other spheres of government on coastal management. Attend to matters relating to marine and

	:	coastal resources use management. Perform any other duties relating to administration and management as may be delegated from time to time. can be directed to Mr T. Gantsho at 043 605 7091
<u>ENQUIRIES</u>	:	
<u>POST 48/159</u>	:	<u>LEGAL ADMINISTRATION OFFICER REF NO: DEDEA/2018/07/24</u>
<u>SALARY</u>	:	Grade A: R256 815 – R285 021 Grade B: R301 104 – R334 179 Grade C: R353 082 – R448 035 Appropriated salary will be determined according to the regulatory Framework (based on OSD)
<u>CENTRE REQUIREMENTS</u>	:	King Williams Town A LLB bachelor's degree (NQF level 7) qualification majoring in Legal practice as recognized by SAQA. In addition, 2 - 3 years' relevant experience of which 1 year must be a supervisory experience. Admission as an Attorney/Advocate will serve as an advantage. The following skills, knowledge and attributes are required: Strategic capability & leadership, Programme & Project Management, Financial Management, Problem Solving & Analysis, Client Orientation & Customer Focus, Communication, Computer literacy. Valid driver's license required.
<u>DUTIES</u>	:	Provide legal, and legal drafting and compliance advisory services. Co-ordinate the provisioning of litigation, appeal contract development and specialized environmental law advisory and support services. Manage the allocated resources of the Sub-directorate in line with legislative and Departmental policy directives and comply with corporate governance and planning imperatives.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho at 043 605 7091
<u>POST 48/160</u>	:	<u>NETWORK CONTROLLER – ITM & AUTOMATION REF NO: DEDEA/2018/11/26</u>
<u>SALARY</u>	:	R242 475 – R285 630 per annum (Level 07)
<u>CENTRE REQUIREMENTS</u>	:	Alfred Nzo Regional Office A National Diploma (NQF level 6)/ Degree (NQF level 7) qualification in Information Technology/Systems. Minimum of one years' experience in the Information Technology/Systems environment. Information Technology Infrastructure Library (ITIL) or Microsoft Operation Framework (MOF) certification will be an added advantage. Working knowledge of Windows systems like Windows 7, 8 & 10, Office 2010, 2013 and 2016 Operating systems. Knowledge of server environment i.e. Windows Server 2012 & 2016, Exchange 2016 operating systems.
<u>DUTIES</u>	:	To provide first and second line support for all staff in the Department. Be able to support staff over the phone, through e-mail, 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. Implement network policies and procedures and other projects. Compile and maintain network configuration. Ensure update of anti-virus software. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents technical colleagues at all levels in the organization. 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. Ensure maximum up time of network equipment through accurate and early response with video conferencing, printers, copiers and scanners.
<u>ENQUIRIES</u>	:	can be directed to Mr T. Gantsho at 043 605 7091
DEPARTMENT OF HEALTH		
<u>APPLICATIONS</u>	:	All applications for posts be forwarded to: HR Office, Department of Health (Head Office) Private Bag X0038, Bhisho, 5605 or Hand delivered to: HR Office Global

Life Building (Old Department of Education space), Independence Avenue, Bhisho, 5605.

CLOSING DATE : 14 December 2018
NOTE : Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). 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 Personnel Suitability checks will be conducted on short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. People with disabilities are encouraged to apply for these posts. Additional Note: The filling of these posts will be in line with the Annual Recruitment Plan 2018/19. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per district so to accommodate other facilities within the district.

OTHER POSTS

POST 48/161 : **DEPUTY DIRECTOR: HEALTH TECHNOLOGY REF NO: ECHEALTH/DD/HT/HO/01/11/2018**

SALARY : R697 011 – R821 052 per annum (Level 11)
CENTRE : Head Office Bhisho
REQUIREMENTS : National Diploma in Nursing or related Medical field/ Electrical/ Mechanical or Clinical Engineering at NQF level 6 as recognized by South African Qualification Authority (SAQA). A minimum of Five (5) years' experience in clinical engineering or relevant field of which Two (2) years must have been at Assistant Director Level. Knowledge of relevant legislation, policies and prescripts that govern the public service: Public Service Act, Public Service Regulations, Public Finance Management Act and Preferential Procurement Policy Framework Act. Good presentation skills. Excellent communication skills (both written and verbal). Advanced knowledge in Microsoft Office. Valid driver's licence.

DUTIES : Manage the implementation of medical equipment maintenance policies and procedures. Present training to internal personnel and for suppliers of medical equipment to the Province. Determine the standards and norms for adverse event case management. Design the system for adverse event reporting and manage implementation. Design and update a quality improvement plan. Prepare risk assessment and risk mitigation strategies. Provide Strategic Guidance on Procurement of Medical Equipment to Chief Executive Officers of Health Facilities and Departmental Supply Chain Management Officials.

ENQUIRIES : Mr Tuswa Tel No: 040 608 1170

POST 48/162 : **DEPUTY DIRECTOR: HEALTH TECHNOLOGY –POLICIES & SYSTEMS REF NO: ECHEALTH/DD/HT-PS/HO/02/11/2018**

SALARY : R697 011 – R821 052 per annum (Level 11)
CENTRE : Head Office Bhisho

REQUIREMENTS : National Diploma in Nursing or related Medical field/ Electrical/ Mechanical or Clinical Engineering at NQF level 6 as recognized by South African Qualification Authority (SAQA). A minimum five (5) years' experience in clinical engineering and medical equipment policy, procedural and systems modalities of which Two (2) years must have been at Assistant Director Level. In-depth knowledge of the legislative framework that governs the Public Service. Knowledge and application of the following prescripts: Public Finance Management Act, National Treasury Regulations, Excellent communication skills. Planning and Organisational skills. Managing Interpersonal Conflict and Resolving Problems .Valid Driver's License. Computer Literate.

DUTIES : To determine policies, systems and standards for health technology services. Develop policies and Standard Operating Procedures for the maintenance of medical equipment. Manage the implementation of medical equipment maintenance policies and procedures. Present training to internal personnel and for suppliers of medical equipment to the Province. Determine the standards and norms for adverse event case management. Design the system for adverse event reporting and manage implementation. Design and update a quality improvement plan. Prepare risk assessment and risk mitigation strategies. Provide Strategic Guidance on Procurement of Medical Equipment to Chief Executive Officers of Health Facilities and Departmental Supply Chain Management Officials.

ENQUIRIES : Mr Tuswa Tel No: 040 608 1170

POST 48/163 : **MECHANICAL ENGINEER GRADE A-C REF NO: ECHEALTH/MENG/HO/02/11/2018**

SALARY : Grade A: R679 338 - R728 400 per annum (OSD)
Grade B: R769 611- R829 107 per annum (OSD)
Grade C: R879 975- R1 036 557 per annum (OSD)

CENTRE : Head Office Bhisho

REQUIREMENTS : A Bachelor's Degree in Mechanical Engineering or equivalent at NQF level 7 as recognized by South African Qualification Authority (SAQA). Registration with ECSA as a Professional Engineer. Three (3) years' work experience post qualification as a Mechanical Engineer. Valid drivers' License. Computer Literate.

