ANNEXURE R

PROVINCIAL ADMINISTRATION: EASTERN CAPE
OFFICE OF THE PREMIER

APPLICATIONS: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, hand delivery: Room 2013, 2nd Floor, Office of the Premier Building, Independence Avenue, Bhisho.

FOR ATTENTION: Mr Vusumzi Booysen / Mnikelo Mbangi

CLOSING DATE: 07 June 2019

MANAGEMENT ECHELON

POST 18/136: DIRECTOR: INTERGOVERNMENTAL RELATIONS (IGR) REF NO: OTP

01/05/2019

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

CENTRE: Bhisho

REQUIREMENTS: An NQF level 7 Degree in Social Sciences or Public Administration as recognized by SAQA with Minimum 5 years experience at a middle managerial level in public relations, communication or public administration. Knowledge of relevant legislation, policies and prescripts that governs the Public Sector, Constitution of the Republic of South Africa, Intergovernmental Relations Framework Act, Intergovernmental Fiscal Relations Act, Municipal Structures Act, Division of Revenue Act and White Paper on Local Government. Skills in Applied Strategic Thinking, Administration, Problem Solving, Communication, Facilitation and knowledge of Intergovernmental relations, planning cycles within government and political dynamics and awareness. A valid driver’s license.

DUTIES: Manage the development, implementation and review of provincial Intergovernmental Relations Strategy, Policies and Programmes: Manage the revision and review of Provincial Intergovernmental Relations Strategy, Policies and Programmes. Coordinate the roll out of the Provincial IGR strategy to local level. e.g. Districts, Metros and local municipalities. Coordinate the Premier’s Coordinating Forum (PCF) on a quarterly basis in compliance with the IGR Framework Act of 2005. Facilitate the development and the submission of reports as per the agenda of the Presidential Coordination Council and Forum of the South African Director Generals (FOSAD) and prepare the required documentation for the PCC and FOSAD. Coordinate the establishment of Inter-Governmental Relations Structures in the province. Monitor and evaluate the functionality of IGR structures in the province, identify and escalate unresolved issues to the agenda of the PCF (MUNIMEC, DIMAFO and Local IGR Forums). Provide support to intergovernmental service delivery initiatives: Facilitate the submission of service delivery reports to enable oversight. Coordinate the meetings with stakeholders such as; sector departments, state entities and municipalities to evaluate progress on service delivery initiatives and interventions. Facilitate the participation of all relevant stakeholders in service delivery initiatives. Provide coordination support to national and provincial calendar programmes and other initiatives. Manage the provision of support to IGR structures: Develop and implement training initiatives to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels). Manage the participation and contribution by national, provincial departments and state entities in local IDPs through effective ward-based planning Integrated Service Delivery Model (ISDM). Coordinate the organisation of the EXCO Outreach Programme in line with the revised Provincial IGR Strategy, to evaluate and provide oversight to service delivery initiatives. Manage the participation by national, provincial government departments and State Entities (ESKOM) in local IGR structures and report defaults thereof. Coordinate the provincial IGR Forum to facilitate integrated planning between national and provincial departments and all local municipalities. Manage area of responsibility: Review Intergovernmental Relations performance and make recommendations to improve the efficiency and effectiveness. Report on Intergovernmental Relations information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and
management of the Intergovernmental Relations. Develop and implement service delivery improvement programmes. Ensure that performance agreements and development plans are developed and implemented for all staff in the Intergovernmental Relations 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 lay down policy and procedure. 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.

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

OTHER POSTS

POST 18/137: SENIOR STATE LAW ADVISOR – LP 9 REF NO: OTP 17/05/2019

SALARY: R983 019 per annum (OSD)
CENTRE: Bhisho

DUTIES:
Review existing legislation: Research Constitutional Court judgements which have an impact on legislation. Analysis of legislation to determine its relevance. Conduct research on legislation to ensure that provincial legislation is aligned with concurrent national legislation and complies with the Constitution. Make recommendations to either repeal or amend the legislation based on the analysis done. Support departments in the development of white papers: Scrutinize proposed white papers to assess legality and constitutionality thereof. Support departments in drafting of legislation: Conduct research based on instructions received. Draft legislation (primary and subordinate) for provincial departments. Provide input on draft Bills. Support client departments in consultations on proposed Bills. Support client departments through the Executive Council processes for approval of Bills. Assist with translation of Bills. Prepare the necessary documents for the submission of Bills in the legislature. Assist with the preparation for portfolio committee meetings. Support the legislature in public hearings on Bills. Scrutinise draft regulations from departments. Provide legal advice: Conduct legal research. Prepare legal opinions on legal question asked. Manage Area of Responsibility, assist with the implementation and management of risk, finance and supply-chain management protocols and prescripts in area of responsibility.

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

POST 18/138: STATE LAW ADVISOR: LITIGATION – LP 7-8 REF NO: OTP 15/05/2019

SALARY: R763 212 per annum (OSD)
CENTRE: Bhisho
REQUIREMENTS: LLB (or as otherwise determined by the Minister of Justice and Constitutional Development) At least 5 years’ appropriate post qualification drafting/litigation/advisory experience. Admission as an Attorney or Advocate. An applicant must be able to understand public service prescripts and its applications, relevant legal
prescripts to enable the management of litigation and arbitration processes. Conduct legal research on cases to obtain a desirable or justifiable outcome/result.

**DUTIES**

Implement the provincial litigation management strategy: Promote a legally compliant environment in the Eastern Cape Province. Ensure compliance with the litigation management strategy by continuously advising departments herein accordingly. Attend quarterly provincial legal advisors’ forums. Facilitate State Attorney’s Liaison meeting with the various State Attorney Offices in the Province. Participate and facilitate Deputy Information Officers’ forum. Build legal capacity within OTP and the greater Eastern Cape Province: Conduct workshops on identified risk areas. Research source and author legal articles. Render support to Senior State Advisor by conducting research, and drafting new case law and legislation impacting on the public service. Provide litigation and approved interventions: Provide litigation by and against the provincial government. Investigate litigious matters and advise departments on the merits and further conduct of the matter. Advise on labour appeals, disciplinary charges and processes in general. Facilitate external arbitration processes that may include attendance of court proceedings. Maintain a register of all cases including contingent liabilities and agency fees. Report on progress of all legal matters to the Head of Department. Provide advice and legal opinions on legal matters: Research relevant legal prescriptions and case law in order to provide sound opinions. Collect and monitor compliance with court orders: Obtain court orders from various high courts in the Province and collate same for receipt by relevant departments. Conduct follow-ups with departments to ensure compliance with court orders, thereby preventing contempt of court proceedings against departments.

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

**POST 18/139**

**STATE LAW ADVISOR: LEGISLATION – LP 7- 8 REF NO: OTP 16/05/2019**

**SALARY**

R763 212 per annum (OSD)

**CENTRE**

Bhisho

**REQUIREMENTS**

LLB (or as otherwise determined by the Minister of Justice and Constitutional Development) At least 5 years’ appropriate post qualification drafting/litigation/advisory experience. Admission as an Attorney or Advocate. A candidate must be able to: Conduct legal research that will provide information and case law relevant to the legal matter at hand and present motivation/proposals on how the specific case should be approached to obtain a desirable/justifiable outcome/result. Draft legal documents that provide clear motivation/justification for a particular position. Analyze legislation and make proposals thereon. Understand public service prescripts. Manage disciplinary processes.

**DUTIES**

Assist with the reviewing of existing legislation: Conduct the desktop analysis of relevant legislation. Research Constitutional Court judgements which have an impact on legislation. Conduct research on legislation to ensure that provincial legislation is aligned with concurrent national legislation and complies with the Constitution. Support departments in the development of white papers: Scrutinize proposed white papers to assess legality and constitutionality thereof. Support departments in drafting of legislation: Conduct research based on instructions received. Draft legislation (primary and subordinate) for departments. Analyze draft Bill together with a client departments. Supporting the legislature in public hearings on a Bill. Scrutinize draft regulations from departments. Assist with providing legal advice: Conduct legal research ongoing to assist with legal advice.

