PROVINCIAL ADMINISTRATION: EASTERN CAPE  
COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS  

*The department of Cooperative Governance is an equal opportunity, affirmative action employer. NB: Military Veterans, previously disadvantaged people and those with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.*

**APPLICATIONS**  
should be directed to The Head of Department: Cooperative Governance & Traditional Affairs; Private Bag X0035, Bhisho, 5605. Hand delivered To Department: Cooperative Governance & Traditional Affairs; Tyhamzashe Building; Foyer Bhisho.

**FOR ATTENTION**  
Ms TF. Dyani

**CLOSING DATE**  
22 February 2019

**NOTE**  
Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za/ or http://eclgta.ecprov.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Cooperative Governance and Traditional Affairs welcomes Military Veterans and 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 POST**

POST 05/44  
AUDIT COMMITTEE MEMBER (X1 POST)

**SALARY**  
Remuneration of the Audit Committee is determined at the hourly rate in terms of paragraph 22 of the Eastern Cape Provincial Planning & Treasury Instruction No.6 of 2014/2015. Members will be remunerated for preparation and attendance to meetings at prescribed rates.

**CENTRE**  
Bhisho

**REQUIREMENTS**  
A Bachelors degree (NQF level 7) in Auditing, Finance, Risk Management, Administration or IT. Extensive experience in Government / Public Sector. Prior experience serving on Audit Committees. Demonstrate experience in participating in government structures. Have the ability to dedicate time to the activities of the Audit Committee. Have analytic reasoning abilities, good communication skills, and thorough understanding of the regulatory framework within which the Local & Provincial Government operates.

**DUTIES**  
Assist the Executive Authority in fulfilling its oversight responsibilities over financial and non-financial reporting, the system of internal control, the audit processes, and the department’s process for monitoring compliance with laws and regulations and the code of conduct. Monitor the responses to reported weakness, control deficiencies and make recommendations for improvement. Monitor the development and implementation of action plans and resolutions. The Audit Committee will report directly to the Head of Department and the Executive Authority of the Department.

**ENQUIRIES**  
can be directed to Ms N. Mabusela at 040- 6095258/5239

**NOTE**  
The Eastern Cape Department of Cooperative Governance calls on all suitably qualified and interested persons to apply for a position to serve as a replacement
member of Audit Committee for the term of the Audit Committee members that expires on the 31 October 2020.

DEPARTMENT OF EDUCATION

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

**APPLICATIONS**

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<thead>
<tr>
<th>Department</th>
<th>Tel/Address Details</th>
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<tr>
<td>Eastern Cape</td>
<td>All application within Head Office should be directed to Department of Education Private Bag X0032, Bhisho 5605; or deliver by hand at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. For Attention: Human Resource Administration Enquiries: Mr T Dimbaza (040 608 6200). All positions within Districts should be directed to Districts as follows: Alfred Nzo East: Mr A Mpupu, Tel: 039–2510279/ 0063, Fax: 039 - 2510976 Address: P/B X 504 Bizana 4800 Alfred Nzo West: Mr. L Mmatyanaka, Tel: 039 – 2550005, Address: P/B X 9001 Mount Frere 5090 Amathole East: Mr Mkentane, Tel: 047- 4911070/ 0646, Address: P/B X 3019 Butterworth Amathole West: Ms P Futschane, Tel: 046- 6452964 Address: P/B X 2041 F.B.T Buffalo City Metro: Ms Fikenzi Tel: 043-7600862/542 Address: P/B X 9007 East London 5200 Chris Hani East: Mr Gunkel Tel: 047-5481004/1099 Address: P/B X 214 Engcobo 5050 Chris Hani West: Mr De Bruyn Tel: 045-8083000 Address: P/B X 7053 Queenstown 5320 Joe Gqabi: Mr Mabece Tel: 051-6111380/ 0064 Address: P/B X 5026 Sterkspruit 9762 Nelson Mandela Bay: Mr Gorgonzola Tel: 041-4034402 / 434 Address: P/B X 3915 North End Port Elizabeth 6056 OR Tambo Coastal: Mr V Joseph Tel: 047-5324704 Address: P/B X 518 Libode 5160 OR Tambo Inland: Ms LN Dyodo Tel: 047- 5024272/4225 Address: P/B X 5003 Mthatha 5100 Sarah Baartman: Mr Godlo Tel: 049- 8072202 Address: P/B X 726 Graaff-Reinet 6280</td>
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**FOR ATTENTION**: Human Resource Administration

**CLOSING DATE**: 22 February 2019

**NOTE**: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf Z83 which must be fully completed and authentically signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV. All proof of qualifications shall be certified as a true copy by a commissioner of oaths, and such certification shall not be older than 3 months as at the time of submission. [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department
reserves the right not to make appointment(s) to the advertised post(s). NB: It is the department's objective to achieve equitable representation across race and gender as per Employment Equity Plan. Females and Disabled persons are strongly encouraged to apply.

**MANAGEMENT ECHELON**

**POST 05/45**

**CHIEF DIRECTOR: HRM & D**

**REF NO: ECDOE 01/1/19**

**SALARY**

R1 189 338 per annum (Level 14)

**CENTRE**

Head Office – Zwelitsha

**REQUIREMENTS**

NQF 7 as recognised by SAQA with five (5) years Senior Management Experience. Valid driver's license. Computer literacy. Good communication skills (written and verbal skills) and a good command of English language. Recommendations: Must have work experience on SMS level within the education sector. Must have work knowledge of systems promoting teacher provisioning and utilization. Ability to strengthen and promote labour harmony. Extensive experience with Education and Public Service Labour stakeholders.

**DUTIES**

Render people planning and empowerment services: Participation, interpretation and implementation of National specific human resource policies. Develop and interpret the implementation of departmental specific human resource policy as well as input to provincial policy. Develop and maintain human resource information and knowledge management system. Provide human resource research and product development. Develop and maintain human resource plan (including EE). Coordinate organisational development interventions, job evaluation and change management, Monitor, evaluate and report on HR matters, Manage employee Health and Wellness and HR special programmes (Human Rights, SDIP, HIV/Aids, Youth, Gender equity, Disability, EE, EAP, OHSA). Management of performance management systems (PS & Educators). Recruit people and administer the organisational establishment: Administration of recruitment, selection and placement. Render a PERSAL control service. Maintain staff establishments. Render people service benefits and registry service: Implementation and maintenance of systems, procedures and processes to administer people management functions. Administration of service conditions. Render an exit management service. Render personnel registry service. Provide human resource information (inclusive of statutory reporting). Provide inputs in National Committees / Sub Committee to ensure effective and efficient human resource administration. Promote sound employee relations: Manage interaction with organised labour. Ensure behaviour normalization. Deal with labour disputes. Implement strategies to prevent labour unrest. Manage training w.r.t. labour relations issues.

**ENQUIRIES**

DDG: EPEM Tel No: (040) 608 4200

**POST 05/46**

**CHIEF DIRECTOR: STATUTORY ADVISORY SERVICES**

**REF NO: ECDOE 02/1/19**

**SALARY**

R1 189 338 per annum (Level 14)

**CENTRE**

Head Office – Zwelitsha

**REQUIREMENTS**

NQF 7 as recognised by SAQA with five (5) years Senior Management Experience. Valid driver’s license. Computer literacy. Good communication skills (written and verbal skills) and a good command of English language. Recommendation: Must have work experience on SMS level within the education sector. Knowledge of statutory advisory services within the Education sector.

**DUTIES**

The rendering of legal and contract management services. The rendering of overall ministerial and parliamentary services. The provisioning of support to all statutory advisory councils and boards established in terms of legislation. The facilitation of community involvement in education. Co-ordination of the official publications of the department. Promote the department’s corporate image and branding. Monitoring all youth and special transformation programmes including Child Affairs Desk. Ensure the provisioning of customer care services. Ensure communication and media liaison. Ensure provisioning of stakeholder management services. Ensure provisioning of event management services. Manage the allocated
resources of the Chief Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES: DDG: EPEM Tel No: (040) 608 4200

OTHER POSTS

POST 05/47: ASSISTANT MANAGER: COMMUNITY LIAISON AND CUSTOMER CARE (EVENT MANAGEMENT) REF NO: ECDOE 73/1/19

SALARY: R356 289 per annum (Level 09)
CENTRE: Head Office – Zwelitsha
REQUIREMENTS: An NQF Level 7 qualification in Public Relation/Communication/Public Administration with 3 years’ experience as a supervisor (Salary Level 7 or 8) in the field of Customer Care/Community Liaison or Matric with 10 years’ experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Customer Care/Community Liaison. A post degree qualification on the above will be an added advantage. A valid driver’s license. Proven Computer Literacy. Clear understanding of Government Legislation. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

DUTIES: Supervise the provisioning of event management services; Develop and maintain the event management framework and instruments. Manage the provisioning of logistical arrangements for departmental events. Conduct the formal interaction and liaison with other event role players, inclusive of security and protocol personnel. Provide advice on the design of the marketing tools. Research venues, suppliers and contractors for events. Coordination of suppliers and all event logistics. Conduct pre-event planning and drills. Manage the dismantling and removal of event and clearance of the venue. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: Mr L Pulumani Tel No: (040) 608 4200

POST 05/48: ASSISTANT DIRECTOR: ASSET MANAGEMENT LOGISTICS AND AUXILIARY SERVICES (SCM)

SALARY: R356 289 per annum (Level 09)
CENTRE: Districts:
  OR Tambo Coastal Ref No: ECDOE 74/1/19 (X2 Posts)
  Amathole West Ref No: ECDOE 75/1/19 (X2 Posts)
  OR Tambo Inland Ref No: ECDOE 76/1/19
  Nelson Mandela Bay Metro Ref No: ECDOE 77/1/19

REQUIREMENTS: An NQF Level 7 qualification in the Purchasing Management/Public Administration/Financial/Logistics Management with 3 years’ experience as a supervisor (Salary Level 7 or 8) in the field of SCM or Matric with 10 years’ experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of SCM. A post degree qualification on the above will be an added advantage. Conversant with Legislative frameworks and tools governing SCM in Public Service. A valid Code 8 driver’s license. Proven Computer Literacy. Clear understanding of Government Legislation. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office, LOGIS, BAS and asset management information system. Ability to
operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

**DUTIES**

- Provision of Logistic and Stores Management Services; Implement integrated strategy, policies and procedure for logistics and inventory management. Provide district inventory and stores management services. Provide Moveable and Immovable Asset Management and Disposal Services; Maintain asset and disposal management policies, procedures and delegations. Plan and manage the acquisition and optimal utilization of movable assets and leasing thereof. Manage, develop, maintain and reconcile the district movable asset register including internal transfers. Establish loss and damage prevention and other control strategies. Provide disposal management services. Provide District Fleet Management Services; Manage, develop and maintain the departmental fleet management policy, procedures as per delegations. Manage, coordinate and administer the provisioning of fleet management. Monitor evaluate and report on the utilization of the departmental fleet. Manage the Allocated Resources of The Sub-Directorate in Line with Legislative and Departmental Policy Directives and Comply with Corporate Governance and Planning Imperatives; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

**ENQUIRIES**

District Directors

**POST 05/49**

ASSISTANT DIRECTOR: FINANCIAL PLANNING (SCHOOL FINANCE) REF NO: ECDOE 78/1/19 (X4 POSTS)

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Head Office - Zwelitsha

**REQUIREMENTS**

- An NQF Level 7 qualification in Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System with 3 years’ experience as a supervisor (Salary Level 7 or 8) in the field of Finance or Matric with 10 years’ experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Finance. A post degree qualification on the above will be an added advantage. A valid Code 8 driver’s license. Proven Computer Literacy. In-depth understanding of legislative framework that governs the Public Service Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes. Treasury & DPSA Circulars. General Accounting Principles, SCM Guidelines and Frameworks, Understanding of Financial Management best practices., Financial Management Systems (PERSAL, BAS & LOGIS) courses attended. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

**DUTIES**

- Provide public financial management to schools; Provide support to schools in the development of generic school financial Requirements. Develop school financial reporting mechanism and tools. Provide support in the coordination of reporting on school financial accountability. Provide support in monitoring submissions of AFS, Payroll Certification, PFMA Compliance Certificates. Provide public finance management inspections at schools. Provide support in monitoring of school budget processes; Coordinate the integration of PERSAL and SASAMS for budget purposes. Provide support in the compilation of expenditure reports. Provide support in the compilation of budget estimates for submission to the District office. Provide support in the monitoring of unspent funds. Provide support in the development of budget monitoring tools and policy framework.

**ENQUIRIES**

Mr N Skalk Tel No: (040) 608 4200
POST 05/50

ASSISTANT DIRECTOR: HR DEVELOPMENT REF NO: ECDOE 79/1/19

SALARY: R356 289 per annum (Level 09)
CENTRE: OR Tambo Coastal
REQUIREMENTS:
An NQF Level 7 qualification in Public Management/HRD with 3 years’ experience as a supervisor (Salary Level 7 or 8) in the field of HRD or Matric with 10 years’ experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of HRD. A post degree qualification on the above will be an added advantage. Valid driver’s license Code 8. Proven Computer Literacy. In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Educators and DPSA Legislation Frameworks, Understanding of HRM best practices. Good communication skills (written and verbal skills) and a good command of English language. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

DUTIES:
Administer the implementation of Integrated Quality Management System (IQMS) and Performance Management and Development Systems (PMDS) processes; Monitoring of the implementation of IQMS and the PMDS policy frameworks. Administer the Departmental performance management system for public service employees and office-based educators. Analyze the performance management trends. Provide technical support and advice to moderating structure and senior management. Provide secretariat support services to the district moderating structures. Administer the implementation of the educator skills Development plan. Consolidate the development educator skills development plan. Coordinate educator training on national education accredited skills. Evaluate and report on the impact of education capacity development programmes. Facilitate the implementation of transversal staff induction and other ad hoc staff development programmes. Administer the implementation of Public Service Act (PSA) Skills Development plan. Consolidate PSA skills development plan. Coordinate relevant PSA training programmes for PSA employed personnel. Coordinate monitoring of optimal utilization of the skills levy for PSA staff. Facilitate of the implementation of transversal staff induction and other ad hoc staff development programmes. To coordinate the implementation of district bursary learnership and internship programme.; Implement the Departmental bursary, learnership and internship policy framework. Implement of bursary, internship and learnership programmes. Provide support on the compilation of district impact of bursary learner ‘ship and internship programmes report. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES:
District Director

POST 05/51

ASSISTANT DIRECTOR: LABOUR RELATIONS

SALARY: R356 289 per annum (Level 09)
CENTRE:
Districts:
- OR Tambo Inland Ref No: ECDOE 80/1/19
- Amathole West Ref No: ECDOE 81/1/19
REQUIREMENTS:
An NQF Level 7 qualification in Human Resource Management or Labour Relations / Industrial Relations or Labour Law with 3 years’ experience as a supervisor (Salary Level 7 or 8) in the field of Labour Relations or Matric with 10 years’ experience of which 5 years be at a supervisory level (Salary Level 7 or 8)
in the field of Labour Relations. A post degree qualification on the above will be an added advantage. The applicant should have computer literacy skills in Microsoft Word, PowerPoint and Excel. A valid Code 8 driver’s license. Sound knowledge of the South African Labour Legislation, grievance and dispute resolution procedures, applicable to both public service act employees and educators. Should be able to demonstrate sound knowledge of departmental policies, leadership, communication, conflict resolution and decision-making capabilities. Bargaining and mediating skills are an added advantage.

**DUTIES**

Keep and collate all data and information relating Labour Relations activities in the District. Compile monthly reports on discipline, grievances and disputes. Be able to represent the Department in disciplinary hearings and arbitrations. Have vast knowledge of labour relations policies for both Public Servant Act employees and Educators. Work with HR, relevant units and all unions on all matters concerning labour relations. Be familiar with collective agreements.

**ENQUIRIES**

District Directors

**POST 05/52**

**ASSISTANT MANAGER: PAYMENT SERVICES (FINANCE)**

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Districts:
- OR Tambo Inland Ref No: ECDOE 82/1/19
- OR Tambo Coastal Ref No: ECDOE 83/1/19 (X2 Posts)
- Amathole West Ref No: ECDOE 84/1/19

**REQUIREMENTS**

An NQF Level 7 qualification in Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System with 3 years’ experience as a supervisor (Salary Level 7 or 8) in the field of Finance or Matric with 10 years’ experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Finance. A post degree qualification on the above will be an added advantage. Proven Computer Literacy (Ms Word, Ms Excel & PowerPoint). A valid Code 8 driver’s license. Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations, BAS (Basic Accounting System), Logis (Logic integrated system) and Persal; A valid Code 8 driver’s license. Skills and Competencies: Communication skills; Sound report writing; Ability to work under pressure; Analytical and problem-solving skills.

**DUTIES**

Manage Sundry and Creditor payments. Ensure the correct and timeous payment of Suppliers, Conduct Creditor’s reconciliations, Management of reporting including Accruals, 30 days reports (IYM) etc. Authorization of BAS/LOGIS and PERSAL Payments. Management of the Payroll, Allowances Payable and Subsistence and Travel claims units. Understand Internal Financial inspections and Audits regarding Financial Accounting Systems, Receive and process Audit queries and implement corrective measures. Implementation of Internal control measures; Ensure Document and Records management; Manage and control subordinates. Provide effective people management.

**ENQUIRIES**

District Directors

**POST 05/53**

**ASSISTANT DIRECTOR: SUPPORT IN THE OFFICE OF THE CHIEF DIRECTOR**

**SALARY**

R356 289 per annum (Level 09)

**CENTRE**

Head Office Strategic Planning – Zwelitsha Ref No: ECDOE 85/1/19
- Head Office Cluster A – Zwelitsha Ref No: ECDOE 86/1/19

**REQUIREMENTS**

An NQF Level 7 qualification Office Administration with 3 years’ experience as a supervisor (Salary Level 7 or 8) in the field of office administration or Matric with 10 years’ experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Office Administration. A post degree qualification on the above will be an added advantage. Proven Computer Literacy (Ms Word, Ms Excel & PowerPoint). A valid Code 8 driver’s license. Proficiency in the application of the MS Office Package (Word, Power Point and Excel). Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

**DUTIES**

Consolidation of monthly compliance reports for the relevant Chief Directorate for submission to relevant stakeholders. Implementation and management of
appropriate and adequate administration systems and processes within the office, and effective management of the office of the relevant Chief Director. Organizing and planning the meetings of the Chief Director and recording minutes. Managing office budget and compiling monthly expenditure reports and Procurement Plans. Ensuring compliance to departmental prescripts/policies in the office of the Chief Director. Manage all staff under his or her supervision.

ENQUIRIES
Mr T Masoeu (Strategic Planning) & Mr. Mtyda (Cluster A) Tel No: (040) 608 4200

POST 05/54
ASSISTANT DIRECTOR: SCM (ACQUISITIONS AND DEMAND) REF NO: ECDOE 87/1/19

SALARY: R356 289 per annum (Level 09)
CENTRE: Head Office - Zwelethsha
REQUIREMENTS: An NQF Level 7 qualification Purchasing Management/Public Administration/Financial/Logistics Management with 3 years’ experience as a supervisor (Salary Level 7 or 8) in the field of SCM or Matric with 10 years’ experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Supply Chain Management. Proven Computer Literacy. A post degree qualification on the above will be an added advantage. A valid Code 8 driver’s license. Knowledge of the PFMA, PPPFA, Treasury Regulations, Supply Chain Framework Act, and BBBEE Act. Sound knowledge of and practical working experience on LOGIS &BAS and interpretation of the system generated reports. Practical knowledge of managing three bid committees. Good interpersonal, verbal, writing communication skills. Customer relationship and interactive communication skills. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

DUTIES: Coordinate demands relating to SCM needs, conduct needs analysis and ensure that the industry has been analyzed (benchmarking) to ensure value for money; Consolidate procurement inputs from line managers, compile and maintain an Annual Procurement Plan(APP) based on strategic objectives of the Department; Link APP with budget, Compile bid documents & specifications with end-users and acquisition management; Standardize and simplify the Terms of Reference process to expedite the overall process; Liaise, correspond, advise and meet with Directorates with regard to demand requirements, Lead a team and hands on when procurement of goods services and works is made. Administer price quotations and bids; provide secretariat (administrative) support to Bid committees as a representative of SCM. Ensure compliance with SCM policy and procedures. Ensure that planned target dates to obtain goods & services and works are met. Safe keeping of SCM documents and updating of a bid register with the status of the project. Provide constant feedback to customers and stakeholders. Compile and submit reports as may be required and Management of Human Resources i.e. job descriptions, performance appraisals and development.

ENQUIRIES
Mr M Harmse Tel No: (040) 608 4200

POST 05/55
ASSISTANT DIRECTOR: FINANCIAL CONTROL REF NO: ECDOE 88/1/19

SALARY: R356 289 per annum (Level 09)
CENTRE: Joe Gqabi
REQUIREMENTS: An NQF Level 7 qualification Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System with 3 years’ experience as a supervisor (Salary Level 7 or 8) in the field of Finance or Matric with 10 years’ experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Finance. A post degree qualification on the above will be an added advantage. A Valid Code 8 driver’s license. Knowledge and skills: Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act (PFMA).

DUTIES: Manage accounts receivable and revenue collection. Manage payments - supply chain and assets management services. Manage integrated budget planning and expenditure. Provide financial system support and reporting. Monitor and revise
steps to recover debts money. Manage resources (human, financial, equipment/assets).