DUTIES : To provide Mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile technical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research.

ENQUIRIES : Mr Tuswa Tel No: 040 608 1170

POST 48/164 : **ELECTRICAL ENGINEER REF NO: ECHEALTH/EENG/HO/02/11/2018**

SALARY : Grade A: R679 338 - R728 400 per annum (OSD)
Grade B: R769 611- R829 107 per annum (OSD)
Grade C: R879 975- R1 036 557 per annum (OSD)

CENTRE : Head Office Bhisho

REQUIREMENTS : A Bachelor's Degree in Electrical Engineering at NQF level 7 as recognized by South African Qualification Authority (SAQA). NQF level 7 as recognized by South African Qualification Authority (SAQA). Registration with ECSA as a Professional Engineer. A minimum of 3 years' work experience as an Electrical Engineer. Valid drivers' license. Computer literate.

DUTIES : To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and

standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile electrical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Undertake research.

ENQUIRIES : Mr Tuswa Tel No: 040 608 1170

POST 48/165 : **ASSISTANT DIRECTOR: MAINTENANCE REF NO:**
ECHEALTH/AD/MTN/HO/02/11/2018

SALARY : R356 289 – R430 389 per annum (Level 09)
CENTRE : Head Office Bhisho
REQUIREMENTS : National Diploma in Engineering at NQF level 6 or Bachelor's Degree (NQF level 7) as recognized by South African Qualification Authority (SAQA). 3-5 years' experience in relevant field. In-depth knowledge of applicable legislation and prescripts, Information and Financial management, policies and procedures, research, report writing. Interpersonal and Communication Skills. Valid Driver's Licence. Computer Literate.

DUTIES : To perform and manage technical services and support in engineering research, design, manufacturing, operations and maintenance. Manage technical services, workshops, and technical office activities in conjunction with engineering manager. Design and manage maintenance strategy and system. (Only day to day, emergency and routine/ preventative maintenance.) Guide the development of maintenance plans by Maintenance Hubs. Oversee, plan and control the performance of day to day routine /preventative and emergency maintenance at health- care facilities .Manage people. Manage budgets.

ENQUIRIES : Mr Tuswa Tel No: 040 608 1170

POST 48/166 : **ASSISTANT DIRECTOR: PROPERTIES REF NO:**
ECHEALTH/ADP/HO/02/11/2018

SALARY : R356 289 – R430 389 per annum (Level 09)
CENTRE : Head Office Bhisho
REQUIREMENTS : National Diploma at NQF level 6 or Bachelor's Degree (NQF level 7) in Engineering or equivalent qualification as recognized by South African Qualification Authority (SAQA). Minimum of three (3) years' experience in the management of acquisitions and disposals. . Knowledge of relevant legislation, policies and prescripts that govern the public service: Public Service Act, Public Service Regulations. Analytical skills, excellent communication skills. Valid drivers' license. Computer Literate.

DUTIES : To coordinate the property portfolio of all Health Facilities and accommodation requirements of the Department. Property acquisition and disposals. Interact and communicate with Users, Public works, Local Government, and other role-players regarding acquisitions and disposals. Coordinate the integrity of the data on the Immovable Asset Register. Coordinate the utilisation of properties.

ENQUIRIES : Mr Tuswa Tel No: 040 608 1170

DEPARTMENT OF HUMAN SETTLEMENTS

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

APPLICATIONS : Post to: The Director: Human Resources Management, Department of Human Settlements, Private Bag X13008, Cambridge, 5206. Hand Delivery: Human Resources Section, Room 1, Steve Tshwete Building, 31 – 33 Phillip Frame Road, Chiselhurst, 5206

FOR ATTENTION : Mr Z. Ntozini
CLOSING DATE : 14 December 2018

NOTE

: Department of Human Settlements is an equal opportunity and affirmative action employer. Applications must be sent in time to the correct address as indicated below to reach the address on or before the closing date to avoid your application not to be considered. Applications sent to a wrong address and or received after the closing date and those that do not comply with the requirements will not be taken into consideration. In the event of hand-delivery of applications, applicants must sign an application register as proof of submission of application. Applications must be submitted on a signed Z83 form obtainable from any Public Service department or at www.gov.za and must be accompanied by a comprehensive CV and should include three references (should be people who recently worked with the applicant) and certified copies of all required documentations (with an original certification stamp by a Commissioner of Oaths/South African Police Services not older than three (03) months. An identity document and qualifications including senior certificate, a valid driving licence must be attached if it is the requirement of the post, (expired drivers licence will be considered only if a temporal driving licence is attached). It is the applicant's obligation to have foreign qualifications assessed for equivalence by SAQ A. Non South African citizens must attach proof of permanent residence in South Africa. Applications who do not comply with the above will be disqualified. No faxed and emailed applications will be considered. Shortlisted candidates shall be subject to competency assessment, screening and security vetting. It will be expected for the candidates to be available for selection interview on a date and time to be determined by the department. The Department of Human Settlements is under no obligation to fill a post after the advertisement thereof. It is our intention to promote representatively (race, gender and disability). Applications received after closing date will not be considered. Visit www.ecdhs.gov.za or www.dpsa.gov.za. NB: women, youth, and people with disabilities are encouraged to apply in order for the department to meet the equity targets

OTHER POSTS

POST 48/167

: **DEPUTY DIRECTOR: EMERGENCY HOUSING HEAD OFFICE: REF NO: ECDHS 01/11/2018**
Purpose: To facilitate emergency housing and EPHP

SALARY
CENTRE
REQUIREMENTS

: R826 053 - R973 047 per annum (Level 12)
: Head Office
: Formal Qualifications: A three year degree/diploma in Emergency/ Disaster Management/Public Management/NQF6 relevant qualification in the built environment (Civil, Quantity Surveying/Architecture/Building) with five years working experience in emergency housing or a Senior Certificate coupled with ten (10) years working experience in emergency housing. 2 years working experience as an Assistant Director in emergency housing. Proven ability and exposure in working with project management tools. Knowledge of the National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of relevant legislation including the Human Settlements Code, Housing Act of 1997. Proven experience in Project Planning and Project Management. Expertise in executing disaster response and recovery in a quick and proper manner. Knowledge of principles and processes in providing customer services, assessing customer needs, meeting quality standards for services, and evaluating customer satisfaction. Expertise in managing multiple tasks simultaneously without compromising the quality of work. Knowledge of financial management principles and prescripts. Knowledge of Microsoft applications. Ability to work independently. Must possess a valid drivers licence. Skills and Competences: Knowledge and application of the following: Monitoring and evaluation systems, report writing, interpersonal relations, government policies, planning frameworks, conflict management, presentation skills, public service regulatory framework. Research, negotiation, communication, leadership, financial management.

DUTIES

: Manage the execution of disaster response and recovery within a co-ordinated joint operating system. Manage professional advisory and support services

including development of tender documents. Assist service providers in developing project implementation plans with realistic cash flow forecast and ensure compliance thereof. Ensure project planning, design and implementation for both temporary and permanent solution. Prepare reports and participate in National and Provincial Disaster / Emergency Housing Forums. Manage the development and review of relevant policy frameworks. Co-ordinate and manage the development, implementation and review of Provincial Disaster Recovery Plan. Ensure functionality of existing programme related systems and development of new systems where necessary. Ensure effective management of the sub-directorate including compliance to the relevant regulations and prescripts.

