ANNEXURE M

PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF COOPERATIVE GOVERNANCE & TRADITIONAL AFFAIRS

APPLICATIONS: Hand Delivery: Tyamzashe Building at Foyer or Post to Head of Department, Department of Cooperative Governance & Traditional Affairs Private Bag X0035 Bhisho 5605
FOR ATTENTION: Ms. N. Gemby
CLOSING DATE: 22 March 2019

MANAGEMENT ECHelon

POST 09/67: DIRECTOR: HOD'S OFFICE CO-ORDINATION AND SUPPORT SERVICES
REF NO: COGTA 01/03/2019
(This is a re-advertisement; all candidates that previously applied are encouraged to apply)

SALARY: R1 005 063 – R1 183 932 per annum. Commencing salary R1 005 063
CENTRE: Bhisho
REQUIREMENTS: An undergraduate qualification (NQF level 7) in Public Administration/Management. A Master's degree will be an added advantage. Five (5) years working experience in the public service. Valid Code 8 (EB) Drivers license. Computer literacy. Research will be an added advantage. Competencies: A strategic thinker who can operate at the highest level of government and private sector. Exceptional understanding and skills in the following: Coordination vertically and horizontally across the three spheres of Government. Understanding of strategic planning management and implementation. Exceptional understanding of the IGR, including the cluster system. Must be strategic and grounded in Government processes such as NDP, PGDP, PSEDS. Sound understanding of the functioning of Government operations, Cabinet (Executive) PCF MunMec. Very good writing and presentation skills. Sound understanding of the Monitoring and evaluation systems. Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and The Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills.

DUTIES: Co-ordinate and analyse departmental reports on behalf of the HOD. Ensure compliance with all relevant legislative and statutory requirements towards the achievement of departmental service delivery priorities and goals. Develop and implement monitoring systems to track progress and monitor institutional performance and impact. Develop, monitor, promote and co-ordinate the implementation of departmental service delivery plans. Promote co-operative governance with National and Provincial Government. Assume overall responsibility for the management of the office of the HOD. Manage and supervise the staff within the office of the HOD. Ensure proper performance management and development procedures in the office of the HOD and attend to staff growth and development needs. Attend to submissions of and briefings on major policy administrative issues. Report on expenditure performance, provide advice and prioritise support. Manage budget and reporting for office of the HOD. Manage staff performance including disciplinary process.

ENQUIRIES: can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350
NOTE: Preference will be given to Coloured Females and people with disabilities
### POST 09/68: ASSISTANT DIRECTOR CONTRACT MANAGEMENT REF NO: COGTA 02/03/2019

(This is a re-advertisement; all candidates that previously applied are encouraged to apply)

**SALARY**: R356 289 – R419 679. Commencing Salary R356 289 (Level 09)

**CENTRE**: Bhisho

**REQUIREMENTS**: An undergraduate qualification (NQF Level 7) in Law or relevant equivalent qualification with 5 years’ experience at supervisory level in contract management environment. Computer Literacy i.e. BAS, LOGIS, Excel, Word, Power point. Etc. Competencies: Knowledge of SCM prescripts i.e. Treasury Regulations, Practise Notes, PFMA, etc.

**DUTIES**: Draft contracts for the department in reviewing and editing contract documents i.e. SLA, Memorandum of understanding, Memorandum of Agreement, etc. Responsible for updating of the project commitment register. Establishment of project management steering committee. Assist in building up good partnership, contract management, record management and repository system. Assist in matters of performance management through project monitoring. Management of budget, human resources and general administrative. Manage performance of the contracts and recommend consequence management for non-compliance.

**ENQUIRIES**: can be directed to Ms Z. Ndumela at 040-609 5352/5351/5258/5350

### NOTE:

Preference will be given to Coloured females.

### APPLICATIONS:
The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 1013, 2nd Floor, Office of the Premier Building, Independence Avenue, Bhisho.

### FOR ATTENTION:
Vusumzi Booysen

### CLOSING DATE:
22 March 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.

OTHER POSTS

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<tr>
<th>POST 09/70</th>
<th>DEPUTY DIRECTOR: ORGANISATIONAL DEVELOPMENT AND CHANGE MANAGEMENT REF NO: OTP 01/03/2019</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R826 053 - R973 047 per annum (Level 12)</td>
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<tr>
<td>CENTRE</td>
<td>Head Office (Bhisho)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Advanced Diploma/B. Degree in Industrial Engineering / Industrial Psychology / Public Administration / Human Resource Management, or relevant field at NQF Level 7. Minimum 3 years’ experience as an AD/ supervisory level.</td>
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<tr>
<td>DUTIES</td>
<td>Provide services to diagnose and evaluate institutional effectiveness. Support the development of service delivery models and Organisational structures of provincial departments. Coordinate job evaluation services in the province. Promote and facilitate the implementation of Batho-Pele programmes implement Organisational change and transformation programmes. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.</td>
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<tr>
<td>ENQUIRIES</td>
<td>can be directed to Mr. V. Booysen / Ms Xesha Tel No: 040 609 6290/6248</td>
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<tr>
<th>POST 09/71</th>
<th>DEPUTY DIRECTOR: STRATEGIC HUMAN RESOURCES MANAGEMENT &amp; DEVELOPMENT REF NO: OTP 02/03/2019</th>
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<tbody>
<tr>
<td>SALARY</td>
<td>R826 053 - R973 047 per annum (Level 12)</td>
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<tr>
<td>CENTRE</td>
<td>Head Office (Bhisho)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>NQF Level 7 recognized by SAQA/ 3 year degree/ Advanced Diploma qualification in Human Resources Management /Public Administration. 3 years’ experience at an Assistant Director or similar environment.</td>
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<tr>
<td>DUTIES</td>
<td>Provide services to diagnose and evaluate institutional effectiveness. Support the development of service delivery models and Organisational structures of provincial departments. Coordinate job evaluation services in the province. Promote and facilitate the implementation of Batho-Pele programmes implement Organisational change and transformation programmes. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.</td>
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<td>can be directed to Mr. V. Booyens Tel No: 040 609 6290/6248</td>
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<tr>
<th>POST 09/72</th>
<th>DEPUTY DIRECTOR: PERFORMANCE MONITORING &amp; REPORTING (CLUSTER CO-ORDINATION) REF NO: OTP 03/03/2019</th>
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<tr>
<td>SALARY</td>
<td>R697 011 - R821 052 per annum (Level 11)</td>
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<tr>
<td>CENTRE</td>
<td>Head Office (Bhisho)</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Three years relevant qualification (NQF 8) in Management Services/Public Administration/ Development Studies (with evaluation experience). Master's</td>
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</tbody>
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degree as well as a course in M&E would be an advantage. Three (3) years Management experience as an Assistant Director in Monitoring and Evaluation with knowledge and experience of monitoring of clusters to streamline and integrate the work of Government. Knowledge of Provincial Strategic Framework and its guidelines. A valid driver’s license. Knowledge: Knowledge of government policies and programmes. Advanced knowledge of strategy development, management, and monitoring. Advanced knowledge of modern systems of governance and administration. Advanced knowledge of legislative framework and government procedures on public finance, human resource management, transformation. Advanced knowledge of the policies of government of the day. Advanced knowledge of global, regional and local political economic and social affairs impacting on the provincial government.