ENQUIRIES : Mr. T Khali: Alfred Nzo West District
District Director

POST 05/56 : ASSISTANT DIRECTOR: DATA ANALYST REF NO: ECDOE 98/1/19
Re-advertisement (Candidates previously applied, should re-apply)

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : An NQF 7 in Information Technology with 3 years’ experience as a supervisor (Salary Level 7 or 8) in the field of IT or Matric with 10 years’ experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of IT. A sound communication, managerial and report writing skills. A post degree qualification on the above will be an added advantage. A valid Code 8 driver licenses. Proven experience in: Database development and administration in SQL Server. Server administration in MS Windows Server, 2018 and higher. Development such as PHP, C#, ASP.NET, MYSQL, HTML & CSS. Proven data mining skills. Data integration, warehousing and analysis. Database security. Virtualization technology such as VMWare, Microsoft Hyper. Cloud services. Virtualization technology such as VMWare, Microsoft Hyper. Cloud services. Project management & planning. Knowledge and experience of the following is strongly recommended: Knowledge and practical experience in school administration systems, specifically SASAMS.

DUTIES : The successful candidate will be responsible for managing the abovementioned tasks in the Education Management Information System (EMIS) Sub directorate i.e. The planning, implementation and maintaining of a provincial SASAMS data warehouse, loading, troubleshooting and interpretation of data, cleansing of data as well as generating and interpreting statistical reports and forecasts on all EMIS data. Another function of the candidate will be to develop, test and maintain web-based tools for the submission of data from schools. The candidate will be responsible for the maintenance of the EMIS database, integrating databases from various sectors, warehousing of data, creation of normalized databases as well as the maintenance of the databases. The candidate will furthermore be responsible for the creation and storage of daily backup sets. Establishment and implementation of data security protocols.

ENQUIRIES : Mr R van Rensburg Tel No: (043) 702 7400

POST 05/57 : ASSISTANT DIRECTOR: CONDITIONAL GRANT ADMINISTRATION REF NO: ECDOE 103/1/19
Re-advertisement (Candidates previously applied, should not re-apply)

SALARY : R356 289 per annum (Level 09)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : An NQF 7 in Accounting/Financial Management with 3 years’ experience as a supervisor (Salary Level 7 or 8) in the field of Finance or Matric with 10 years’ experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Finance. A post degree qualification on the above will be an added advantage. Proficiency in the transversal systems: Information systems, BAS and LOGIS. Proficient in the application of MS Office Package. A valid Code 8 driver’s license. Knowledge of School Management. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations on systems, BAS and LOGIS. Proficient in the application of MS Office Package.

DUTIES : Oversee the process of the conditional grant payment of the Department including reconciliations and providing related inputs for the financial statements. Monitor compliance with PFMA, DORA and grants framework. Manage and monitor compliance monthly and quarterly by schools. Prepare monthly compliance reports and execute month-end closure procedures. Implement, manage and monitor the sections Audit Intervention Plan (AIP). Compile and execute the management plan of the Finance Branch to the extent that it is applicable on the functions of the sub-
directorate. Identify, record, rate and manage risks as it is applicable in the sub-
directorate.

**ENQUIRIES** : Ms BC Biko Tel No: (040-6084415)

**POST 05/58** : ASSISTANT DIRECTOR: CONDITIONAL SUNDRY AND TRANSFER PAYMENTS REF NO: ECDOE 104/1/19
Re-advertisement (Candidates previously applied, should not re-apply)

**SALARY** : R356 289 per annum (Level 09)

**CENTRE** : Head Office – Zwelitsha

**REQUIREMENTS** : An NQF 7 in Accounting/Financial Management with 3 years’ experience as a supervisor (Salary Level 7 or 8) in the field of Finance or Matric with 10 years’ experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of Finance. Proficiency in the transversal systems: Information systems, BAS and LOGIS. Proficient in the application of MS Office Package. A post degree qualification on the above will be an added advantage. A valid Code 8 driver’s license. Knowledge of School Management. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations.

**DUTIES** : Oversee the process of the Transfer payments of the Department including reconciliations and providing related inputs for the financial statements. Monitor compliance with PFMA, SASA and Standards for School Funding (NSF). Manage and monitor compliance monthly and quarterly by schools. Prepare monthly compliance reports and execute month-end closure procedures. Implement, manage and monitor the sections Audit Intervention Plan (AIP). Compile and execute the management plan of the Finance Branch to the extent that it is applicable on the functions of the sub-directorate. Identify, record, rate and manage risks as it is applicable in the sub-directorate.

**ENQUIRIES** : Ms BC Biko Tel No: (040-6084415)

**POST 05/59** : ASSISTANT DIRECTOR: HR DIGITISATION REF NO: ECDOE 105/10/18
(1 Year Contract)
Re-advertisement (Candidates previously applied, should not re-apply)

**SALARY** : R356 289 per annum (Level 09)

**CENTRE** : Central Document Management Centre -East London

**REQUIREMENTS** : An NQF 7 in Human Resource Management with 3 years’ experience as a supervisor (Salary Level 7 or 8) in the field of HRM or Matric with 10 years’ experience of which 5 years be at a supervisory level (Salary Level 7 or 8) in the field of HRM. A post degree qualification on the above will be an added advantage. A valid Code 8 driver’s license. Computer literate with high proficiency in the MS Office Package (Word, PowerPoint, Excel and Outlook) Skills and competencies: Excellent communication (verbal and written). Proven ability to resolve problems independently. Effective report-writing skills. Knowledge and understanding of records management and archives policies, procedures and regulations. Proven ability to work under taxing circumstances. Ability to effectively prioritize and execute/delegate tasks. Previous experience of the Kofax or other digitization systems will be a distinct advantage.


**ENQUIRIES** : Ms S Wilson @(087-8131148)

**POST 05/60** : AGRICULTURAL FARM MANAGER REF NO: ECDOE 99/1/19

**SALARY** : R242 475 per annum (Level 07)
CENTRE: Patensi AHS – Sarah Baartman

REQUIREMENTS: An NQF 6 in Agriculture, specializing in both animal and crop production streams with 1-2 years’ experience in the field of Agriculture or Matric with 06 years’ experience in the field of Agriculture. Exposure to a school farm environment and learners. Previous hands-on farming experience will be an added advantage. Valid Code 8 driver’s license. Skills required: Ability to operate farm machinery and equipment. Technical farming knowledge e.g. what farm structures should look like. Good human relations are essential. Computer Literacy essential.

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

ENQUIRIES: Principal Patensi Agricultural School

POST 05/61: PROJECT COORDINATOR: INFORMATION MANAGEMENT SCHOOL RATIONALISATION REF NO: ECDOE 109/1/19
(1 Year Contract)

SALARY: R242 475 per annum (Level 07)
CENTRE: Head Office – Zwelitsha
REQUIREMENTS: An NQF 6 in Information Technology/Systems with 1-2 years’ experience in the field of IT or Matric with 06 years’ experience in the field of IT. A valid Code 8 driver’s license.

DUTIES: Collect learner and school information. Collect curriculum offerings of the non-viable schools. Develop a list of schools that will be closed or merged. Update school and learner information database. Maintain school and learner information database. Provide source information to the school rationalization reports. Store geographic data for school rationalization. Store the required datasets. Store spatial data topology and attributes. Store spatial data for school rationalization. Store geo-databases and maps and other related project. Support the publishing of metadata records.

ENQUIRIES: Mr Gaca Tel No: (040) 608 4200

POST 05/62: PROJECT COORDINATOR: HR AND FINANCE SCHOOL RATIONALISATION REF NO: ECDOE 110/1/19
(1 Year Contract)

SALARY: R242 475 per annum (Level 07)
CENTRE: Head Office – Zwelitsha
REQUIREMENTS: An NQF 6 in Human Resource Management/Finance with 1-2 years’ experience in the field of HRM/Finance or Matric with 06 years’ experience in the field of HRM and Finance. A valid Code 8 driver’s license.

DUTIES: Coordinate the transfer of employees from one school to the other. Facilitate the movement of funds from the school to the other. Facilitate the closer of school bank accounts. Liaise with District and Head Office on the HR & Finance implications due to the School rationalization project.

ENQUIRIES: Mr Gaca Tel No: (040) 608 4200

POST 05/63: PROJECT COORDINATOR: ASSET MANAGEMENT SCHOOL RATIONALISATION REF NO: ECDOE 111/1/19
(1 Year Contract)

SALARY: R242 475 per annum (Level 07)
CENTRE: Head Office – Zwelitsha
REQUIREMENTS: An NQF 6 in Purchasing Management/Logistics/SCM with 1-2 years’ experience in the field of SCM or Matric with 06 years’ experience in the field of SCM. A valid Code 8 driver’s license.

Provide disposal asset disposal services for non-viable schools. Liaise and reconcile assets with the Head Office SCM unit. Facilitate transfer of assets from one school to the other. Facilitate the acquiring of additional hostel space. Facilitate changes to service level agreements due to school rationalization. Facilitate the transfer of learners from the old to the new school. Facilitate the audit and transfer admin docs, library, laboratories etc.

ENQUIRIES : Mr Gaca Tel No: (040) 608 4200

POST 05/64 : PROJECT COORDINATOR: SOCIAL FACILITATION SCHOOL RATIONALISATION REF NO: ECDOE 112/1/19
(1 Year Contract)

SALARY : R242 475 per annum (Level 07)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : An NQF 6 in Public Administration/Public Management with 1-2 years’ experience in the related or Matric with 06 years’ experience in the related field. A valid Code 8 driver’s license.

DUTIES : Develop and maintain an inventory of all school rationalization stakeholders contact details. Administrate the establishment of functional district school rationalization committees. Facilitate stakeholder interaction. Coordinate the communication of critical messages that must be communicated to the stakeholders. Facilitate buy in into the school rationalization process. Support the implementation of school rationalization stakeholder management strategy. Provide secretariat support to district school rationalization task teams and committees. Coordinate the participation of district officials in the school rationalization project. Facilitate the acquiring of scholar transport. Facilitate the handover of closed schools to the Department of Public Works.

ENQUIRIES : Mr Gaca Tel No: (040) 608 4200

POST 05/65 : PROJECT COORDINATOR: INFRASTRUCTURE SCHOOL RATIONALISATION REF NO: ECDOE 113/1/19 (X2 POSTS)
(1 Year Contract)

SALARY : R242 475 per annum (Level 07)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : An NQF 6 in the Building environment with 1-2 years’ experience in the related field or Matric with 06 years’ experience in the related field. A valid Code 8 driver’s license.

DUTIES : Conduct school buildings inspections. Attend to minor electrical, plumbing and carpentry problems. Repair broken furniture and equipment. Report defects to major defects to the Department of Public Works. Liaise with Public Works for additional needed infrastructure due to transfer of learners and educators. Alterations and additions to receiving schools will need to be recorded and submitted for inclusion on the NEIMS data base as well as the asset register in the province. Read and Understand Technical Drawings and Contract Document. Quality Assurance and Quality control of variety of construction projects. Prepare detailed documentation of construction progress and inspection and prepare. Observe work during progress and upon completion. Monitor contractors, sub-contractors and consultants through all phases of construction to ensure compliance with all standards and contract requirements. Conduct final inspections, review as built drawings, test results, compile final inspection list and get the works completed correctly. Carry out scoping works as required.

ENQUIRIES : Mr Gaca Tel No: (040) 608 4200

POST 05/66 : ICT TECHNICIAN - INFORMATION TECHNOLOGY REF NO: ECDOE 114/1/19

SALARY : R242 475 per annum (Level 07)
CENTRE : Head Office – Zwelitsha
REQUIREMENTS : NQF 6 in Information Technology/Systems with 1-2 years’ experience in the field of IT or Matric with 06 years’ experience in the field of IT. A valid Code 8 driver’s license.
DUTIES: To provide first and second line support for all staff in the Department. Be responsible for resolving support requests as well as meeting customer satisfaction and continuous service delivery demands. IT Support staff work in a dynamic, fast-paced environment which provides services over the phone, through e-mail, phone, in person (for walk-in customers) and self-service. To diagnose and resolve software and hardware (Desktop, Network, Server and mobile devices) incidents, including operating systems and across a range of software applications. To assist all users with any logged IT related incident when called upon. To take ownership of issues by carrying out problem analysis to implement temporary or permanent fixes with the aim of restoring service to the customer as soon as possible; escalating incidents to other support teams where necessary. To accurately record, update and document requests using the IT service desk system. To install and configure new IT equipment. To resolve incidents and upgrade different types of software and hardware. To resolve incidents with printers, copiers and scanners. To maintain a first-class level of customer service ensuring that all customers are treated efficiently and in an appropriate manner. Maintain excellent verbal communication skills with the ability to communicate effectively with technical and non-technical colleagues at all levels in the organisation. Be willing to attend internal training as necessary to keep up to date with the latest technology and internal system processes. To work within the relevant legislation, policies and procedures (ITIL). Maintain the smooth running of IT Transversal system i.e. BAS, PERSAL, LOGIS, and non-Transversal System.

ENQUIRIES: Mr Khohliso Tel No: (040) 608 4200

POST 05/67: WORKS INSPECTOR

SALARY: R196 407 per annum (Level 06)

CENTRE: Districts:
Buffalo City Metro Ref No: ECDOE 106/1/19
Alfred Nzo West Ref No: ECDOE 107/1/19 (X1 Post)
Nelson Mandela Bay Metro Ref No: ECDOE 108/1/19 (X1 Post)

REQUIREMENTS:

DUTIES: Render a basic inspection service of work done on minor and new and existing structures on a project basis. Analyze and compile relevant documentation for work to be done on minor anew and existing structures. Oversee the work of contractors through inter alia the following; Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation order and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from project. Gather and submit information in terms of the extended public works programme (EPWP).

ENQUIRIES: District Directors

POST 05/68: MESSENGER/DRIVER

SALARY: R115 437 per annum (Level 03)

CENTRE: Archiving and Warehousing: Head Office Ref No: ECDOE 115/1/19
Supply Chain Management: OR Tambo Coastal Ref No: ECDOE 116/1/19

REQUIREMENTS:
ABET level 4 (Grade 10) or NQF level 1 to 3 with no experience. Valid Code 8 driver’s license. Knowledge of the city/ies in which the functions will be performed. Good Verbal and written communications skills.

DUTIES: Drive light and medium motor vehicles to transport passengers and deliver other items (mail and documents). Do routine maintenance on the allocated vehicle and report defects timely. Complete all the required and prescribed records and logs
books with regard to the vehicle and the goods handled. Render a clerical support/messenger service in the relevant office. This would, inter alia, entail the following: Collect and deliver documentation and related items in the department. Copy and fax documents. Assist in the registry.

ENQUIRIES:
Ms T Dlamini Tel No: (040) 608 4200 for Head Office and District Director

POST 05/69:
GENERAL WORKERS/CLEANERS

SALARY:
R90 234 per annum (Level 02)

CENTRE:
Auxiliary Services: OR Tambo Inland Ref No: ECDOE 117/1/19
Auxiliary Services: Sarah Baartman Ref No: ECDOE 118/1/19

REQUIREMENTS:
ABET level 4 (Grade 10) or NQF level 1 to 3 with no experience. Good communication skills (written and verbal skills) and a good command of English language. Acceptance of responsibility and be able to identify learner needs and strengths. Acceptance of responsibility. Promote welfare of learners and motivate learners to build self-esteem. Create opportunities for learners to participate in activities. Ability to learn. Willingness to work with learners. An understanding of Public Service principles. Appropriate experience will be an added advantage.

DUTIES:
Has a responsibility to clean hostels, classrooms, grounds school facilities and ablution facilities blocks. Ensure that all facilities i.e. Buildings, grounds, gardens are well maintained and kept neat and tidy. In the garden dig, fertilize soil, plant seeds or transplant seedlings by hand, cultivate, spray, harvest fruits and vegetables. Responsible for the removal of refuse for both hostel and school premises. General domestic duties, like fixing of broken windows, taps, gutters, doors, lights etc. Request, purchase and control of cleaning material. Undertake inspections daily on the neatness of buildings and premises. Report any damages to property. Promote and uphold the rights of children. Have patience and willingness to support learners unconditionally.

ENQUIRIES:
District Directors

APPLICATIONS:
Applications should be posted to the addresses as indicated below or Hand delivered as indicated below:
All applications for Chief Executive Officer 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
Dr Malizo Mpehle Hospital - Post to: Human Resource, Dr Malizo Mpehle Memorial Hospital, Private Bag X1400, Tsolo, 5170. Enquiries: Ms Makalima Tel no 047 542 6000
Holy Cross Hospital - Post to: Human Resource Office, Holy Cross Hospital, Private Bag X1001, Flagstaff, 4810 Enquiries: Ms Z Nompandana Tel no 039 252 2026/8.
St Barnabas Hospital - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms Ndamase – Tel no 047 555 5300
Isilimela Hospital - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji – Tel no 047 564 2805
Canzibe Hospital - Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to Hospital, Ngqeleni Enquiries: Ms Solwandle – Tel no 047 568 8109/10/11
Mhlontlo Sub District- Post to Human Resource Office, Mhlontlo Sub District, Private Bag X421, Qumbu, 5180, Enquiries: Ms Matiwane DB Tel no 047 553 0585.
Zithulele Hospital - Post to: Human Resource Office, Zithulele Hospital, Private Bag X 504, Mqanduli, 5080. Or hand deliver to Administration Area, Zithulele Hospital, Mqanduli, 504. Enquiries: Mr K Sobetwa Tel no: 047 573 8936/073 200 0217
Bambisana Hospital – Post to: P/Bag X1046, Lusikisiki, 4820 or Hand deliver to Goqwana A/A, Lusikisiki, 4820, Enquiries Mr S Mahlangeni –Tel No: 039 253 7262/0835860659.
Qaukeni Sub District – Post to: Lusikisiki College of Education, Department of Health Offices, Private bag x1058, Lusikisiki 4820. Enquiries Ms N Hlobo – Tel No: 039 253 1541/ 073 305 8064

Steynsburg Hospital - Post to: Human Resource Office, Steynsburg Hospital, Private Bag X03, Steynsburg, 5920 or Hand deliver to the HR Office, 1 Henning Street, Steynsburg. Enquiries: Ms L Jood – Tel no: 051 633 9617.

Burgersdorp Hospital - Post to: Human Resource Office, Burgersdorp Hospital, Daantjie Van Den Heever street, Burgersdorp, 9744 or Hand deliver to: HR Office, Burgersdorp Hospital. Enquiries: Ms N Zondi – Tel no: 051 653 1881.

Maletsawal Sub-District - Post to: Human Resource Office, Parklane Avenue no 1, Aliwal North Hospital, Aliwal North, 9750 or Hand deliver to: HR Office, Maletswa Sub-District, Aliwal North Hospital, Aliwal North, 9750. Enquiries: Ms L Jood – Tel no: 051 633 9617.

Taylor Bequest Hospital (Mt Fletcher) - Post to: Human Resource Office, Taylor Bequest Hospital (Mount Fletcher), Private Bag X1129, Mount Fletcher, 4770, Enquiries: Ms Ngwabeni – Tel no: 039 257 0099.

Port Alfred Hospital - Post to: HR Office Port Alfred Hospital PO Box 227 Port Alfred 6170 or hand deliver to: HR Office Port Alfred Hospital Southwell Road Port Alfred 6170 Enquiries: Ms N Somportshia Tel no 042 291 2064.

Margery Parkes Hospital - Post to: The Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaf Reinet 6280 or Hand deliver at: Human Resource Office, Margery Parkes Hospital, Graaf Reinet. Enquiries: Mr MT Buyelo Tel: 049 893 0031.

Marjorie Parrish TB Hospital - Post to: The Human Resource Office, Marjorie Parrish Hospital, P/B Bag X154, Port Alfred, 6170 or Hand deliver at: Human Resource Office, Marjorie Parrish Hospital, Port Alfred. Enquiries: Mr X Ndlebe Tel: 046 624 5306.

Humansdorp Hospital - Post to: Humansdorp Hospital Private Bag x536 Humansdorp, 6300 or hand deliver to: HR Office (Admin Block) 1 Du Plessis Street Humansdorp Hospital Next to Nico Malan High School Humansdorp Enquiries: Ms Barnard Tel no 042 200 4279/282.

St Elizabeth Regional Hospital - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr M Nozaza – Tel no: 039 253 5012.

Sipetu Hospital – Post to: Human Resource Office, Sipetu Hospital PO Box X9005 Tabankulu 5090. Enquiries: Mr EF Madaka Tel no 039 255 0077

Madzikane Ka Zulu Hospital – Post to: HR Office, Madzikane Ka Zulu Hospital Private Bag x9003 Mt Frere 5900. Enquiries: Mr Sigola Tel no 039 255 8200/11/12

Nelson Mandela Academic Hospital - Post to: Nelson Mandela Academic Hospital Private Bag x5014 Mthatha 5099, Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel no: 047 502 4469

Frere Tertiary Hospital - Post to: Human Resource Office, Frere Hospital, Private bag x 9047, East London, 5200 or Hand deliver to: Human Resource Office, Frere Hospital, Amalinda Main Road, East London, 5200 Enquiries: Mr M Mayongo Tel No 043 708 2535


BJ Vorster Hospital – Post to: HR Office, BJ Vorster Hospital, PO Box 41 Kareedouw 6400 or hand deliver to: HR Office, BJ Vorster Hospital, Kareedouw 6400. Enquiries: Ms G Sikwe Tel no 042 288 0210

Livingstone Tertiary Hospital - Post: Human Resources Office, Livingstone Tertiary Hospital, Private Bag X60572, Greenacres, Port Elizabeth. Hand Delivery: Human Resource Office, Livingstone Hospital, Stanford Road, Korsten, Port Elizabeth 6001 Enquiries: Ms. Du Pree Tel No: 041 405 2647.

Khotsong TB Hospital – Post to: HR Office, Khotsong TB Hospital, PO Box 115 Matatiele 4730. Enquiries: Ms A Lebata Tel no 039 737 3801

Mnquma Sub District - Post to: HR Office, Mnquma Sub District, 15 Old Hospital Road, Ext 7, Butterworth, 4960. Enquiries: Ms N. Tengwa Tel No 047 491 0740.
Mbhashe Sub District - Post to: Human Resource Section, to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 or Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms TT Mkweta Tel no 047 489 2417/16.

Butterworth Hospital - Post to: The Hospital Manager, Butterworth Hospital, Private Bag x3051, Butterworth 4960 or hand delivery to: Butterworth Hospital, Main Registry. Enquiries: Ms P Mtshemla Tel no: 047 401 9000.