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

**POST 18/140**

**DEPUTY DIRECTOR: EVALUATION REF NO: OTP 02/05/2019**

**SALARY**

R733 257 per annum (Level 11)

**CENTRE**

Bhisho

**REQUIREMENTS**

An NQF 7 qualification in Public Administration, Development Studies or any related field as recognised by SAQA with minimum of three years’ experience at an Assistant Director level in Monitoring & Evaluation field. Knowledge of advanced strategy development, management and monitoring, knowledge of government planning cycle, advanced knowledge of the policies of government of the day. A valid driver’s license.
DUTIES: Manage the Provincial Programme Evaluation Process (PEP): Develop and implement PEP. Submit the approved PEP to the Department of Planning, Monitoring and Evaluation (DPME). Guide and monitor the implementation of the PEP. Provide support to departments to establish Steering Committees and capacitate the Steering Committee Members. Guide departments on the development of Terms of Reference (TORs), inception reports, data collection tools and project plans for the programme being evaluated. Provide support in the implementation of MPAT in the province: Support departments on conducting the self-assessment to ensure that all departments meet the MPAT deadline. Support departments during challenge period. Provide support in populating the MPAT reporting template. Monitor the implementation of the improvement plans. 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 Ms. N. Xesha/ Mr V Boysen Tel No: 040 609 6248/6290

POST 18/141: DEPUTY DIRECTOR: STAKEHOLDER RELATIONS MANAGEMENT & SPECIAL PROJECTS REF NO: OTP 03/05/2019

SALARY: R733 257 per annum (Level 11)

CENTRE: Bhisho

REQUIREMENTS: An NQF 7 qualification in Public Relations/ Communication/Public Administration as recognized by SAQA with Minimum 3 years of experience at an Assistant Director level in any related field of which 2 years of that experience must be in Intergovernmental environment. Knowledge of relevant legislation, policies and prescripts that governs the Public Sector, Constitution of the Republic of South Africa, Intergovernmental Relations Framework Act, Public Service Act, Public Service Regulations and Public Participation Framework. Skills in Applied Strategic Thinking, Computer Literacy, Budgeting and Financial Management, Communication and Information Management, Diversity Management, Managing Interspersonal Conflict and Resolving Problems, Planning and Organizing & Project Management. A valid driver’s license.

DUTIES: Support the establishment and maintenance of sectoral relations and partnerships with civil society stakeholders: Manage the continuous updating of the provincial database that is inclusive of all Sectors at Provincial, District and Metropolitan levels. Develop and present a project plan for Sector stakeholder engagement sessions for each of the following Intergovernmental Projects and Programmes: EXCO Outreach in each of the six Districts and two Metropolitan Municipalities in the Province; Pre and Post SOPA engagement sessions; Taking Legislature to the People, Ministerial Programmes in the Province, Presidential Siyahlola, Visits of the Deputy President, Premiers Special Outreach Programmes, Batho Pele Programme. Manage the coordination of logistics, stakeholder mobilisations, invitations and consultations of sector stakeholders in preparation for the engagement sessions. Establish secretariat team to capture issues raised in the engagement session. Establish committees to render logistical support prior and during the execution of the sessions. Facilitate development of community mobilisation plan to ensure proper representation and meaningful participation. Consolidate on site reports on issues raised by civil society stakeholders during the engagement sessions for submission to the Director in preparation for the Provincial Management, Clusters, Executive Council (EXCO), Premiers Coordinating Forum (PCF), PCC and policy development review processes in order or them to find expression to the Programme of Action. Develop
presentations on partnership proposals for endorsement by the Executive Management and Executive Council. Support the Sectoral initiated development initiatives and projects as detailed and required for purposes of empowerment. Develop project plans for feedback sessions to the stakeholders. Ensure circulation of progress reports to Stakeholders on time to enable a meaningful discussion. Coordinate and facilitate the implementation of community participation programmes: Develop and present a project plan for community engagement sessions for each of the following Intergovernmental Projects and Programmes: EXCO Outreach in each of the six Districts and two Metropolitan Municipalities in the Province; Pre and Post SOPA engagement sessions; Taking Legislature to the People, Ministerial Programmes in the Province, Presidential Siyahlola, Visits of the Deputy President, Premiers Special Outreach Programmes, Batho Pele Programme. Manage execution of the project plans for community participation in all the Intergovernmental programmes. Coordinate consultation of relevant intergovernmental and community structures for effective community engagement sessions. Consolidate reports on the planning process as well as reports on issues raised during the community engagement sessions. (SOPA, Taking Legislature to the People, EXCO Outreach, Ministerial Programmes, Presidential Siyahlola, Deputy President and Premier’s Special Outreach Programmes and Batho Pele programmes). Provide support in the facilitation of the implementation of Premiers Priority and Interventions Projects: Develop project plans for each of the identified projects. Facilitate identification of actual required resources for each project. Develop and submit progress reports on individual projects on interventions made at different spheres of government. Develop plans and manage facilitation of arrangements to visit projects for verification of reports. Support the facilitation of the implementation of Special Projects. Coordinate implementation and consolidate reports of the Provincial Development Agenda on the Ex-Mine Workers Programme. Participate in planning and lead execution of functions in the Governments events including Centenary Celebrations. Consolidate progress reports of the planned government events. Provide support required and lead the approved support on adhoc special projects such as Provincial Official declared funerals. Manage area of responsibility: Report on Stakeholder Relations Management and Special Projects information as required by internal and external stakeholders. Render support to ensure the effective / Supervise and co-ordinate the effective and efficient running and management of the Stakeholder Relations Management and Special Projects. Ensure that performance agreements and development plans are developed and implemented for subordinates within set timeframes. Ensure that subordinates performance are managed on a daily basis and that Performance Assessments of subordinates 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 lay down policy and procedure. Ensure the implementation and management of risk, finance, and supply-chain management protocols and prescripts 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.

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

POST 18/142:

DEPUTY DIRECTOR: ICT SOLUTION ARCHITECT REF NO: OTP 04/05/2019

SALARY:
R733 257 per annum (Level 11)

CENTRE:
Bhisho

REQUIREMENTS:
An NQF 7 in any IT related qualification as recognised by SAQA with minimum of three years experience at an Assistant Director level in Planning, Designing, Architecting, and/or Implementing (Project-Management) ICT Technical Solutions. Professional qualifications: TOGAF accredited level II certification, IT Project-Management (Prince2, or PMI accredited International certification), Microsoft Certified Solution Expert (MCSE): Communications and/or Content Management and/or Messaging (Microsoft-accredited). Association for Information and Image