**DUTIES:**
Assist with the strengthening, monitoring and functionality of Cluster Working Groups. Strengthen and Institutionalize monitoring and evaluation systems within the Province. Provide support with the facilitation and coordination in monitoring of the government priorities through cluster working groups. Provide office support to Cluster coordination unit.

**ENQUIRIES:**
can be directed to Mr. V. Booysen Tel No: 040 609 6290/6248

**POST 09/73:**
**ASSISTANT DIRECTOR: STRATEGIC HUMAN RESOURCES MANAGEMENT & DEVELOPMENT REF NO: OTP 04/03/2019**

**SALARY:**
R444 693 - R523 818 per annum (Level 10)

**CENTRE:**
Head Office (Bhisho)

**REQUIREMENTS:**

**DUTIES:**
Facilitate, support and monitor the implementation of PMDS and the HRD strategies. Provide support to departments on human resource planning and talent management. Facilitate the development and implementation of provincial policies and strategies relating to employment relations and employee wellness.

**ENQUIRIES:**
can be directed to Mr. V. Booysen Tel No: 040 609 6290/6248

**POST 09/74:**
**ASSISTANT DIRECTOR: STRATEGIC SKILLS DEVELOPMENT COORDINATION REF NO: OTP 05/03/2019**

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

**CENTRE:**
Head Office (Bhisho)

**REQUIREMENTS:**
NQF Level 7 in Bachelor’s degree as recognised by SAQA in Human Resource Management or equivalent. At least 3 years’ experience in related field. Knowledge: High-level working knowledge of Project Management High-level working knowledge of HR legislation.

**DUTIES:**
To support the facilitation and the development of the provincial skills development strategy and mobilise funding. Support the implementation of the provincial skills development strategy. Support the coordination and monitoring the placement of youth in workplaces to enable them to gain experiential learning.

**ENQUIRIES:**
can be directed to Mr. V. Booysen Tel No: 040 609 6290/6248
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 Nday

CLOSING DATE: 22 March 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 signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. For SMS post: Females and people with disabilities are encouraged to apply and will be given preference and short listed candidates will be required to undergo competency assessments. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Department of Provincial Treasury welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Applications from all racial groups are welcome. However, in making appointments to the posts the department will give preference to some employment equity target groups based on the Employment Equity Plan of the Department. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted. For all posts people with disabilities will be given preference.

MANAGEMENT ECHELON

POST 09/75: CHIEF DIRECTOR: HUMAN RESOURCE AND FACILITIES MANAGEMENT

REF NO: PT 01/03/2019

Purpose: To manage and facilitate the provision of Human Resource, Facility Services and the Coordination of HR Utilisation and Development Programmes in the Department. The chief directorate is responsible to provide an internal enabling environment and support service to other programs with regard to: Human resource management and development, records management in the department and security and facilities management

SALARY: R1 189 338 per annum (Level 14)

CENTRE: Bhisho

REQUIREMENTS: A Three year degree (NQF Level 7 as recognised by SAQA) in Public Administration/Public Management/Industrial Phycology/Social Science/Human Resource Management or any other related field. A post graduate qualification in any of the mentioned fields or management sciences will be advantageous. At least 8 years’ experience in Human Resource Management/Corporate Management (relating to the key performance areas) of which 5 years’ experience at a Senior Managerial level. Knowledge and Skills: In depth understanding and knowledge of legislative framework that governs the Public Service, Human Resource Organisational Strategy, and Change Management. HR Planning, monitoring evaluation and Reporting. Business Process Reengineering, Management of Remuneration, Talent Management, Job Profiling and Evaluation, Human Resource Utilisation and Development. Managing Coaching and

**DUTIES:**

Oversee the management and Provision of Human Resource Administration, OD & Change Management Programmes: Oversee the provisioning of recruitment, selection and appointment of employees. Ensure development and implementation of human resource management practices, policies, processes and procedures. Oversee the development, implementation and submission of HR Plan. Oversee the provisioning of Conditions of Service in the department. Ensure the management of Human Resource Information Systems. Oversee the coordination, monitoring, reporting and implementation of Organisational Development, Change Management Programmes and Human Resource Planning. Oversee the Management and Coordination of Human Resource Utilisation and Development Programmes: Oversee the provision of Labour Relation services. Oversee the coordination and facilitation of Performance Management and Development programmes. Oversee the development, implementation and submission of Human Resource Development Strategy. Oversee the coordination and provisioning of Employee Wellness programmes. Oversee the Management, Monitoring and Provisioning of Security Management, Office Support and Auxiliary Services: Ensure the management, monitoring and provisioning of security Management Services. Oversee the management, monitoring and provisioning of Office. 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 Unit’s assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage Area of Responsibility: Review Human Resource and Facilities Management performance and make recommendations to improve the efficiency and effectiveness of the Human Resource and Facilities Management. Report on Human Resource and Facilities information as required by internal and external stakeholders. Supervise and co-ordinate 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 Personal Development Plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. Ensure the implementation and management of Risk, Finance and Supply-Chain Management protocols and prescripts in area of responsibility.

**ENQUIRIES:**

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

**OTHER POSTS**

**POST 09/76:**

**DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING REF NO: PT02/03/2019**

Purpose: To manage the effective implementation of Accounting Practices to Provincial Departments.

**SALARY:**

R697 011 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 recognised university) in Financial
Management/Financial accounting/ Public Finance plus Minimum of 5 years' experience in Finance or related field of which 3 years must have been at an Assistant Director level in Accounting environment. Skills: Understanding and ability to apply legislative prescripts: In depth understanding and application of Human Resource Policies and Regulations. BAS System, LOGIS system and PERSAL System. Computer literate. Corporate communications, Leadership, Managing of Financial Resources, Interpersonal Skills, Change Management, Planning and Execution.

**DUTIES**: Manage The Monitoring and Reporting of the Preparation of Annual Financial Statements and Implementation of Audit Intervention Plans: Provide support to provincial departments and report in accordance with relevant accounting policies and guidelines. Review the achievement of milestones on AIP and AFS plan. Review AFS interim reports and provide feedback to departments. Report on the analysis thereof. Support Provincial Departments with Irregular Expenditure: Provide input into the Project Plans developed by provincial departments to implement measures to prevent irregular expenditure, identify and condone existing irregular expenditure. Provide Technical Support to Provincial Departments and Public Entities: Conduct analysis and review books of accounts and manage the implementation of suspense related Treasury Instructions to clear those accounts and report and review accordingly. Monitor the adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Consolidate, prepare and submit Annual Financial Statements to Auditor General and respond to audit queries thereof. Identify inter-departmental balances, prepare and submit consolidated Annual Financial Statements to Auditor General. Manage Area of Responsibility: Co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and co-ordinate implementation of the Unit’s Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure.

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

**POST 09/77**: DEPUTY DIRECTOR: MUNICIPAL BUDGET & INSTITUTIONAL GOVERNANCE REF NO: PT03/03/2019

Purpose: To ensure the monitoring and the implementation of the Budgeting Frameworks, Governance Frameworks compliance with Financial Management, Annual Reporting Frameworks and provide guidance and support to Municipalities.