ENQUIRIES :

can be directed to Mrs W.L. Hartzenberg at 043 - 7119685

POST 48/168 :

DEPUTY DIRECTOR: RESEARCH REF NO: DHS 02/11/2018

Purpose: To administer Human Settlements research

SALARY :

R826 053 - R973 047 per annum (Level 12)

CENTRE :

Head Office

REQUIREMENTS :

Formal Qualifications: A three year degree/diploma/NQF 6 relevant qualification in Social Science/Public Administration/Development Studies with five years working experience in the research field or Senior Certificate coupled with ten years working experience in the research field. 2 years working experience as an Assistant Director in research. Knowledge of the Public Service Act, PFMA and National Housing Code. Good verbal and written communication skills. Knowledge of financial management principles and prescripts. Good knowledge of report writing, research, negotiation, networking, strategic planning and motivational skills. Knowledge of Microsoft applications. Ability to work independently. Must possess a valid driver's licence. Skills and Competencies: Report writing, research, negotiation, presentation, and analytical, strategic planning and motivation skills. Interpersonal relations, loyalty fairness, integrity, responsive and courteous

DUTIES :

Coordinate and manage the design and roll-out of a province wide sustainable Human Settlements Research Agenda. Conduct research on human settlements with in the Province in order to provide impetus to the strategic intent of the department. Identify best practice Research models for advancement of Provincial Human Settlements Research Agenda. Ensure packaging of research findings in a user friendly manner and adequate dissemination of research finds. Generation and management of evidence that will support policy development as well as human settlements plans. Establish and maintain relationships with research partners and relevant stakeholders and maintain a data base of relevant organisations. Analyse information, form conclusions and report on findings for consumption and utilisation. Administer proper reporting processes. Ensure monitoring, evaluation or utilisation and application of research findings. Preparation and drafting of the operational plan. Management of human resources and performance. Management of financial resources. Management of the Sub-Directorate.

ENQUIRIES :

can be directed to Mrs W.L. Hartzenberg at 043 - 7119685

POST 48/169 :

DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: DHS 03/11/2018

Purpose: To manage the sub-directorate internal audit to ensure the implementation of the internal audit plan. Provide management with independent objective assurance and consulting services on governance, risk management and control processes in accordance with IIA Standards and the legislative framework. Review and implement internal audit methodology and policies & procedures.

SALARY :

R697 011 - R821 052 per annum (Level 11)

CENTRE :

Head Office

REQUIREMENTS :

Formal Qualifications: An appropriate B.Com/BCompt Degree with Auditing and Accounting as major subjects or a three year National Diploma in Auditing/Btech or equivalent NQF6 qualification coupled with appropriate audit experience of five years. 2 years' experience as an Assistant Director (auditing). Possession or studying towards any of the IIA certifications such as Certified Internal Auditor (CIA), Professional Internal Auditor (PIA). Certification in Control Self-Assessment

(CCSA) Certification in Risk Management Assurance (CRMA) etc will be an added advantage. Computer literacy including audit software such as Teammate and data analytics available in the audit profession. Knowledge of latest International Standards for the Professional Practice of Internal Auditing), internal audit methodologies, King 1V principles, risk management, governance and control frameworks. Knowledge of relevant public sector legislation such as Public Finance Management Act, Public Service Act, Treasury Regulations and International Standards for the Professional Practice of Internal Auditing. Good analytical problem solving and communication skills (verbal and written). Must possess a valid driver's licence and willing to travel throughout the Province. Skills and Competencies: Maintain high standards in the following: Leadership, honesty and integrity, objectivity, diligence, proficiency & due professional care, confidentiality, interpersonal relations, fairness, courteous.

DUTIES : Development of strategic and annual operational planning for the audit function. Participate in risk assessment process and attendance of risk management committee meetings. Assist in the effective management of the internal audit function. Ensure that the internal audit unit functions are in line with the International Standards for the Professional Practice of Internal Audit Charter. Manage the execution of assurance and consulting assignments as per internal audit plan. Ensure that engagement planning is undertaken informed by keys risk areas. Report and monitor implementation of agreed actions. Assist CAE in ensuring that internal audit budget is managed and variations between expenditure and budget are explained. Mentor and monitor performance of staff and promote technical development of staff (in service training).
can be directed to Mrs W.L. Hartzenberg at 043 - 7119685

ENQUIRIES :

POST 48/170 :

DEPUTY DIRECTOR: ANTI-CORRUPTION AND INTEGRITY MANAGEMENT REF NO: DHS 04/11/2018

Purpose: To develop and co-ordinate the implementation of anti-corruption and integrity management policies and programmes.

SALARY CENTRE :

R697 011 - R821 052 per annum (Level 11)
Head Office

REQUIREMENTS :

Formal Qualifications: A three year degree/diploma in Legal Studies/Forensic Auditing/Fraud and anti-corruption/NQF6 relevant qualification with five years' working experience in the anti-corruption field or Senior Certificate with ten years working experience in anti-corruption field. 2 years at Assistant Directors level in the anti-corruption field. Experience in developing and implementing training programmes on fraud and corruption. Knowledge of the applicable legislation and prescripts. Capacity to work innovatively, under pressure and independently. Computer literacy. Good facilitation, report writing, research, presentation and motivational skills. Must possess a valid driver's licence and willing to travel. Skills and Competencies: Strategic capability and leadership, communication, client orientation and customer focus, problem solving and analysis, financial management, interpersonal relations, loyalty and courteous.

DUTIES :

Monitor, analyse and report on business processes. Monitor operational and annual performance plans of the unit. Act on allegations of fraud and corruption within the department. Develop and oversee implementation of anti-corruption measures. Conduct awareness campaigns. Implement anti-corruption policies. Conduct and co-ordinate special investigations in cases of alleged fraud, corruption and mal-administration. Facilitate co-ordination of fraud risk assessment and report. Provide comprehensive and formalised training to assist in highlighting the risk of fraud. Liaise with all law enforcement agencies on corruption and fraud cases. Receive cases, verify and allocate them to practitioners for further investigation. Facilitate co-ordination of integrity management, ethics risk assessment and report. Provide comprehensive and formalised training to assist in highlighting the ethics risks. Develop and oversee the implementation of integrity management within the department. Develop and coordinate the implementation of integrity management strategy, policy and implementation plan. Coordinate MPAT submissions and compliance. Supervision and management of staff.

ENQUIRIES : can be directed to Mrs W.L. Hartzenberg at 043 - 7119685

POST 48/171 : **ASSISTANT DIRECTOR: EPWP (EXTENDED PUBLIC WORKS PROGRAMME)**
REF NO: DHS 05/11/2018
Purpose: To provide support service to EPWP

SALARY : R444 693 - R523 818 per annum (Level 10)
CENTRE : Head Office
REQUIREMENTS : Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification in Social Science/Public Management/Public Administration with five years working experience in the field or Senior Certificate coupled with eight years' experience in the relevant field. 2 years at supervisory level. Sound knowledge of policies and prescripts that are applicable to EPWP. Good communication skills and analytical skills .Experience in working with various stakeholders. Ability to work under pressure and meet difficult deadlines. Assertiveness and confidence. Must possess a valid driver's licence. Skills and Competencies: Monitoring and evaluation, research, report writing, negotiation, interpersonal relations, communication, computer literacy, analysing and presentation skills.