**DUTIES**

Implement and maintain ICT architecture: establish a common architecture consisting of application and technology architecture layers: Develop representation of the technical building blocks that make up the Department and their inter-relationships as well as the principles guiding their ICT design and evolution over time, enabling a standard, responsive, and efficient delivery of operational and strategic objectives. Establish and maintain a common technology architecture consisting of architecture layers for effectively and efficiently realizing enterprise and IT strategies by creating key models and practices that describe the baseline and target architectures. Define requirements for taxonomy, standards, guidelines, procedures, templates and tools, and provide a linkage for these components. Improve alignment, increase agility, improve quality of information and generate potential cost savings through initiatives such as re-use of building block components. Implement and maintain ICT projects: manage all projects from the investment portfolio in alignment with departmental strategy: Establish and maintain a formal, approved integrated project plan framework (covering business and IT resources. Eliminate or minimise specific risks associated with programmes and/or projects through a systematic process of planning, identifying, analysing, responding to, and monitoring and controlling the areas or events that have the potential to cause unwanted change. Measure project performance against key project performance criteria such as schedule, quality, cost and risk. Identify any deviations from the expected. Manage project work packages by placing formal requirements on authorising and accepting work packages, and assigning and co-ordinating appropriate business and IT resources. At the end of each project, release or iteration, require the project stakeholders to ascertain whether the project, release or iteration delivered the planned results and value. Implement and maintain ICT requirements definition: identify solutions and analyze requirements before acquisition or creation to ensure that they are in line with department’s strategic requirement: Based on the business case, identify, prioritise, specify and agree on business information, functional, technical and control requirements covering the scope/understanding of all initiatives required to achieve the expected outcomes of the proposed IT-enabled business solution. Perform feasibility studies of potential alternative solutions, assess their viability and select the preferred option. If appropriate, implement the selected option as a pilot to determine possible improvements. Identify, document, prioritise and mitigate functional, technical and information processing-related risk associated with the enterprise requirements and proposed solution. Co-ordinate feedback from affected stakeholders and obtain business sponsor or product owner approval and sign-off on functional and technical requirements, feasibility studies, risk analyses and recommended solutions. Implement and maintain ICT solutions – in line with department-wide requirements: Develop, document high-level designs and elaborate detailed designs progressively using agreed-on and appropriate phased or rapid agile development techniques, addressing all components (business processes and related automated and manual controls, supporting IT applications, infrastructure services and technology products, and partners/suppliers). Ensure that the detailed design includes internal and external SLAs and OLAs. Procure solution components based on the acquisition plan in accordance with requirements and detailed designs, architecture principles and standards, and the enterprise’s overall procurement and contract procedures, QA requirements, and approval standards. Install and configure solutions and integrate with business process activities. Implement control, security and auditability measures during configuration, and during integration of hardware and infrastructural software, to protect resources and ensure availability and data integrity. Establish a test plan and required environments to test the individual and integrated solution components, including the business processes and supporting services, applications and infrastructure. Track the status of individual requirements
(including all rejected requirements) throughout the project life cycle and manage the approval of changes to requirements. Implement and maintain ICT change acceptance: formally accept and make operational new solutions: Establish an implementation plan that covers system and data conversion, acceptance testing criteria, communication, training, release preparation, promotion to production, early production support, a failback/backout plan, and a post-implementation review. Prepare for business process, IT service data and infrastructure migration as part of the department's development methods, including audit trails and a recovery plan should the migration fail. Promote the accepted solution to the business and operations. Where appropriate, run the solution as a pilot implementation or in parallel with the old solution for a defined period and compare behaviour and results. Manage releases of solution components. Provide early support to the users and IT operations for an agreed-on period of time to deal with issues and help stabilise the new solution. Conduct a post-implementation review to confirm outcome and results, identify lessons learned, and develop an action plan. Evaluate and check the actual performance and outcomes of the new or changed service against the predicted performance and outcomes (i.e., the service expected by the user or customer. Implement and maintain the availability of relevant, current, validated and reliable knowledge: Devise and implement a scheme to nurture and facilitate a knowledge-sharing culture. Identify, validate and classify diverse sources of internal and external information required to enable effective use and operation of business processes and IT services. Organise information based on classification criteria. Identify and create meaningful relationships between information elements and enable use of information. Identify owners and define and implement levels of access to knowledge resources. Propagate available knowledge resources to relevant stakeholders and communicate how these resources can be used to address different needs (e.g., problem solving, learning, strategic planning and decision making). Measure the use and evaluate the currency and relevance of information. Retire obsolete information. Implement and maintain the availability of relevant, current, validated and reliable knowledge: Devise and implement a scheme to nurture and facilitate a knowledge-sharing culture. Identify, validate and classify diverse sources of internal and external information required to enable effective use and operation of business processes and IT services. Organise information based on classification criteria. Identify and create meaningful relationships between information elements and enable use of information. Identify owners and define and implement levels of access to knowledge resources. Propagate available knowledge resources to relevant stakeholders and communicate how these resources can be used to address different needs (e.g., problem solving, learning, strategic planning and decision making). Measure the use and evaluate the currency and relevance of information. Retire obsolete information.

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

POST 18/143:
DEPUTY DIRECTOR: TRANSFORMATION, INNOVATION AND KNOWLEDGE MANAGEMENT REF NO: OTP 05/05/2019

SALARY:
R733 257 per annum (Level 11)

CENTRE:
Bhisho

REQUIREMENTS:
An NQF 7 qualification as recognised by SAQA in Public Administration/ Social Sciences or Humanities with a minimum 3 years experience as an Assistant Director with working knowledge and experience in Public Service Transformation, Knowledge Management; Service Delivery Implementation and Policy and Strategy Management. The candidate must have knowledge of relevant legislation, policies and prescripts that governs transformatory programme, service delivery improvement planning; innovation and knowledge management; policy development; and general resource management in the public sector; knowledge of legislation governing the public sector including but not limited to The Public Finance Management Act, Labour Relations Act; Skills Development Act, Promotion of Access to Information Act. Skills in Applied Strategic Thinking, Applying Technology, Budgeting and Financial Management, Communication and Information Management, Diversity Management, Managing Interpersonal Conflict and Resolving Problems, Planning and Organising & Project Management.
DUTIES: Co-ordinate the implementation of transformation programmes: Develop transformational policies, programmes and strategies and monitor the implementation thereof; Advise internal units on the integration of transformation programmes within the department and branch operational plans. Develop and facilitate the implementation of service delivery improvement plans (SDIPs), service charters & standards: Develop and monitor the implementation of a service delivery improvement plan (SDIP's) which is aligned to the strategic plan of the department; co-ordinate the development, monitoring and implementation of the Batho Pele Revitalisation Strategy in the department. Develop and implement innovation and knowledge management: Facilitate the development and monitor the implementation of the Knowledge Management strategy. Policy co-ordination: Develop and maintain protocols and guidelines for policy development; Establish and maintain a database of all departmental policies; Establish policy gaps and assist programmes in developing these policies. Resource Management: Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance.

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

POST 18/144: DEPUTY DIRECTOR: ICT INFRASTRUCTURE REF NO: OTP 06/05/2019

SALARY: R733 257 per annum (Level 11)

CENTRE: Bhisho

REQUIREMENTS: An NQF 7 in any IT related qualification as recognised by SAQA with minimum of three years experience at an Assistant Director level in an IT Technical/Systems Management role (i.e. deploying and maintaining servers and networks using tools like Microsoft System Center and managing IT network-management staff). Professional qualifications: Microsoft Certified Solution Expert (MCSE): Private Cloud, (Microsoft-accredited certificate only); CompTIA: Network+, Server+, Cloud+, Security+ (CompTIA-accredited certificate); ITIL Intermediate (ITIL-accredited certificate). Skills, Attributes and Competencies: Reading comprehension, Analytical/Critical thinking, Writing, Monitoring, Communication and Information Management, Continuous Improvement, Problem Solving, Confidentiality, Performance Driven, and Attention to detail.

DUTIES: Implement and maintain ICT infrastructure operations: coordinate and execute the activities and operational procedures required to deliver internal and outsourced IT services: Maintain and ensure operational procedures and operational tasks are achieved reliably and consistently. Manage the operation of outsourced IT services to maintain the protection of departmental information and reliability of service delivery. Monitor the IT infrastructure and related events. Store sufficient chronological information in operations logs to enable the reconstruction, review and examination of the time sequences of operations and the other activities surrounding or supporting operations. Maintain measures for protection against environmental factors. Install specialised equipment and devices to monitor and control the environment. Manage ICT facilities, including power and communications equipment, in line with laws and regulations, technical and business requirements, vendor specifications, and health and safety guidelines. Implement and maintain ICT continuity: establish and maintain a plan to enable the business and it to incidents and disruptions in order to continue operation of critical business processes: Develop and maintain an ICT Continuity policy, plan, and procedures based on the strategy that documents the procedures and information in readiness for use in an incident to enable the enterprise to continue its critical activities. Test the continuity arrangements on a regular basis to exercise the recovery plans against predetermined outcomes and to allow innovative solutions to be developed and help to verify over time that the plan will work as anticipated. Manage changes to the plan in accordance with the change control process to ensure that the continuity plan is kept up to date and continually reflects actual business requirements. Maintain availability of business-critical information. Assess the adequacy of the ICT Continuity policy, plan, and procedures following the successful resumption of business processes and services after a disruption. Implement and maintain ICT security services: protect department-wide information to maintain the level of information security risk acceptable to the enterprise in accordance with the security policy: Protect against malware –
Implement and maintain preventive, detective and corrective measures in place (especially up-to-date security patches and virus control) across the enterprise to protect information systems and technology from malware (e.g., viruses, worms, spyware, spam). Manage network and connectivity security – use security measures and related management procedures to protect information over all methods of connectivity. Manage endpoint security – Ensure that endpoints (e.g., laptop, desktop, server, and other mobile and network devices or software) are secured at a level that is equal to or greater than the defined security requirements of the information processed, stored or transmitted. Manage user identity and logical access – Ensure that all users have information access rights in accordance with their business requirements and co-ordinate with business units that manage their own access rights within business processes. Monitor the infrastructure for security-related events – Using intrusion detection tools, monitor the infrastructure for unauthorised access and ensure that any events are integrated with general event monitoring and incident management. Manage area of responsibility: Review ICT Infrastructure performance and make recommendations to improve the efficiency and effectiveness. Report on ICT Infrastructure information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and management of the ICT Infrastructure. Ensure that performance agreements and development plans are developed and implemented for all staff in ICT Infrastructure 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: 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.