**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 with a minimum total of 120 credits 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**: Monitor And Provide Specialist Support on Budget Planning and Implementation: Conduct workshops of municipal staff on the MFMA Budget Circulars, Municipal Budget Regulation & Reporting, and Budget Schedules (Schedule A). Reviews budgets assessment report on an annual basis and provide comment and feedback to municipalities. Review and submit a tabled budget assessment report with findings and recommendations for each municipality. Engage municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Support municipalities in ensuring that findings and recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Provide feedback report on assessed adopted budget to each municipality. Compile consolidated budget assessment report on tabled and adopted budgets by municipalities. Review and provides feedback report on the Budget Process Plan submission. Monitor the implementation of Budget Process Plan. Conduct workshops of municipal staff on the Municipal Budget Regulation & Reporting and Schedule C. Review analyses of monthly, quarterly and mid-year reports to identify municipal
financial problems and prepare feedback report to municipalities. Monitor and support the implementation of corrective measures. Conduct workshop of municipal staff on the Municipal Budget Regulation & Reporting and Schedule B for preparation of adjustment budget by municipalities. Support municipalities in aligning the budget tables with budget returns. Monitor and report the implementation of recommendations of assessment report for Financial Management Capability Maturity Model (FMCMM). Monitor And Support Municipalities on Governance and Institutional Management, in line with MFMA requirements: Assess MFMA implementation, compile and submit reports. Monitor, evaluate and report on Risk Management and Internal Audit compliance and facilitate the implementation of corrective measures. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Review and assess Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. Assist municipalities in the implementation of approved financial recovery plans. Prepare workshop plan and coordinate rolling out of training as per the approved Training Plan to address challenges in municipalities directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation. Manage Area of Responsibility: Supervise and co-ordinate the effective and efficient running and management 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.

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

POST 09/78 : DEPUTY DIRECTOR: MACRO ECONOMIC ANALYSIS REF NO: PT04/03/2019
Purpose: To manage and monitor economic parameters and socio-economic imperatives within a provincial departments.

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 with a minimum total of 120 credits as assessed by a recognised university) in Economics / Financial Accounting and or related field coupled with Minimum 5 years' experience in Economics or a related field of which 3 years must have been at an Assistant Director level in economics environment. Knowledge and Skills: In depth understanding of legislative framework that governs the Public Service. Knowledge & application of PFMA, Risk management policies and practices, Supply Chain Management policies and practices. 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). Computer Literacy and Data analysis and research.

DUTIES : Manage The Directorate Responsible for Developing a Realistic and Sustainable Fiscal Framework for the Province: Conduct analysis on the key economic variables, their inter-relation and relevance for the budget. Conduct analysis on the potential and constraints for growth and development and their interaction with governmental spending and revenue patterns/trends. Recommend alternative budgeting and expenditure impact scenarios on selected key economic growth and development indicators (provincial economic review). Monitor the impact of previous fiscal policy objectives on selected economic variables. Monitor and
manage institutional coordination and sector integration. Provide Strategic Leadership in the Planning and Implementation of a Credible and Sound Revenue Budget: Facilitate and coordinate the medium term revenue planning process. Coordinate the inputs for the provincial revenue strategy. Provide support and coordinate the effective and efficient development of provincial revenue. Conduct analysis to assess revenue trends; and Compile revenue reports. Provide Technical Assistance and Training in the Application of Economic Analysis in the Province: Monitor capacity in the area of macro-economic analysis. Render Support In The Equitable Shares and Conditional Grant Applications. Assist in the determination of finance envelop for the MTEF.

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

POST 09/79
ASSISTANT DIRECTOR: OD CHANGE MANAGEMENT & HR PLANNING REF NO: PT05/03/2019
Purpose: To facilitate the implementation of Organisational Development Interventions, Change Management Programmes, HR Planning Services and Employment Equity in the Department.

SALARY: R356 289 per annum (Level 09)
CENTRE: Bhisho

DUTIES:
department: Facilitate the development, review, implementation and maintenance of human resource plan and employment equity plan in the department. Coordinate quarterly meetings. Draft HR Plan quarterly reports and Job Access reports. Assist in conducting analysis of existing HR delegations. Draft HR delegations report and submission to stakeholders. Render secretarial services in the committee services in the HR Assessment Committee. Facilitate the completion of HR assessment results templates. Manage area of Responsibility: Prepare progress report on compliance matters and submit report to OTP. 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 timely. 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

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 March 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 short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

OTHER POSTS

POST 09/80: ASSISTANT DIRECTOR: ACQUISITIONS AND DISPOSALS REF NO: DPW 01/03/2019

SALARY: R356 289 per annum (Level 09)

CENTRE: Head Office Immovable Asset Management (Bhisho)

REQUIREMENTS: A recognised Bachelor’s Degree / National Diploma in Real Estate (Property Valuation) with at least 4 years’ appropriate experience in property valuations of which 3 years must be at a supervisory level. Must be Registered with The South African Council for Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer or Professional
Associated Valuer. A valid driver’s license. Skills and Knowledge: Knowledge of valuation of various types of properties, valuation methods and applicable legislation such as: PFMA, PVA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and Act 108 of 1996 (Constitution). Effective communication, Project planning, Advanced report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution and Self Starter. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

**DUTIES**

Assist in the managerial functions. Valuations: Conduct valuation of various properties. Determine market rentals for state and privately-owned properties and verify rentals for privately owned properties for lease purposes by applying the relevant methods of valuation. Evaluate valuation reports submitted by Valuers in private practice by checking that the valuation has been done according to sound valuation principles and methods. Office administration: Participate in procurement processes for procurement of private Valuers and related duties. Liaise and interact with Service Providers and facilitate skills transfer. Ensure effective records maintenance on the record and filing management system. Ensure effective utilization of resources allocated. Research and development: Keep up with property market trends. Research/literature on valuation techniques and procedures; Liaise with relevant bodies/councils on property valuations. Assist in reviewing and contesting municipal valuations on state owned properties, lodge objections where necessary to enable savings on municipal rates levied. Represent the Department in valuation disputes and relevant fora. Assist in driving the mentorship programme for Candidate Valuers and associated initiatives. Promote the interest of the Valuer’s profession in general.

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

**POST 09/81**

**CONTROL WORKS INSPECTOR: INSPECTORATE SERVICES**

**REF NO: DPW 02/03/2019**

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

**CENTRE**
Chris Hani Regional Office Buildings, Education (Queenstown)

**REQUIREMENTS**

**DUTIES**
Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance. Ensure that the relevant project documentation for new and existing structures is compiled. Manage the activities of contractors and consultants. Gather and submit information in terms of the extended public works program.

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

**POST 09/82**

**CHIEF SECURITY OFFICER: FACILITIES MANAGEMENT**

**REF NO: DPW 04/03/2019**

**SALARY**
R299 709 per annum (Level 08)

**CENTRE**
Sarah Baartman Regional Office (Port Elizabeth)
**REQUIREMENTS**: A Bachelor’s Degree or National Diploma in Security Management/ Policing / Law with a minimum of 5 years’ experience in the security field of which 3 years should be on supervisory level. Registration with PSIRA at (Grade B). A Valid Code B drivers license. Knowledge and Skills: Knowledge of Control of access to Public Premises and Vehicle Act (Act 53 of 1985, MISS, MPSS, Firearm control Act, OHS Act, Criminal Act, Act 53 of 1977, Constitution of the Republic of South Africa and any other security legislations. Knowledge of PSIRA Compliance. Ability to liaise with security stakeholders. Good Investigating Skills and problem solving skills. Sound leadership skills. Must be able to take decisions in the absence of the Head of Security. Good organizational, planning and team building skills. Excellent communication and interpersonal skills. Computer Literacy.