DUTIES : Identify and select EPWP projects. Communication with all district offices to ensure EPWP compliance in all identified projects. Response by EPWP champion and Data Capturers at district level. Facilitate compliance of EPWP principle in all departmental projects. Manage and monitor collation of data captured in all identified departmental projects for reporting purposes. Evaluate information in terms of designated groups for EPWP programmes on impact assessment. Identify all designated groups for EPWP for statistics. Provide support to the development of emerging contractors and artisan development programme. Communicate with various stakeholders including military veterans to determine training needs.

ENQUIRIES : Mr M. Kana at 043 711 9743

POST 48/172 : **CONTROL WORKS INSPECTOR REF NO: DHS 06/11/2018**
Purpose: To ensure that inspectorate services are provided through the investigation of customer complaints, identification of new services, needs and requirements of new work and repairs and the management of the inspectorate component in line with relevant legislations, regulations and standards

SALARY : R444 693 - R523 818 per annum (Level 10)
CENTRE : BCM Region
REQUIREMENTS : Formal Qualifications: A three year degree/diploma/relevant NQF level 6 qualification in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with five years working experience in human settlements development or a Senior Certificate/N3 coupled with eight years working experience in human settlements development. Registration with SACPCMP will be an added advantage. Proven ability and exposure in working with project management tools. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. Must possess a valid driver's licence. Skills and Competencies: Strategic capability and leadership, communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management and programme and project management. Knowledge of public finance management act and applicable legislations and prescripts.

DUTIES : Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up. Inspects, evaluate and provide input on approval of all phases of project planning life cycle, construction and improvement on work contracted by Human Settlements Departments, as requested to ensure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations, issues correction notices as required. Performs routine semi-skilled and technical construction inspection work for environmental, water, sewer, internal roads and other regional projects and programs. Assures compliances with

federal, state and local codes and standards and contractual provisions. Inspects and approves construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers and waterlines, water meters, hydrants, service line, fire lines, cross connection control devices and related utilities and structures as assigned. Inspection and certification of construction works on various project sites in the Region. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance through inter alia. Ensure that the relevant project documentation for new and existing structures is compiled through inter alia .Ensuring delivery of quality and quantity on each assigned project site. Compilation of progress and quality control related reports.

ENQUIRIES :

Mr M. Kana at 043 711 9743

POST 48/173 :

OFFICE MANAGER TO CHIEF DIRECTOR: HUMAN SETTLEMENTS RESEARCH AND POLICY DEVELOPMENT REF NO: DHS 07/11/2018

Purpose: To provide sound administrative and executive support to the Chief Director

SALARY CENTRE REQUIREMENTS :

R356 289 - R419 679 per annum (Level 09)

Head Office

Formal Qualification: A three year degree/diploma in Office Administration/Office Management and Technology/NQF level 6 relevant qualification with five years working experience in administration or a Senior Certificate with eight years' working experience in administration. 2 years at supervisory level. Computer literacy with strong and sound typing skills (Excel is compulsory with MS Word and PowerPoint. Excellent communication skills (verbal and written). Excellent filing skills and to keep record of flow of documents. Experience in office administration and coordination. Flexible and adaptable. Ability to work under pressure and adhere to strict timeframes. Ability to take initiative and work independently. Ability to identify and handle confidential matters. A valid driving licence will be an added advantage. Skills and Competencies: In depth knowledge of monitoring and evaluation, government policies and planning systems, public service regularity framework, information management performance management. Good facilitation, report writing, research, interpersonal relations, computer literacy, negotiation, presentation, analysing, communication, conflict management and working in a team.

DUTIES :

Responsible for overall management and administration of the office at all times. Assist in compiling the budget of the office. Consolidate in-year monitoring and Dora reports. Monitor the expenditure of the programme and consolidate expenditure reports. Prepare weekly, monthly, quarterly and annual reports. Manage the assets of the office. Request and consolidate reports. Analyse the information provided, consolidate and submit the final report. Compile internal and external reports and memos. Prepare memorandum, reports, speeches etc. Provide strategic support to the Chief Director. Ensure follow up of the Chief Director's appointments. Ensure that the diary is managed effectively. Ensure proper planning and organising in the office of the Chief Director. Ensure that events are planned, coordinated and organised. Provide administrative executive support to the Chief Director. Attend the Chief Director meetings and take minutes. Attending meetings on behalf of the Chief Director and report back. Make follow-up on the implementation of the resolutions of the meetings. Follow up on tasks assigned to directorates. Receive correspondence from inside and outside the Chief Directorate and guide correspondence to relevant directorates, including making necessary follow-ups. Liaise and communicate with other directorates/branches within the department and also with outside clientele.

ENQUIRIES :

Mr M. Kana at 043 711 9743

POST 48/174 :

SENIOR STATE ACCOUNTANT: BUDGET MANAGEMENT REF NO: DHS 08/11/2018

Purpose: To ensure compliance with applicable laws and regulations in relation to financial reporting.

SALARY :

R299 709 - R353 043 per annum (Level 08)

<u>CENTRE REQUIREMENTS</u>	:	Head Office
	:	Formal Qualifications: A three year degree/diploma/NQF 6 level relevant qualification in financial management with three years working experience in budget or a Senior Certificate with seven years' experience in budget. Sound knowledge of financial administration. Knowledge of financial norms and standards (PFMA, Treasury Regulations, Provincial Treasury Instructions and Departmental delegations), Good writing skills, communication, time management and reporting skills. Computer literacy, analytical skills and the ability to work under pressure. Knowledge of BAS. Must possess a valid driver's licence. Skills and Competencies: Knowledge of standards for the Accounting Practice and ethics. Interpersonal, loyalty, fairness, integrity, responsive and commitment.
<u>DUTIES</u>	:	Assist programmes with the planning of activities during budget preparations. Assist in preparation of budget statement and database in templates prescribed by the national treasury and submit for review. Co-ordinate the shifting and virements of funds in preparation for budget adjustments of funds. Assist programmes in preparation for roll over application, MTEC and Budget Achievability hearings.
<u>ENQUIRIES</u>	:	Mr M. Cimela at 043 711 9774
<u>POST 48/175</u>	:	<u>INFORMATION TECHNOLOGY OFFICER REF NO: DHS 09/11/2018</u> Purpose: To provide day to day desktop PC and technical support within the department.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 709 - R353 043 per annum (Level 08)
	:	Sarah Baartman Region
	:	Formal Qualifications: A three year degree/diploma in Information Technology/NQF 6 relevant qualification with three years working experience in the information technology field or Senior Certificate coupled with seven years working experience in the information technology field. Technical knowledge of desktop hardware and software. Technical knowledge of PC internal components. Ability to operate tools, components, and peripheral accessories. Knowledge of desktop environment and infrastructure. Ability to present ideas in user-friendly language. Strong customer service orientation. Problem solving and analysis skills. Skills and Competencies: Effective interpersonal skills and relationship building skills, written and oral communication skills, courteousness, responsibility and commitment.
<u>DUTIES</u>	:	Provide desktop and LAN support services, install and monitor the use of department photocopiers, scanners and printers. Ensure consistent availability of network devices to users. Receive and respond to incoming calls, emails, and/or work order production system regarding desktop problems. Administer storage and backup of all network directories. Serve administrator. Administer departmental servers including VCX server. Assist in the implementation, design, documentation and implementation of various systems to include Desktop PC's, serve and network equipment, and software applications. Monitor server and LAN infrastructure. Review users and access rights on the server.
<u>ENQUIRIES</u>	:	Mr M. Cimela at 043 711 9774
<u>POST 48/176</u>	:	<u>SENIOR STATE ACCOUNTANT: GRANT MANAGEMENT REF NO: DHS 10/11/2018</u> Purpose: To assist in the management of Conditional Grant and in ensuring that proper financial recording (bookkeeping) in terms of the Public Finance Management Act and DORA is kept in the Basic Accounting System and assist in the management of Trust Account Reconciliations.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 709 - R353 043 per annum (Level 08)
	:	Head Office
	:	Formal Qualification: A three year degree/diploma/NQF 6 relevant qualification in financial management/accounting with three years working experience in grant management or Senior Certificate coupled with seven years working experience in grant management. Sound knowledge of policies and prescripts that are applicable to grant management. Good communication skills and analytical skills. Knowledge of Basic Accounting System (BAS). Extensive knowledge of PFMA.