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

POST 18/145 ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS REF NO: OTP 07/05/2019

SALARY: R470 040 per annum (Level 10)
CENTRE: Bhisho
REQUIREMENTS: An NQF level 7 Degree/ Advanced Diploma recognized by SAQA in International Relations/ Public Administration or Public Management with minimum of three years supervisory experience in Intergovernmental Relations, Policy Development and Coordination of Programmes. A valid driver’s license Knowledge of relevant legislation, policies and prescripts that governs the Public Sector, Constitution of the Republic of South Africa, Intergovernmental Relations Framework Act, Public Service Act, Public Service Regulations, White Paper on Foreign Policy, Provincial International Relations and Cooperation Strategy and Promotion of Access to Information Act. Skills in Research, Administration, Problem Solving, Communication, Facilitation and knowledge of Intergovernmental relations, planning cycles within government and political dynamics and awareness, proficiency in Microsoft Office, good presentation & negotiating skills and report writing skills.

DUTIES: assist and support the development, implementation and review of the Provincial International Relations & Cooperation (IRC) strategy & the IRC procedure manual: Coordinate sessions and interact with Provincial Departments, Municipalities and Public Entities for the development of the International Relations Strategy that is aligned to the provincial priorities contained in the Provincial Medium Term Strategic Framework (P-MTSF), Provincial Development Plan (PDP) and the Provincial Economic Development Strategy. Assist in coordinating the development and implementation of provincial International Relations Plans by departments, municipalities and public entities, to pursue priorities of government as informed by the International Relations Strategy. Support processes to facilitate
the implementation of signed twinning arrangements, in collaboration with the OTP Planning Unit, Provincial departments and municipalities to contribute to social cohesion, reducing inequality, poverty, promoting job creation and people-to-people cooperation. Assist in the development, implementation and periodic review of the Provincial International Relations Procedure Manual, facilitate engagements with various departments and foreign diplomatic missions and support provincial institutions to pursue Provincial international priorities. Identify opportunities for capacity building and skills development on international relations, ODA flows to Provincial Departments and Municipalities to ensure these resources are geared towards effective implementation of the International Relations Strategy and harmonisation of provincial approach with national and international best practices. Manage the conclusion, processes and monitoring of twinning arrangements and the implementation of the IR strategy: Coordinate the convening of the Provincial International Relations Steering Committee and its sub committees, ensure a common approach to the implementation of the IR Strategy and twinning arrangements. Facilitate the signing, exchange of texts and certification of twinning arrangements concluded with international partners to advance provincial priorities. Support Provincial Departments, Public Entities and Municipalities in the implementation, monitoring and review of the Official Development Assistance (ODA) programmes to ensure optimal use of these resources to address provincial priorities. Assist in conducting an annual audit of international twinning arrangements concluded by provincial departments, municipalities and public entities to ensure compliance with national prescripts and alignment with provincial priorities. Convene sessions and facilitate sourcing of inputs of the Provincial Departments, municipalities and public entities to the African Peer Review Mechanism (APRM) processes and bilateral agreements signed with various countries to support the pursuit of provincial priorities. To support processes to ensure effective implementation of the generic management systems in the sub: directorate: Support the IR Sub-Directorate in the pursuit of its mandate, discharge responsibilities entrusted by the supervisors within agreed timeframes, fulfil the requirements of the PMDS, treasury instructions and the PFMA in the execution of duties.

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

POST 18/146: ASSISTANT DIRECTOR: PROCESS DESIGN AND PRODUCTIVITY IMPROVEMENT REF NO: OTP 08/05/2019

SALARY: R470 040 per annum (Level 10)

CENTRE: Bhisho

REQUIREMENTS: An NQF 7 qualification in Production/Operations Management/ Industrial Engineering, Mechanical / Business Administration / Quality Management or any related fields as recognized by SAQA with minimum of three (3) supervisory experience in an OD and Change management field. A valid driver’s license.

DUTIES: Assist in the provision of technical support to provincial departments with the development of service delivery improvement plans, standards and delivery charters: Assist in the facilitation and provision of hands-on support to the provincial departments on the selection of the appropriate key Services that are aligned to the Provincial Development Plan and Provincial Priorities for Improvement. Assist in capacitating the Provincial Departments on the development of service delivery improvement plans (Training Workshops, One on one engagements, and consultative sessions). Assist in capacitating Provincial Department in the implementation of the Service Delivery Improvement Plan to ensure alignment (Training Workshops, One on one engagements, consultative sessions). Support the validation of Service Delivery Improvement Plans to ensure compliance with the DPSA toolkit (One on one engagements). Support the monitoring and the implementation of the SDIP’s by the National Departments based in the province. Support the development of Service Standards and Service Delivery Charter at Local Government Sphere (Municipalities). Assist in the development of the Provincial Generic Service Standards. Assist in conducting audits to ensure publishing and display of the Service Delivery charters. Support the development and rollout of the public service operations management framework: Assist in the capacitation of the provincial departments on the
implementation Public Service Operations Management Framework. Support the Provincial Departments in the development of Business Process Management and Standard Operating Procedure. Assist in capacitating Provincial Department in the implementation of the Standard Operating Procedures to ensure alignment (Training Workshops, One on one engagements, consultative sessions). Render support in the development and submission of the Service Delivery Improvement Programs implementation reports by departments to OTP. Assist in consolidating reports for onward submission to DPSA and DPME. Monitor the display of Service Standards, Service Delivery Charter by service delivery sites in support of Front Line Service Delivery Project for DPME. Assist in analyzing reports submitted by provincial departments: Coordinate reports from departments monthly, quarterly, half-yearly and annually. Analyze the reports to ensure the attainment of targets and recommend appropriate actions. Compile reports on the findings and recommend appropriate actions and provide feedback to departments. Arrange workshops to present reports to departments and stakeholders. Follow-up and ensure the implementation of amendments. Develop and interpret service delivery improvement related policies, toolkit and step by step (nationally and provincial): Assist in the customization of the guidelines developed by DPSA/DPME to suit the provincial level. Assist in the validation, standardization and implementation of the Service Delivery Improvement policies/toolkit and guidelines. Support the drafting of service delivery improvement policies, toolkits and guidelines. Assist in the design and implementation of productivity improvement 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.

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

POST 18/147: ASSISTANT DIRECTOR: PROVINCIAL SYSTEMS/ APPLICATIONS DEVELOPMENT REF NO: OTP 09/05/2019 (X2 POSTS)

SALARY: R470 040 per annum (Level 10)
CENTRE: Bhisho
REQUIREMENTS: NQF Level 7 degree recognised by SAQA in ICT (Informatics or Computer Science with programming/systems development specialisation) with minimum 3 years experience as Systems Developer. Knowledge of XML, AJAX, ASP.Net (C#) and sharePoint, knowledge of using Database (MySQL and Microsoft SQL), IT Risk management, ICT Governance frameworks and practices, ITIL and ISO standards.

DUTIES: Design, plan and develop web-based applications and system according to the user requirements specifications: Analyse user requirements specification for applications and systems development. Research and conduct Joint Application Design (JAD) sessions with Business / Systems Analysts. Write and validate code as per application/system requirements. Develop and execute unit testing strategy and processes. Develop and upgrade existing systems by analyzing and identifying areas for modifications. Integrate existing software products and get incompatible platforms to work together. Maintain the integrated IT software components systems once they are up and running. Deliver quality applications on-time and on-budget. Report on status of product quality to management, customer support and product teams via rigorous execution of detailed plans and accurate reporting of test cases executed, bugs discovered, bugs fixed, etc. Facilitate infrastructure requirements for developing applications and systems: Facilitate the establishment of infrastructure requirements for developed applications and systems (e.g. storage servers for testing and production environment). Establish, monitor and maintain the development platforms (e.g. Microsoft, Open Source, etc.). Maintain current technical knowledge to support rapidly changing technology. Coordinate software system installation and monitor equipment functioning to ensure specifications are met. Conduct benchmarks and provide management with advice. Work closely with System Administrators and Network Specialists to develop best technical design and approach for product development.