**DUTIES**: Reporting of Security breaches. Ensure that physical security measures (machines, turnstiles) are functioning properly. Control and supervise staff: Administer basic human resources matters e.g. discipline, leave etc. Conduct investigations and provide report to the Control Security Officer. Ensure that inspection of the internal building, premises and perimeter fence is performed. Liaise with all security stakeholders. Ensure all departmental and security policies and procedures are implemented. Perform security management duties as delegated. Conduct and co-ordinate monthly meeting with staff and in-service training for security personnel at the regional office. Report incidents and irregularities to Control Security officer. Conduct risk analysis in the building and campuses. Follow up incidents or irregularities discovered when perusing.

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

**POST 09/83**: ENGINEERING TECHNICIAN - GRADES A: PROFESSIONAL SERVICES REF NO: DPW 03/03/2019

**SALARY**: R293 652 per annum

**CENTRE**: Chris Hani Regional Office Buildings (Queenstown)


**DUTIES**: Render technical services: Assist Engineers, Technologists and associates in field, workshop 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. Perform administrative and related functions: Provide inputs into the budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational 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 engineering technology to improve expertise; and liaise with relevant bodies/councils on engineering-related.

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

**POST 09/84**: WORKS INSPECTOR: INSPECTORATE SERVICES (REF NO: DPW 05/03/2019 HEALTH, REF NO: DPW 06/03/2019 EDUCATION) (X2 POSTS)

**SALARY**: R196 407 per annum (Level 06)

**CENTRE**: Chris Hani Regional Office, Buildings (Queenstown)

DUTIES: Render a basic inspection service of work done on minor new and existing structures on a project basis. Analyze and compile relevant documentation for work to be done on minor new and existing structures. Oversee the work of contractors. Gather and submit information in terms of the extended public works programme (EPWP).

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

POST 09/85: SENIOR SECURITY OFFICER: FACILITIES MANAGEMENT REF NO: DPW 07/03/2019

SALARY: R163 563 per annum (Level 05)
CENTRE: Chris Hani Regional Office, Fixed Asset Management (Queenstown)
REQUIREMENTS: Grade 12 with 4 years’ relevant experience of which two years must be administrative duties and security services. Registration with PSIRA Grade B and A valid driver’s license.

DUTIES: Control and supervise staff under span of control Administer Human resources matters e.g. Discipline, leave, shift allowance etc. Conduct preliminary investigation of the alleged incidents and irregularity or security breaches. Ensure that all security duties in the region are performed and report matters to the chief security officer. Conduct and Coordinate monthly meetings with the security staff members. Implement and monitor employee performance management in line with PMDS policy.

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

DEPARTMENT OF SOCIAL DEVELOPMENT
The Department of Social Development in the Eastern Cape is an equal opportunity, affirmative action employer. Females and disabled persons are encouraged to apply. Employment Equity targets of the Department will be adhered to.

APPLICATIONS: Post to: Head Office: Hand Delivery: HR Beacon Hill Office Park, corner of Hargreaves Road and Hockey Close, King William’s Town, for the attention of Ms. Njaba or Post to The Head of Department: Social Development, Private Bag X0039, Bhisho, 5605 Enquiries can be directed to Ms Z. Moyeni at 043 605-5049 / Ms A. Njaba 043 605-5101/ Mr M. Madonci 0436055110. Joe Gqqabi: The District Coordinator, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at 051 633-1616

CLOSING DATE: 22 March 2019 @14:00
NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the
application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Preference will be given to persons with disabilities.

MANAGEMENT ECHELON

<table>
<thead>
<tr>
<th>POST</th>
<th>09/86</th>
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<tbody>
<tr>
<td>DIRECTOR: EXECUTIVE SUPPORT TO THE OFFICE OF THE HOD REF NO: DSD01/03/2019 (X1 POST)</td>
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<tr>
<th>SALARY</th>
<th>R1 005 063 per annum (Level 13)</th>
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<td>CENTRE</td>
<td>Provincial Office</td>
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<td>REQUIREMENTS</td>
<td>Grade 12 plus a B. Degree in Public Administration/ Social Science or equivalent qualification coupled with ten (10) years relevant of which five (5) years’ work experience must be at a Middle Management position. A valid driver’s license is essential. Competencies: Dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and service delivery imperatives. Extensive knowledge of the Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and Public Service Act and Regulations. The proven ability to operationally ensure compliance with legislation and policy development at National and Provincial level. Programme and project management skills. People management and empowerment skills. Demonstrable experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and coordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination of resources (both human and physical). Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Problem solving and conflict management. People Management and Empowerment skills. Knowledge Management. Networking and presentation skills.</td>
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| DUTIES | Assume overall responsibility for the overall efficient management of the office of the HOD. Ensure compliance by the office of the HOD. Co-ordinate departmental reports on behalf of the HOD. Assist the HOD in coordinating the implementation and monitoring of executive/top management decisions. Ensure that Annual Performance Plans and Operational Projects are executed effectively. Promote cooperative governance with National and Provincial Government. Assist the HOD in the collation of strategic and operational plans as well as performance reports. Attend to submissions of and briefings on major policy administrative issues. Draft correspondence and ensure provision of secretarial services of all meetings. Develop and maintain a correspondence and records management system of the Office. Assist with strategic and business planning processes for the Branch. Co-ordinate communication with all stakeholders and customers. Assist in collation of reports pertaining to human, financial and material resources attached to the Office of the HOD. Act as a Responsibility Manager for the Office of the HOD. Facilitate the linkage between the Office of the HOD and the Office of the Executive Authority. Manage and supervise the staff within the office of the HOD. Ensure proper permanence management and development procedures in the office and attend to staff growth and development needs. NB preference will be given to persons with disabilities. |

| ENQUIRIES | may be directed to Ms Z. Moyeni Tel No: 043 605 5049 |
OTHER POSTS

POST 09/87

ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME: SOCIAL SECTOR COORDINATION REF NO: DSD 02/03/2019 (X1 POST)
(1 Year renewable contract)

SALARY
R356 289 per annum (Level 09)

CENTRE
Provincial Office

REQUIREMENTS
Grade12/Senior Certificate plus an appropriate tertiary qualification at NOF 7 in Social Sciences/Public Administration /Management or equivalent Qualification OR relevant Post-Matric Certificate of RPL (as assessed and awarded by a Recognised Accredited Institution of Learning with a minimum of 120 credits at NOF Level 7 - with at least five years’ relevant experience in Expanded Public Works Programme). A Valid South African Driver’s license. Competencies: Knowledge of the Expanded Public Works Programme (EPWP) or Public Employment Programmes. An understanding of government legislation, policies and procedures. Good communication skills. Innovative thinking ability as well as problem-solving. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality.

DUTIES
Liaise with public bodies to increase their investments in poverty alleviation programmes. Assist public bodies to ensure EPWP programmes and projects are mainstreamed in department programmes. Ensure public bodies contribute towards sectoral plans. Ensure that training and development form key aspects of sectoral plans. Establish sectoral committees and ensure they are functional. Collect and collate reports from sectoral committees. Contribute towards the realisation of EPWP targets and public bodies report utilising the EPWP reporting tools.