		Computer literacy. Skills and Competencies: Knowledge for the Accounting Practice and ethics, general recognised accounting principles, PFMA and Treasury Regulations. Research, report writing, negotiation, analysing, conflict management, presentation and working in a team.
<u>DUTIES</u>	:	Assist with the management of the provincial housing funds (conditional grant). Compile Monthly and Quarterly DORA Compliance reports for conditional grant. Verify that all claims processed comply with the regulations. Processing of housing projects payments and related transactions in the provincial financial system. Record and report all fruitless, wasteful and unauthorised expenditure. Attend to all RFI's received for internal/external stakeholders. Monitor and manage trust accounts reconciliations. Prepare ad-hoc reports monthly and quarterly on various performance indicators. Supervision and management of sub ordinates.
<u>ENQUIRIES</u>	:	Mr M. Cimela at 043 711 9774
<u>POST 48/177</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: HOUSING PROPERTY MANAGEMENT (ASSET MANAGEMENT) REF NO: DHS 11/11/2018</u> Purpose: To perform all functions related to housing asset management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 709 - R353 043 per annum (Level 08) OR Tambo Region Formal Qualification: A three year degree/diploma/NQF 6 relevant qualification in Public Management/Social Sciences with three years working experience in housing asset management environment or Senior Certificate coupled with seven years working experience in housing asset management environment, Knowledge of relevant prescripts and legislations. Computer literate. Good communication skills. Knowledge of housing subsidy systems (HSS). Must possess a valid driver's licence. Skills and Competencies: Knowledge of government prescripts and legislations. Knowledge of housing subsidy policies and procedures. Problem solving, workplace relations, self-organising, informal utilisation, effective communication.
<u>DUTIES</u>	:	Provide administration support in the process of completing and processing of subsidy application forms. Collect and receive completed subsidy forms. Verify the completeness and attachments on each subsidy applications forms. Capture subsidy applications forms on Housing Subsidy System (HSS). Compile list of captured subsidy application forms on HSS for approval or disapproval. Establish project steering committee on approved beneficiaries and facilitate/convene workshops to the project steering committee about their roles and responsibilities. Provide administrative support to the OR Tambo Regional Office as needed/instructed by Regional Management.
<u>ENQUIRIES</u>	:	Mr M. Cimela at 043 711 9774
<u>POST 48/178</u>	:	<u>LABOUR RELATIONS OFFICER: HUMAN RESOURCE MANAGEMENT (REF NO: DHS 12/11/2018)</u> Purpose: To implement labour relations policies, procedures and strategies
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 709 - R353 043 per annum (Level 08) Head Office Formal Qualifications: A three year degree/diploma in human resource management/labour law/NQF 6 relevant qualification with three years working experience in the labour relations field or a Senior Certificate coupled with seven years working experience in the labour relations field. Experience in discipline, disputes and grievance process. Understanding of the workplace laws. Good communication skills (verbal and written). Ability to work under pressure for extended periods of time. Able to plan and organise and take initiatives. Good report writing, presentation and project management skills. In-depth knowledge of all relevant legislations/prescripts that are applicable in the public services. High level of confidentiality. Persal introductory certificate will be an added advantage. Must possess a valid driver's licence. Skills and Competencies: Knowledge of monitoring and evaluation, government policies and planning systems, public service regularity framework. Research, report writing, negotiation,

		communication, conflict management, presentation, working in a team and interviewing skills.
<u>DUTIES</u>	:	Ensure compliance with applicable legislations, rules and regulation. Co-ordinate discipline and grievance processes within the Department. Ensure adherence in terms of Resolution 1 of 2003 (Disciplinary Code and Procedure), and the labour relations act 66 of 1995 as amended. Maintain record-keeping of labour relations. Capture on Persal. Excel database all reported misconduct cases, grievances and disputes reported in the department. Formulate clearly outlined monthly, quarterly, and annual Labour Relations reports. Handling of misconduct cases within departments. Ensure compliance with the Disciplinary Code and Procedure applicable in misconduct cases. Advise line managers and employees in relation to misconduct cases. Investigate misconduct cases within department and monitor the implementation of sanctions and arbitration awards. Formulate investigation reports with clear findings and recommendations. Facilitate the handling of grievances and the implementation of the disciplinary code and procedure. Acknowledge receipt of grievances and investigate lodged grievances. Implement labour relations communication strategy. Maintain constructive relationship with organised labour and management and employees.
<u>ENQUIRIES</u>	:	Mrs W. Hartzenberg at 043 711 9685
<u>POST 48/179</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: SALES, TRANSFERS AND ASSETS REF NO: DHS 13/11/2018</u> Purpose: To monitor and co-ordinate the Enhanced Extended Discount Benefit Scheme.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 709 - R353 043 per annum (Level 08) Head Office Formal Qualification A three year degree/diploma/NQF 6 relevant qualification in property management/facilities management/Public Management/Management with three years working experience in property management field or Senior Certificate coupled with seven years working experience in property management field. Knowledge of Housing Act of 1997, state land disposal act, deeds registry act, government immovable asset management act (GIAMA), public financial management act, (PFMA) and Treasury Regulations. Sound problem solving, verbal and written communication, MS Office especially Excel spreadsheet and analytical skills. Must possess a valid driver's licence and willingness to travel. Skills and Competencies: Knowledge of Public Service Act, National Housing Act, Government Immovable asset management act. Decision making, service delivery innovation, change management and client orientated and customer focused.
<u>DUTIES</u>	:	Monitor and co-ordinate the implementation of Enhanced Extended Discount Benefit Scheme (EEDBS). Collect EEDBS statistics/data from the municipalities. Create a Pre-1994 houses database for all district municipalities. Identify houses to qualify for EEDBS. Visit municipalities to assist in processes to fast-track the EEDBS transfers. Collect data on challenges encountered from the appointed service providers. Compile monthly report on the status quo of EEDBS. Ensure availability of funds and process claims for payment of Service Providers. Receive and attend to housing property queries. Assist in the administration of immovable Assets.
<u>ENQUIRIES</u>	:	Mrs W. Hartzenberg at 043 711 9685
<u>POST 48/180</u>	:	<u>ADMINISTRATIVE OFFICER: MEDIA AND COMMUNICATIONS REF NO: DHS 14/11/2018</u> Purpose: To manage media and communication services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 - R285 630 per annum (Level 07) Head Office Formal Qualifications: A three year degree/diploma/NQF 6 relevant qualification in Journalism/Public Relations/Communications Marketing with two years working experience in the communications environment or a Senior Certificate coupled with six years working experience in the communications environment. Knowledge of government policies and planning systems. Good interpersonal relations,