Cathcart Hospital - Post to: Human Resource Section, Cathcart Hospital, Private Bag X10, Cathcart, 5310 or hand delivery to: 10 Hankop Street, Cathcart, 5210. Enquiries: Ms Velaphi - Tel No: 045 843 1029.

Nompumelelo Hospital - Post to: Nompumelelo Private Bag x13 Peddie 5640. Enquiries: Ms Tsako Tel no: 040 673 3321.

Tafalofefe Hospital - Post to: HR Office, Tafalofefe Hospital, Private Bag x3024 Centane 4980 Enquiries: Ms V. Motabele –Tel No: 047 498 0026.

Victoria Hospital - Post to: Victoria Hospital, Private Bag x1300 Alice 5700. Enquiries: Ms L Mangesi Tel no: 040 653 1141.

CLOSING DATE : 22 February 2019

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 2019/19. 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 05/70

CLINICAL MANAGER REF NO: ECHEALTH/CMM/DMMH/01/02/2019

SALARY : R1 115 874 – R1 395 105 per annum (OSD)

CENTRE : OR Tambo District, Dr Malizo Mpehle Hospital

REQUIREMENTS : An appropriate medical qualification that allows registration with HPCSA in Medical Practitioner. HPCSA registration certificate as a Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. A valid driver’s license. Experience at a supervisory level will be added as advantage. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of
DUTIES: Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Senior Manager Medical Services. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES: Ms Solwandle – Tel No: 047 568 8109/10/11

POST 05/71: CLINICAL MANAGER REF NO: ECHEALTH/CMM/CAZH/01/02/2019

SALARY: R1 115 874 – R1 395 105 per annum (OSD)
CENTRE: OR Tambo District, Canzibe Hospital
REQUIREMENTS: An appropriate medical qualification that allows registration with HPCSA in Medical Practitioner. HPCSA registration certificate as a Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. A valid driver’s license. Experience at a supervisory level will be added as advantage. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes. A valid driver’s licence.

DUTIES: Management of clinical services in the entire hospital in accordance with the departmental standards, including after hours as delegated. Participate and accountable for assisting in leading and managing the hospital clinical services. Determines system for intradepartmental functions in keeping with hospital policies and communicates it to staff. Training and development of staff in the relevant sections. Performance management and supervision. Ensure compliance with National Core Standards requirements or any other regulatory and/or statutory requirement. Conduct regular clinical audits and develop, implement and monitor action plans. Develop, monitor and analyze budget and financial information and utilizes all resources in an effective and efficient manner. Practice effective problem identification and resolution skills as a method of sound decision making. Must be prepared to work under pressure and after hour duties as per commuted overtime policy. Perform any other duty as delegated by the Senior Manager Medical Services. Compile medical reports and give evidence at trials, when required. Manage Performance and Development (PMDS) and perform quarterly reviews of subordinates. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES: Ms Makalima Tel No: 047 542 6000

SALARY: R1 115 874 – R1 395 105 per annum (OSD)
CENTRE: OR Tambo District, Canzibe Hospital
REQUIREMENTS: An appropriate medical qualification that allows registration with HPCSA in Medical Practitioner. HPCSA registration certificate as a Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a Medical Officer after registration with the HPCSA as Medical Practitioner. A valid driver’s license. Experience at a supervisory level will be added as advantage. Strong leadership abilities. Research capacity building knowledge. Experience in project and people management. Good communication, facilitation and team building skills. Expertise in assessment, diagnosis and management of patients within the field of work. Managerial and financial management skills. Computer skills. Stress tolerance skills and innovation and drive. Special interest sub-specialization area, healthcare systems development, support and outreach. Ability to design, study and write protocols as well as conduct and supervise research. Knowledge of current Health and Public Service legislation, regulations and policies. Sound knowledge of Human Resource Management, budgeting, programme planning, implementation and evaluation, information management and quality assurance programmes. A valid driver’s licence.
**POST 05/72**

**SALARY**: R1 115 874 – R1 238 451 per annum (OSD)

**CENTRE**: Sarah Baartman District, BJ Vorster Hospital

**REQUIREMENTS**: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner of which two (2) years must be at management level. A valid work permit (if not South African resident). A valid driver’s license. Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills.

**DUTIES**: Provide and support Clinical services in the institution. Supporting the integration and extension of Clinical services in the Health System. Manage all clinical and clinical support/Auxiliary services in the institution. Must do quality audits and assist with the improvement of health services. Clinical risk management. Provide leadership, support and guidance regarding safe and appropriate medical practices. Facilitation of clinical governance processes within the institution. Unpack, disseminate, implement and enforce departmental policies. Implementation of institutional strategic and operational plans for clinical services. Represent clinical division at administrative and managerial committees, meetings, events and other a pertinent to clinical governance.

**ENQUIRIES**: Ms G Sikiwe Tel No: 042 288 0210

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**POST 05/73**

**SALARY**: R1 115 874 – R1 238 451 per annum (OSD) / R826 053 - R973 047 per annum (Level 12)

**CENTRE**: Sarah Baartman District, Marjorie Parrish TB Hospital

**REQUIREMENTS**: Appropriate qualification that allows registration with the HPCSA as an independent Medical Practitioner. Registration with HPCSA as Medical Practitioner and proof of current registration. A minimum of 3 years appropriate experience as a medical officer after registration with the HPCSA as Medical Practitioner of which two (2) years must be at management level or A Degree/Advanced Diploma in a Health related field plus a Degree/Diploma in Health Management or Degree/Diploma in Management field. Registration with the relevant Professional Council. At least five years managerial experience in the health Sector at Middle Management. Experience in management in Health environment. A valid work permit (if not South African resident). Computer skills. Knowledge of the applicable acts and regulations, including the Mental Health Care Act. Knowledge of patient’s rights charter and national core standards. A thorough understanding of the PFMA and Treasury regulations. Must be able to function in a multi-disciplinary team. Good communication and interpersonal skills. A valid driver’s license.

**DUTIES**: To plan, direct, coordinate and manage the efficient and Effective delivery of clinical and Administrative support services through working with the key executive management team at the Hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational efficiently within the Health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10 point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA...
and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilisation. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Dr L Matiwane Tel No: 040 608 1163

POST 05/74 : CHIEF ENGINEER GRADE A REF NO: ECHEALTH/CENG/LIVH/01/02/2019

SALARY : R91 281 – R1 133 427 per annum (OSD)
CENTRE : Nelson Mandela Metro, Livingstone Tertiary Hospital
REQUIREMENTS : A National Diploma/Degree in Electrical Engineering or equivalent qualification with 6 years’ post qualification experience required as a registered professional Engineer. Compulsory registration with ECSA as a Professional Engineer. Good communication, interpersonal skills Problem solving and analysis, Decision making, Knowledge of PFMA and Treasury regulations. Computer Literate. A valid driver’s licence.

DUTIES : Ensure high level of skill in key arrears within the unit. Assist in the drafting of, on an annual basis, of the optimum budget for the unit and manage expenditure in accordance to allocated budget. Develop and implement processes and procedures in line with the technical support services necessary to attain a required level of service delivery. Ensure that the OHS Act and other legislation are implemented accordingly. Effect RAM i.e. the reliability, availability and maintainability of equipment and systems at Livingstone Tertiary Hospital. Oversee engineering service contracts and that all contractors abide by the procedures as set out within the division.

ENQUIRIES : Ms. Du Preez Tel No: 041 405 2647

POST 05/75 : CHIEF EXECUTIVE OFFICER (CEO) REF NO: ECHEALTH/CEO/STBH/01/02/2019

SALARY : R826 053 - R973 047 per annum (Level 12)
CENTRE : OR Tambo District, St Barnabas Hospital
REQUIREMENTS : A Degree/Advanced Diploma in Health related field plus a Degree/Diploma in Health Management or Degree/Advanced Diploma in Management Field. Registration with the relevant Professional Council. At least (5) years’ experience in the Health Sector at middle management. Experience as a Health Service Manager or Significant experience in management in a Health service environment. Knowledge of relevant such as National Health Act, (PFMA), Public Service Regulations Programme and Project management. People management and empowerment. A valid Driver’s License.

DUTIES : To plan, direct coordinate and manage the efficient and effective delivery of clinical and administration support services through working the key executive management team at the hospital within the legal regulatory framework. To present the Hospital Authoritatively at provincial and public forums. To provide Strategic leadership to improve operational effectively within the health establishment to improve health outcomes. Strategic Planning: Prepare a strategic Plan for the Hospital to ensure it is in Line with the 10 point plan, national, provincial, regional and district plan. Finance Management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation and Asset and Risk management. Finance management: Maximize revenue through Collection of all income due to the hospital, ensure that Hospital is managed within the budget in line with the PFMA and Relevant guidelines. Ensure that adequate policies, systems and Procedures are in place to enable prudent management of financial resources. Planning of financial resources mobilization. Monitoring and evaluation, and Asset and Risk Management.

ENQUIRIES : Dr L Matiwane Tel No: 040 608 1163
DEPUTY MANAGER: NURSING REF NO: ECHEALTH/DMN/STEH/01/02/2019

SALARY: R801 918 – R902 550 per annum (OSD)

CENTRE: OR Tambo District, St Elizabeth Hospital

REQUIREMENTS: Basic R425 qualification diploma/degree in Nursing or equivalent qualification that allows registration with SANC as a Professional Nurse. Minimum of 9 years after registration as a Professional Nurse, at least 4 years appropriate recognizable experience must be at Management Level. Demonstrate advanced understanding and application of Nursing legislation and related legal and ethical nursing practices. Knowledge of PFMA; HR Management. Knowledge of Public Sector Legislation and relevant Prescript/Regulation, Batho Pele Principles and patient Right Charter. Strong leadership, good interpersonal relations, effective problem solving, management and decision making skill. Good verbal and written communication skills are essential requirements. A valid driver's licence.

DUTIES: To manage and provide strategic Nursing leadership and direction to the Nursing Services. Plan and monitor the objectives of the specialized unit in line with the strategic plan of the institution and Department. Coordinate and maintain conducive/constructive working relationships with Nursing and other stakeholders. Ensure compliance with professional and ethical practice. Monitor and ensure nursing care is practiced in accordance with the statutory law, policies and procedures governing the Nursing Profession, Labour and Health Care. Effective management and utilization of Human and Material Resources. Ensure effective implementation of PMDS. Monitor compliance to Quality Assurance and Infection Control and Occupational Health and Safety standards and National Core Standards Compliance. Ensure efficient and effective execution of administration functions of the Nursing unit.

ENQUIRIES: Mr M Nozaza – Tel No: 039 253 5012

POST 05/77: MEDICAL OFFICER GRADE 1 -3 REF NO: ECHEALTH/MO/BUTTH/01/02/2019

SALARY: Grade 1: R780 612 – R840 942 per annum (OSD) Grade 2: R892 551 – R975 945 per annum (OSD) Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE: Amathole District, Butterworth Hospital

REQUIREMENTS: An appropriate qualification that allow registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. Grade 1: No Experience required. Grade 2: Minimum of 5 years relevant experience after registration. Grade 3: Minimum of 10 years’ experience after registration.

DUTIES: Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

ENQUIRIES: Ms P Mtshemla Tel No: 047 401 9000

POST 05/78: MEDICAL OFFICER GRADE 1 -3 REF NO: ECHEALTH/MO/CAZ/01/02/2019

SALARY: Grade 1: R780 612 – R840 942 per annum (OSD) Grade 2: R892 551 – R975 945 per annum (OSD) Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

CENTRE: OR Tambo District, Canzibe Hospital
**REQUIREMENTS**: An appropriate qualification that allows registration with HPCSA as a Medical Practitioner. Current registration with the HPCSA as a Medical Practitioner. Applicants in possession of a foreign qualification must attach to their applications an evaluation certificate from the South African Qualifications Authority (SAQA) or any other regulating bodies. **Grade 1**: No Experience required. **Grade 2**: Minimum of 5 years relevant experience after registration. **Grade 3**: Minimum of 10 years' experience after registration.

**DUTIES**: Provision of quality patient centered care for all patients. Examine, investigate, diagnose and oversee the treatment of patients in the emergency department. Provision of after-hours services to care for emergencies presenting to the institution. Training and supervision of undergraduate and/or post graduate medical students. Participation in activities within the discipline including case presentations, unit rounds presentations, journal club and other departmental meetings. Render applicable administration functions. Attend to meetings, workshops and training courses as directed by the Head of Department. Perform other duties as assigned by the supervisor. Observe and comply with all departmental policies and guidelines regulating employment relationship clinical functioning. The incumbent must also be prepared to train, develop and supervise of undergraduate and post graduate junior doctors.

**ENQUIRIES**: Ms Solwandle Tel No: 047 568 8109/10/11

**POST 05/79**: DENTIST GRADE 1-3 REF NO: ECHEALTH/DENT/LIVH/01/02/2019

**SALARY**: Grade 1: R757 707 – R840 942 per annum (OSD)  
Grade 2: R892 551 – R975 945 per annum (OSD)  
Grade 3: R1 035 831 – R1 295 025 per annum (OSD)

**CENTRE**: Nelson Mandela Metro, Livingstone Tertiary Hospital

**REQUIREMENTS**: Appropriate qualification that allows for the required registration with the HPCSA as Dentist. Registration with the HPCSA as Dentist and proof of current registration. **Grade 1**: No experience required after registration with HPCSA as Dentist. **Grade 2**: A minimum of 7 years appropriate experience as Dentist after registration with HPCSA as Dentist. **Grade 3**: A minimum of 12 years appropriate experience as Dentist after registration with HPCSA as Dentist.

**DUTIES**: Provide dental services to patients. Manage staff and provide training. Adopt the principles of the Primary Health Care approach. Ensure effective service delivery in line with the Batho Pele Principles. Ensure adherence to professional medical standards.

**ENQUIRIES**: Ms. Du Preez Tel No: 041 405 2647

**POST 05/80**: PHARMACIST GRADE 1 -3 REF NO: ECHEALTH/PHARM/TAFH/01/02/2019

**SALARY**: Grade 1: R655 890 – R696 234 per annum (OSD)  
Grade 2: R713 904 – R757 707 per annum (OSD)  
Grade 3: R780 616 – R828 507 per annum (OSD)

**CENTRE**: Amathole District, Tafalofefe Hospital

**REQUIREMENTS**: Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. **Grade 2**: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. **Grade 3**: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.

**DUTIES**: Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month; clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good
Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES : Ms V. Motabele Tel No: 047 498 0026

POST 05/81 : PHARMACIST GRADE 1 -3 REF NO: ECHEALTH/PHARM/VICTH/01/02/2019

SALARY : Grade 1: R655 890 – R696 234 per annum (OSD)
Grade 2: R713 904 – R757 707 per annum (OSD)
Grade 3: R780 616 – R828 507 per annum (OSD)

CENTRE : Amathole District, Victoria Hospital

REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES : Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily, Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES : Ms L Mangesi Tel No: 040 653 1141

POST 05/82 : PHARMACIST GRADE 1 – 3 REF NO: ECHEALTH/PHARM/NONTYAMBOCHC/01/02/2019

SALARY : Grade 1: R655 890 – R696 234 per annum (OSD)
Grade 2: R713 904 – R757 707 per annum (OSD)
Grade 3: R780 616 – R828 507 per annum (OSD)

CENTRE : Buffalo City Metro, Nontyatyambo CHC

REQUIREMENTS : Basic qualification accredited with the South African Pharmacy Council (SAPC) that allows registration with the SAPC as a Pharmacist. Current proof of registration with SAPC as a Pharmacist. Grade 2: A minimum of 5 years appropriate experience after registration as a Pharmacist with the SAPC. Grade 3: A minimum of 13 years appropriate experience after registration as a Pharmacist with the SAPC.

DUTIES : Supervise Pharmacist assistants and Interns and ensure their optimal utilization. Stock control and waste management (logistics) – prepare the order in Accordance
with the predetermined stock levels for authorization by unit supervisor. Check shelves regularly for expired medicine and clean and defrost the refrigerator once a month, clean the dispensing surfaces daily. Monitor fridge temperatures and atmospheric temperatures twice a day. Dispense strictly according to the hospital formulary, prepare each item and label it in accordance with the SOP and with due consideration of the legal requirements. Record the quantities dispensed and sign the prescription. Ensure that schedule 5 and 6 drugs are handled and recorded appropriately. Quarterly balance checks to be done. Each prescription must be handed to the patient in a manner that meets the minimum requirements of Good Pharmacy Practice. Compound batches of various products strictly according to the manufacturing SOP. Also compounding for patient specific prescriptions. Determine and ensure maximum stock levels for the wards are maintained, monitor stock levels in wards. Review prescriptions daily and implement. Provide pharmaceutical care to patients and ensure rational drug use is taking place. Ensure that quality is monitored on a daily basis. Med error reporting, ADR reporting and GPP is complied with. Also ensure compliance with the National Core standards. Quality improvement projects to be implemented and carried out. Be part of the pharmacists training support staff, nurses as well as Interns in the institution. After hours services (call) to be rendered as per policy.

ENQUIRIES:
Ms. Hazel – Tel No: 043 708 1700

POST 05/83:
ASSISTANT MANAGER NURSING SPECIALTY (MATERNITY AND THEATRE)
REF NO: ECHEALTH/AMN-MAT & THE/ISIH/01/02/2019

SALARY: R581 826 – R654 840 per annum (OSD)
CENTRE: OR Tambo District, Isilimela Hospital
REQUIREMENTS:
Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the Advanced Midwifery and Neonatology Nursing Science/Operating Theatre Nursing Science. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver's license. Computer literacy.

DUTIES:
Coordination of optimal, holistic specialized nursing care provided within set of standards and a professional/ legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES:
Ms N Gwiji – Tel No: 047 564 2805

POST 05/84:
ASSISTANT MANAGER: NURSING (AREA) SPECIALTY (OPD) REF NO: ECHEALTH/AMN/SH/01/02/2019

SALARY: R581 826 – R654 840 per annum (OSD)
CENTRE: Alfred Nzo District, Sipetu Hospital
REQUIREMENTS:
Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 10 years appropriate/recognisable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1-year post-basic qualification in the Orthopaedic Nursing Science/Ophthalmic Nursing Science/Trauma Nursing Science. At least 3 years of the period referred to above must be appropriate/recognisable experience at management level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele


ENQUIRIES: Mr EF Madaka Tel No: 039 255 0077

POST 05/85: ASSISTANT MANAGER SPECIALTY (OPD & CASUALTY) REF NO: ECHEALTH/CMM/MMH/01/02/2019

SALARY: R581 826 – R654 840 per annum (OSD)
CENTRE: OR Tambo District, Dr Malizo Mpehle Hospital
REQUIREMENTS: Basic qualification accredited with SANC in terms of Government Notice 425 (i.e. Diploma/Degree in nursing) or equivalent qualification that allows registration with the SANC as Professional Nurse plus post-basic nursing qualification, with duration of at least 1 year, accredited with SANC in terms of Government Notice No R212 in Orthopaedic Nursing Science/ Ophthalmic Nursing Science/Trauma Nursing Science. A minimum of 10 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. At least 6 years of the period referred to above must be appropriate/recognizable experience after obtaining 1 year post basic qualification in the relevant specialty. At least 3 years of the period referred to above must be appropriate/recognizable experience at management level.

DUTIES: Coordination of optimal, holistic specialized nursing care provided within set of standards and a professional/legal framework. Manage effectively the utilization and supervision of resources. Coordination of the provision of effective training and research. Provision of Effective Support to Nursing Services. Maintain professional growth/ethical standards and self-development.

ENQUIRIES: Ms Makalima Tel No: 047 542 6000

POST 05/86: ASSISTANT MANAGER: NURSING (AREA) REF NO: ECHEALTH/AMN/PAH/01/02/2019

SALARY: R532 499 – R617 253 per annum (OSD)
CENTRE: Sarah Baartman District, Port Alfred Hospital
REQUIREMENTS: Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver’s license. Computer literacy.

DUTIES: Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES: Ms N Sompontsha Tel No: 042 291 2064
POST 05/87

ASSISTANT MANAGER: NURSING (AREA) REF NO: ECHEALTH/AMN/MTBH/01/02/2019

SALARY: R532 499 – R617 253 per annum (OSD)
CENTRE: Sarah Baartman District, Margery Parks TB Hospital
REQUIREMENTS: Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Sound knowledge of National MDR-TB guidelines. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver’s license. Computer literacy.

DUTIES: Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES: Mr MT Buyelo Tel No: 049 893 0031

POST 05/88

ASSISTANT MANAGER: NURSING (AREA) REF NO: ECHEALTH/AMN/KTBH/01/02/2019

SALARY: R532 449 – R617 253 per annum (OSD)
CENTRE: Alfred Nzo District, Khotsong TB Hospital
REQUIREMENTS: Basic R425 qualification i.e. Diploma / Degree in Nursing or equivalent qualification. Proof of current registration with the South African Nursing Council (SANC) as a Professional Nurse. A minimum of 8 years appropriate experience after registration as a Professional Nurse with the SANC of which at least 3 years should be at a managerial level. Ability to work in a multi-disciplinary team. Knowledge of PFMA, Batho Pele Principles, Patient Rights Charter and other relevant legal frameworks, Labour Relations and Public Service Acts. Managerial and communication (both written and verbal), report writing and problem solving skills. Knowledge of six key priority areas, ability to work under pressure. A valid driver’s license. Computer literacy.

DUTIES: Delegate, supervise and coordinate the provision of an effective and effective patient care through adequate nursing care. Coordinate and monitor the implementation of nursing care plan and evaluation thereof. Develop, establish and maintain a constructive working relationship with nursing and other stakeholders (inter-professional, inter-sectoral and multi-disciplinary teamwork). Participate in the analysis, formulation and implementation of nursing guidelines, practices, standards and procedures. Manage and monitor proper utilization of human, financial and physical resources. Initiate and participate in health promotion to ensure consistent communication of relevant, accurate and comprehensive information on health care.