ENQUIRIES
may be directed to Ms Z. Moyeni Tel No: 043 605 5049

POST 09/88

ASSISTANT DIRECTOR: EXECUTIVE SUPPORT TO THE OFFICE OF THE HOD REF: DSD03/03/2019 (X1 POST)
(Re-advertisement)

SALARY
R356 289 per annum (Level 09)

CENTRE
Provincial Office

REQUIREMENTS
A relevant National Diploma/Bachelor’s Degree. A minimum of 5 years’ experience of which 3 years’ must be at a supervisory level and experience in administration. A valid EB driver’s license code will be an added advantage. Competencies: Knowledge of administrative functioning and understanding of the Public Service Structure, PFMA, Treasury Regulations and PSR. Skills: Organizing, Planning, Minute taking, Problem solving, Analytical, Computer literacy, Time management, Conflict Management, Decision making, Interpersonal relations, communication (Verbal/ written), Self-discipline, be able to cope under pressure, Policy analysis and development.

DUTIES
Provide executive secretariat duties to meetings (Top Management and Executive Meetings). Liaise with internal and external stakeholders and assist in conducting research pertaining to parliamentary and ministerial enquiries. Provide administrative support services to the Office of the HOD. Update and maintain detailed commitment register. Compile memorandums, submissions, letters and minutes. Ensure recording of incoming and outgoing correspondence, delivery and safe keeping of documents and receive, screen and prioritize documents for attention. Initiate the request for the procurement of goods and services for the component. Monitor component assets by means of asset register. Assist in Coordinating inputs for submission of monthly reports, assist in compilation of budget submissions for the office of the HOD and render advice and guidance within the office. Initiate the request for the procurement of goods and services for the component. Ensure the effective and efficient management of staff.

ENQUIRIES
may be directed to Ms Z. Moyeni Tel No: 043 605 5049
ASSISTANT DIRECTOR: HRA, RECRUITMENT, PMDS & TRAINING REF NO: DSD04/03/2019
(Re-advertisement)

SALARY: R356 289 per annum (Level 09)
CENTRE: Joe Gqabi: District Office
REQUIREMENTS: B. Degree/National Diploma in Human Resource Management OR Public Management OR Equivalent qualification with 5 years relevant experience of which three years must be at supervisory level or Grade 12 with ten (10) years’ experience in Human Resource of which three years must be at supervisory level. A valid South African driver’s license is a prerequisite. Computer Literacy. Knowledge of Persal. Competencies: Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge of Human Resource Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in the Government, ability to work extended hours. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure and code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills.


ENQUIRIES: may be directed to Ms N. Duba at 051 633-1616

SENIOR DATA CAPTURER: EPWP REF NO: DSD05/03/2019 (X1 POST)
(1 Year Contract)

SALARY: R299 709 per annum
CENTRE: Head Office
REQUIREMENTS: Grade12/Senior Certificate plus an appropriate tertiary qualification at NQF level 7 in Social Sciences/Public Administration/Management/Information Management Systems/Marketing or equivalent qualification OR relevant Post-Matric Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF level 7 – with at least three years’ relevant experience within relevant experience in the socio-economic developmental field). A Valid South African Driver’s license. Competencies: Knowledge of the Public Employment Programmes or Expanded Public Works Programme (EPWP). An understanding of government legislation, policies and procedures. Must be good in excel spread sheets backed by sound numerical and analytical knowledge. Good communication skills. Innovative thinking ability as well as problem-solving. Sound inter-personal and organisational skills. Sound personal values in terms of honesty, integrity and confidentiality.

DUTIES: Provide technical support in the collection and collation of reports from all Departmental Programmes and Districts. Contribute towards the realisation of EPWP targets utilising the EPWP reporting tools. Provide exception reports on data received and captured. Develop lists of EPWP reports expected. Ensure accurate and consistent capturing of projects and work opportunities. Reconcile reports received vs expected and advise management on outstanding reports. Provide technical support in the capturing of all allocated EPWP projects and work opportunities from Programmes and Districts. Assist with the preparation of inputs to meet Department’s reporting mandate. Conduct data quality assurance.

ENQUIRIES: may be directed to Ms Z. Moyeni Tel No: 043 605 5049
POST 09/91 : ADMIN ASSISTANT: CONDITIONAL GRANT REF NO: DSD06/03/2019 (X1 POST)  
(1 Year Contract)  
(Re-advertisement)

SALARY : R196 407 per annum

CENTRE : Head Office

REQUIREMENTS : Grade 12 plus B. Degree/National Diploma/relevant qualification in Administration with at least 0-2 years experience/Senior Certificate with five (5) year’s relevant experience. Computer literacy. Competencies: Excellent interpersonal communication skills (both written and verbal). Ability to work as a team. Ability to meet tight deadlines. Good at prioritizing tasks to make sure that multiple deadlines are met.

DUTIES : Responsible to assist in ensuring that project contracts and bids are complete and filed on time. Responsible for coordinating activities such as answering telephones, taking messages and following up with customers, sorting mails, managing records, filing, copying, scanning, monitoring expenses, ordering supplies, organize workshops and meetings and arrange travels.

ENQUIRIES : may be directed to Ms Z. Moyeni Tel No: 043 605 5049

POST 09/92 : ADMIN CLERK: EPWP REF NO: DSD07/03/2019 (X1 POST)  
(1 Year Contract)

SALARY : R163 563 per annum (Level 05)

CENTRE : Head Office

REQUIREMENTS : Senior Certificate/ equivalent qualification with 0 2-year relevant experience in administration. Computer literacy. Competencies: Good understanding of Public Service rules, policies and regulations. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability

DUTIES : Render general clerical support services. Provide supply chain clerical support services within the EPWP Office. Provide personnel administration clerical support services within the EPWP Office. Provide financial administration support services in the EPWP Office.

ENQUIRIES : may be directed to Ms Z. Moyeni Tel No: 043 605 5049

DEPARTMENT OF TRANSPORT

The Department of Transport 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 : Kindly forward your application to the relevant center where the post location is indicated in the advert and posts must be hand delivered to the relevant centers as indicated in the advert. Posts for Graff Reinnet to be forwarded to Grahamstown Office.

Should be directed to The Department of Transport Post to: The Acting Senior Manager: HRM, Department of Transport, Private Bag X0023, Bhisho 5605 or Hand Delivery: Office no. A48, 32 Flemming Street, Stellenbosch Park, Schornville, King William’s Town

Amatole District: Private Bag X9009, East London, 5200 or hand delivery: 33 Corner Caxton & Cambridge Street, Daily Despatch Building, East London Sarah Baartman: Private Bag X6010, Port Elizabeth, 6000 or hand delivery: 1ST Floor Absa Building, Goven Mbeki

Chris Hani: Private Bag X7185, Queenstown, 5320 or hand delivery: 92 Carthcart Road, Sanlam Building

Joe Gqabi: Private bag X1001, Aliwal North, 9750 or hand delivery: 29 Queen Terrace Street, Public Works Building O.R. Tambo District: Private Bag X5036, Umtata, 5099 or hand delivery: 7th Floor, Room 36, Botha Sigcawu Building

Alfred Nzo: Private Bag X3561, Kokstad, 4700 or hand delivery: 188 Ngqubusi Street, Maxesiben
FOR ATTENTION: The Acting Director-HRM
CLOSING DATE: 22 March 2019 @ 14:00
NOTE: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver’s license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.