ENQUIRIES: can be directed to Ms. N. Xesha/ Mr V Booysen Tel No: 040 609 6248/6290
POST 18/148: ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: OTP
10/05/2019

SALARY: R376 596 per annum (Level 09)
CENTRE: Bhisho
REQUIREMENTS:
An NQF 7 qualification in Social Sciences or Public Administration as recognized by SAQA with minimum of three years supervisory experience in Intergovernmental Relations, Policy Development and Coordination of Programmes. Knowledge of relevant legislation, policies and prescripts in cooperative governance, Policy analysis and development, and stakeholder relations and administrative knowledge. Skills in Research, Administration, Problem Solving, Communication, Facilitation and knowledge of Intergovernmental relations, planning cycles within government and political dynamics and awareness, proficiency in Microsoft Office, good presentation & negotiating skills and report writing skills. A valid driver’s license.

DUTIES:
coordinate the implementation of strategies and policies to manage intergovernmental relations; Assist in facilitating the revision and implementation of Provincial Intergovernmental Relations Strategy, Policies and Programmes. Assist in facilitating the implementation of Intergovernmental Relations policies, standards and guidelines. Facilitate implementation of strategies related to the Sub Directorate in relation to District, Metropolitan and Local IGR coordination. Assist in Coordination of meetings, agenda and other logistics in support of the Premier’s Coordinating Forum (TPCF and PCF). Provide support in promotion of intergovernmental cooperation through IGR protocols to maximize linkage between all IGR Platforms (PCF, MUNIMEC, DMAFO, Local IGR forum and Ward Based Structures). Provide support in Coordination of inter-sphere and inter-sectoral intergovernmental cooperation to enhance Integrated Planning and Service Delivery. Coordinate and provide support to IGR structures: Assist and Facilitating submission of service delivery reports to enable oversight. Provide support in Coordination of regular monitoring, evaluation and reporting on the Provincial IGR agenda Escalations from MUNMEC and Local IGR Fora. Maintain and review the IGR structures database and participation with the province. Assist in Provision of required administrative support on all IGR Provincial platforms. Provide support in Facilitating training initiatives to IGR practitioners for specific IGR structures (sector departments and municipalities at all levels) to support war room functionality in all spheres of government. Provide support to intergovernmental service delivery initiatives: Provide support in Facilitation of the participation and contribution by national, provincial departments and state entities in local IDPs through effective ward-based planning Integrated Service Delivery Model (ISDM). Assist in the Coordination and organisation of the EXCO Outreach Programme in line with the revised Provincial IGR Strategy, to evaluate and provide oversight to service delivery initiatives. Assist in Coordinating District IGR Forum calendar and activities to ensure integrated planning between provincial departments, district and all local municipalities. Render administration support in the sub directorate: Provide support to ensure the effective and efficient running and management of the Intergovernmental Relations Sub Directorate. Assist in Compiling accurate and timeous reports for the Sub Directorate and ensure that activities and projects are in line with the budget. Track the expenditure patterns and with developing presentations to Senior Management meetings. Manage area of responsibility: Render support to ensure the effective and efficient running and management of the Intergovernmental Relations Sub Directorate.

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

POST 18/149: ASSISTANT DIRECTOR: STAKEHOLDER RELATIONS MANAGEMENT & SPECIAL PROJECTS REF NO: OTP
11/05/2019

SALARY: R376 596 per annum (Level 09)
CENTRE: Bhisho
REQUIREMENTS:
An NQF 7 qualification in Public Relations/ Communication/Public Administration as recognized by SAQA with minimum of three years supervisory experience in any related field. Knowledge of relevant legislation, policies and prescripts that governs the Public Sector, Constitution of the Republic of South Africa,
DUTIES

- Assist in the establishment and maintenance of sectoral relations and partnerships with civil society stakeholders: Update the provincial database that is inclusive of all Sectors at Provincial, District and Metropolitan levels. Implement the project plan for Sector stakeholder engagement sessions for each of the following Intergovernmental Projects and Programmes: EXCO Outreach in each of the six Districts and two Metropolitan Municipalities in the Province; Pre and Post SOPA engagement sessions; Taking Legislature to the People, Ministerial Programmes in the Province, Presidential Siyahola, Visits of the Deputy President, Premiers Special Outreach Programmes, Batho Pele Programme. Coordinate logistics, stakeholder mobilisations, invitations and consultations of sector stakeholders in preparation for the engagement and feedback sessions ((venues, programme, confirmations, liaison with relevant government and stakeholder structures, etc.)
- Capture issues raised in the engagement sessions. Develop stakeholder mobilisation plan to ensure proper representation and meaningful participation of stakeholders. Develop and manage implementation of procurement plan for each project/activity (identified needs, specifications, consultation of relevant sector stakeholders, provision of service as specified, submission of invoices and payments.) Ensure and manage provision of quality administrative support to all community participation projects. Prepare on site reports on issues raised by civil society stakeholders during the engagement sessions for submission to the Director in preparation for the Provincial Management, Clusters, Executive Council (EXCO), Premiers Coordinating Forum (PCF), PCC and policy development review processes in order or them to find expression to the Programme of Action.
- Provide information to the Deputy Director for the development of presentations on partnership proposals for endorsement by the Executive Management and Executive Council. Identify and advise on support required on the Sectoral initiated development initiatives and projects as detailed and required for purposes of empowerment. Assist in facilitating the implementation of community participation programmes: Implement project plan for community engagement sessions for each of the following Intergovernmental Projects and Programmes: EXCO Outreach in each of the six Districts and two Metropolitan Municipalities in the Province; Pre and Post SOPA engagement sessions; Taking Legislature to the People, Ministerial Programmes in the Province, Presidential Siyahola, Visits of the Deputy President, Premiers Special Outreach Programmes, Batho Pele Programme. Coordinate reports, community mobilisations, invitations and logistics in preparation for the engagement and feedback sessions. Consult relevant intergovernmental and community structures for effective community engagement sessions. Develop and manage implementation of procurement plan for each project/activity (identified needs, specifications, consultation of relevant sector stakeholders, provision of service as specified, submission of invoices and payments). Ensure and manage provision of quality administrative support to all community participation projects. Consolidate reports on the planning process as well as reports on issues raised during the community engagement sessions. (SOPA, Taking Legislature to the People, EXCO Outreach, Ministerial Programmes, Presidential Siyahola, Deputy President and Premiers Special Outreach Programmes and Batho Pele programmes). Assist in the implementation of premier’s priority and interventions projects: Source information to develop project plans for each of the identified projects. Source information to assist in the identification of the actual required resources for the projects. Assist in the development of progress reports on individual projects on interventions made at different spheres of government. Implement approved project plans and arrange project visits for monitoring and verification of progress. Provide project on-site support required. Assist in the implementation of special projects: Serve as secretariat and prepare reports in the implementation of the Provincial Development Agenda on the Ex-Mine Workers Programme. Participate in planning and lead execution of functions in the Governments events including Centenary
Celebrations. Prepare progress reports of the planned government events. Provide support required on the approved adhoc special projects such as Provincial Official declared funerals. Manage area of responsibility: Report on Stakeholder Relations Management and Special Projects information as required by internal and external stakeholders. Render support to ensure the effective and efficient running and management of the Stakeholder Relations Management and Special Projects. Ensure that performance agreements and development plans are developed and implemented for subordinates within set timeframes. Ensure that subordinates performance are managed on a daily basis and that Performance Assessments of subordinates 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 lay down policy and procedure. Ensure the implementation and management of risk, finance, and supply-chain management protocols and prescripts 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.

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

POST 18/150: ASSISTANT DIRECTOR: ASSET AND FLEET MANAGEMENT REF NO: OTP 12/05/2019

SALARY: R376 596 per annum (Level 09)
CENTRE: Bhisho
DUTIES: Manage departmental assets. Processing and maintenance of OTP pool vehicles. Maintain accurate financial reporting on assets and fleet. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness.

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

POST 18/151: SENIOR STATE ACCOUNTANT: FINANCIAL RECORDS AND ACCOUNTING REF NO: OTP 13/05/2019

SALARY: R316 791 per annum (Level 08)
CENTRE: Bhisho
DUTIES: Facilitate the clearance of suspense accounts and bank exceptions: Facilitate clearance of bank exception on monthly basis. Assist the clearance of suspense accounts. Compile post adjustment journals and daily journals. Check and report misallocations on suspense accounts. Assist preparation of bank reconciliation. Administer safekeeping of financial records: Record file debt take-on and journals. Verify journals to ensure that they are in order. Prepare monthly reconciliation of suspense accounts. Collate and collect the financial information from stakeholders. Prepare interim and annual financial statements working paper file. Supply of financial records required by Auditor-General, departmental staff and Internal Audit. Coordinate general administration in the unit: Confirm availability of
operational tools and materials for officials to discharge duties accordingly. Coordinate team meetings monthly. Compile monthly report for attention of the unit director. Assist with compilation of employee claims of the unit (e.g. S&T, fuel).