		communication and customer orientated skills. Knowledge of desk top publishing. Computer literate. Must possess a valid drivers' licence. Skills and Competencies: Knowledge of government prescripts and legislations. Problem solving, workplace relations, self-organising, informal utilisation, effective communication.
<u>DUTIES</u>	:	Develop and manage departmental multimedia and communication platforms namely website, intranet and social media networks. Provide media support. Develop media plans for events. Market departmental subsidies and programmes through all platforms. Package departmental content for radio features, adverts and talkshows. Organise departmental exhibitions and promotions. Organise and co-ordinate media tours and media conferences. Writing for internal and external publications. Develop information booklets and pamphlets. Distribute information packs to various audiences using different marketing tools.
<u>ENQUIRIES</u>	:	Mr M. Kana at 043 711 9743
<u>POST 48/181</u>	:	<u>ICT ADMIN OFFICER: APPLICATIONS SUPPORT AND SYSTEMS DEVELOPMENT REF NO: DHS 15//11/2018</u>
		Purpose: To manage support applications, develop and enhance information systems.
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 - R285 630 per annum (Level 07)
	:	Head Office
	:	Formal Qualifications: A recognised three year degree/diploma/NQF6 relevant qualification in Office Administration/Office Administration/Technology coupled with two years' experience in ICT or Senior Certificate coupled with six years working experience in ICT. Human Settlements experience will be an added advantage. Should possess the following skills: Ability to apply technical/professional skills. Knowledge of PFMA and Public Service Act and Regulations. 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. Knowledge of PFMA and Public Service Act and Regulations. Skills and Competencies: Computer literacy, communications skills, administration skills, interpersonal skills, organisational skills, typing and writing skills, minute taking and reporting skills
<u>DUTIES</u>	:	Responsible for rendering an effective administrative support to the GITCM office. Records administrative support services for GICTM. Ensure the effectiveness of information and documents to and from the office. Ensure safekeeping of all documentation in the office in line with the legislation and policies. Functional support to ICT office. Compile and coordinate procurement plans for the unit which is aligned with the budget and monitor the expenditure and implementation of the procurement plans. Render general administrative support to 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. IT Service Management and IT Admin Support Service.
<u>ENQUIRIES</u>	:	Mr M. Kana at 043 711 9743.
<u>POST 48/182</u>	:	<u>ADMINISTRATIVE OFFICER: BENEFICIARY MANAGEMENT REF NO: DHS 16//11/2018</u>
		Purpose: To facilitate co-ordination and provision of administrative support of housing projects
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 - R285 630 per annum (Level 07)
	:	OR Tambo Region
	:	Formal Qualifications: A three year degree/diploma/NQF level 6 relevant qualification in Public Management/Social Science with two years of working experience in the relevant field or Senior Certificate coupled with six years working experience in the relevant field. Knowledge of the housing subsidy systems (HSS). Knowledge and understanding of housing policies and procedure. Good interpersonal skills. Good communication skills. Ability to work as a team. Computer literate. Skills and Competencies: Knowledge of housing subsidy systems policies and procedures, government policies and planning systems,

		public service regularity framework, performance management. Be able to handle confidential matters, ability to work under pressure.
<u>DUTIES</u>	:	Processing individual subsidy applications. Received, capture and verify subsidy application forms. Edit applications. File approved applications. Processing of individual subsidy claims. Receive, capture claims on housing subsidy system (HSS). Attend to subsidy enquiries.
<u>ENQUIRIES</u>	:	Mr M. Cimela at 043 711 9774
<u>POST 48/183</u>	:	<u>ADMINISTRATIVE OFFICER: HOUSING SUBSIDY SYSTEMS REF NO: DHS 17//11/2018</u> Purpose: To administer all housing subsidies and conditional grant in accordance with human settlements policy through the Housing Subsidy System
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 - R285 630 per annum (Level 07) Head Office Formal Qualifications: A three year degree/diploma/NQF 6 relevant qualification in financial management/accounting with two years working experience in the field or a Senior Certificate with six years working experience in the relevant field. Knowledge and ability of working on the housing subsidy claims management module. Computer literacy with knowledge of excel. Sound knowledge of general office administration and relevant legislation like PFMA, DORA and Housing policy. Good communication skills (verbal and written). Skills and Competencies: Knowledge of housing subsidy system policies and procedures. Interpersonal relations skills, communication skills, ability to work in a team, able to handle confidential matters and ability to work under pressure.
<u>DUTIES</u>	:	Processing claims on Housing Subsidy System (HSS). Receive certified claims from project management section. Monitor the processing of claims given to sub ordinates. Address developer queries in respect of claims. Verify claims captured on HSS. Capture non-financial data on HSS. Electronic register and filling of contracts of projects. Supervision of sub-ordinates. Manage the performance development needs of the subordinates.
<u>ENQUIRIES</u>	:	Mr M. Kana at 043 711 9743
<u>POST 48/184</u>	:	<u>ADMINISTRATIVE OFFICER (X2 POSTS)</u> Purpose: To provide administrative services to the Chief Director
<u>SALARY CENTRE REQUIREMENTS</u>	:	R242 475 - R285 630 per annum (Level 07) Head Office District Co-Ordination and Project Management Ref No: DHS 18/11/2018 Incremental Programmes Ref No: DHS 19/11/2018 Formal Qualifications: A 3 year degree/diploma in Office Management/Administration/Secretarial diploma or relevant NQF6 qualification with two years working experience in the office administration environment or a Senior Certificate with six years working experience in the office administration environment. Computer literacy with strong and sound typing skill (Excel is compulsory with MS Word and Powerpoint). Excellent communication skills (verbal and written). Excellent filing skills and to keep record of flow of documents. Experience in office administration, diary management, events and project co-ordination. Flexible and adaptable. Ability to work under pressure and adhere to strict timeframes. Ability to take imitative and work independently. Ability to identify and handle confidential matters at all times. Skills and Competencies: Knowledge of relevant legislation/prescripts and procedures, basic knowledge on financial administration. Good telephone etiquette, sound organisational skills, good people skills, high level of reliability, written communication skills, analysing skills, and research and presentation skills.
<u>DUTIES</u>	:	Provide administrative support services to the Chief Director. Compiles realistic schedules of appointments and perform advanced typing work. Operates and ensures that office equipment are in good working order. Co-ordinate with and sensitises/advices the manager regarding engagements. Records administrative support services. Ensures the effective flow of information and documents to and from the Chief Director. Ensures the safekeeping of all documentation in the office