OTHER POSTS

POST 09/93: ASSISTANT DIRECTOR: TECHNICAL ADMINISTRATION (X3 POSTS)
(1 Year Contract)

SALARY: R356 289 per annum (Level 09)
CENTRE:
- Head Office Ref No: DOT01/03/2019 (X2 Posts)
- OR Tambo Ref No: DOT02/03/2019 (X1 Post)


DUTIES: Provide Administrative support services: Monitor the implementation of road policies, norms and standards. Monitor the roads maintenance management system. Manage the roads manual and electronica records. Provide financial and procurement support services: Monitor the overall roads budget. Render technical support in respect of tender documents management. Render technical support in provision of effective contract management. Provide effective client services: Coordinate regional roads maintenance services. Maintain public complaints database. 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 employees in the sub- Directorate. Manage daily employee performance and
ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

ENQUIRIES: can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 09/94: ASSISTANT DIRECTOR: CONTRACTS AND PROJECTS MONITORING SERVICES REF NO: DOT03/03/2019 (X2 POSTS) (1 Year Contract)

SALARY: R356 289 per annum (Level 09)

CENTRE: Head Office – K.W.T


DUTIES: Provision of knowledge and advice on contract development, management and review. Provide advice and guidance to the department on development of contracts. Scrutinise all contracts that are already in existence. Implement the contract management strategy. Communicate contract management strategy to all sections in the department. Identify gaps on contracts and facilitate review of them. Ensure effective management of all contract documents. Provision of knowledge and advice on project identification, development, implementation, management and review. Participate in the development of project management strategy. Coordinate identification of projects by respective chief directorates. Assist directorates with project development and implementation. Identify and develop project management tools. Monitor and evaluate implementation of project management tools. Development of a public, private partnership framework. Participate in the development of public, private partnership framework coordinate implementation of public, private partnership framework. People management Manage the development, motivation and utilization of human resources for the sub directorate to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives.

ENQUIRIES: can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 09/95: CIVIL ENGINEERING TECHNOLOGIST (X2 POSTS) (1 Year Contract)

(Out sourced transport infrastructure maintenance, professional and laboratory services)

SALARY: R298 050 per annum (OSD)

CENTRE: Chris Hani Ref No: DOT04/03/2019 (X1 Post)

Alfred Nzo Ref No: DOT05/03/2019 (X1 Post)

REQUIREMENTS: Bachelor of Technology in Engineering (B Tech) or relevant qualification; Valid driver’s license; Registration with ECSA as an Engineering Technologist in training is compulsory upon appointment; No previous experience required. Competencies: Technical: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional judgement; Generic: Problem solving and analysis; Decision making; Team work; Creativity; Self-management; Customer focus and responsiveness; Communication; Computer skills; Planning and organising. Job Purpose: To provide technical advice and support by applying engineering principles and techniques to address engineering challenges through research, design, planning, measurement and testing under supervision.

DUTIES: Provide technological advisory services: Support Technologists and associates in field, workshop and office activities; Adhere to safety standards in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures; Provide technical assistance to solve broadly defined technological challenges through application of proven techniques and procedures; Provide inputs into the development, maintenance and management of current technologies; and Support the identification and optimisation of solutions by applying engineering principles. Perform
administrative and related functions: Compile and submit reports as required; Provide inputs to the technical/engineering operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters; and Follow approved programme of development for registration purposes.

ENQUIRIES can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 09/96 : MECHANICAL ENGINEERING TECHNOLOGIST REF NO: DOT06/03/2019
(1 Year Contract)

SALARY : R298 050 per annum (OSD)
CENTRE : Head Office (K.W.T)
REQUIREMENTS : Bachelor of Technology in Mechanical Engineering (B Tech) or relevant qualification; valid driver’s license; Registration with ECSA as an Engineering Technologist in training is compulsory upon appointment; No previous experience required. Competencies: Technical: Project management; Technical design and analysis knowledge; Research and development; Computer-aided engineering applications; Knowledge of legal compliance; Technical report writing; Networking; Professional judgement. Generic: Problem solving and analysis; Decision making; Team work; Creativity; Self-management. Customer focus and responsiveness; Communication; Computer skills; Planning and organising. Job Purpose: To provide technical advice and support by applying engineering principles and techniques to address engineering challenges through research, design, planning, measurement and testing under supervision.

DUTIES : Provide technological advisory services:- Support Technologists and associates in field, workshop and office activities; Adhere to safety standards in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures; Provide technical assistance to solve broadly defined technological challenges through application of proven techniques and procedures; Provide inputs into the development, maintenance and management of current technologies; and Support the identification and optimization of solutions by applying engineering principles. Perform administrative and related functions: Compile and submit reports as required; Provide inputs to the technical/engineering operational plan; and Develop, implement and maintain databases; Research and development: Keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise; To liaise with relevant bodies/councils on engineering-related matters; and Follow approved programme of development for registration purposes.

ENQUIRIES can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 09/97 : ENVIRONMENTAL COMPLIANCE OFFICER (GRADE A) REF NO: DOT07/03/2019 (1 Year Contract)

SALARY : R256 815 per annum (OSD)
CENTRE : Construction Unit (Grahamstown)
REQUIREMENTS : Bachelor’s Degree (NQF level 7 as recognized by SAQA) in Environmental Management / Sciences / or Social Sciences. 3 year relevant experience; Registration with a Professional Environmental Management Regulatory Authority. Member of IWMSA. Post-graduate qualification, attendance of environmental management or EIA courses will be an added advantage; must have a relevant experience in evaluating EIAs. Work experience in the administration and review of EIAs and the dynamics of EIA administration systems; thorough knowledge and experience in the National Environmental Management Act, as amended. Thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Valid driver’s license required. Competencies: Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication, Information Management, Continuous Improvement, Citizen Focus and Responsiveness, Citizen Focus and

**DUTIES:**
Conduct EIA inspections and compile reports thereof; Provide professional advice in respect of EIA decision making; Implementation of environmental policies, strategies, action plans and legislation for Biodiversity Conservation, Attend to aquatic and wetlands management aspects; implement approved systems, tools and standard operating procedures (SOPs) related to environmental impact management; internal and external liaison regarding EIA applications (communication with stakeholders and clients). Provide a support function and technical inputs into queries/appeals lodges with the Department in terms of NEMA and NEMA regulations.