ENQUIRIES: can be directed to Ms. N. Xesha/ Mr V Booyse Tel No: 040 609 6248/6290

POST 18/152: VETTING INSPECTOR (SECURITY VETTING INVESTIGATOR) REF NO: OTP
14/05/2019

SALARY: R257 508 per annum (Level 07)

CENTRE: Bhisho

REQUIREMENTS: Applicants must be in possession of three year degree/National Diploma as recognised by SAQA in Security Management and Social Science or any related field. Successful completion of a three (3) to four (4) months Vetting Course as offered by SANDFA/SSA/SAPS; At least 3 years experience in conducting Top Secret vetting investigations; A valid driver’s license; A valid Top Secret clearance. Competencies: Planning and Communication skills; report writing skills, administrative skills, Good interpersonal skills, analytical skills, interview skills and presentation skills.

DUTIES: Conduct security clearance investigations; Conduct personal interviews and interview references and write evaluation reports. Maintain the security clearance, data creating awareness on information security, Establish the integrity checking capacity; liaison within and outside the department; Verification of qualifications and employment.

ENQUIRIES: can be directed to Ms. N. Xesha/ Mr V Booyse Tel No: 040 609 6248/6290

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.


FOR ATTENTION: Ms Bonelwa Ndayi

CLOSING DATE: 07 June 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.
**ERRATUM:** kindly note that the post of Assistant Director: Budget Management with Ref No: 07/02/2019 advertised on Public Service Vacancy Circular 05 dated 08 February 2019 has been withdrawn. Enquiries: can be directed to Ms B Ndayi 040 1010 072/071

**OTHER POSTS**

**POST 18/153** : **DEPUTY DIRECTOR: NORMS & STANDARDS REF NO: PT 01/05/2019**

Purpose: To manage implementation of Financial Accounting Practices and Standards and Associated Governance Norms and Standards within Provincial Departments.

**SALARY** : R733 257 per annum (Level 11)

**CENTRE** : Bhisho


**DUTIES** : Provide support and build capacity to enhance PMFA compliance: Support provincial departments through the implementation of Norms and Standards. Develop and facilitate implementation of financial norms and standards by all provincial departments. Conduct workshops to provincial departments on the new Financial Management Prescripts Issued and Accounting Standards. Implement capacity building in the office of the CFO through the provision of advisory services. Support implementation of delegations in Provincial Departments. Develop policies and procedures to ensure compliance with national minimum requirements. Promote financial management accountability: Support to provincial departments in the development and implementation of systems and processes to improve sound financial management and audit outcomes. Support to provincial departments in the development of systems and processes to ensure integrity of financial data. Monitor, evaluate and report on compliance with accounting related legislative requirements. Coordinate submission of Financial Management Reports to MECs. Prepare reports on unauthorised expenditure to SCOPA. Prepare reports on irregular expenditure, fruitless and wasteful expenditure to EXCO. Develop and roll out provincial financial management prescripts: Coordinate issuing of Provincial Instruction Notes, Circulars and Guidelines. Facilitate preparation for the implementation of regulations as outlined in the Finance Bill and Provincial Gazettes in terms of DoRA in Provincial Departments. 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 s. Ensure timeously development and implementation of Work Plans and Personal Development y guidance and support and afford staff adequate training and development opportunities 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** : can be directed to Ms B Ndayi Tel No: 040 1010 072/071
ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: PT02/05/2019

This is re-advertisement, those who applied previously should not re-apply.

Purpose: To render Internal Audit Services for the department.

SALARY: R376 596 per annum (Level 09)

CENTRE: Bhisho

REQUIREMENTS: Three Year Degree (NQF level 7) or National Diploma (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.

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 timely. 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 timely 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

ASSISTANT DIRECTOR: NORMS & STANDARDS REF NO: PT03/05/2019

Purpose: To facilitate implementation of Financial and Associated Governance Norms and Standards within Provincial Departments

SALARY: R376 596 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 in Financial Accounting / Financial Management / Public Finance or related field coupled with Minimum 3 years’ relevant experience at a level of an Officer (Level 7 or higher). Knowledge and Skills: Understanding of Legal prescripts and ability to interpret and apply them e.g. PFMA, MFMA, Treasury Regulations, Constitution, Companies act, BBBEE, Corporate Governance Principles, Labour Law, Drafting / designing Legal Frameworks. Understanding of Financial Management best practices. Public Sector Accounting, Auditing, Financial Accounting and Risk Management.

DUTIES: Assist with the provision of support and capacity building to enhance PMFA compliance: Render advice on financial norms and standards to Provincial Departments such that Level 3 FMCMM can be attained. Conduct research and identify areas in Departments in need of workshops on new financial management prescripts issued. Support capacity building in the office of the CFO through assistance in the provision of advisory services. Support adherence to delegations in Provincial Departments. Support the promotion of financial management accountability Coordinate information in compilation of financial management reports for submission to MECs. Provide support in the preparation of reports on unauthorised expenditure for submission to SCOPA. Provide support in the preparation of reports on irregular, fruitless and wasteful expenditure for...
submission to EXCO. Facilitate the development and roll out of provincial financial management prescripts: Provide research material by issuing provincial instruction notes, circulars and guidelines. Research and analyse information towards preparation of Finance Bill and Provincial Gazettes in terms of DoRA. 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. Work Plans and Personal Development Plans (PDP’s) for all subordinates developed and implemented timeously. Manage employee performance daily and ensure timely Performance Assessments of all subordinates. Ensures that assets are managed, maintained and kept safely.

ENQUIRIES

POST 18/156

ADMIN OFFICER: ECONOMIC & FISCAL POLICY OVERSIGHT REF NO: PT04/05/2019
Purpose: To render an effective and efficient administrative services to the Chief Directorate.

SALARY

R257 508 per annum Level 07

CENTRE

Bhisho

REQUIREMENTS


DUTIES

Provide secretarial/receptionist support service to the chief directorate: Render secretarial services and management of diary for the Chief Directorate. Perform advanced typing. Operate and ensure that office equipment is in good working order. Coordinate and sensitize / advises regarding engagements. Compile Schedules of all appointments. Coordinate and render administrative 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 within the Chief Directorate. Scrutinise routine submissions / reports and make notes. Respond to enquiries received internal and from external stakeholders. Draft document as and when required. File documents for the Chief Directorate as and when required. Collets, analyse and collates information when required. Clarifies instructions and notes on behalf of the Chief Directorate. Coordinate travel arrangements. Prioritise issues of the Chief Directorate. Manage leave register and telephone Accounts. Administer procurement of standard items (stationery & refreshments). Obtain necessary signatures on documents items like procurement and monthly salary reports. Provide support to the chief director regarding meetings and chief directorate meetings: Scrutinise documents to determine actions / information/ other documents required for the meeting. Draft agenda for meetings. Collects and compiles necessary documents as when required. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes as and when required. Coordinates logistical arrangement for the meetings when required. Render support in the administration of the chief directorate’s budget: Collects and coordinate all documents related to the Chief Directorate budget. Assist in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and indicate if there are possible
over – and under spending. Check collates BAS reports to ensure that expenditure is allocated correctly. Identify and consult of possible need to move funds between items, and draft memo for this purpose. Compare the relevant Public Service and draft memo for this purpose. Coordinate reports within the chief directorate: Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Chief Directorate. Make follow ups on outstanding reports and prepare report for submission. Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports. Compile and integrate the budget. Validate the PMDS Submissions for the Chief Directorate. The Chief Director may direct you to coordinate the work of the directorate/s can be directed to Ms B Ndayi Tel No: 040 1010 072/071

ENQUIRIES

POST 18/157

ADMIN OFFICERS: PROVINCIAL ACCOUNTING SERVICES: REF NO: PT05/05/2019 (X2 POSTS)
Purpose: To render an effective and efficient administrative services to the Chief Directorate.