of the Chief Director in line with relevant legislation and policies. Obtains inputs, collates and compiles reports e.g. progress reports, finance reports, monthly reports and management report. Scrutinises routine submissions/reports and make notes and or recommendations for the Chief Director. Draft documents as required. Manages the leave register on behalf of the Director. Handles the procurement of standard items like stationery, refreshments etc for the activities of the Chief Director. Provides support to Chief Director regarding meetings. Record minutes/decisions and communicates to relevant roleplayers, follow up on progress made. Ensure that travel arrangements are well co-ordinated Support the Chief Director with the administration of the Director's budget. Keeps record of expenditure commitments, monitors under spending. Checks and correlates BAS reports to ensure that expenditure is allocated correctly. Compares the MTEF allocation with the requested budget and informs the Director of changes.

ENQUIRIES :

Mr M. Cimela at 043 711 9774

POST 48/185 :

PROVISIONING ADMINISTRATIVE OFFICER: PROCUREMENT REF NO: DHS 20/11/2018

Purpose: To administer the department purchase services

SALARY :
CENTRE :
REQUIREMENTS :

R242 475 - R285 630 per annum (Level 07)

Head Office

Formal Qualification: A three year degree/diploma/NQF 6 relevant qualification in supply chain management/purchasing/logistics management/Public Administration with two working experience in procurement or a Senior Certificate coupled with six years working experience in procurement. Knowledge of SCM practices, procurement and purchasing procedures required. Knowledge of the Public Service Act and Public Finance Management Act (PFMA). Able to work under pressure and difficult deadlines. Skills and Competencies: Knowledge of SCM practices, procurement and purchasing procedures required. Interpersonal relations, integrity, responsive, courteousness, responsibility and commitment.

DUTIES :

Ensure that requisitions are captured on BAS Authorise requisitions and commitments on Logis. Ensure compliance to all the reporting areas. Maintain commitment register. Management of accruals.

ENQUIRIES :

Mrs W. Hartzenberg at 043 711 9685

POST 48/186 :

ADMINISTRATIVE OFFICER: HOUSING PROGRAMME FACILITATION AND ADMINISTRATION REF NO: DHS 21/11/2018

Purpose: Facilitation, co-ordination and provision of administrative support of all integrated residential development programme.

SALARY :
CENTRE :
REQUIREMENTS :

R242 475 - R285 630 per annum (Level 07)

OR Tambo

Formal Qualifications: A three year degree/diploma/NQF 6 relevant qualification in Public Administration/Social Science with two years working experience in facilitation and administration of housing field or a Senior Certificate coupled with six years working experience in facilitation and administration of housing field. Knowledge and understanding of housing policies and procedures. Good communication skills (verbal and written). Ability to work in a team. Computer literacy. Skills and Competencies: Knowledge of Public Finance Management Act (PFMA), applicable legislation and prescripts, policies and procedures. Interpersonal relations, integrity and courteous.

DUTIES :

Verify all subsidy applications for all the identified in the region. Check all individual applications for correctness. Capture correct forms to the system, submit all applications to Head Office for approval of subsidy. Facilitate strategies for effective beneficiary management. Establishment of project steering committee. Facilitation co-ordination and provide administrative support of all integrated residential development programmers. Attend project steering committee meetings. Scrutinize /verify and prepare rejected subsidy applications returned by Head Office for resubmission for approval. Provide administrative support in the Regional Office. Write correspondence to stakeholders. Give updated status reports to site inspectors. Compile weekly programme.

ENQUIRIES : Mr M. Kana at 043 711 9743

POST 48/187 : **ADMINISTRATIVE OFFICER: ADMINISTRATIVE SUPPORT SERVICES REF NO: DHS 22/11/2018**
Purpose: To assist the Region with administration support.

SALARY CENTRE REQUIREMENTS : R242 475 - R285 630 per annum (Level 07)
: OR Tambo Region
: Formal Qualifications: A three year degree/diploma/NQF 6 relevant qualification in Public Administration/Public Management coupled with two years' experience in administration or Senior Certificate coupled with six years' experience in administration. Computer literacy MS Word, Excel and Outlook. Ability to work under pressure and long hours. Must possess a valid driver's licence. Skills and Competencies: Good telephone etiquette, sound organisational skills, good people skills, high level of reliability, written communication skills, analysing skills, research and presentation skills.

DUTIES : Issuing of trip authorities. Carry out vehicle inspections. Capturing of log returns. Arrange for repairs and servicing of vehicles. Provide driver services when required. Receive and control incident/accident reports and traffic fines. Capture and maintain up to date transport utilization records. Vehicle management register. Process reports in line with prescribed procedures. Receive and verify accuracy of travelling records. Provide administrative support to the OR Tambo Region when required.

ENQUIRIES : Mr M. Cimela at 043 711 9774

POST 48/188 : **SENIOR ADMINISTRATIVE CLERK: HOUSING SUBSIDY SYSTEM REF NO: DHS 23/11/2018**
Purpose: To manage and administer housing subsidy systems (HSS)

SALARY CENTRE REQUIREMENTS : R163 563 - R192 666 per annum (Level 05)
: Head Office
: Formal Qualifications: A three year degree/diploma/NQF 6 relevant qualification with one years working experience in the relevant field or Senior Certificate coupled with four years working experience in the relevant field. Knowledge and ability of working on the housing subsidy claims management module. Knowledge of HSS policies and procedures. Computer literacy with knowledge of Excel. Sound knowledge of general office administration and relevant legislations like PFMA, DORA and Housing Policy. Good communication skills (verbal and written). Ability to handle confidential matters. Ability to work under pressure. Skills and Competencies: Good interpersonal relations, communication, personal effectiveness and organised.

DUTIES : Processing of claims on housing subsidy system. Capturing of non-financial data and reconcile with project implementation plans. Filling of source documents of data captured on HSS e.g. contracts, addendums/cessions. Edit approved beneficiaries on HSS when required and receive subsidy applications that need to be filled. Attend queries related project claims from various stakeholders.

ENQUIRIES : Mr M. Kana at 043 711 9743

POST 48/189 : **PROVISIONING ADMINISTRATIVE CLERK: PROCUREMENT REF NO: DHS 24/11/2018**
Purpose: To provide bid procurement recruitment services.