**ENQUIRIES:**
can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/98:**
**CIVIL ENGINEERING TECHNICIAN CANDIDATE (X17 POSTS)**
(1 Year Contract)

**SALARY:**
R253 026 per annum (OSD)

**CENTRE:**
OR Tambo Ref No: DOT08/03/2019 (X2 Posts)
Joe Gqabi Ref No: DOT09/03/2019 (X1 Post)
Alfred Nzo Ref No: DOT10/03/2019 (X1 Post)
Chris Hani Ref No: DOT11/03/2019 (X5 Posts)
Sarah Baartman Ref No: DOT12/03/2019 (X1 Post)
Amathole Ref No: DOT13/03/2019 (X1 Post)
Construction Unit: Grahamstown Ref No: DOT14/03/2019 (X4 Posts)
Head Office Ref No: DOT15/03/2019 (X2 Posts)

**REQUIREMENTS:**

**DUTIES:**
Render technical services under supervision. Assist Technicians, Engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required Keep up with new technologies and procedures. Provide inputs to the technical engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

**ENQUIRIES:**
can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/99:**
**MECHANICAL ENGINEERING TECHNICIAN CANDIDATE (X8 POSTS)**
(1 Year Contract)

**SALARY:**
R253 026 per annum (OSD)

**CENTRE:**
Alfred Nzo Ref No: DOT16/03/2019 (X1 Post)
Joe Gqabi Ref No: DOT17/03/2019 (X1 Post)
Chris Hani Ref No: DOT18/03/2019 (X1 Post)
**Amathole Ref No:** DOT19/03/2019 (X1 Post)  
**OR Tambo Ref No:** DOT20/03/2019 (X1 Post)  
**Sarah Baartman Ref No:** DOT21/03/2019 (X1 Post)  
**Construction Unit: Grahamstown Ref No:** DOT21/03/2019 (X1 Post)  
**Head Office Ref No:** DOT22/03/2019 (X1 Post)

**REQUIREMENTS**
- National Diploma in Mechanical Engineering or relevant qualification. Valid driver's license. Registration with ECSA as a Candidate Mechanical Engineering Technician is compulsory upon appointment. No previous experience required.

**DUTIES**
- Render technical services under supervision. Assist engineers, technologists and associates in field workshop and technical office activities. Promote safety inline statutory and regulatory requirements. Adhere to existing technical manuals, standard drawings and procedures to incorporate new technology. Produce technical designs with specifications and submit for evaluation and approval by the applicable authority. Perform administrative and related functions. Compile and submit reports as required. Keep up with new technologies and procedures. Provide inputs to the technical/engineering operational plan. Develop, implement and maintain database. Conduct research and development. Keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies or councils on engineering related matters. Follow approved program of development for registration purposes.

**ENQUIRIES**
can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/100**:  
**ICT TECHNICIAN REF NO:** DOT24/03/2019  
(1 Year Contract)

**SALARY**
R242 475 per annum (Level 07)

**CENTRE**
Grahamstown: In-House Construction Unit

**REQUIREMENTS**

**DUTIES**
- Provide IT information management services: Plan, develop and improve computer based information systems. Maintain information management systems such as database to ensure integrity and security of data. Provide end user support services: Attend to calls logged on the service helpdesk for problems, requests, incidents and change orders regarding generic software packages, departmental systems and transversal systems. Ensure connectivity and usability of departmental web applications and other applications. Provide IT infrastructure Services: Develop and maintain ICT infrastructure hardware for the district. Implement data backup strategy measures such as patch installation and management, Anti-virus installation and update. Ensure ICT equipment usage and control.

**ENQUIRIES**
can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/101**:  
**ADMINISTRATION OFFICER: TECHNICAL ADMINISTRATION REF NO:** DOT25/03/2019  
(1 Year Contract)

**SALARY**
R242 475 per annum (Level 07)

**CENTRE**
Head Office – K.W.T

**REQUIREMENTS**
- An appropriate qualification (NQF level 7 or 6) in Public Administration/Office administration with 2 years relevant experience. Competencies: Knowledge of clerical duties and practices. The ability to capture data. Operate computer and collect statistics. Knowledge of working procedures in terms of the working environment.

**DUTIES**
- Render general Administration support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the
filing system for the component. Type basic letters and other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide administrative support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Provide personnel administration support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation.

ENQUIRIES

POST 09/102

PRINCIPAL DRIVER/OPERATOR: NORMAL MAINTENANCE (X3 POSTS)
(1 Year Contract)

SALARY
R163 563 per annum (Level 05)

CENTRE
Ingquza Hill Ref No: DOT26/03/2019 (X2 Posts)
Nyandeni Ref No: DOT27/03/2019 (X1 Post)

REQUIREMENTS
NQF level 3 (Grade 10 certificate or equivalent) Driver’s license (A minimum of Code 14). Competencies: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts. Communication, Ability to read and write, Good eyesight, Team work.

DUTIES
Render driving services through inter alia the following: Inspection of the vehicles/equipment and report defects Transportation of work teams and materials to work sites. Complete vehicle logbook, trip authorization for the vehicle. Detect minor vehicle defects (check level and condition of oil, fuel, tyres and water.

ENQUIRIES

POST 09/103

ADMIN CLERK: TECHNICAL ADMINISTRATION REF NO: DOT28/03/2019
(1 Year Contract)

SALARY
R163 563 per annum (Level 05)

CENTRE
Head Office – K.W.T

REQUIREMENTS
Grade 12 or Equivalent qualification. Competencies: Knowledge of clerical duties, practices as well as the ability to capture data, operate computer and collecting statistics. Knowledge and understanding of the legislative framework governing the Public Service. Knowledge of working procedures in terms of the working environment.

DUTIES
Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Provide personnel administration clerical support services within the component: Keep and maintain personnel records in the component. Arrange travelling and accommodation.

ENQUIRIES

POST 09/104

ADMIN CLERK: HRD REF NO: DOT29/03/2019
(1 Year Contract)

SALARY
R163 563 per annum (Level 05)

CENTRE
Grahamstown: In House Construction

REQUIREMENTS
Grade 12 or Equivalent. No experience required. Competencies: Knowledge of policies and procedures relating to HR in the organization. Knowledge of HR development and planning. Sound knowledge of the Employment Equity act, LRA,
and SAQA. Knowledge of strategic relating to skills development. Good interpersonal relations. Communication skills.

**DUTIES**

Render general clerical support services. Facilitate the implementation of skills development and training programmes. Co-ordinate and conduct functional training within the department. Ensure alignment of training and development of department service delivery strategy. Conduct research on training. Facilitate the Development of the HR development business plan. Facilitate the development and maintenance of training programmes in accordance with the requirements of the Workplace skills plan (WSP). Develop, co-ordinate and monitor bursary scheme policies. Assist in the development of employees. Administer PMDS.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/105**

**ADMIN CLERK: LABOUR RELATIONS REF NO: DOT30/03/2019**

(1 Year Contract)

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Grahamstown: In House Construction

**REQUIREMENTS**

Grade 12 or Equivalent qualification. No experience required. Competencies:


**DUTIES**

Render general clerical support services. Administer Departmental Personnel policies within the framework of the guidelines. Handle labour relation matters. Conciliation and Arbitration and liaison services to Manager. Responsible for implementation of Departmental policies and labour relations and ensure compliance thereof. Register Grievances on PERSAL. Organise Labour Forums and Act as Secretariat in grievance cases. Conduct workshops on Labour Relations Policies and amendments.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/106**

**ADMIN CLERK: HUMAN RESOURCE PRACTICE (WELLNESS) REF NO: DOT31/03/2019**

(1 Year Contract)

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Grahamstown: In- House Construction Unit

**REQUIREMENTS**

Grade 12 or Equivalent qualification. No experience required. Competencies:


**DUTIES**

Attend to cases referred by the Unit to EAP. Open a file for each referred case to EAP. Conduct counselling to staff members and their families referred to EAP. Give advice or counselling to staff members approaching EAP officers. Identify cases for referral to professional institutions. Compile report for each case handled by EAP. Implement all Wellness Programmes identified by the Department. Performing IOD Administration. Organise Workshops for employees. Facilitate Sport activities within the Unit.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/107**

**FINANCE CLERK: EXPENDITURE MANAGEMENT REF NO: DOT32/03/2019**

(X4 POSTS)

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Grahamstown: In-House Construction Unit

**REQUIREMENTS**

Grade 12 or Equivalent qualification, No Experience Required. Competencies:

- Knowledge Basic knowledge of financial functions, practices as well as the ability to capture data, operate computer and collate financial statistics. Basic knowledge and insight of the Public Service financial legislations, procedures and Treasury regulations (PFMA, DORA, PSA, PSR, PPPFA, Financial Manual). Knowledge of basic financial operating systems (PERSAL, BAS, LOGIS etc.). Skills: Team,
Communication, Interpersonal Relations, Flexibility, Computer skills, Accuracy, Aptitude of figures, Basic Numeracy skills.