ENQUIRIES: Ms A Lebata Tel No: 039 737 3801

POST 05/89

OPERATIONAL MANAGER (PAEDS) REF NO: ECHEALTH/OM-PEADS/ZITH/01/02/2019

SALARY: R532 449 – R599 274 per annum (OSD)
CENTRE: OR Tambo District, Zithulele Hospital
REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent
qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Paediatric Nursing Science accredited with SANC in terms of Government Notice R212. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**: Supervise and ensure provision of effective efficient nursing care. Coordinate and monitor the implementation of nursing care plans and evaluation thereof. Managing effectively the supervision and utilisation of material, human and financial resources. Ensure implementation of quality nursing standards in accordance with nursing legislation and ethical practice. Provide professional, technical and management support for the provision of quality patient care through management of nursing care programmes. Advocate the promotion of nursing ethos and professionalism. Develop and monitor the implementation of policies, programmes, regulations, practices, protocol/procedures and standards pertaining to nursing care. Establish, maintain and participate in the inter-professional multidisciplinary team for effective and efficient health care. Manage clinical learning exposure to nurses and students between universities, colleges and clinical areas. Manage and monitor absenteeism in accordance with relevant directives and prescripts. Collaborate with other team members in the hospital to identify actual and potential risks. Support nursing and health care research to improve the quality of care. Actively participate in the implementation of the National Core Standards (NCS). Co-ordinate the implementation of continuing professional development (CPD) for nurses. Working shifts. Monitoring and reporting Patient Safety Incidents and complaints. Develop and implement Quality Improvement Plans. Actively participate in the implementation of the health information policy.

**ENQUIRIES**: Mr K Sobetwa Tel No: 047 573 8936

**POST 05/90**: OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/FRERE GATEWAY- CLINIC/OMS/01/02/2019

**SALARY**: R532 449 – R599 274 per annum (OSD)

**CENTRE**: Buffalo City Metro, Frere Gateway Clinic

**REQUIREMENTS**: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**: Ms. Hazel Tel No: 043 708 1700

**POST 05/91**: OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/NCECLINIC/OMS/01/02/2019

**SALARY**: R532 449 – R599 274 per annum (OSD)

**CENTRE**: Buffalo City Metro, Ncera Clinic
**REQUIREMENTS**
Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/ recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**
Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

**ENQUIRIES**
Ms. Hazel – Tel No: 043 708 1700

**POST 05/92**
**OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO:** ECHEALTH/OM/BOMVC/01/02/2019

**SALARY**
R532 449 – R599 274 per annum (OSD)

**CENTRE**
Mbhashe Sub District, Bomvana Clinic

**ENQUIRIES**
Ms TT Mkweta Tel No: 047 489 2417/16

**POST 05/93**
**OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO:** ECHEALTH/OM/FORT/01/02/2019

**SALARY**
R532 449 – R599 274 per annum (OSD)

**CENTRE**
Mbhashe Sub District, Fort Malan Clinic

**ENQUIRIES**
Ms TT Mkweta Tel No: 047 489 2417/16
practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES: Ms TT Mkweta Tel No: 047 489 2417/16

POST 05/94: OPERATIONAL MANAGER: PRIMARY HEALTH CARE REF NO: ECHEALTH/OMS/NGQU/01/02/2019

SALARY: R532 449 – R599 274 per annum (OSD)

CENTRE: Mnquma Sub District, Ngqusi Clinic

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse plus a post basic nursing qualification with a duration of at least 1 year, accredited in Curative Skills in Primary Health Care accredited with SANC in terms of Government Notice R48. A minimum of 9 years appropriate/recognisable experience in nursing after registration as a Professional Nurse with SANC in General Nursing. At least 5 years of the period referred to above must be appropriate/recognisable experience after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES: Supervise and ensure the provision of effective and efficient patient care. Ensure clinical nursing practice by the nursing team in accreditation with the scope of practice and nursing standards as determined by the Department of Health. Maintain good interpersonal relationship with nurses and other stakeholders (i.e. interpersonal, interscope and multi-disciplinary) team. Promote quality of nursing care as directed by the professional growth/ethical standards and self-development. Take part in the turnaround strategy, PHC Reengineering, strengthening of National Core Standards and Ideal clinics.

ENQUIRIES: Ms N. Tengwa Tel No: 047 491 0740

POST 05/95: OPERATIONAL MANAGER GENERAL REF NO: ECHEALTH/OM/QCHC/01/02/2019

SALARY: R420 318 – R473 067 per annum (OSD)

CENTRE: Mhlontlo Sub District, Qumbu CHC

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of Government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent qualification that allows registration with the South African Nursing Council as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with SANC in General Nursing.

DUTIES: Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

ENQUIRIES: Ms DB Matiwane Tel No: 047 553 0585

POST 05/96: OPERATIONAL MANAGER GENERAL (MEDICAL WARD) REF NO: ECHEALTH/OM/HH/01/02/2019

SALARY: R420 318 – R473 067 per annum (OSD)

CENTRE: Sarah Baartman District, Humansdorp Hospital

REQUIREMENTS: Basic qualification accredited with the South African Nursing Council in terms of government Notice R425 (i.e. Degree/ Diploma in Nursing) or equivalent
qualification that allows registration with the SANC as a Professional Nurse. A Minimum of 7 years appropriate/recognisable nursing experience after registration as a Professional Nurse with the SANC in General Nursing.

**DUTIES**

- Provision of optimal, holistic specialized nursing care with set standards and within professional/legal framework. Effective utilization of resources. Participation in training and research. Provision of support to Nursing Services. Maintain professional Growth/ethical standards and self-development. Promote and ensure quality of nursing care as directed by the professional scope of practice and standards as determined by the relevant health facility. Demonstrate basic understanding of human resource, financial policies, nursing legislation, relevant ethical Nursing practice and how this impact on service delivery. Demonstrate effective communication with patients, supervisors, other health professionals and junior colleagues including more complex report writing when required.

**ENQUIRIES**

Ms Barnard Tel No: 042 200 4279/282

**POST 05/97**

PROFESSIONAL NURSE SPECIALTY (PAEDS) GRADE 1-2 REF NO: ECEALTH/PNS-PDS/STBH/01/02/2019

**SALARY**

- Grade 1: R362 559 – R420 318 per annum (OSD)
- Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**

OR Tambo District, St Barnabas Hospital

**REQUIREMENTS**

- Basic R425 qualification (i.e. Degree / Diploma in nursing or equivalent qualification that allows registration with the SANC as Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Paediatrics Nursing Science. Current registration with SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognizable experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**

- Provide optimal, holistically specialized care with set standards and within a professional / legal frame work. Utilize human, material resource and physical resources efficiently and effectively. Participate in training and research. Maintain professional growth / ethical standards and self-development. Provide support to nursing services. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Maintain a constructive working relationship with nursing and other stakeholders. Provide direction and supervision for the implementation of the nursing plan (clinical practice / quality patient care). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

**ENQUIRIES**

Ms Ndamase Tel No: 047 555 5300

**POST 05/98**

PROFESSIONAL NURSE SPECIALTY REF NO. ECHEALTH/PRO-NURSE-SPEC/QSD/01/02/2019

**SALARY**

- Grade 1: R362 559 – R420 318 per annum (OSD)
- Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**

Qaukeni Sub District, Village Clinic

**REQUIREMENTS**

- Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Child Nursing Science/Community Nursing Science accredited with the SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate / recognizable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**
Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

**ENQUIRIES**
Ms N Hlobo – Tel No: 039 253 1541

**POST 05/99**
PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PROFS/HVC/01/02/2019

**SALARY**
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**
Mnquma Sub District, High View Clinic

**REQUIREMENTS**
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Child Nursing Science/Community Nursing Science accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**
Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

**ENQUIRIES**
Ms N. Tengwa Tel No: 047 491 0740

**POST 05/100**
PROFESSIONAL NURSE SPECIALTY GRADE 1 -2 (MATERNITY) REF NO: ECHEALTH/PNS/MDZKH/01/02/2019 (X2 POSTS)

**SALARY**
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**
Alfred Nzo District, Madzikane Ka Zulu Hospital

**REQUIREMENTS**
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Advanced Midwifery and Neonatology Nursing Science accredited with the SANC in terms of Government Notice R212 in the relevant specialty. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognition experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.
Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**
- Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care).
- Implement standards, practices, criteria and indicators for quality nursing (quality practice).
- Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care.
- Maintain a constructive working relationship with nursing and other stakeholders.
- Utilize human, material and physical resources efficiently and effectively.
- Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

**ENQUIRIES**
- Mr Sigola Tel No: 039 255 8200/11/12

**POST 05/101**
- PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFNS/SH/01/02/2019

**SALARY**
- Grade 1: R362 559 – R420 318 per annum (OSD)
- Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**
- Joe Gqabi District, Steynsburg Hospital

**REQUIREMENTS**
- Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Child Nursing Science/ Community Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**
- Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care).
- Implement standards, practices, criteria and indicators for quality nursing (quality practice).
- Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care.
- Maintain a constructive working relationship with nursing and other stakeholders.
- Utilize human, material and physical resources efficiently and effectively.
- Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

**ENQUIRIES**
- Ms L.J Jood – Tel No: 051 633 9617

**POST 05/102**
- PROFESSIONAL NURSE SPECIALTY GRADE 1-2 REF NO: ECHEALTH/PROFNS/BH/01/02/2019

**SALARY**
- Grade 1: R362 559 – R420 318 per annum (OSD)
- Grade 2: R445 917 – R548 436 per annum (OSD)

**CENTRE**
- Joe Gqabi District, Burgersdorp Hospital

**REQUIREMENTS**
- Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year in Child Nursing Science/ Community Nursing Science accredited with SANC in terms of Government Notice R212. Current registration with the SANC as a Professional Nurse. **Grade 1:** A minimum of 4 years appropriate/recognize experience in nursing after registration as Professional Nurse with the SANC in General Nursing. **Grade 2:** A Minimum of fourteen (14) years appropriate/recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognisable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

**DUTIES**
- Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care).
- Implement standards, practices, criteria and
indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilize human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital.

ENQUIRIES:
Ms N Zondi - Tel No: 051 653 1881

POST 05/103:
PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PNS/NU-12-CLINIC/01/02/2019

SALARY:
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE:
Buffalo City Metro, NU 12 Clinic

REQUIREMENTS:
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Clinical Assessment, Treatment and Care. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognition experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES:
Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES:
Ms. Hazel Tel No: 043 708 1700

POST 05/104:
PROFESSIONAL NURSE SPECIALTY REF NO: ECHEALTH/PNS/SIYAC/01/02/2019

SALARY:
Grade 1: R362 559 – R420 318 per annum (OSD)
Grade 2: R445 917 – R548 436 per annum (OSD)

CENTRE:
Buffalo City Metro, Siyabulela Clinic

REQUIREMENTS:
Basic R425 qualification (i.e. Degree /Diploma in Nursing) or equivalent qualification that allows registration with the SANC as a Professional Nurse plus a post basic nursing qualification with duration of at least 1 year, accredited with the SANC in terms of Government Notice R212 in Clinical Assessment, Treatment and Care. Current registration with the SANC as a Professional Nurse. Grade 1: A minimum of 4 years appropriate/recognition experience in nursing after registration as Professional Nurse with the SANC in General Nursing. Grade 2: A Minimum of fourteen (14) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. At least 10 years of the period referred to above must be appropriate/recognizable experience in the specific specialty after obtaining the 1 year post basic qualification in the relevant specialty.

DUTIES:
Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt
multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, couch and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES:
Ms. Hazel Tel No: 043 708 1700

POST 05/105: PHYSIOTHERAPIST GRADE 1 -3 REF NO:
ECHEALTH/PHYSIO/GOMPOCHC/01/02/2019

SALARY:
Grade 1: R300 828 – R342 357 per annum (OSD)
Grade 2: R352 707 - R403 302 per annum (OSD)
Grade 3: R415 482 – R504 219 per annum (OSD)

CENTRE:
Buffalo City Metro, Empilweni Gompo CHC

REQUIREMENTS:
Appropriate qualification that allows for the required registration with the Health Professional Council of South Africa (HPCSA) as a Physiotherapist. Current registration with the Health Professional Council of South Africa (HPCSA). Knowledge in the application of clinical theory practice, ethics in health care, current clinical literature, current protocols as well as current health public service regulations, regulations and policies, skills in terms of consultation, examination, clinical assessment and clinical procedures.

DUTIES:
Provide clinical responsibility and management of resources to ensure optimal service delivery in the institution. Apply correct protocols to obtain service delivery. Screening of patients in the wards. Implement quality assurance programmes effective and efficient service delivery. Ensure that an effective physiotherapy service is delivered by the unit.

ENQUIRIES:
Ms. Hazel Tel No: 043 708 1700

POST 05/106: OCCUPATIONAL THERAPIST GRADE 1-3 REF NO:
ECHEALTH/OT/HCH/01/02/2019

SALARY:
Grade 1: R300 828 – R342 357 per annum (OSD)
Grade 2: R352 707 - R403 302 per annum (OSD)
Grade 3: R415 482 – R504 219 per annum (OSD)

CENTRE:
OR Tambo District, Holy Cross Hospital

REQUIREMENTS:
Degree/Diploma in Occupational Therapy. Proof of current registration with HPCSA as an occupational Therapist. Good written and verbal communication skills. Good Clinical Assessment and Diagonal skills. Knowledge of legislation applicable to the practice of Occupational Therapy. Grade 1: No experience required. Grade 2: A minimum of 10 years’ experience after registration with HPCSA as Occupational Therapist. Grade 3: A minimum of 20 years’ experience after registration with HPCSA as Occupational Therapist.

DUTIES:
Render Occupational Therapy Services. Implement National and Provincial Policies and Strategies. Assess, plan interventions and implement the treatment plan intervention. Exercise clinical responsibility to ensure optimal diagnostic imaging. Proper utilization of allocated financial and physical resources. Supervise allocated students according to the agreement with the tertiary institution and contribute tolerated training activities. Promote and market Occupational Therapy Services in the institution. Render daily Assessment and Treatment to the Patients that comply with National Rehabilitation Policies. Implement Therapy Programmes for the different areas. Give support and guidance to other staff.

ENQUIRIES:
Ms Z Nompondana Tel No: 039 252 2026/8

POST 05/107: OCCUPATIONAL THERAPIST GRADE 1-3 REF NO:
ECHEALTH/OCCTH/BUTTHH/01/02/2019

SALARY:
Grade 1: R300 828 – R342 357 per annum (OSD)
**CENTRE:** Amathole District, Butterworth Hospital  

**DUTIES:** Conduct occupational therapy assessments. Maintain assessments reports. Design Occupational Therapy interventions. Conduct individual and group therapy programmes. Assess developmental progress of children and youth. Identify developmental gaps. Implement corrective measures to address development and learning. Evaluate Occupational Therapy programmes. Participate in the Multi-Disciplinary Team. Provide recommendations towards enhancing the effective and functional life space of people with special needs. Coordinate the implementation of Occupational Therapy Programme in the Institution.

**ENQUIRIES:** Ms P Mtshemla Tel No: 047 401 9000

**POST 05/108:** DIETICIAN GRADE 1-3 REF NO: ECHEALTH/DIETI/HCH/01/02/2019

**SALARY:**  
Grade 1: R300 828 – R342 357 per annum (OSD)  
Grade 2: R352 707 - R403 302 per annum (OSD)  
Grade 3: R415 482 – R504 219 per annum (OSD)

**CENTRE:** OR Tambo District, Holy Cross Hospital  
**REQUIREMENTS:** Appropriate qualification (National Diploma/Degree in Dietetics) that allows registration with as Dietician. Current registration with the HPCSA as Dietician.  
**Grade 1:** No experience required.  
**Grade 2:** A minimum of 10 years’ experience after registration with HPCSA as Dietician.  
**Grade 3:** A minimum of 20 years’ experience after registration with HPCSA as Dietician. Knowledge related to clinical practise. Nutrition analysis and patient assessment, interest in Public health and wellbeing.

**DUTIES:** Counsel and educate individuals, groups and communities, diets menu planning and preparation of food to treat illness or disease and to enhance and maintain optimum health. Manage nutrition and related food services in the institution. Plan, evaluate and conduct nutrition programmes for vulnerable groups to promote appropriate dietary practice in the community. Provide food and nutrition information to staff and public. Participate in preventative health programmes. Consult with health professionals to manage the dietary/ nutrition requirements of patients.

**ENQUIRIES:** Ms Z Nompandana Tel No: 039 252 2026/8

**POST 05/109:** CASE MANAGER REF NO: ECHEALTH/CM/NMAH/01/02/2019 (X2 POSTS)

This is a re-advertisement. (Those who had applied before are welcome to apply again)

**SALARY:** R299 908 – R459 294 per annum (Level 08)

**CENTRE:** OR Tambo District, Nelson Mandela Academic Hospital  
**REQUIREMENTS:** An appropriate Degree/National Diploma in Health related field with 3-5 years’ experience in a managed health care sector. Excellent written and verbal communication skills. Good inter-personal leadership, organising co-ordinating and computer skills. Willingness to work overtime. Ability to mobilise a variation of disciplines for a common purpose. Sound knowledge of the ethical dimension of a given situation. Ability to solve and escalate challenges. Knowledge of the Medical Schemes Act (Act 131 of 1998), Regulations and Annexures as amended. Knowledge of prescribed minimum health benefits (i.e. the Chronic Disease List and diagnostic treatment pairs. Knowledge of the uniform Patient Fees Schedule/NRPL and patient billing. Knowledge of and experience in ICD-10 Codes assignment and the ability to link patient diagnosis with procedure codes. Knowledge of patient billing modules and EDI (Electronic Data Interchange). Ability
to work with Excel Spread sheets, Microsoft Word and web based programs (medical Aids). Excellent communication, conflict management, interpersonal and leadership skills. Ability to work in/with multi-disciplinary. Driver’s licence.

**DUTIES**
- Identify billable services rendered to patients on complex Procedures. Provide billing clerks with billing information including implants. Assist with assignment of ICD-10 codes. Assist with authorisation, concurrent, retrospective review, and provide clinical updates to the schemes and other funders in respect of extended hospital length of stay. Provide quotations for treatment and procedures to H2-H3 and Foreign patients. Conduct clinical audits of patient accounts inclusive of medical Aids, State Departments (e.g. RAF and COIDA to ensure accuracy of invoices with respect to ICD 10 Codes, UPFS procedure codes and resource utilisation. Assist medical aid patient with registration for prescribed minimum benefits conditions where applicable. Liaise with the various role players (e.g. Clinicians, Managed Care Organisations and Medical Scheme Case Managers to monitor utilisation and update patients’ clinical information while in Hospital. Discharge planning and liaison with various role players and third parties to monitor utilisation. Liaison with relevant role players in matters relating to case Management and revenue generation within the hospital and give guidance where necessary. Provide support to neighbouring hospitals.

**ENQUIRIES**
Ms Calaza Tel No: 047 502 4469

**POST 05/110**
**ENGINEERING TECHNICIAN (PRODUCTION) GRADE A REF NO: ECHEALTH/EPT/FTH/01/02/2019**

**SALARY**
- R293 652 – R314 853 per annum (OSD)

**CENTRE**
- Buffalo City Metro, Frere Tertiary Hospital

**REQUIREMENTS**
The applicant must have a National Diploma Electrical Light Current (relevant Trade test certificate electromechanical / electronics / electrical as main line study will be an advantage). The applicant must have minimum 3 years post qualification relevant experience Medical equipment repair experience is essential. Applicant must be able to perform well under pressure in a hospital / clinical environment. The applicant must be prepared to do a practical computer literacy and technical test during interview. Proof of registration with ECSA or ECSA acknowledgement of applicant for registration is required. Applicant will be subjected to a practical repair evaluation during the interview. Applicant must be in possession of a valid unrestricted Code 8 driver’s license.

**DUTIES**

**ENQUIRIES**
Mr M Mayongo Tel No: 043 709 2487/2532

**POST 05/111**
**SOCIAL WORKER GRADE 1-4 REF NO: ECHEALTH/SOW/TBH/01/02/2019**

**SALARY**
- Grade 1: R242 553 – R281 181 per annum (OSD)
- Grade 2: R298 299 - R344 184 per annum (OSD)
- Grade 3: R363 507 - R421 404 per annum (OSD)
- Grade 4: R447 069 - R549 837 per annum (OSD)

**CENTRE**
- Joe Gqabi District, Taylor Bequest Hospital (Mt Fletcher)

**REQUIREMENTS**
- Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the SASSP. Computer literacy and a valid driver’s license. **Grade 1**: No experience required. **Grade 2**: A minimum of 10 years appropriate experience in social work after registration as a Social Worker with SASSP. **Grade 3**: A minimum of 20 years appropriate experience in social work after registration as a Social Worker with SASSP. **Grade 4**: A minimum of 30 years appropriate experience in social work after registration as a Social Worker with SASSP.

**DUTIES**
- Render social work service with regard to care, support and protection of vulnerable individuals, family and communities through relevant programmes. To
protect and promote rights of families, children, woman and older person. To integrate family members, help unknown clients and psych patients with relevant intervention. Implement recommended intervention continuous assessment, counselling, guidance and advice to the affected individuals, groups and families. To monitor and evaluate the effectiveness of the recommended interventions. To submit or present report on progress and identified further interventions. Render outreach and in-reach services to identified service points as part of a multi-disciplinary team. To produce and maintain records of social workers, processes and outcomes. Supervise and assess placement progress of social workers as placed by various tertiary institutions.