SALARY CENTRE REQUIREMENTS : R163 563 - R192 666 per annum (Level 05)
: Head Office
: Formal Qualifications: A three year national diploma/NQF 6 relevant qualification in supply chain management/purchasing/logistics management/financial management with one years working experience in procurement or Senior Certificate coupled with four years working experience in procurement. Knowledge of supply chain management/procurement. Knowledge of SCM practice. Good interpersonal and organisational skills. Ability to work in a team. Good communication skills (verbal and written). Computer literacy. Skills and

- Competencies: Knowledge of SCM practices, procurement and purchasing procedures required. Interpersonal relations, integrity, responsive, courteousness, responsibility and commitment.
- DUTIES** : Ensure placement, filling and issuing of orders. Ensure capturing of entities on Bas. Ensure capturing of commitments on Bas. Capturing of all orders onto Excel spreadsheet in order to effectively manage outstanding commitments.
- ENQUIRIES** : Mr M. Kana at 043 711 9743
- POST 48/190** : **ADMINISTRATIVE CLERK: LAND ACQUISITION REF NO: DHS25/11/2018**
Purpose: To ensure that land ownership and security of tenure is facilitated in respect of all housing subsidy programmes.
- SALARY CENTRE REQUIREMENTS** : R163 563 - R192 666 per annum (Level 05)
: Head Office
: Formal Qualifications: A three year degree/diploma/NQF6 relevant qualification in Public Management/Social Sciences/Property Management with one year working experience in relevant field or Senior Certificate coupled with four years working experience in the relevant field. Understanding of the relevant acts/prescripts and legislations. Ability to collect and collate data. Ability to work under pressure
Computer literate. Sound knowledge of the land administration. Experience in working with various stakeholders. Good communication skills and conflict management. Skills and Competencies: Knowledge of service delivery (Batho Pele). Sound knowledge and understanding of transfer and land ownership. Computer literacy, interpersonal relations skills, communication skills, ability to work in a team, personal effectiveness and customer orientated.
- DUTIES** : To assist with housing subsidy system for verification of beneficial approval. Do deeds searches. Prepare consent certificates of pre-emptive and mortgage binds certificates, special power of attorney and endorsement of title deed in terms of section 10A and 10B of Housing Act 107 of 1997 as amended. Ensure transfer of housing units qualifying beneficiaries in conjunction with conveyancers and municipalities.
- ENQUIRIES** : can be directed to Mr M. Cimela at 043 – 711 9774

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 CLOSING DATE** : Nozuko Mafu
: 14 December 2018

MANAGEMENT ECHELON

- POST 48/191** : **DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: OTP 11/2018**
(Re-Advertisement). People who previously applied need not apply as their applications will still be considered.
- SALARY CENTRE REQUIREMENTS** : R1 005 063 per annum (Level 13)
: Bhisho
: A SAQA recognized NQF Level 7 qualification in Industrial Engineering /Operations/Production Management/ Industrial Psychology /Management Services/ Human Resource Management, Certificate in Job Evaluation. 5 years' experience at Middle Management Level in the organizational development and change management field. Org design certificate will add advantage.
- DUTIES** : 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

ENQUIRIES

resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. can be directed to Ms N. Mafu or Ms Xesha or Mr Boyson @ 040 609 6432 / 6248 / 6249.

DEPARTMENT OF PUBLIC WORKS

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

APPLICATIONS

: 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

: Ms N.H Malgas

CLOSING DATE

: 14 December 2018

NOTE

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

OTHER POSTS

POST 48/192

: **SENIOR LEGAL ADMINISTRATION OFFICER (MR 6), LEGAL SERVICES, REF NO: DPW 04/11/2018**

SALARY

: R448 269 per annum (OSD)

CENTRE

: Head Office (Bhisho)

REQUIREMENTS

: An appropriate recognised Bachelor's Degree in Law. At least 8 years' appropriate post qualification legal experience. Litigation experience is essential as well as admission as an attorney or advocate.

DUTIES

: Functional: 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. Successfully conduct an interview in order to determine the client's goals and objectives. Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Document interview and all advice given during legal consultation in writing. Provide advice and guidance to lower level production employees on advanced interview techniques to address more sensitive or complicated issues as well as guide employees on the advice that should be rendered to the client. Generic: Achieve excellence in delivering the planned customer service outcomes (i.e. service levels and standards) for the department and monitoring the unit's service

delivery in order to achieve the service delivery targets and to ensure the highest level of customer care and customer satisfaction. Measure and improve or upgrade work methods, procedures and systems and decrease costs in order to improve the quality and cost efficiency of services and products delivered to customers. Adapt to diverse cultural practices, customs, values and norms to individuals and groups in order to meet equity requirements, contribute to the transformation of work unit and department. Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, videoconferencing, telecommunications, etc) in order to provide and communicate information for decision making, reporting, document storage and planning.

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

POST 48/193 : **AUDIT COMMITTEE MEMBER, LEGAL SERVICES REF NO: DPW ACM/2018**
Term: The term of office is three years (part-time basis - approximate number of meetings is six per annum (four ordinary and two special meetings)

SALARY : The appointed member will be remunerated according to Framework for the appointment of Audit Committee in terms of Provincial Treasury Instruction No.6 of 2014/15 as amended. This is aligned with DPSA guidelines on remuneration of committee. This remuneration includes an all-inclusive rate per hour for all work actually done for the duration of an Audit Committee meeting and as well as for preparation of such meetings. The member will be required to sign a contract with the Department.

CENTRE REQUIREMENTS : Head Office (Bhisho)
: Applicants should be in the possession of relevant bachelor's degrees or equivalent qualification in Information Technology and postgraduate qualification, with 6-10 years' experience in the IT environment and be a member of relevant professional bodies. The applicant must have extensive expertise in ICT governance strategy and its implementation and ICT investment and monitoring the management and mitigation of ICT risks. Knowledge and understanding of King Code on Corporate Governance and COBIT 5. Well-developed business acumen and leadership skills. A demonstration of track record of diligence and integrity. Knowledge and understanding of legislation/policies of Government. Knowledge and understanding of the roles and accountabilities of different governance structures within the organization. Excellent communication skills (verbal and written). Knowledge and understanding of Infrastructure environment will be an added advantage. The member of the committee should meet the following competency requirements: Previous experience in serving at an Audit Committee (at least two years), have the necessary leadership and personal qualities. Have the ability to lead and participate in the discussions, have a good understanding of the committee position in the governance structure, have the ability and capability to conduct the Audit Committee affairs efficiently and effectively. Have an understanding of Financial and Management Accounting, Management of Performance Information and Reporting, Auditing Experience, Legal, Information and Communication Technology, Corporate Governance, Enterprise Risk Management, Internal Controls and Knowledge of Government Legislations.

DUTIES : The audit committee is an oversight body that operates and discharges its duties according to section 3.1.10 of the Treasury Regulations. The audit committee serves as an advisory committee in assisting in matters relating to financial and operational controls, risk management and governance. Duties will include assisting the Accounting Officer in effective discharge of his responsibilities, and therefore will be required to act as chairperson of IT Governance. An audit committee may communicate any concerns it deems necessary to the executive authority, the relevant treasury and the Auditor-General. The audit committee must meet at least annually with the Auditor-General to ensure that there are no unresolved issues of concern.

ENQUIRIES : Ms KF Siqendu, (082 719 8899)

NOTE

: The Eastern Cape Department of Public Works hereby invites applications from suitably qualified and interested individuals to serve on its Audit Committee in line with the provisions of Section 76(4) and 77 of the Public Finance Management Act, 1 of 1999, read with Chapter 3.1 of the Treasury Regulations.