SALARY

R257 508 per annum Level 07

CENTRE

Bhisho

REQUIREMENTS


DUTIES

Provide secretarial/receptionist support service to the chief directorate: Render secretarial services and management of diary for the Chief Directorate. Perform advanced typing. Operate and ensure that office equipment is in good working order. Coordinate and sensitize / advises regarding engagements. Compile Schedules of all appointments. Coordinate and render administrative 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 within the Chief Directorate. Scrutinise routine submissions / reports and make notes. Respond to enquiries received internal and from external stakeholders. Draft document as and when required. File documents for the Chief Directorate as and when required. Collets, analyse and collates information when required. Clarifies instructions and notes on behalf of the Chief Directorate. Coordinate travel arrangements. Prioritise issues of the Chief Directorate. Manage leave register and telephone Accounts. Administer procurement of standard items (stationery & refreshments). Obtain necessary signatures on documents items like procurement and monthly salary reports. Provide support to the chief director regarding meetings and chief directorate meetings: Scrutinise documents to determine actions / information/ other documents required for the meeting. Draft agenda for meetings. Collects and compiles necessary documents as when required. Record minutes / decisions and communicates to relevant role players, follow-up on progress made. Prepare briefings notes as and when required. Coordinates logistical arrangement for the meetings when required. Render support in the administration of the chief directorate's budget: Collects and coordinate all documents related to the Chief Directorate budget. Assist in determining funding requirements for the purpose of MTEF budget. Keep records of expenditure commitments, monitor expenditure and indicate if there are possible over – and under spending. Check collates BAS reports to ensure that expenditure is allocated correctly. Identify and consult of possible need to move funds between items, and draft memo for this purpose. Compare the relevant Public Service and draft memo for this purpose. Coordinate reports within the chief directorate:
Compile progress, monthly and management reports. Consolidate the submission of Annual Performance Agreements and Performance Assessments for the Chief Directorate. Make follow ups on outstanding reports and prepare report for submission. Coordinate inputs and compile integrated performance reports, Compile integrated IYM reports. Compile and integrate the budget. Validate the PMDS Submissions for the Chief Directorate. The Chief Director may direct you to coordinate the work of the directorate/s.

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:

for Head Office - Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho.

Alfred Nzo Region (Mount Ayliff): Hand Deliver - Department of Public Works, Corner of Nkosi Senyukele Jojo & Ngqubusini, off Ntsizwa Street, Mt Ayliff, 4735, Block- G- enquiries can be directed to or Post to Private Bag X3556, Kokstad, 4700.

Amathole Region (East London): Hand Delivery, Department of Public Works, Corner of Amalinda & Scholl, Cambridge, 5201 or Post to: Department of Public Works, Private Bag X13004, Cambridge, 5201.

Sarah Baartman Region (Port Elizabeth): Hand deliver: Department of Public Works, Cnr Albany and Westbourne Road, Central, Port Elizabeth, 6000 or Post to: Private Bag X 0004, Port Elizabeth, 6000.

Joe Gqabi Region (Sterkspruit): Hand Delivery: Bensonvale College, Sterkspruit, 9762 or post to Department of Public Works, Private Bag X5002, Sterkspruit, 9762.

Chris Hani Region (Queenstown): Hand Delivery: 1 Corner Road, Kings Park, Queenstown, 5320, or post to Private Bag X7114, Queenstown, 5320.

FOR ATTENTION: Ms N.H Malgas

CLOSING DATE: 07 June 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 Department of Public Works 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 18/158: DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME REF NO: DPW 01/05/2019

SALARY: R733 257 per annum (Level 11)

CENTRE: Amathole Regional Office (East London)

REQUIREMENTS: B-degree or National Diploma in Public Administration or Public Management/ Socio- Economic Development/Labour Intensive Construction / Project
Management / Community Development with at least five (5) years Expanded Public Works Programme experience of which three (3) years must be at Assistant Director Level. A proven record of managing a team. Relevant experience in the Public Service and Advanced Management Development Programme would be an added advantage. A valid driver’s license. Skills and Knowledge: Knowledge and sound understanding of Public Employment Programmes. Knowledge of Labour Intensive programmes. Understanding of government legislations, policies and procedures. Social facilitation, Problem solving, Conflict management, Programme and Project management.

**DUTIES**: Ensure that all regional public bodies implement EPWP programme. Liaise with public bodies and encourage them to increase their investment on Public Employment Programmes. Provide support to ensure accurate reporting of all work opportunities implemented against the targets set. Coordinate the Enterprise Development programme for emerging contractors. Coordinate and management of APTCoD and NYS. Ensure that that sectors have business plans in line with agreed targets. Ensure that public bodies comply with and adhere to EPWP recruitment guidelines, policies and ministerial guidelines. Provide continuous support and monitoring to public bodies. Monitor the utilization of the EPWP Incentive Grant and adherence to the grant framework. Manage the resources allocated including human and finances. Develop strategies to mitigate against the possible risk that could be experienced. Provide periodic reports to all stakeholders and forums.

**ENQUIRIES**: can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772

**POST 18/159**: DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME, (PROVINCIAL COORDINATION) REF NO: DPW 02/05/2019

To manage, monitor and evaluate the EPWP performance within the province and submit reports thereof.

**SALARY**: R733 257 per annum (Level 11) (An all-inclusive remuneration package)

**CENTRE**: Head Office (Bhisho)

**REQUIREMENTS**: Bachelor’s Degree)/ National Diploma in Public Administration/ Development Studies/Statistics. A post graduate qualification in Monitoring and Evaluation will be an added advantage. A minimum of 5 years’ experience in the M&E environment of which 3 years should be at Assistant Manager level. A code 8 driving license. Knowledge and Skills: Understanding of Expanded Public Works Programme, research skills and methodologies, computer literacy, data analysis and reporting.

**DUTIES**: Manage the collection and compilation of EPWP quarterly reports, Manage the training of Public Bodies in order to improve reporting and to ensure data integrity and reliability. Strengthen the impact evaluation and ensure greater transparency and accountability through the introduction of Social Audits. Strengthen the monitoring of the core EPWP principles to improve compliance to the guidelines and monitor the number of work opportunities reported in the EPWP-Reporting System by public bodies aligned to the approved EPWP Business Plan targets and manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

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

**POST 18/160**: DEPUTY DIRECTOR: FINANCIAL MANAGEMENT REF NO: DPW 03/05/2019

**SALARY**: R733 257 per annum (Level 11) (An all-inclusive remuneration package)

**CENTRE**: Alfred Nzo Regional Office (Mount Ayliff)

**REQUIREMENTS**: A Degree or National Diploma in Commerce/ Accounting/Financial Management, Taxation, Internal Auditing, OR A National Diploma in Cost and Management Accounting OR Bachelor of Business Administration with at least five (5) years in Financial Management environment of which three (3) years’ experience must be at an Assistant Director level/ Junior Management level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver’s license. Knowledge and Skills: Sound understanding at
basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook knowledge of Laws, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations.

**DUTIES**

Provide strategic guidance on handling Financial Management matters of the Region. Ensure that budget-related matters are attended accordingly. Ensure that financial policies and regulations are implemented properly. Control the administration of accounts and make follow up on the budget to ensure that it is utilized properly. Handle audit related queries. Responsible for Payroll Management. Manage personnel. Expenditure analysis. Manage compliance with legislative requirements on payment processes and reporting. Monitor and manage authorization of receipts and deposits and timely submission of returns to Head Office. Management of the Financial Administration component. Effective and efficient identification and management of risks within the unit. Management, safeguarding and maintenance of assets, including debtors. Management of liabilities and collection of revenue. Compliance with taxes, levies, duties, pension and all financial commitments. Detect and report on unauthorised, irregular, fruitless and wasteful expenditure and losses resulting from criminal and other conduct. Settlement of contractual obligations and payment of all money owing, including inter-governmental claims, within the agreed or prescribed period. Keeping full and proper records of the financial affairs of the Region. Control and review of monthly reconciliation. Assist Management to ensure compliance with the PFMA, Treasury.

**ENQUIRIES**

can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764

**POST 18/161**

PROFESSIONAL CONSTRUCTION PROJECT MANAGER – GRADE A, REF NO: DPW 04/05/2019

Component: Buildings (Education Portfolio)

**SALARY**

R718 059 per annum (An all-inclusive remuneration package) (OSD)

**CENTRE**

Head Office (Bhisho)

**REQUIREMENTS**

National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience / BTech (Built Environment field) with a minimum of 4 years certified managerial experience / Honours Degree in any Built Environment field with a minimum of 3 years' experience. A Valid driver’s license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager.