ENQUIRIES
Ms Ngwabeni Tel No: 039 257 0999

POST 05/112
PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PN/MC/01/02/2019

SALARY
Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE
Maletswai Sub District, District, Maletswai Clinic

REQUIREMENTS
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES
Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES
Ms L.J Jood Tel No: 051 633 9817

POST 05/113
PROFESSIONAL NURSE GENERAL GRADE 1-3 REF NO: ECHEALTH/PROFN/DUTYC/01/02/2019

SALARY
Grade 1: R241 908 – R280 437 per annum (OSD)
Grade 2: R297 516 – R343 296 per annum (OSD)
Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE
Mbhashe Sub District, Idutywa CHC

REQUIREMENTS
Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES
Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the
Batho Pele principles and patient’s rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES : Ms TT Mkweta Tel No: 047 489 2417/16

POST 05/114 : PROFESSIONAL NURSE GENERAL GRADE 1 - 3 REF NO: ECHEALTH/PROFN/NOMPH/01/02/2019

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
          Grade 2: R297 516 – R343 296 per annum (OSD)
          Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE : Amathole District, Nompumelelo Hospital

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the clinic.

ENQUIRIES : Ms Tsako Tel No: 040 673 3321

POST 05/115 : PROFESSIONAL NURSE GENERAL GRADE 1 - 3 REF NO: ECHEALTH/PROFN/XHOC/01/02/2019

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
          Grade 2: R297 516 – R343 296 per annum (OSD)
          Grade 3: R362 559 – R459 294 per annum (OSD)

CENTRE : Mbhashe Sub District, Xhora CHC

REQUIREMENTS : Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES : Provide direction and supervision for the implementation of the nursing plan (clinical practice/quality patient care). Implement standards, practices, criteria and indicators for quality nursing (quality practice). Practice nursing and health care in accordance with laws and regulations relevant to nursing and health care. Maintain a constructive working relationship with nursing and other stakeholders. Utilise human, material and physical resources efficiently and effectively. Perform clinical nursing practice in accordance with the scope of practice and nursing standards as determined by the hospital. Promote quality of nursing care.

ENQUIRIES : Ms TT Mkweta Tel No: 047 489 2417/16

POST 05/116 : PROFESSIONAL NURSE GENERAL GRADE 1- 3 REF NO: ECHEALTH/PN/DIMBAZA-CHC/01/02/2019

SALARY : Grade 1: R241 908 – R280 437 per annum (OSD)
          Grade 2: R297 516 – R343 296 per annum (OSD)
          Grade 3: R362 559 – R459 294 per annum (OSD)
CENTRE: Buffalo City Metro, Dimbaza CHC

REQUIREMENTS: Basic R425 qualification (i.e. Degree/Diploma) in Nursing or equivalent qualification that allows registration with the SANC as a Professional Nurse. Proof of current registration. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Professional Nurse with the SANC in General Nursing.

DUTIES: Execute duties and functions with proficiency within prescripts of the applicable legislation. Provide safe therapeutic environment. Monitor patient activities. Perform standard procedures in terms of policies and procedures. Adopt multidisciplinary approach to promote holistic patient/client care. Maintain clinical competence by ensuring that scientific principles of nursing care is implemented. Maintain accurate and complete patient records. Maintain client satisfaction through quality service innovation and professional nursing care by upholding the Batho Pele principles and patient's rights. To ensure efficient and effective utilisation of resources. Render quality nursing care to patients to take overall management of the unit in the absence of the Operational Manager. Evaluate staff performance adhering to the set standards of the (EPMDS). Motivate, coach and mentor staff. Management and control of scheduled drugs. Required to work day and night duty. Any other duties as required by the supervisor.

ENQUIRIES: Ms. Hazel - Tel No: 043 708 1700

POST 05/117: PHARMACY ASSISTANT (POST BASIC) GRADE 1-3 REF NO: ECHEALTH/PHA-PB/CANH/01/02/2019

SALARY: Grade 1: R196 218 – R221 034 per annum (OSD) Grade 2: R212 823 – R241 701 per annum (OSD) Grade 3: R246 768 – R282 165 per annum (OSD)

CENTRE: OR Tambo District, Canzibe Hospital

REQUIREMENTS: As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post- Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 1:** No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

DUTIES: Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

ENQUIRIES: Ms Solwandle Tel No: 047 568 8109/10/11

POST 05/118: PHARMACY ASSISTANT (POST BASIC) NO: ECHEALTH/PA/SH/01/02/2019

SALARY: Grade 1: R196 218 – R221 034 per annum (OSD) Grade 2: R212 823 – R241 701 per annum (OSD) Grade 3: R246 768 – R282 165 per annum (OSD)

CENTRE: Alfred Nzo District, Sipetu Hospital

REQUIREMENTS: As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). **Grade 1:** No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). **Grade 2:** A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. **Grade 3:** A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.
DUTIES: Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

ENQUIRIES: Mr EF Madaka Tel No: 039 255 0077

POST 05/119: PHARMACY ASSISTANT (POST BASIC) REF NO: ECHEALTH/PHARM-PB/BUTT/01/02/2019

SALARY: Grade 1: R196 218 – R221 034 per annum (OSD)
Grade 2: R212 823 – R241 701 per annum (OSD)
Grade 3: R246 768 – R282 165 per annum (OSD)

CENTRE: Amathole District, Butterworth Hospital

REQUIREMENTS: As required by the training facility and the South African Pharmacy Council plus post basic Pharmacist Assistant qualification that allows registration with SAPC as Pharmacist Assistant (Post-Basic). Registration with the SAPC as Pharmacist Assistant (Post-Basic). Grade 1: No experience required after registration with the SAPC as Pharmacist Assistant (Post Basic). Grade 2: A minimum of 5 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC. Grade 3: A minimum of 13 years appropriate experience as Pharmacist Assistant after registration as a Pharmacist Assistant (Post Basic) with the SAPC.

DUTIES: Administer stock replacement to ensure that the pharmacy, wards and clinics are appropriately stocked to meet service delivery needs. Order, receipt and record stock from the Medical Depot and suppliers. Provide inpatient dispensing service. Pack and pre-pack pharmaceutical and non-pharmaceutical products under the direct supervision of a Pharmacist. Dispensing and counselling service for outpatients.

ENQUIRIES: Ms P Mtshemla Tel No: 047 401 9000

POST 05/120: ARTISAN GRADE A: REF NO: ECHEALTH/ART-TECH/FTH/01/02/2019

SALARY: R179 523 – R199 242 per annum

CENTRE: Buffalo City Metro, Frere Tertiary Hospital

REQUIREMENTS: An applicant must be in possession of trade test certificate in mechanical or electrical and with 3-5 years’ experience in supervisory level. Valid Driver’s License is required.

DUTIES: Render technical services: Undertake building and repair work of all technical components in the institution. Inspect and investigate technical faults in all makes of technical structures and equipment. Electrical: Diagnose and repair electrical panels, circuits, wiring and related systems. Repair or replace switches receptacles, ballast’s, fuse boxes, heat systems, electric motors, fans, lights and extension cords. Plumbing: Diagnose and repair plumbing fixtures, toilets, faucets, sinks, tubs, water heaters, water reticulation, drain lines and sluicing facilities. Unblock and clean pipes, tanks, floor drains and sewers. Repair and maintain steam traps and pipes on heat system. Carpentry: Repair and install shelves, cupboards, drawers, ceilings and hangs doors. Repair and replace fascia and barge boards. Construct or build wooden apparatus e.g. tables, desks, benches, partitions and occupational therapy aids. Repair all makes of carpentry items. Bricklaying: Build and repair masonry structures. Install and repair paving works. Build walls and partition structures. Fitter and Turner: Strip and assemble machinery and equipment. Lead and guide on all technical activities. Provide maintenance of technical services: Servicing of all makes of technical equipment. Maintain the electrical infrastructure of the institution. Maintain domestic, irrigation and sprinkler system. Undertake daily preventative and maintenance work. Inspect and monitor quality of the technical work.

ENQUIRIES: Mr. Mayongo M. Tel No: 043 709 2487/2532
POST 05/121 : STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/SN/SBH/01/02/2019

SALARY : Grade 1: R161 376 – R181 620 per annum (OSD)
          Grade 2: R192 681 – R216 861 per annum (OSD)
          Grade 3: R228 027 – R280 437 per annum (OSD)

CENTRE : OR Tambo District, St Barnabas Hospital

REQUIREMENTS : Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 2: A minimum of 10 years appropriate experience in Nursing after registration as a Staff Nurse. Grade 3: A minimum of 20 years appropriate experience in Nursing after registration as a Staff Nurse.

DUTIES : To execute Duties and functions with proficiency under the direct Supervision of a Professional Nurse as laid down by the Nursing Act. Provide nursing care Duties, which may include multi-task that, are Structured and mainly well defined in respect of the following: Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory functions of patients. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Care for the dying and deceased patient. Direct relatives/friends to the appropriate person for enquiries or in cases of bereavement. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Ms Ndamase Tel No: 047 555 5300

POST 05/122 : STAFF NURSE GRADE 1 -3 REF NO: ECHEALTH/NURSE/DVDH/01/02/2019 (X2 POSTS)

SALARY : Grade 1: R161 376 – R181 620 per annum (OSD)
          Grade 2: R192 681 – R216 861 per annum (OSD)
          Grade 3: R228 027 – R280 437 per annum (OSD)

CENTRE : Buffalo City Metro, Duncan Village Day Hospital

REQUIREMENTS : Qualification that allows registration with SANC as Staff Nurse. Current registration with SANC as a Staff Nurse. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Staff Nurse.

DUTIES : Execute nursing care plans for patients. Monitor vital signs and observe reactions to medication and treatments. Promote and Maintain hygiene, comfort and re-assurance of patients. Supervise and maintain fluid balance, oxygen and sensory. Promote healing of wounds, fractures and protection of the skin. Prepare for and assist with diagnostic and therapeutic Acts performed by a registered person. Prepare for and assist with Ward specific procedures and anaesthetics. Assist the sister-in-charge to provide a safe and therapeutic environment that allows for the practice of safe and standard procedures and may occasionally compare possible courses of action mainly using these procedures. Provide nursing assistance to medical and other nursing professionals.

ENQUIRIES : Ms. Hazel - Tel No: 043 708 1700

POST 05/123 : NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/BAMH/01/02/2019

SALARY : Grade 1: R124 788 – R140 454 per annum (OSD)
          Grade 2: R147 690 – R166 221 per annum (OSD)
          Grade 3: R178 331 – R216 861 per annum

CENTRE : OR Tambo District, Bambisana Hospital

REQUIREMENTS : Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.
Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


**ENQUIRIES**: Mr S Mahlangeni Tel No: 039 253 7262

**POST 05/124**: NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/BAMH/01/02/2019

**SALARY**: Grade 1: R124 788 – R140 454 per annum (OSD)
Grade 2: R147 690 – R166 221 per annum (OSD)
Grade 3: R178 331 – R216 861 per annum (OSD)

**CENTRE**: OR Tambo District, St Barnabas Hospital

**REQUIREMENTS**: Qualification that allows registration with SANC as Nursing Assistant. Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


**ENQUIRIES**: Ms Ndamase – Tel No: 047 555 5300

**POST 05/125**: NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/CATH/01/02/2019

**SALARY**: Grade 1: R124 788 – R140 454 per annum (OSD)
Grade 2: R147 690 – R166 221 per annum (OSD)
Grade 3: R178 331 – R216 861 per annum (OSD)

**CENTRE**: Amathole District, Cathcart Hospital

**REQUIREMENTS**: Qualification that allows registration with SANC as Nursing Assistant. Current registration with SANC as a Nursing Assistant. Grade 1: No experience required. Grade 2: Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. Grade 3: Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


**ENQUIRIES**: Ms Velaphi Tel No: 045 843 1029

**POST 05/126**: NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/NGQC/01/02/2019

**SALARY**: Grade 1: R124 788 – R140 454 per annum (OSD)
Grade 2: R147 690 – R166 221 per annum (OSD)
Grade 3: R178 331 – R216 861 per annum (OSD)

**CENTRE**: Mnquma Sub District, Ngqamakwe CHC
REQUIREMENTS: Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


ENQUIRIES: Ms N. Tengwa Tel No: 047 491 0740

POST 05/127: NURSING ASSISTANT GRADE 1 - 3 REF NO: ECHEALTH/NA/BUTTH/01/02/2019 (X2 POSTS)

SALARY: Grade 1: R124 788 – R140 454 per annum (OSD) 
Grade 2: R147 690 – R166 221 per annum (OSD) 
Grade 3: R178 331 – R216 861 per annum (OSD)

CENTRE: Amathole District, Butterworth Hospital

REQUIREMENTS: Qualification that allows registration with SANC as Nursing Assistant (Enrolled Nurse Assistant). Current registration with SANC as a Nursing Assistant. **Grade 1:** No experience required. **Grade 2:** Minimum of ten (10) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant. **Grade 3:** Minimum of twenty (20) years appropriate / recognisable experience in Nursing after registration as a Nursing Assistant.


ENQUIRIES: Ms P Mtshemla Tel No: 047 401 9000

OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605. Hand Delivery: Office of the Premier Main Building, 4 Independence Avenue, Bhisho, Office No 1014, First Floor. Private Bag X0047, Bhisho, 5605.

FOR ATTENTION: Mr Vusumzi Booysen / Mnikelo Mbangi

CLOSING DATE: 22 February 2019

MANAGEMENT ECHELON

POST 05/128: DIRECTOR: INTEGRATED STRATEGY & PLANNING-ECONOMIC DEVELOPMENT CLUSTER REF NO: OTP 02/02/2019

SALARY: R1 005 063-R1 183 932 per annum (Level 13)

CENTRE: Bhisho

REQUIREMENTS: NQF Level 7 recognized by SAQA\3 Year Degree in Development Studies/ Development Economics/ Social Sciences or any other relevant qualification as recognised by SAQA. A minimum of 5 Years’ experience as a Deputy Director in the public service within development planning environment. The following capabilities and competences are required: Policy development, Planning, Research, Report writing, Computer literacy, People Management, Financial Management, Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Information & Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation
and Customer Focus & Communication (verbal & written). Knowledge: Government planning frameworks and cycles; National Development Plan; Government Clusters, priorities and outcomes approach; Eastern Cape Provincial Development Plan; Monitoring and Evaluation of government programmes as well as Good knowledge of public service legislation. A valid driver’s licence is required.

DUTIES:
- Manage the Development of Integrated Provincial Medium and Long Term, Provincial and Sectoral Plans as well as Guide the Implementation Thereof.
- Manage the development and review of the Provincial Development Plan (PDP) to guide long term planning in the province. Manage the development and review of the Provincial Medium Term Strategic Framework and the Programme of Action to strengthen integrated planning. Manage the development of integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Manage the institutionalization of provincial infrastructure macro planning and the adequate resourcing thereof so as to drive the implementation of the 10 year Infrastructure Plan. Manage the Facilitation of the Development of Annual Performance Plans: Guide the Economic Development Cluster departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) so as to ensure alignment to provincial priorities and conformance to planning frameworks. Facilitate and support the provincial departments in the development of their APP’s to ensure alignment with the Programme of Action (POA). Manage the quality assurance and analysis of provincial plans and APP’S, in collaboration with Provincial Treasury to ensure alignment with government priorities and sectoral plans. Manage the Collaboration with Local Government in the Development of IDP’S To Promote Alignment With POA: Facilitate and support the District Municipalities and Metros in the development of their Integrated Development Plans (IDP’s) to ensure alignment with the POA. Manage the quality assurance and analysis of municipal plans and IDP’s, in collaboration with the Department of Cooperative Governance and Traditional Leaders (COGTA) to ensure alignment with government priorities and municipal plans. Facilitate the improvement of IDP’s with District Municipalities and Metros in decision making platforms. Manage Resources within area of responsibility in line with relevant legislation, departmental policies as well as comply with corporate governance and planning.

ENQUIRIES:
- can be directed to Mr Booysen / Ms Xesha @ 040 609 6290 / 6248

OTHER POSTS

POST 05/129
- DEPUTY DIRECTOR: KNOWLEDGE MANAGEMENT REF NO: OTP 03/02/2019
- SALARY: R697 011 per annum (Level 11)
- CENTRE: Bhisho
- REQUIREMENTS:
- NQF Level 7 recognized by SAQA\3 Year Degree in Knowledge Management / Business management / Public Administration or Management with minimum of three (03) years’ experience at Assistant Director Level preferably in Knowledge Management or Business Administration or Management. An applicant is required to have Knowledge of strategic planning and implementation, Knowledge Management Practices and knowledge of Public Sector Policy and Legislative Frameworks. Skills: Strategic Capability and Leadership, Programme and Project Management, Budget and Financial Management, Change Management, Knowledge Management, Project Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus & Communication (verbal & written).
- DUTIES:
- Manage the development of knowledge management framework and coordinate the implementation thereof: Develop and review Provincial Knowledge Management, (KM), guidelines and monitor implementation. Collaborate with provincial departments Service Delivery Improvement system to design the innovative solutions. Provide support to provincial departments on the development and implementation of customised Knowledge management (KM) strategies: Facilitate capacity building programmes to KM Coordinators in departments on Knowledge Management. Facilitate the technical support in the
development of departmental KM Strategies and implementation plans. Monitor the implementation of KM in departments and support in the development of implementation improvement plans. Maintain the data-base of departmental Best Practices and promote replication in the provincial administration. Facilitate the creation and functionality the KM community of practice. Develop and maintain the provincial knowledge hub (PKH): Ensure that the provincial knowledge hub has a credible information. Ensure that the knowledge hub is fully functional and accessible. Manage document requests from stakeholders timeously. Facilitate the building of government body of knowledge to promote organisational learning: Harvesting processes across functions in the province to maximise the integration of information on the km base. Facilitate the conversion of individual expert knowledge into organisational intellectual memory. Prescribe and align the KM practices to enable Provincial Departments to successfully achieve their goals through KM practices. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job descriptions and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Ensure the implementation and management of risk, finance and supply chain management protocols and prescripts in are of responsibility.

ENQUIRIES: can be directed to Mr Booysen / Ms Xesha @ 040 609 6290 / 6248.

POST 05/130: DEPUTY DIRECTOR: MIS REPORTING – (HRM COMPLIANCE, MONITORING & EVALUATION) REF NO: OTP 01/01/2019
Re-Advertise (Candidates who have applied before should not re-apply)

SALARY: R697 011 per annum (Level 11)
CENTRE: Bhisho
REQUIREMENTS: NQF level 7 degree or advanced diploma as recognized by SAQA in Human Resource Management or any other related field, with minimum of three (3) years' experience as an Assistant Director in similar environment.

DUTIES: Manage and monitor the integrity and credibility of HR information in provincial departments. Guide provincial departments in the implementation of interventions to improve the integrity of HRMIS. Monitor the implementation of Audit Improvement Plans relating to HRM matters. Facilitate and coordinate support to provincial departments where required. 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 Booysen / Ms Xesha @ 040 609 6290 / 6248.

POST 05/131: DEPUTY DIRECTOR: MILITARY VETERANS REF NO: OTP 05/02/2019

SALARY: R697 011 per annum (Level 11)
CENTRE: Bhisho
REQUIREMENTS: NQF Level 7 recognised by SAQA\ 3 year Degree in Public Management/ Public Administration / Social Sciences. with three (03) years' experience in stakeholder co-ordination / management, monitoring and evaluation. 3 years’ experience as an Assistant Director/ junior management level. Skills: Consulting, Research and development, Programme and project management, Performance monitoring.

DUTIES: Co-ordinate development and implementation of socio-economic development programmes for military veterans in the province. Develop a skills framework of military veterans and co-ordinate skills development programmes to ensure the skilling and integration of veterans into local economies. Establish and maintain partnerships to advance delivery on basic social security, housing, health care, education, mobility support to military veterans. 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 Booysen / Ms Xesha @ 040 609 6290 / 6248.

POST 05/132
: ASSISTANT DIRECTOR: HRIMS REF NO: OTP 04/02/2019
Re-Advertisement (Candidates who have applied before should not re-apply)

SALARY
: R356 289 per annum (Level 09)

CENTRE
: Bhisho

REQUIREMENTS
: NQF level 7 degree or advanced diploma as recognized by SAQA in HRM or equivalent qualification, 3-5 years’ in HRIMS (Persal) or similar environment. Persal Introduction and Establishment course are required. 3–5 years’ experience in dealing with Organisational and Establishment Administration on Persal. Planning monitoring and review processes; Policy analysis and implementation. Knowledge of modern systems of governance and administration. Knowledge of government procedures and processes on public finance, human resources management and supply chain management. Skills: Presentation, Communication, Problem Solving, Reporting, Computer literacy, Verbal and written communication skills and Planning and organizing skills.

DUTIES
: Ensure that all users and supervisors in the department are properly trained on the Human Resource Management Information System. This will include continuous training as and when enhancements to systems are affected. Assessment of training needs. Registration and maintenance of supervisors and users in the department and allocation of specific functions in relation to their job descriptions and levels. Assist in the development, review and implementation of the departmental HRIMS policy. Evaluation and recommendation to the management on system changes. Responsible for the creation and maintenance of the departmental code file. Manage and control Persal notices and messages and bring important issues to the attention of management. Responsible for the creation, abolition, freezing / unfreezing and movement of posts. Report on statistics and information on the HRIMS. Implementation and maintenance of the approved organizational structure on the HRIMS system. Extract data from the HRIMS for reporting and monitoring purposes.

ENQUIRIES
: can be directed to Mr Booysen / Ms Xesha @ 040 609 6290 / 6248.

POST 05/133
: ASSISTANT DIRECTOR: SALARY ADMINISTRATION REF NO: OTP 05/01/2019
Re-Advertisement (Candidates who have applied before should not re-apply)

SALARY
: R356 289 per annum (Level 09)

CENTRE
: Bhisho

REQUIREMENTS
: NQF level 7 degree or advanced diploma as recognized by SAQA in Financial Accounting/ Financial Management/ Public Finance or any other related field, with minimum 3 years as in Finance environment.

DUTIES
: Facilitate the payment of salaries and deduction of payments to third parties. Manage monthly reconciliations- BAS, PERSAL and suspense accounts. Facilitate Bas payments and authorization of journals. Render salary admin duties. 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 Booysen / Ms Xesha @ 040 609 6290 / 6248.