**DUTIES**

Render Financial Accounting transactions: Receive invoices, Check invoices for correctness, verification and approval (internal control), Process invoices (e.g. capture payments), Filing of all documents, Collection of cash. Perform Salary Administration support services: Receive salary advices, Process advices (e.g. check advices for correctness, capture salaries, bonuses, salary adjustments, capture all deductions etc). File all documents. Perform Bookkeeping support services: Administer the payment of suppliers. Administer creditors reconciliation. Capture all financial transactions, Clear suspense accounts, Record debtors and creditors, Process electronic banking transactions, Compile journals. Render a budget support service: Collect information from budget holders, Compare expenditure against budget, Identify variances, Capture, allocate virements on budgets, Distribute documents with regard to the budget, File all documents, Receive and capture cash payments.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/108**

**HUMAN RESOURCE CLERK (PRODUCTION) REF NO: DOT34/03/2019**

(1 Year Contract)

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Grahamstown: In-House Construction Unit

**REQUIREMENTS**


**DUTIES**

Implement human resource administration practices through Recruitment and Selection: Render advertisement of posts, Implement appointments on PERSAL, Implement transfers on PERSAL, Render the verification of qualifications, Provide secretariat functions at interviews, Process absorption of personnel, Implement confirmation of probationary periods. Implement human resource administration practices through Conditions of service. Capture Leave on PERSAL, Implement Housing on PERSAL, Implement Medical on PERSAL, Implement Injury on Duty cases, Implement Long Service Recognition, Implement Overtime, Implement Relocation, Assist Client with submission of Pension to the Government Pension fund. Enquiries. Receive queries and resolve them, Attend to enquiries by staff members. Records Management: Implement a Records Management policy and procedures for the Department. Implement a file plan for the Department. Ensure that all Departmental records are properly managed and safely guarded. Handle the translation of the electronic filing system. Ensure that the Department complies with and implement the provisions of the Archive Act and Information Act. Facilitate the development of a centralised registry for HR service for the Department. Manage human, financial and material resources. Give support and guidance to Region.

**ENQUIRIES**

can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

**POST 09/109**

**SCM CLERK (PRODUCTION) DEMAND MANAGEMENT SERVICES REF NO: DOT35/03/2019 (X2 POSTS)**

(1 Year Contract)

**SALARY**

R163 563 per annum (Level 05)

**CENTRE**

Grahamstown: In-House Construction

**REQUIREMENTS**

A grade 12 certificate or equivalent. No experience required. Competencies: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Skills: Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written).

**DUTIES**

Render asset management clerical support: Consolidate and compile procurement plans. Check and correct bid documents and arrange changes prior to advertisement. Administer the bid process in terms of placement of advertisement,

ENQUIRIES:
can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 09/110:
SCM CLERK (PRODUCTION): LOGISTICS AND DISPOSAL MANAGEMENT SERVICES REF NO: DOT36/03/2019 (X2 POSTS)
(1 Year Contract)

SALARY:
R163 563 per annum (Level 05)

CENTRE:
Graaff Reinet: In House Construction

REQUIREMENTS:
A grade 12 certificate or equivalent. No experience required. Competencies: Knowledge: Basic knowledge of supply chain duties, practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service. Basic knowledge of work procedures in terms of the working environment. Skills: Problem solving skills, Computer skills, Interpersonal relations, Communication skills (Verbal & written).

DUTIES:
Render asset management clerical support: Compile and maintain records (e.g. asset records/databases). Check and issue furniture, equipment and accessories to Components and individuals. Identify redundant, non-serviceable and obsolete equipment for disposal. Verify asset register. Render demand and acquisition clerical support: Update and maintain a supplier (including contractors) database. Register suppliers on LOGIS or similar system. Request and receive quotations. Capture specification on the electronic purchasing system. Place orders. Issue and receive bid documents. Provide secretariat or logistical support during the bid consideration and contracts conclusion process. Compile draft documents as required. Render logistical support services: Place orders for goods. Receive and verify goods from suppliers. Capture goods in registers databases. Receive request for goods from end users. Issue goods to end users. Maintain goods register. Update and maintain register of suppliers.

ENQUIRIES:
can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458

POST 09/111:
DRIVER OPERATOR (X14 POSTS)
(1 Year Contract)

SALARY:
R136 800 per annum (Level 04)

CENTRE:
Ingquza Hill Ref No: DOT37/03/2019 (X4 Posts)
King Sabatha Dalindyebo Ref No: DOT38/03/2019 (X6 Posts)
Nyandeni Ref No: DOT39/03/2019 (X4 Posts)

REQUIREMENTS:
NQF level 3 (Grade 10 certificate or equivalent) Driver’s license. (A minimum of Code 10) C1. Five (5) years’ driving experience. Competencies: Operation of the equipment. Physical inspection of vehicles and interpret instructions for proper use of all controls for safe operation of vehicles. Interpret and follow operating manuals, maintenance manuals and service charts.

DUTIES:
Render driving services through inter alia the following: Inspection of the vehicles/equipment and report defects. Transportation of work teams and materials to work sites. Complete vehicle logbook, trip authorization for the vehicle. Detect minor vehicle defects (check level and condition of oil, fuel, tyres and water).

ENQUIRIES:
can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458
POST 09/112 : ROAD WORKER: NORMAL MAINTENANCE (X9 POSTS)
(1 Year Contract)

SALARY : R115 437 per annum (Level 03)
CENTRE : Ingquza Hill Ref No: DOT40/03/2019 (X2 Posts)
King Sabata Dalindyebo Ref No: DOT41/03/2019 (X2 Posts)
Mhlonlilo Ref No: DOT42/03/2019 (X1 Post)
Port St Johns Ref No: DOT43/03/2019 (X1 Post)

REQUIREMENTS : NQF level 3 (Grade 10 certificate/equivalent), driver’s license will be an added advantage. Competencies: Job Knowledge, Communication, Interpersonal relations, Flexibility, Teamwork, Accuracy, and Aptitude of figures. Skills: Communication, Ability to read and write, Good eyesight, Team work.

DUTIES : Support road construction and/or maintenance through the following: construction of culvert and side drains, erect and maintain steel guardrails and gabions, construction of road earth and layer works, clean and maintain roads, sidewalks and resting areas, surfacing and pothole patching, road fencing and pipe laying, setting of road markings/signs, install road signs and barricade the work area crushing of road material. Manage the allocated tools. Ensure maintenance and safekeeping of tools allocated to him/her.

ENQUIRIES : can be directed to Mr M.L Ngcobo/Mrs N. Nyamakazi Tel No: 043 604 7455/7458