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

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

FOR ATTENTION
: Ms Bonelwa Ndayi

CLOSING DATE
: 22 February 2019
NOTE: Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or go to www.dpsa.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver’s license (where applicable) and Identity Document (with an original certification stamp). The Z83 form must be signed by an original signature. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference. All shortlisted candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For all posts people with disabilities will be given preference.

MANAGEMENT ECHELON

POST 05/134

DIRECTOR: ICT MANAGEMENT REF NO: PT 01/02/2019

SALARY: R1 005 063 - R1 183 932 per annum (Level 13)

CENTRE: Bhisho


DUTIES: Manage the development and monitor the effective implementation of ICT governance framework: Develop ICT Plans (ICT Strategic Plan, Master systems Plan and Information Systems Plan), ICT implementation Plan and ICT Operational Plan. Ensure continuous improvement of the management and implementation of ICT governance framework. Manage the development, review and implementation of ICT policies and processes. Ensure that ICT strategy is developed, aligned to the departmental strategy and implemented. Manage the provisioning of ICT infrastructure and operational support services: Ensure provision of reliable infrastructure measured by network uptime with a (baseline of 90%) to all network devices on local area network and attached user devices. Manage capacity planning for Network Infrastructure. Develop maintenance agreement with service providers for relevant ICT infrastructure. Ensure Service Level Agreement with service provider is implemented and adhered to. Manage the maintenance of server, network infrastructure and ICT security. Monitor and report on the security of the ICT network infrastructure according to business risk. Monitor and report on the implementation of ICT business processes. Implement and manage network management software and configuration. Test and ensure implementation of ICT Disaster Recovery plan. Manage the provisioning and maintenance of ICT administrative systems and ensure data integrity: Manage the
maintenance of a master list of software and hardware and maintenance agreements. Develop applications / systems that will automate business processes. Ensure accuracy, completeness and validity of information uploaded in the departmental website and ensure it is uploaded within agreed time frames. Support stakeholders’ communication & information sharing through the use of ICT. Render advisory services on ICT needs and requirements: manage and review existing user support technology options and determine appropriate technology. Ensure the Establishing of a detailed program specification through engagements with users. Manage applications deployment in the department. Research and implement optimal software and programs and ensure that Provincial Treasury utilizes these. Plan and implement applications to address business/departmental needs. Manage area of responsibility: Supervise and coordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit’s Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Implement and manage risk, finance and supply-chain management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with SCM prescripts. Ensure the Unit’s assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

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

POST 05/135:

DIRECTOR: CFO SUPPORT (CONTRACT) REF NO: PT02/02/2019
Contract up to 31 March 2020

SALARY:
R1 005 063 - R1 183 932 per annum (Level 13)

CENTRE:
Bhisho

REQUIREMENTS:
A Three year Degree (NQF level 7) in Financial Management/ local Government Finance with Accounting as a major. Postgraduate qualification and completion of SAICA training programmes will be added advantage. Extensive knowledge of local government sector, finance and related reforms in the areas of budgeting, financial management and reporting, Supply Chain Management, asset and liability management and financial governance coupled with 7-8 years’ experience in Financial Management environment, including at least five (5) years’ experience in a middle/senior management position (Deputy Director Level). The candidate should be familiar with the accounting reforms in the municipal space in line with GRAP standards and mSCOA. Previous experience in monitoring or working in Municipal environment is essential. Skills: Self driven, confident and innovative, with an output to result orientation. Ability to interact at both strategic and operational level, with the ability to build teams and inspire positive action. Strong research, analytical and writing skills and the ability to succeed in a highly demanding work environment, with attention to detail. High computer literate with a proven knowledge of advanced Microsoft office applications. Coaching, skills development and mentoring skills. Good understanding of local government budgeting and reporting systems.

DUTIES:
Lead and champion financial management reforms towards best practice in local government finance as encapsulated in the Municipal Finance Management Act (MFMA), local government regulations and other Municipal Acts. Provide dynamic leadership to a team of financial management specialists in a district and effective hands on support to local municipalities in areas of budget preparation and implementation, financial management and reporting, optimal revenue and debt management, efficient expenditure management, risk management, cost effective procurement systems, effective asset and liability management and promotion of transparency through the publication of local government revenue and expenditure. Expend networks and collaborative effort with other role players in
the district toward promoting intergovernmental relations for effective planning and implementation of financial management that translate into service delivery in municipalities. Provide project management support to a team of financial management specialist, including human resource management, planning, risk management and reporting.

ENQUIRIES

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

OTHER POSTS

POST 05/136

SENIOR LEGAL ADMINISTRATION OFFICER REF NO: PT03/02/2019
Purpose: To manage, guide, and direct the provision of legal and advisory services in the Department

SALARY

R991 776 Per Annum (in accordance with Occupational Specific Dispensation for Legally Qualified Personnel)

CENTRE

Bhisho

REQUIREMENTS

A LLB or four year recognised qualification in the related field coupled with a Minimum 8 years’ experience in Legal environment (public or private) and experience in Administrative Law. Admission as an attorney or advocate will be an added advantage. Skills: Knowledge of Constitutional of Republic of South Africa. In depth understanding and knowledge of legislative framework that governs the Public Service. Knowledge and application of the following prescripts. Public Finance Management Act (PFMA), Municipal Management Act (MFMA), Division of Revenue Act (DORA). Promotion of Administrative Justice Act. (PAJA). Promotion of Access to Information Act (PAIA), Intergovernmental Framework, PPPFA, Departmental Supply Chain Management System, Labour Relations Act, and drafting of contracts and legislation.

DUTIES

Oversee the provision of legal advisory services and support to both the department and provincial departments: Identify potential litigation against government and provide legal advice and recommendations to line management to minimise and mitigate foreseeable lawsuits. Support the department by seeking a clear mandate and ensure legal representation through the State Attorney’s Office which includes the proceeding oversight in court proceedings. Provide generic advices on how to handle and respond to litigation cases and present to the Accounting Officer or and the Executive Authority with relevant facts and suggest solutions or appropriate approaches. Provide legal interpretation and facilitate the provision of legal opinion on legal litigation cases. Manage legal relations between treasury and other public institutions to ensure value for money. Facilitate discussions and send instructions to State Attorney’s Office for handling of litigation cases. Provide legal support in drafting and negotiation of contracts. Ensure management of risk and compliance with the constitutional mandate of the department and direct the provisioning of litigation services: Provide guidance and direction in respect of corporate governance to all programme managers to ensure it complies with the applicable laws and regulations. Implement legal structures and practices through pro-active approach and maintain high legal service standards to ensure regulation and compliance with provincial, national, continental and international instruments. Oversee the development and quality assurance of legal instruments (Memoranda of Understanding, Service Level Agreements, Contracts etc.) Develop and maintain a system to ensure efficient record storage for reference and auditing purposes. Draft legal advice and direction for high level contributions (e.g. EXCO). Manage the overall provision of legal litigation process of the department: Record and register all litigation cases for the department. Monitor responses and progress of all medico-legal cases. Design consultative schedules for litigation cases. Facilitate sitting of meetings and court attendance for all departmental medico-legal cases. Provide periodic feedback reports on status of departmental litigation cases according to prescripts. Manage area of responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements. Work.
Plans and Personal Development Plans (PDP’s) for all subordinates are developed and implemented timeously, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Ensure the implementation and management of Risk, Finance and Supply - Chain Management protocols and prescripts.

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

POST 05/137

DEPUTY DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT:

AMATHOLE DISTRICT REF NO: PT04/02/2019

Purpose: To provide guidance and specialist support on compliance with the implementation of Financial Management & Annual Reporting Frameworks, Supply Chain Management and Asset Management issues in municipalities.

SALARY
R697 011 per annum (Level 11)

CENTRE
East London

REQUIREMENTS
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Financial Management/Financial accounting plus Minimum of 5 years’ experience in Finance or related field of which 3 years must have been at an Assistant Director level. Previous experience in monitoring or working in Municipal environment is essential.

DUTIES
Provide guidance and assistance on the technical application of accounting standards in compliance with the financial reporting framework as required by the municipal finance management act: Assess and determine the capability and capacity of Municipalities in relation to the implementation of the latest prescribed GRAP Reporting Framework as well as updates on Standards of GRAP and submit inputs for risk based training plan to the Director to improve compliance. Roll out training, provide advice and technical assistance/application on GRAP related issues to municipalities in the district in consultation with National Treasury. Prepare response to improve the quality of financial reporting by conducting research on technical accounting queries/issues raised by municipalities as well as the Exposure Drafts as issued by the Accounting Standards Board for submission to the Director. Conduct selected municipal visits to assess the readiness of municipalities to submit quality Annual Financial Statements, by monitoring of AFS plans, implementation of audit action plans and completeness of Audit File and compile report to the Director with recommendation to improve compliance with the MFMA. Provide report to the supervisor on the analysis and interpretation of Annual Financial Statements to ascertain financial health of municipalities. Monitor SCOA Implementation Plans of municipalities against set timelines to improve compliance with SCOA Regulations to ensure alignment with GRAP Standards and Business Processes. Assess, advise and monitor municipalities with preparation of monthly, quarterly and annual financial statements. Review the analysis of Consolidated Management Report to identify common issues and for dissemination to municipalities and roll out transversal support. Monitor and report on timeous submission of AFS for each Municipality in the district as per the MFMA requirements. Direct, co-ordinate and conduct research for the development of Position Papers, on technical GRAP issues that affect the municipalities to provide clear guidance, application and direction. Participate, in the Accounting Standards Board, Public Sector Accounting Forums on the new/update on accounting reforms. Coordinate, manage and provide a high-level review of AFS for each municipality prior to submission for audit in order to reduce financial misstatements. Conduct sessions and provide Financial Standing Procedure Manuals relating to Accounting in consultation with National Treasury. Guiding and advising stakeholders on accounting practice and issues and compile documents/presentations for discussion on various topics related accounting on various sessions. Respond to queries raised on accounting issues by providing advice and technical assistance to municipalities. To provide assistance, support and control mechanism on issues of compliance to supply chain management (SCM), asset management (AM): Develop analytical assessment framework for SCM and AM Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities for
submission to the Director. Conduct analysis of municipal SCM policy against the SCM Model Policy, legislation regulatory framework as well as National Treasury policy and practice notes and against any determined assessment tool ensuring that municipal SCM policy is aligned to current legislation and policy frameworks for SCM. Designing and implementing SCM / moveable asset management training interventions to develop skill and capacity within municipalities. Assessment of compliance of regulatory framework for supply chain and moveable asset management. Monitoring that policy has been tabled before the municipal council and report on approved SCM Policy and assessment submitted to National Treasury. Conduct research on queries/issues raised on SCM & AM through the help desk by municipalities and prepare response on improving compliance for submission to the Director. Conduct assessment on the functionality of Bid Committees as per developed checklist and provide advice on gaps identified. Participate in supplier open days and supplier developmental initiatives. Monitor mSCOA Implementation Plans of municipalities against set timelines to improve compliance with mSCOA Regulations to ensure alignment with SCM/AM Regulations and Business Processes. Assess the training needs as support/intervention for municipalities to improve compliance to each district’s unique needs and submit inputs for risk based/bespoke training plan to the Director. Evaluate reports and conduct research to improve integrity of data on the financial systems to assist in compliance with SCM regulations. Conduct Budget assessment on the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans and provide report to the Director on the recommendations to improve compliance with the MFMA. Monitor compliance with financial assets and liabilities and revenue management: Assist in monitoring financial asset management compliance and compile a report. Assist with advisory services and commentary in respect of Long Term Contracts, Disposal of assets, borrowing proposals, Demarcation and the Establishment of municipal entities. Monitor and facilitate the implementation of the recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Support municipalities on exploration of policies and practices with the aim of improving liquidity of municipalities to deliver services. Assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance to improve maturity levels of municipalities. Manage area of responsibility: Supervise and coordinate the effective and efficient running and management of the directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the directorate’s Annual Operational Plans monitor and report on the implementation thereof monthly, quarterly and annually (Effective Performance Management). Ensure that performance agreements and development plans are developed and implemented for all staff in the directorate within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Assess knowledge and technical capabilities of directorate officials to support training and development of skills. Preparing and presenting quarterly operational reports to the relevant key stakeholders. Ensure the implementation and management of risk, finance and supply-chain management protocols and prescripts in area of responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the directorate’s assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections.

ENQUIRIES can be directed to Ms B Ndayi Tel No: 040 1010 072/071
POST 05/138 : EXECUTIVE SUPPORT TO DDG: PROVINCIAL SCM MOVABLE & IMMovable ASSET MANAGEMENT REF NO: PT05/02/2019

(1 Year Contract)

Purpose: To provide executive support in the office of the DDG: Provincial SCM Movable & Immovable Asset Management and ensure the effective management and smooth operation of the Branch.

SALARY : R697 011 per annum (Level 11)

CENTRE : Bhisho

REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Public Administration / Finance / Public Management or any other related field plus Minimum of 5 years experience in a relevant field (specifically program / project management) of which 3 years must have been at middle management level (Assistant Director Level). A Postgraduate qualification in the above areas will be an added advantage. Skills: Knowledge and application of Legislation, regulations and policies that governs the Public Service (PFMA, Treasury Regulations, PSR.). Good project management skills, financial management acumen, people management skills. Excellent communication skills (verbal and written), computer literacy, problem solving and decision making abilities as well as customer orientation and focus.

DUTIES : Provide direction and guidance on the effective management of the office of the DDG: Ensure staff adhere to relevant protocols in the day to day running of the DDG office. Provide an oversight role in the implementation of governance systems and take corrective action where necessary. Develop internal control systems, policies and procedures. Ensure that internal control systems, policies and procedures are adhered to at all time. Prepare and distribute Annual Planner for the Programme and ensure adherence to it. Maintain high standards of professionalism by ensuring that the team / unit produces excellent work in terms of quality, quantity and timeliness. Advise and sensitise the DDG and CD’s of upcoming events and the preparations required for these events. Recommend systems that will help support service delivery in the unit to DDG so as to achieve Programme objectives. Support the programme by providing strategic and technical leadership in order to ensure the full execution of departmental plans and programmes: Facilitate the preparations for the development of the Annual Performance Plan (APP) and monitor its implementation in the Programme.- Coordinate the development of stakeholder protocols and monitor the implementation thereof. Facilitate the preparation and the implementation of the Delegations Framework. Coordinate the development of the Annual Operational Plan and monitor its implementation. Coordinate and consolidate all Programme reports and other required submissions timeously within the stipulated timeframes and submit them to the DDG. Coordinate Chief Directorate meetings and ensure that optimum benefit is realised by ensuring that all necessary arrangements / preparations are done, minutes are accurate and distributed within 5 working days. Make follow up on resolutions taken during the meetings. Provide support towards ensuring appropriate and sound finance, human resource management: Facilitate the timeous submission of Performance Agreements for the Programme and quality check these prior to submission to DDG. Facilitate the timeous conduct of quarterly Performance Assessments / Evaluations and the submission thereof. Provide input to the annual budget process. Ensure effective expenditure control which is in line with the approved budget for the Programme. Ensure the management, safekeeping and maintenance of assets in the DDG office. Maintain proper financial records in the office of the DDG. Analyse monthly, quarterly and any other ad hoc reports so as to identify risks that could negatively impact programme performance, advise DDG and CD’s and recommend corrective action where necessary. Facilitate the development and management of the Risk Management Register and Plan. Facilitate the budget preparations, recruitment and procurement plans within the stipulated timeframes. Review IYM report to Financial Management and quarterly report to OSM and ensure that the information contained therein is accurate, variances on IYM are costed and that mitigation plans on variances are valid. Ensure timely reporting on Procurement Plans to SCM, Recruitment Plans to HR, Risk Management and Audit.
Improvement Plans and responses to CFO and the Performance Report, and follow up on deviations.

**ENQUIRIES**

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

**POST 05/139**

**DEPUTY DIRECTOR: CFO SUPPORT REF NO: PT06/02/2019**

Contract up to 31 March 2020

**SALARY**

- R697 011 per annum (Level 11)

**CENTRE**

- Bhisho

**REQUIREMENTS**

- A three-year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognized university) in Auditing/Local Government Finance coupled with 5 years’ experience of which 3 years’ managerial experience in a local government/auditing management environment. Ability to write reports and analyze. Computer literacy. Good communication skills (written and spoken) and interpersonal skills. Client orientation and customer focus. The candidate should be familiar with the accounting reforms currently implemented in the municipal space in line with the GRAP standards and mSCOA.

**DUTIES**

- Reporting to the Director: CFO Support, the incumbent will analyse, and advise on municipal Internal Audit Committees and Risk Management to inform appropriate support and corrective action by Provincial Treasury (PT) and all relevant stakeholders. Conduct Internal Audit and Audit Committees reviews to assess compliance with MFMA and adoption of best practices. Conduct quality assurance reviews (QAR) as and when required. Participate in CAE Forum. Provide support to Audit Committees, e.g. attendance of meetings, interviewing and selection of potential members, induction of new members etc. on behalf of the CFO.

**ENQUIRIES**

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

**POST 05/140**

**ASSISTANT DIRECTOR: BUDGET MANAGEMENT REF NO: PT07/02/2019**

Purpose: To assist with overseeing the budget process within the inter-governmental relations framework and ensure the credibility of the budget.

**SALARY**

- R356 689 per annum Level 09

**CENTRE**

- Bhisho

**REQUIREMENTS**

- A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 as assessed by a recognised university) in Financial Management/Public Finance/Economics or relevant field plus Minimum of 3 years’ practical experience in budget management and economic environment at an officer Level (Level 7 or higher). Skills: Knowledge and application of the following prescripts: Knowledge of Microsoft Office especially for Advanced Excel, Graphs and Pivot Table Interpretation, Budgeting preparation and analysis, , Knowledge & application of PFMA & Division of Revenue Act (DORA), NTR, Risk management policies and practices and Economic Analysis.

**DUTIES**

- Assist with the timely tabling of the credible main budget and with ensuring that it is within legislated timeframes: Assist with the reviewing and improving on the previous year’s internal budget process with internal stakeholders. Provide input for National Benchmark exercise for National Treasury. Assist in providing technical assistance to departments on sectoral policies to promote fiscal discipline and with giving input into the preparation of the annual Treasury Guideline documents (Budget Preparation and Draft Estimates of Provincial Revenue and Expenditure (EPRE) Format), and issue Treasury Guidelines to department. Assist with the preparation for Budget achievability hearings for the previous year outcomes and first quarter performance. Assist in evaluating that departments have protected their policy priority areas over the MTEF through expenditure reviews. Assist with the reconciling and balancing of summary tables such as EPRE and Adjustments Estimate for inclusion in documents submitted to National Treasury (NT). Provide assistance and advice to the department on the process of aligning Strategic and apps to budgets within performance Budgeting Guidelines. Assist in the preparation for the Budget guideline (EPRE) workshops with departments and public entities. Assist in providing technical support and advice on request to department CFOS and budget controllers in preparation of input to the Database and EPRE to evaluate, check and edit department’s input. Provide
assistance in analysing and reporting on expenditure trends through statistical and economical analysis in preparation for pre- and main MTECS. Assist in the preparation of reports and presentations for pre- and main MTEC hearings to inform MTEF budget allocations. Assist in reviewing the accuracy and credibility of MTEF database and EPRE. Assist with providing support to department and in ensuring that the Main budget is loaded on BAS and verify its accuracy. Assist with the preparation of closeout report on previous year’s financial and non-financial performance. Assist in ensuring that adjusted budget publications are within legislated timeframes and are at acceptable quality levels: Assist with the preparation of a report on recommendations of the departmental roll over requests of conditional grant and equitable share for National Treasury and EXCO. Assist with evaluating the requests for additional funding/bids as well as with the completion and submission of the database for the Adjustment estimate process and the carry through over the MTEF. Review accuracy and credibility of Adjustment Estimates database. Assist with the support provided to departments and ensure that the Adjustment budget is loaded. Provide assistance in ensuring compliance of Departmental Strategic Plans (SP) and Annual Performance Plans (APP) and its alignment to national and provincial policy priorities: Assist departments with the crafting of Strategic plans, APP’s, Operational / Business Plans. Assist with the analysis of departmental SP, apps and OPS plans and budgets as well as their alignment with mandated policy priorities and compliance with National Treasury frameworks. Assist with the monthly IYM analysis on revenue and expenditure and with providing feedback to department: Assist department with the setup and workings around the completion of the IYM template. Assist with the review of S40 cash flow projections as well as assess the credibility of submissions for equitable share and conditional grant allocations. Prepare the weekly expenditure report that will inform the monthly IYM. Provide assistance in analysing and checking the completeness and accuracy of IYM submission. Assist with the monitoring of the implementation of provincial budgets by assessing departmental revenue and expenditure to ensure achievement of service delivery targets through weekly and monthly expenditure analysis and reports. Assist with the preparing of the year-end close out report on both financial and non-financial performance. Compare year-end IYM with pre-audited and audited AFS. Assist with the analysis of Quarterly Performance Reports (QPR) and in the provision of feedback to departments: Assist with the analysis and report on QPR submission as well as assessing the credibility of variance explanations. Assist with the analysis and report on non-financial and financial performance information. Assist with the analysis and preparation of quarterly management feedback reports and letters to departments. Assist with site visits undertaken.

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

POST 05/141: ASSISTANT DIRECTOR: TRANSVERSAL INTERNAL AUDIT SERVICES (TIAS) REF NO: PT08/02/2019
Purpose: To facilitate the implementation of Transversal Internal Audit Services to Provincial Departments and Public Entities.

SALARY: R356 689 per annum Level 09

CENTRE: Bhisho

**DUTIES:** Render support in monitoring, enforcing and reporting on the effective implementation of internal audit standards: Assist on the review / development of standard internal audit Charters. Render assistance on the development of departments 3 year and 1 year Internal Audit Plans. Review operational plans and draft progress reports quarterly. Promote the image of internal audit in the province: Assess the performance of Audit Committees in the province. Monitor performance of Internal Audit functions and Audit Committees in the province. Provide secretariat duties for Chief Audit Executive Forum, Audit Committee Chairperson Forum and Managers Forum meetings quarterly. Provide administrative support on coordinating the induction for Provincial Audit Committee members. Provide support on the implementation of specialised audits including ICT performance audit and QAR services: Render advice on the implementation of Quality Assurance Improvement Plans. Conduct Internal Quality Assurance Reviews for Provincial Departments. Coordinate the audit of External Quality Assurance Review. Ensure Performance of Information Communication Technology Audits (ICT Audits). Facilitate the implementation of recommendations: Assist department’s internal audit functions to produce quality audit reports. Conduct research on best practice monitoring tools suitable for internal audit functions.

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

**POST 05/142**

**ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: PT09/02/2019**

Purpose: To render Internal Audit Services for the department.

**SALARY:** R356 689 per annum Level 09

**CENTRE:** Bhisho

**REQUIREMENTS:** A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Accounting and Auditing coupled with a minimum 3 years’ experience in auditing at an officer level (Level 7 or higher). Added advantage: Completed internal audit or external audit articles, completed IAT or PIA qualification. Skills: Theory and practice of internal or external auditing. Knowledge and application of applicable Legislation, Departmental Policies and Procedures, Standards for the Professional Practice of Internal Audit, Internal Audit Regulatory Frameworks and Policies. Governance & Risk Management, Team Leadership, Computer Literate in MS Office and Teammate and Good Communication Skills.

**DUTIES:** manage the execution of a comprehensive audit plan: Plan, execute, review and conclude on internal audits (as required). Preparation and review of systems description, preparation and review of the risk and control matrix, design audit programmes, monitor staff. Report progress on audit programmes. Document areas for improvement. Obtain management comments on findings. Communicate all issues to the client and supervisor timeously. Assist with the management of the internal audit activity: Adhere to the audit life cycle in terms of planning, execution, reporting and follow up as per the approved methodology. Ensure follow up audits are conducted timeously to determine whether all agreed improvement plans have been implemented. Ensure audit file adheres to IIA requirements and departmental methodology. Manage area of responsibility: Maintain high standards by ensuring that the unit produces excellent work in terms of quality, quantity and timeliness. Delegate functions to staff based on individual potential and provide the necessary guidance and support. Performance agreements, workplans and personal development plans (PDP’s) to be contracted for all subordinates and implemented in a timely manner. Manage employee performance on a daily basis and ensure timely performance assessments are conducted for all subordinates.

**ENQUIRIES:** can be directed to Ms B Ndayi Tel No: 040 1010 072/071
POST 05/143

ASSISTANT DIRECTOR: LOGIS USER ACCOUNT MANAGEMENT REF NO: PT10/02/2019

Purpose: To render support in the management and monitoring of the utilisation of LOGIS System in the Province.

SALARY: R356 689 per annum Level 09
CENTRE: Bhisho
REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Management / Information Systems and / or Supply Chain Management and LOGIS System Controller Certificate is compulsory plus minimum of three years’ experience as LOGIS System Controller. Skills: Public Finance Management Act, LOGIS Notices and release notes, User Account Management, LOGIS System Controller, LOGIS Order, Payment / BAS, Automated transit and posting, LOGIS management reporting.

DUTIES: Monitor activities of all LOGIS system controllers. Maintain the profiles of LOGIS system controllers. Render support to departments relating to LOGIS challenges. Receive and action original application forms for new LOGIS system controllers / sub-system controllers. Submit new LOGIS system controllers’ application forms to National Treasury and keep record. Inform departmental system controllers of significant changes / enhancement to system functionality / operation. Request numerous ad-hoc reports from LOGIS. Analyse balance scorecard report, system releases and any other report from National Treasury regarding LOGIS and make recommendation thereof. Manage and control LOGIS notices, releases and messages and bring important messages to the attention of system controllers and management in Departments. Participate in numerous projects, such as Integrated Financial Management System, Item Control Numbers, etc. Perform Quarterly user account review monitoring of LOGIS System per department. Coordinate submission of LOGIS compliance certificates. Draft reports on findings of user account management. Provide reports on commitments and accruals. Distribute access and log in violation reports to departmental system controllers. Verify whether login violations had been dealt with and all investigations are recorded and filed for audit purposes. Coordinate and perform DR test in conjunction with SITA and departments in the province. Assist in the reviewal of LOGIS Instruction Notes, Policies, and Procedure Manuals. Ensure the standardisation of user ID’s to PERSAL numbers.

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

POST 05/144

ASSISTANT DIRECTOR: LOGISTIC & INVENTORY MANAGEMENT REF NO: PT11/02/2019

Purpose: To render support in the management of inventory for the department.

SALARY: R356 689 per annum Level 09
CENTRE: Bhisho
REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Logistics Management / B.Com in Accounting / Financial Management coupled with Minimum of 3 years relevant work experience at the level of an officer in Asset Management / Procurement / Logistics and / or related field.

DUTIES: Develop and Review Inventory Management Policy and Procedure: Review inventory management policies and procedures. Research best practice with regard to inventory management policies and procedures. Draft recommendations of improvements and submit to the Director. Manage Inventory Process in the Department: Manage the preparation of a store items requisition memorandum that need to be replenished and submit to Director Logistics for approval. Draft budget memorandum for approval by CFO and ensure the alignment with sectional budget. Manage Maintenance of Inventory Stock Level: Analyse inventory levels and ensure that request to replenish is initiated. Prepare report indicating procurement and adjust re-order levels when placing the order for all the inventory items. Manage And Monitor Recording and Updating of Bin Cards: Administer and
update bin cards for all items procured. Draft report on inventory. Manage Stock in the Department: Ensure the overall physical count process is performed. Conduct mini audit on all items that are on issue voucher. Ensure that obsolete items are identified during stock count and are reported to Disposal section. Manage Area of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP's) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

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

POST 05/145:
WEBMASTER: ASSISTANT DIRECTOR LEVEL REF NO: PT12/02/2019
Purpose: To develop and provide the departmental website and intranet support services.
This is a re-advertisement. (Applicants who applied for the post in the previous advert need not to re-apply as their applications will be considered).

SALARY:
R356 689 per annum Level 09

CENTRE:
Bhisho

REQUIREMENTS:
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Computer Science/Information Systems/ Information Technology or any related field coupled by Minimum 3 years’ experience in Web Application, Web Development, Programming, Microsoft Visual Studio, #C, Asp.net and Microsoft SQL.

DUTIES:
Render support in the development of policies and procedure for the department: Develop policy for approval Website policies, processes, procedures, standards and guidelines aligned to provincial standards. Implement and maintain approved Website policies, processes and procedures and establish website standards and guidelines. Render support in the development of website and intranet: Design and implement technological website solutions in accordance with provincial standards. Develop and implement on-going revision and new areas of departmental websites. Ensure adherence agreement with services provider for relevant infrastructure. Implement and maintain website security by performing back-ups and checking files for reliability. Create and maintain departmental intranet sites and sub-sites for Microsoft SharePoint. Research into best–practice and new trends / approaches related to web-design. Perform technical research and analytical functions in respect of website technology and recommend changes for improvement to the website, Analyse and manage user feedback, web site statistics and response time and use findings to improve and refine sites. Annually review performance of service providers. Render support to end users: Provides SharePoint support to end users. Implement standards and guidelines for content of the websites to support the departmental web services for optimal performance, reliability and availability. Develop training documents and tools for staff in preparing appropriately formatted documents for the websites. Design and develop programmes: Perform system analysis and program development on assigned projects. Design and implement application programs from approved functional and technical specifications. Database maintenance: Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Create and Maintain stored procedures.
Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. Documentation of instructions for databases (ERD). Application testing and quality assurance: Review of software requirements, preparation of test plans and the execution of tests, in collaboration with the end-user. Prepare and ensure unit tests work correctly.

**ENQUIRIES**

**POST 05/146**

SENior SOFTWARE DEVELOPER(S): ICT REF NO: PT13/02/2019 (X2 POSTS)

(1 Year Contract)

Purpose: To facilitate the provision of programming support services to Information Communications Technology in terms of designing, developing programmes, reports, documentation and instructions for computer operation.

This is a re-advertisement. (Applicants who applied for the post in the previous advert need not to re-apply as their applications will be considered).

**SALARY**

R356 689 per annum Level 09

**CENTRE**

Bhisho

**REQUIREMENTS**

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised university or institution of learning, with a minimum of 120 credits at NQF Level 6) in Systems / Computer Science / Information Technology or any related field coupled with Minimum 3 years’ experience in Programming Web Application, using Microsoft Visual Studio, C#, Asp.net with at least one year in Microsoft SQL.

**DUTIES**

design and develop programmes: Perform system analysis and program development on assigned projects. Determine data needs, appropriate hardware and software, and operating instruction procedure. Consolidate documentation of program development and revisions. Design and implement application programs from approved functional and technical specifications. Accurately gather all relevant information from current existing systems in order to inform integration of overall systems. Database maintenance: Conduct feasibility studies concerning database requirements and creation. Set up and create database for the department as required. Advises standards pertaining to the Data Base and Data Base Control and Recovery Concepts. Sets up generalization techniques for information retrieval and a library of retrieval programs which are of recurrent usage. Documentation of instructions for databases (ERD). Render support services to users: Consult with and provide assistance, information, and training for administrator system users. Provision of reports as per user requirements. Documentation of instructions for computer operation. Application testing and quality assurance: Review of software requirements, preparation of test plans and the execution of tests, in collaboration with the end-user. Prepare and ensure unit tests work correctly. Set-up and manage continuous data integration.

**ENQUIRIES**

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

**POST 05/147**

USER SUPPORT TECHNICIAN REF NO: PT14/02/2019

Purpose: To assist with the provision of information communications technology and electronic records management.

**SALARY**

R299 709 per annum (Level 08)

**CENTRE**

Bhisho

**REQUIREMENTS**

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Information Technology or any related field coupled with Minimum 2 years’ experience in User Support environment. A+ and or N+Certification will be an added advantage. Experience in Microsoft environment, LAN (Local Area Network) will be an added advantage. Good communication (written and verbal interpersonal skills, ability to work independently and under pressure. Valid Driver’s licence. Skills: IT Systems and Support, Budget Process, Policy Development & Management, Public Finance and ICT Procurement.

**DUTIES**

Facilitate infrastructure and operational services: Respond and attend to all departmental IT queries. Render 1st line support and log calls in the help desk
system. Maintain ICT administrative systems and ensurement data integrity. Provide technical solutions and support services to end users. Render support in conducting ICT research and advise the department on ICT needs requirements: Update supervisor regularly with regards to new ICT systems and products that may improve institutional functioning. Record all most frequently asked IT questions and complaints in order to prioritise these matters. Inform the supervisor with regards to the most urgent IT risks as a means of early warning (risks include issues such as expiration of key software, systems interruptions due to upgrades and protection of data and information from viruses etc.). Render support in developing and facilitating the implementation of ICT policies and procedures. Draft ICT implementation plan. Conduct awareness session on new developments in the implement and monitor ICT Governance Framework. In put in drafting ICT policies and procedures.

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

POST 05/148 : ADMIN OFFICER: INFRASTRUCTURE MANAGEMENT REF NO: PT15/02/2019

Purpose: To implement and render Clerical and Administrative Support Services to the Chief Directorate: Infrastructure Management.

SALARY : R242 475 per annum Level 07
CENTRE : Bhisho
REQUIREMENTS : A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration/ Public Administration or any other related qualification coupled with a Minimum of two years’ experience in administration environment.

DUTIES : provide administrative support service to the Chief Directorate: Operate and ensure that the Chief Directorates’ office equipment is in good working order. Record engagements for the Chief Director. Coordinate and sensitize / advises Chief Director regarding his / her engagements. Compile Schedules of all appointments. Render administrative infrastructure support services to the chief directorate: Ensure effective flow of information and documents from and to the Chief Directorate. Ensure safe keeping of all documentation in the office of the Directorate in line with relevant legislation and policies. Obtain inputs and compile Chief Directorate’s Reports. Progress Reports, Monthly Reports, Management Reports. Scrutinise routine submissions / reports and make notes for the Chief Director. Respond to enquiries received internal and from external stakeholders. File documents for the Chief Directorate where required. Collets, analyse and collates information requested for the Chief Directorate. Coordinate and facilitate travel arrangements for the Chief Directorate. Management leave register and telephone Accounts for the office of the Chief Directorate. Administer procurement of standard items (stationery & refreshments) for the Chief Directorate. Obtain necessary signatures on documents items like procurement and monthly salary reports. Keep records of expenditure commitments, monitors expenditure and alert the Chief Director of possible over – and under spending. Check BAS reports to ensure that expenditure is allocated correctly. Collects and coordinate all documents related to the Chief Directorates budget. Assist Chief Director in determining funding requirements for the purpose of MTEF budget. Provide assistance in monitoring system for financial and performance indicators relating to infrastructure. Render infrastructure support services in provincial departments: Provide hands on monitoring and analysis of infrastructure in sector departments to ensure that they maintain their facilities in line with the PFMA and GIAMA. Assist in the monitoring of the implementation of provincial infrastructure strategy. Provide support in analysing Service Plans, U-AMPS and C-AMP, departmental construction procurement strategies, IPMP and IPIPs in terms of value for money, financial credibility and compliance; Support the analysis of the SDA to ensure compliance with Provincial IDMS requirements. Assist in the monitoring and the implementation of unresolved disputes that need to be addressed in terms of SDAs and escalate these. Assist in the implementation of the alignment of IDPs with Provincial Infrastructure Plans.

ENQUIRIES : can be directed to Ms B Ndayi Tel No: 040 1010 072/071
POST 05/149

ADMIN OFFICER: BUDGET & PUBLIC FINANCE REF NO: PT16/02/2019

Purpose: To render office administrative and management support services to the Directorate.

**SALARY**

R242 475 per annum Level 07

**CENTRE**

Bhisho

**REQUIREMENTS**

A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration/ Public Administration or any other related qualification coupled with a Minimum of two years’ experience in administration environment.

**DUTIES**

Render administrative and management support services to the Directorate: Administratively manage, organise and coordinate activities to ensure seamless flow of information within the directorate. Screen incoming and outgoing correspondence in the Directorate. Scrutinise routing submissions, reports and prepare notes for Chief Director. Prioritise matters within the office of the Chief Directorate. Circulate correspondence to relevant offices as and when required. Draft on instruction correspondence for the Directorate. Keep safe and regularly back-up all documentation and electronic correspondence in the office of the Director in line with the approved File Plan, and relevant legislation and policies. Administer attendance register, leave register, payroll slips and telephone accounts for the Directorate Make follow-ups on outstanding reports. Develop and maintain record management system in the Director's office. Facilitate the travel and accommodation in the office of the Chief Director and process S&T claims. Draft documents or reports as and when required for Directorate. Facilitate the procurement of standard items for the office of the Chief/ Director. Undertake ad-hoc administrative duties such as photocopying, faxing, scanning etc. for the directorate. Ensure that office equipment is in good working order. Coordinate reports within the directorate: Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Directorate .Make follow ups on outstanding reports and prepare report for submission to the Director .Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports. Compile and integrate the budget. Validate the PMDS Submissions for the Directorate. Administer budget processes and planning within the directorate: Provide inputs in the budget planning of Directorate. Consolidate budget forms for the Directorate. Develop and implement Procurement Plan according to 12 months projections. Monitor proper utilisation of the budget according to monthly projections. Keep records of expenditure commitments, monitor expenditure by means of checking BAS reports and alert the Directorates of possible over – and under spending .Compile the Directorate’s monthly In-Year Monitoring Reports. Prepare and make presentation on the spending of budget of the Directorate on monthly meetings. Identify the need to move funds between items, consult with the heads of Directorates and compile draft memo for this purpose. Make follow-ups on progress of supplier payments to avoid accruals. Manage area of responsibility: Prepare progress reports on compliance matters and submit reports to internal and external stakeholders. Determine most effective procedures and methods and render advice relating organisational efficiency to achieve organisational goals. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, resolve problems of motivation and control with minimum guidance from manager, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP’s) for all subordinates are developed and implemented timeously, Manage daily and enforce timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

**ENQUIRIES**

can be directed to Ms B Ndayi Tel No: 040 1010 072/071
POST 05/150: PERSONAL ASSISTANT TO DDG: PROVINCIAL SCM MOBILE & IMMOBILE ASSET MANAGEMENT
REF NO: PT17/02/2019
(One Year Contract)

Purpose: To Render Secretarial, Clerical, Administrative and Recordkeeping Support Services to the Deputy Director General: Transversal Supply Chain & Asset Management.

SALARY: R242 475 per annum Level 07

CENTRE: Bhisho

REQUIREMENTS:
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Office Administration or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Office Administration any other related qualification coupled with a Minimum of two years’ experience in administration environment.

DUTIES:
Provide secretarial / receptionist support service to the DDG P3: Receive telephone calls. Perform advanced typing for the Deputy Director General. Operate and ensure that office equipment is in good working order. Record engagements for the Deputy Director General .Coordinate and sensitize / advises Deputy Director General regarding engagements. Compile Schedules of all appointments. Render administrative support services to the Deputy Director General: Ensure effective flow of information and documents from and to the office of the DDG. Ensure safe keeping of all documentation in the office of the DDG in line with relevant legislation and policies. Obtain inputs and compile Programme 3 Reports. Progress Reports: Monthly Reports, Management Reports. Scrutinise routine submissions / reports and make notes for the DDG. Respond to enquiries received internal and from external stakeholders. Draft document as required. File documents for the DDG and the Programme where required. Collects, analyse and collates information requested by the DDG. Clarifies instructions and notes on behalf of the DDG. Coordinate travel arrangements on behalf of the DDG. Prioritise issues in the office of the DDG. Management leave register and telephone Accounts for the Unit. Administer procurement of standard items (stationery & refreshments) for the Office of the DDG. Obtain necessary signatures on documents items like procurement and monthly salary reports. Provide support to the DDG regarding meetings and chief directorate meetings: Scrutinise documents to determine actions / information/ other documents required for the meeting. Collects and compiles necessary documents for the DDG to inform him / her on the contents. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes for the DDG as required. Coordinates logistical arrangement for the meetings when required. Support deputy director general with the administration of programme 3 budget: Collects and coordinate all documents related to the Programme 3 budget. Assist DDG in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and alerts DDG of possible over – and under spending. Check collaterals BAS reports to ensure that expenditure is allocated correctly. Identifies the need to move funds between items, consult with the DDG and compiles draft memo for this purpose. Compare the relevant Public Service and draft memo for this purpose.

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

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: 22 February 2019

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 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 05/151 : DEPUTY DIRECTOR: BUILDINGS INFRASTRUCTURE REF NO: DPW 01/01/2019
Provincial Departments Infrastructure

SALARY : R697 011 per annum (Level 11) (An all-inclusive remuneration package)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A recognised Bachelor’s Degree / National Diploma in Built Environment discipline with at least 8 - 10 years post qualification experience in Built Environment of which 3 years must be at an Assistant Director level in active construction, facilities or quality management as a site agent, facilities or quality management on a construction site. Professional registration with a Professional regulatory council although not mandatory will be an added advantage. A valid driver’s licence. Understanding and application experience of SANS and ISO quality control provisions together with the relevant Built Environment Legislation. Excellent communication skills. Extensive computer literacy. Willingness to work after hours during emergencies. Knowledge of Public Service Management Framework. Understanding of Public Management Finance Act. Treasury instructions and regulations.

DUTIES : Manage, co-ordinate and monitor the overall management of the Provincial In-house Maintenance Units and the activities of inspectorate services. Construction of minor new works and maintenance of government buildings. Responsible for the Provincial Departmental Artisan Development Programme. Develop, maintain and render broad maintenance management function in DPW managed buildings. Ensure that norms and standards are adhered to in all projects for both outsourced and in-house. Report and provide information regularly, as well as on demand to management. Manage subordinates, key performance areas and taking actions to correct deviations to achieve departmental objectives. Ensure implementation of monthly preventative maintenance, supervise and inspect the quality and quantity of work done or services rendered by the contractors. Manage the development and utilisation of Human Resources for the discipline and ensure competent knowledge base for continued success of technical services according to organisational needs and requirements. Perform any other duties which may be allocated from time to time by supervisors in line with the responsibilities of the department.

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

POST 05/152 : CONTROL SURVEYOR TECHNICIAN: BUILDING PROFESSIONAL SERVICES REF NO: DPW 02/01/2019

SALARY : R422 139 per annum (OSD)
CENTRE : Alfred Nzo Regional Offices
REQUIREMENTS: National Diploma in Survey or Cartography or relevant qualification. Valid driver’s license. Compulsory registration with PLATO as a Survey Technician/Survey. Six years post qualification survey experience.

DUTIES: Survey design and analysis effectiveness: Perform final review and approval or audits on new survey applications according to set standards and design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Maintain survey operational effectiveness: Manage execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specification and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect survey services. Financial Management: To ensure the availability and management of funds to meet the MTEF objectives within the survey environment/services. Manage the operational survey project portfolio for the operational to ensure the effective resourcing according to organizational needs and objectives, Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposal to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, monitor and control resources. Compile risk logs(databases) and manages significant risk according to sound risk management practice and organizational requirement, provide technical consulting services for the operation of survey related matters to minimize possible survey risks, Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment, Continuously monitor the exchange and protection of information between operation and individuals to ensure effective knowledge management according to departmental objectives. People management: Direct the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success survey services according to organization needs and requirements. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

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

POST 05/153: ARCHITECTURAL TECHNICIAN: BUILDING PROFESSIONAL SERVICES REF NO: DPW 03/01/2019

SALARY: R293 652 per annum (OSD)

CENTRE: Alfred Nzo Regional Offices

REQUIREMENTS: National Diploma in Architecture or relevant qualification. Three years post qualification technical experience. Valid driver’s license. Compulsory registration with SACAP, as a professional Architectural Technician.

DUTIES: Render architectural services: Assist Architects, Technologists and associates in CAD drawing and technical documentation in respect of housing and other projects. Promote safety in line with statutory and regulatory requirements; Evaluate existing standard drawings and procedure to incorporate new technology; and Produce plans with specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: Provide and consolidate inputs to the technical/architectural plan Develop, implement and maintain databases; and Supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with new technologies and procedures Research/literature studies on technical architectural technology to improve expertise; and Liaise with relevant bodies/councils on architecturally related matters.

ENQUIRIES: can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
POST 05/154 : ENGINEERING TECHNICIAN: PROFESSIONAL SERVICES (BUILDINGS) REF NO: DPW 04/01/2019

SALARY : R293 652 per annum (OSD)
CENTRE : Sarah Baartman Regional Office (Port Elizabeth)
REQUIREMENTS : A National Diploma in Civil Engineering or relevant qualification. Three years post qualification technical (Engineering) experience within the Built environment. Valid driver’s license. Compulsory registration with ECSA as Engineering Technician.

DUTIES : Render technical services: Assist Engineers, technologist and associates on site and technical office activities, promote safety in line with statutory and regulatory requirements, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and submit for evaluation and approval by the relevant authority.

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

DEPARTMENT OF SAFETY AND LIAISON

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

APPLICATIONS : Post to: The Senior Manager: Department of Safety and Liaison; Private Bag X0057, Bhisho, 5605. Hand Delivery: No 7 Taylor Street, Archies Building, King Williams Tow, 5601
FOR ATTENTION : Ms NA Zuma
CLOSING DATE : 22 February 2019
NOTE : Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

MANAGEMENT ECHELON

POST 05/155 : SENIOR MANAGER: FINANACIAL MANAGEMENT REF NO: ESL/2019/01/01

SALARY : R1 005 063 – R1 183 932 per annum (Level 13). All inclusive remunerative package; The remunerative package includes a basic salary (70% of package),
State contribution to Government Employees Pension Fund = (13% of Basic Salary) and a flexible portion which can be structured according to the individual’s personal needs.

**CENTRE**: Head Office: King William’s Town

**REQUIREMENTS**: Appropriate recognized Bachelor’s degree/National Diploma applicable to the Financial Management field. 5 years Middle Management financial management experience in public sector. Skills: Proven leadership and management skills. Ability to implement internal systems and controls to ensure sound financial management. A track record in the preparation and management of annual performance plan budgeting, preparation of annual financial statement, expenditure management and rebates and salary management. Knowledge of the following: Government Accounting Standards (GRAP); Public Finance and Management Act (PFMA), Treasury Regulations and Guidelines, Personal Salary System (PERSAL), LOGIS, Preferential Procurement Policy Framework Act (PPPFA), Supply Chain Management Prescripts, project management, financial management, knowledge management, service delivery innovation, monitoring and evaluation, strategic planning, human resources management, supply chain management. Ability to communicate effectively. A good track record of working with multiple stakeholders. Proven skills in problem analysis and solving. Valid driver’s license.

**DUTIES**: Ensure the establishment and implementation of sound financial management, accounting and internal control systems and processes for the Department in compliance with relevant legislation requirements. Contribute to the development of the strategic and annual performance plans, including coordination, analysis and advice. Oversee the budget preparation process, provide advice and support to stakeholders and review the budget prior to submission to the relevant authority. Oversee and manage the budget monitoring process, including the production of applicable monthly and quarterly financial and performance reports and provide recommendations and advice to address significant variances. Monitor the operation of accounting systems, controls and procedures in order to ensure integrity of financial information. Ensure expenditure is incurred in accordance with the purpose approved in vote. Ensure payments to suppliers are made within thirty days of receiving invoice or claim, unless otherwise specified in contract. Conduct monthly analysis of expenditure patterns of various programmes and make recommendations where necessary. Ensure effective management of salaries and rebates. Review and manage the finalisation of the quarterly and Annual Financial Statements. Ensure the effective, efficient, economical and transparent use of financial and other resources. Provide financial management support to internal/external stakeholders. Manage engagement with assurance providers, including responding to matters raised (eg, risk management action plans, internal and external auditors). Manage the utilisation of financial systems to capture accounting transactions, control the general ledger and perform financial administration.

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

**OTHER POSTS**

**POST 05/156**: DEPUTY DIRECTOR: MONITORING: FACILITATION REF NO: 2019/01/02

**SALARY**: R826 053 – R973 047 per annum (Level 12)

**CENTRE**: Head Office: King William’s Town

**REQUIREMENTS**: Degree (NQF Level 7) in the field of Social Sciences and /or Police Science. Minimum of 3-5 years of experience in managerial experience. Valid driver’s license Code B. Skills: Ability to demonstrate comparable competence and achievements through experience. Strategic capability and leadership. Financial management. Programme and project management. Knowledge of the policy environment regarding crime prevention SAPS Act, Public Finance Management, White Paper on Safety and Security, and other relevant prescripts. Knowledge of the Department’s constitutional mandate and the relevant policies, legislation and its relationship with the National Department and other stakeholders is required. Understanding of macro and micro development and growth of the economy within the province and the district is critical. Ability to interact with local municipality on
matters relating to safety and security. Have knowledge of people management and inspire performance within the district. Computer literacy, drivers licence.


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

POST 05/157: DEPUTY DIRECTOR: SAFETY EVENTS MANAGEMENT ESL/2019/0103

SALARY: R697 011 – R821 052 per annum (Level 11)
CENTRE: Head Office: King William’s Town

DUTIES: Develop and implement events management strategy for the Department. Render events management and protocol services in the Departmental events. Coordinate invitations to events in consultation with Communications. Prepare closeout reports for the events. Develop and maintain records and information management system for the office of the Head of Department. Assist the Executive Support in coordinating input processes which will enable the Head of Department to execute her/his responsibilities in the governance structures of the Department, intergovernmental technical structures and legislature structures/hearings. Ensure functionality of departmental governance structures. Manage the allocated resources of the Office in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Coordinate Management Assessment Tool (MPAT) in the department. Ensure compliance by the Office of the Head of Department with all statutory requirements and reports. Ensure that reporting deadlines are met by the department. Liaise with the various branches, sister departments on all mutual business affecting the department. Coordinate the implementation of internal audit recommendations. Coordinate the implementation of external audit recommendations. Undertake internal control assignments to ensure compliance with policies, prescripts procedures.

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

POST 05/158: ASSISTANT DIRECTOR: CIVILLIAN OVERSIGHT AND MONITORING REF NO: ESL/2019/01/04

SALARY: R444 693 – R523 818 per annum (Level 10)
CENTRE: OR Tambo District (Mthatha)
REQUIREMENTS: Three year degree / diploma (NQF Level 7) in the field of Social Science or Police Science or Criminology or Public Administration. Minimum of 3 -5 years

**DUTIES**

Conduct the function of civilian oversight over the SAPS including transformation of policies and guidelines that are implemented by the SAPS. Monitoring and evaluation of the SAPS fraud prevention strategy. Manage resources within the component.

**ENQUIRIES**

Can be directed to Ms NA Zuma at 043 642 6800

**POST 05/159**

**COMMUNITY LIAISON OFFICER REF NO: ESL/2018/11/05**

**SALARY**

R299 709 – R353 043 per annum (Level 08)

**CENTRE**

Joe Gqabi District

**REQUIREMENTS**


**DUTIES**


**ENQUIRIES**

Can be directed to Ms NA Zuma at 043 642 6800

**POST 05/160**

**COMMUNITY LIAISON OFFICER REF NO: ESL/2019/01/06**

**SALARY**

R299 709 – R353 043 per annum (Level 08)

**CENTRE**

Chris Hani District

**REQUIREMENTS**


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

POST 05/161: ADMIN OFFICER REF NO: ESL/2019/01/07

SALARY: R242 475 – R285 630 per annum (Level 07)

CENTRE: Amatole District

REQUIREMENTS: Grade 12 with 10 years’ experience or three year degree or National Diploma in the field of Purchasing Management/ Public Administration or Management / Financial / Logistics Management. 2-3 years’ relevant experience in Supply Chain Management. A driver’ licence is an added advantage. Skills: Knowledge of financial management, general administration and supply chain Management. Knowledge of PFMA, Treasury regulations, acquisition procedures and other relevant prescripts, problem solving, communication skills (Verbal and Written), customer care etc. Ability to work under pressure and independently. Computer Skills.


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

POST 05/162: ADMIN OFFICER REF NO: ESL/2019/01/08

SALARY: R242 475 – R285 630 per annum (Level 07)

CENTRE: Joe Gqabi

REQUIREMENTS: Grade 12 with 10 years’ experience or three year degree or National Diploma in the field of Purchasing Management/ Public Administration or Management / Financial / Logistics Management. 2-3 years’ relevant experience in Supply Chain Management. A driver’ licence is an added advantage. Skills: Knowledge of financial management, general administration and supply chain Management. Knowledge of PFMA, Treasury regulations, acquisition procedures and other relevant prescripts, problem solving, communication skills (Verbal and Written), customer care etc. Ability to work under pressure and independently. Computer Skills.


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

POST 05/163: ADMIN CLERK REF NO: ESL/2019/01/09

SALARY: R163 563 – R192 666 per annum (Level 05)

CENTRE: Nelson Mandela Metro District

REQUIREMENTS: Grade 12, three year degree Degree or National Diploma in the field of Purchasing Management, Public Administration / Management, Financial, Logistic Management or relevant qualification, with at least 0 - 2 years relevant experience in Financial Management / SCM. Skills: Knowledge of financial administration.
Knowledge of PFMA, Treasury regulations, acquisition procedures and other relevant prescripts. Financial management skills, problem solving and communication skills (Verbal and Written. Ability to work under pressure and independently. Computer Literacy.


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

**POST 05/164**: AUDIT AND RISK COMMITTEE MEMBERS REF NO: ESL/2019/01/10 (X3 POSTS)

**SALARY**: Audit and Risk Committee Members shall be appointed as independent contractors and not as employees of the Department. Appointment will be for a three-year term and remuneration shall be in accordance with National Treasury Regulations 3.1.6, read with 20.2.3.Members will be remunerated for preparation and attendance of meetings

**CENTRE**: Head Office

**REQUIREMENTS**: Applicants must be in possession of a graduate qualification in the field of either Accounting, Internal Auditing, Risk Management, Information Communication Technology, or Law. Possession of a CA (SA), CIA, CISA, CFE qualification will be an added advantage. Experience: Applicants must have a sound experience in Internal Audit, Governance and Risk Management, Information Communication Technology, Strategy Development, Implementation and Monitoring, Legal and External Auditing. A proven record of service or membership of the following Committees: Audit Committee, Risk Management Committee, IT Steering Committee, Ethics Committee and/or any Governance Body. Skills: Independence, integrity, objectivity, reliability, sound knowledge of Public Sector environment, knowledge of governance and risk management principles and control processes, good communication skills, strong leadership skills, knowledge of the Public Administration industry, Independence from all operations of the Department of Public Service and Administration and the Centre for Public Service Innovation.

**DUTIES**: The committee regulates and discharges its responsibilities in accordance with the provisions of the PFMA, Treasury Regulations and approved Audit Committee Charter.

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

**DEPARTMENT OF TRANSPORT: GFMS- TRADING ENTITY**

*The Department of Transport: GFMS Trading Entity in the Eastern Cape is an equal opportunity, affirmative action employer. As the Department is obliged to improve on its gender representative levels, people with disabilities are especially invited to present their candidature. Employment Equity targets of the Department will be adhered to.*

**APPLICATIONS**: should be directed to Government Fleet Management Services: Private Bag X 0001 East London – 5208 or Hand delivery applications should be submitted at No 9 Cotton Road, Westbank office no 9

**FOR ATTENTION**: Mrs P Mbewu

**CLOSING DATE**: 22 February 2019

**NOTE**: Applications must be submitted on the Application for Employment Form ( Z83), obtainable from any Public Service Department, go to www.dpsa.gov.za and should be accompanied by a comprehensive CV including at least two contactable referees and certified copies of educational qualifications, driver’s license ( where applicable)and Identity Document ( with an original certification stamp). The Z83 form must be signed by an original signatures. Incomplete and unsigned applications will be disqualified. It is the responsibility of the applicant to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). The shortlisted candidates will be subject to security vetting, reference checking, verification of qualification and driving test. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. None South African citizens must attach proof of permanent residence in South Africa. Applicants are respectfully informed that
if no notification of appointment is received within 3 months of the closing date, they must accept that their application was unsuccessful and that communication including correspondence will only be entered into with short listed candidates. Applications received after closing date will not be considered. No faxed/email and late applications will be accepted.

OTHER POSTS

POST 05/165 : DEPUTY DIRECTOR: ASSET AND LIABILITIES
(1 year contract)

SALARY : R697 011 per annum Level 11 (An all –inclusive remuneration package)
CENTRE : East London
REQUIREMENTS : Bachelor’s Degree/ B Tech ( NQF level 7) in Finance/ Auditing majoring in Accounting with at least 3 years at Assistant Director Level/ Junior Management level in finance in an accrual environment. At least 1 year experience should be in asset management. Valid driver’s licence. Competencies: Applied Strategic Thinking. Creative thinking. Technical proficiency. Planning and Organising. Decision Making and Problem Solving. Project Management.
DUTIES : Development and maintenance of a system of internal controls, risk management in entity’s asset and liabilities management in line with relevant legislative framework and treasury regulations. Manage process to account and report on finance and operating leases. Management and accounting for Property, Plant and Equipment and Logistics management *Manage process to account and report for new vehicles inventory and inventory held for sale. Management and accounting for accounts payables. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
ENQUIRIES : can be directed to Mrs P Mbewu at 043-731 1249

POST 05/166 : ASSISTANT MANAGER: FLEET RISK MANAGEMENT
(1 year contract)

SALARY : R444 693 per annum Level 10 plus 37% lieu of benefits
CENTRE : East London
REQUIREMENTS : Tertiary Qualification (NQF Level 6) with at least 3 years at supervisory level or salary level 7/8 in a fleet risk environment. Competencies: Creative thinking. Organisational communication effective. Team Leadership. Self-management. Problem Solving and Decision Making. Planning & organising. Computer Literacy. Manage accident related claims (including 3rd party claims), vehicle losses & related cost recovery processes. Manage fuel exceptions (irregularities with fuel transactions) and related cost recovery processes and facilitate reporting for the relevant investigations. Manage the vehicle tracking system installations, de-installation, repairs, driver identification tags, invoice payment and relevant reports. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
ENQUIRIES : can be directed to Mrs P Mbewu at 043-731 1249

POST 05/167 : ASSISTANT MANAGER: LOSS CONTROL (X2 POSTS)
(1 year contract)

SALARY : R444 693 per annum Level 10 plus 37% lieu of benefits
CENTRE : East London
DUTIES : Conduct and manage forensic investigations to determine liability for accident damage including claims by 3rd parties. Conduct and manage investigations for

ENQUIRIES :
all financial misconduct cases in line with PFMA (Irregular, unauthorised, fruitless & wasteful expenditures, etc.). Conduct and manage other investigations (theft, fraud, corruption, etc.). Supervise subordinate staff and support GFMS planning processes. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES: can be directed to Mrs P Mbewu at 043-731 1249

POST 05/168: ASSISTANT MANAGER: STRATEGY AND PLANNING
(1 year contract)

SALARY: R444 693 per annum Level 10 plus 37% lieu of benefits
CENTRE: East London
REQUIREMENTS: National Diploma (NQF Level 6) in Public Administration with at least 3 years at supervisory level or salary level 7/8 within planning, monitoring and evaluation environment. Competencies: Applied Strategic Thinking, Planning and Organising, Communication and reporting skills. Problem solving and Decision Making, Analytical skills. Computer literacy skills. Understanding Strategic Planning, budgeting, implementation, reporting, monitoring and evaluation.

DUTIES: Develop and maintain GFMS strategic and annual performance planning agenda. Based on legislative and policy directives develop and publish GFMS’s planning agenda. Develop and maintain planning input instruments and templates. Provide technical support to Managers to enable compliance with the planning agenda. Facilitate the development and maintenance of GFMS Strategic Plan, Annual Performance Plan and Operational Plan. Coordinate and consolidate Strategic Planning/Annual Performance Planning input processes. Coordinate and consolidate consultation processes. Provide continuous technical support and advisory services to GFMS governance structures to ensure that planned activities are aligned to objectives set out in the Strategic Plan. Monitor, evaluate and report on the performance of GFMS in line with its strategic objectives and Annual Performance targets. Maintain institutional monitoring, evaluation and reporting instruments and templates. Coordinate evaluation processes based on the identified objectives and performance targets set in relevant plans. Coordinate the submission of quarterly performance reports. Validate performance information, prepare and present on a quarterly basis performance reports for GFMS governance structures of the department and oversight bodies. Provide early warning support to the executive management team of GFMS. Coordinate the development of GFMS Annual Report. Facilitate and coordinate policy development, review and maintain policy register. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES: can be directed to Mrs P Mbewu at 043-731 1249

POST 05/169: ASSISTANT MANAGER: ACCOUNTING AND REPORTING
(1 year contract)

SALARY: R356 289 per annum Level 09 plus 37% lieu of benefits
CENTRE: East London
REQUIREMENTS: National Diploma (NQF level 6) in Finance/ Auditing majoring in Accounting with at least 3 years at supervisory level or salary level 7/8 in Finance in an accrual environment, of which one year must be in preparation of GRAP compliant financial statements. Competencies: Creative Thinking, Decision Making, Problem Solving. Team Player. Technical Proficiency. Practical knowledge of Pastel and Caseware is essential.

DUTIES: Provide input for the development and maintenance of the GFMS’s financial management system in line with legislative, Treasury and GRAP standards. Assist in the management of GFMS’s general ledger. Maintain GFMS’s bank and investment accounts. Assist in coordinating planning, preparation, consultation and compilation of the MTEF budgeting process in compliance with the Treasury guidelines. Preparation of Annual Financial Statements. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
ENQUIRIES: can be directed to Mrs P Mbewu at 043-731 1249

POST 05/170: **WAREHOUSE CONTROLLER**

(1 Year Contract)

SALARY: R356 289 per annum Level 09 plus 37% lieu of benefits

CENTRE: Port Elizabeth Government Garage

REQUIREMENTS:

Tertiary qualification (NQF 6) with at least 3 years at supervisory level or salary level 7/8 in a fleet environment. Logistics/ Warehousing/ Asset Management experience will be an added advantage. A valid code 08 driving license. Competencies: Good communication skills. Team player. Self-management. Problem Solving and Decision Making. Computer Literacy.

DUTIES:

Responsible for overall running of the depot / Warehouse. Manage the receipt of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles). Manage the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.). Manage the accessory suppliers. Manage the dispatching of vehicles to the different users. Vehicle stock reconciliation and reporting. Manage the vehicle post delivery services and key management of all vehicles. Manage provisioning of facilities and Security Services. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES: can be directed to Mrs P Mbewu at 043-731 1249

POST 05/171: **ASSISTANT MANAGER: HRM AND ADMINISTRATION**

REF NO: GFMS

1 Year Contract

SALARY: R356 289 per annum Level 09 plus 37% lieu of benefits

CENTRE: East London

REQUIREMENTS:


DUTIES:

Analyse national policy imperatives and facilitate implementation thereof through the development of policies, delegations, procedure manuals and plans. Supervise and provide recruitment, selection and employment services. Supervise and provide service benefit administration services. Management of Strategic Human Resource. Manage transformation and change. Facilitate the implementation of Employee Relations activities. Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES: can be directed to Mrs P Mbewu at 043-731 1249

POST 05/172: **ARTISAN FOREMAN GRADE A: FLEET MAINTENANCE**

(1 Year contract)

This is a re-advertisement, those who applied previously are encouraged to apply as this post was erroneously advertised as permanent.

SALARY: R286 500 – R321 234 per annum (OSD) plus 37% lieu of benefits

CENTRE: East London

REQUIREMENTS:


DUTIES:

Managing GFMS Supplier – Merchants (authentication of supplier/merchant services). Administer Maintenance process (Provide specialist and technical design and advisory services) Administer Insurance processes.

ENQUIRIES: can be directed to Mrs P. Mbewu at 043 731 1249
POST 05/173 : STATE ACCOUNTANT: ASSET MANAGEMENT
(1 year contract)
This is a re-advertisement, those who applied previously are encouraged to apply.

SALARY : R242 475 per annum Level 07 plus 37% lieu of benefits
CENTRE : East London

DUTIES : Maintain the asset registers for fleet assets under finance and operating leases. Maintenance of inventory registers. Manage maintenance of fixed asset register and ordering of assets (office furniture, equipment, computers, vehicles tracker and PPE etc.). Preparing reconciliations for all categories for PPE, Leases and Inventory. Other asset management administration.

ENQUIRIES : can be directed to Mrs P Mbewu at 043 731 1249

POST 05/174 : RECEPTIONIST
(1 year contract)

SALARY : R163 563 per annum Level 05 plus 37% lieu of benefits
CENTRE : East London

DUTIES : Welcome visitors in person and or telephonically. Direct visitors to the appropriate person. Provide receptionist services to the GFMS. Provide general administrative support services. Coordinate and manage all incoming and outgoing correspondence. Answering the switchboard, screening and forwarding incoming phone calls. Provide basic and accurate information in-person or via phone/email. Receiving and sorting daily mail/deliveries/couriers. Maintain office security by following safety procedures and controlling access via the reception desk. Perform other office administration duties.

ENQUIRIES : can be directed to Mrs P Mbewu at 043-731 1249
NOTE : shortlisted candidates will be subjected to competency assessment

POST 05/175 : ADMINISTRATION CLERK: SUPPLY CHAIN MANAGEMENT
(1 year contract)

SALARY : R163 563 – R192 666 per annum (Level 05) plus 37% lieu of benefits
CENTRE : East London

DUTIES : Request and receive quotations. Place orders. Issue and receive bid documents. To maintain database of bid issued and received. Update and maintain register of suppliers.

ENQUIRIES : can be directed to Mrs P. Mbewu at 043 731 1249