**DUTIES**

Manage and co-ordinate all aspects of projects: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: Report project progress to Chief Construction Project Manager; and Manage project budget and resources; Office Administration: Provide inputs to other professionals with tender administration; liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and Development: Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management.

**ENQUIRIES**

can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
POST 18/162

CONTROL ENGINEERING TECHNICIAN: PROVINCIAL DEPARTMENTS REF NO: DPW 05/05/2019

SALARY: R446 202 per annum (OSD)
CENTRE: Head Office (Bhisho), Buildings

DUTIES: Manage Technical Services: Manage technical services and support in conjunction with the Engineers, Technologists and associates in field, workshop and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. Manage administrative and related functions: To provide inputs into the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases; and Manage, supervise and control technical and related personnel and assets. Research and development: Continuous professional development to keep up with the new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and to liaise with relevant bodies/councils on engineering 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 18/163

CHIEF ARTISAN GRADE A: BUILDINGS - CONSTRUCTION AND MAINTENANCE REF NO: DPW 14/05/2019

SALARY: R386 487 per annum (OSD)
CENTRE: Chris Hani Regional Office (COFIMVABA Depot)

DUTIES: Manage technical services: Manage technical services and support in conjunction with Technicians/Artisans and associates in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance in line with specifications. Manage administrative and related functions: Provide inputs into the budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical operational plan. Update databases; and Manage artisans and related personnel and assets. Financial Management: Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline-related activities and services. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical services according to organizational needs and requirements. Manage subordinate’s key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures; Research/literature studies on technical/engineering technology to improve expertise; Liaise with relevant bodies/councils on technical/engineering-related matters.
ENQUIRIES : can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676

POST 18/164 : ASSISTANT DIRECTOR: CONTRACTOR DEVELOPMENT REF NO: DPW 06/05/2019

Expanded Public Works Programme

SALARY : R376 596 per annum (Level 09)

CENTRE : Head Office (Bhisho)

REQUIREMENTS : Bachelor of Commerce/ Bachelor of Public Management/Public Administration/ Project Management. 4 years’ relevant experience in Contractor Development of which 3 years must be at a Supervisory level or salary level 7 or 8. A valid driver’s license. Knowledge and Skills: Public Finance Management Act (PFMA); Construction Industry Development Board Regulations, National Contractor Development Prescripts; Public Service Regulations, BBBEE Act, EPWP Policy. Contractor Development, Stakeholder Engagement; Financial Management, Policy Implementation, People Management, Process implementation, customer and quality management, Problem solving skills, Strategic capability and leadership, Self-leadership, Communication skills, Computer skills, Planning and Organization Skills, Programme and project management, Negotiation and Presentation Skills.

DUTIES : Provide support in the Recruitment and Selection of Contractors for the Integrated Contractor Development Programme. Assist to determine the number of contractors to be targeted based on the available budget. Facilitate the drafting of Expression of Interest that complies with the CIDB prescripts and links to National Contractor Development Programme. Provide support to ensure compliance with SARS and CIPRO. Facilitate the inclusion of socio-economic deliverables in the recruitment of contractors. Facilitate the briefing sessions in all regions for the recruitment of contractors. Facilitate the Shortlisting and Selection of Contractors. Facilitate the issuing of appointment letters to the appointed contractors. Facilitate of the induction of the appointed Contractors. Facilitate the Training and skills development of emerging Contractors: Check the availability of budget for training and skills development for contractors. Assist to facilitate the sourcing of funding from CETA in order for the programme to have additional budget for the training. Facilitate the training and skills audit for the contractors. Provide support to create a training plan for both classroom trainings and practical on-site trainings. Check that the appointed Training Providers are accredited and their trainings are NQF compliant. Assist in the management of the development and growth of the Emerging Contractors: Provide Support to manage the closed tendering process for the direct and indirect targeting of emerging contractors. Provide Support to facilitate the forging of strategic relationships with the various financial institutions (both public and private) with a view to facilitating finance and credit facilities for participating contractors. Provide support to facilitate the signing of cession agreements between the department and the contractors. Facilitate the attachment of a clear and dedicated technical support that will render mentorship support services for the contractors awarded projects. Provide support in monitoring the contractors implementing projects to check if they are on the right track, identify gaps and close them on time. Facilitate that contractors completed projects upgrade to the next CIDB level on the CIDB register of contractors. Provide support in the management of the performance review, progression and exit of contractors from the programme: Assist in the development and monitoring indicators that will be used to assess progress regarding the implementation of the programme. Facilitate that there is a bi-annual / mid-term performance review of all the participating contractors to assess the performance of contractors. Assist that the programme utilises the performance results of contractors and link them to the progression of contractors within the programme, thereby making it possible for them to meet all the requirements for upgrading with the CIDB construction registers. Facilitate that contractors complete training programmes before exiting the ICDP. Provide support in the registration of the contractors to one of the Contractors Forum in order to access work opportunities upon exiting the programme. Ensure that contractors exit the programme after 3 years. Management of allocated resources: Assist in the management the budget of the
unit. 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. Supervise timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP’s) for all employees in the Directorate. Supervise the daily employee performance and ensure timely Performance Assessments of all subordinates. Facilitate the maintenance and safekeeping of assets.

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

POST 18/165: ASSISTANT DIRECTOR: ANTI-FRAUD AND CORRUPTION (ENTERPRISE RISK MANAGEMENT) REF NO: DPW 07/05/2019

SALARY: R376 596 per annum (Level 09)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: A three-year degree or National Diploma in Forensic Auditing/Forensic Investigation/Internal Auditing/Risk Management/Criminology/Law with at least 4 years working experience in the anti-corruption, risk management & ethics management fields or 4 years working experience in fraud investigation or in forensic Auditing of which 3 years must be at a supervisory level or salary level 7 or 8. Skills and Knowledge: Prevention and Combating of Corrupt Activities Act, Criminal Procedure Act, Public Finance Management Act (PFMA) Public Service Act, Public Service Integrity Framework and all other applicable legislation and prescripts. Report writing. Strategic capability and leadership, communication, client orientation and customer focus, problem solving and analysis, financial management, interpersonal relations, integrity, excellent service agent, Professionalism and courteous Interviewing Skills, Facilitation skills, research skills, project management skills, communication skills, competent in public service code of conduct. Capacity to work innovatively, under pressure and independently and abnormal working hours. Must possess a valid driver’s license and willing to travel. Independently conduct fraud and ethics awareness campaigns. Assist in the Facilitation and co-ordination of fraud risk assessment and reporting.

DUTIES: Assist in the Development and implementation of anti-corruption strategy, policies and plans. Assist in Monitoring, analysing and reporting on all allegations of fraud and anti-corruption. Assist in the management and monitoring of the case management system where all corruption cases are reported. Conduct and co-ordinate investigations in cases of alleged fraud, corruption and mal-administration. Facilitate risk assessments. Serve as witness during disciplinary hearings and witness in court as expert witness. Provide comprehensive and formalized training to assist in highlighting the risk of fraud. Liaise with all law enforcement agencies on corruption and fraud cases in consultation with the Chief Risk Officer. Assist in the facilitation and co-ordination of the integrity/ethics management functions. Assist in the development and implementation of Policies and plans. Assist in the coordination MPAT submissions and compliance for Anti-Corruption & Ethics Management functions. Assist in the preparations of progress reports to the outside stakeholders. Supervision and management of staff and trainees.

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

POST 18/166: ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME, INNOVATION AND EMPOWERMENT AND COMMUNITY DEVELOPMENT REF NO: DPW 08/05/2019

SALARY: R376 596 per annum (Level 09)
CENTRE: Sarah Baartman (Port Elizabeth)
REQUIREMENTS: Bachelor’s Degree or National Diploma in Social Science/Public Administration/ Public Management/ Community Development/ Development Studies with 3 years relevant work experience at a supervisory level or salary level 7 or 8 in Expanded Public Works Programme and other Developmental fields. Willingness to travel and a valid code B driver’s license. A client minded person who is able to work with

**DUTIES**

Ensure that the departmental projects are EPWP and Labour intensive compliant, implementation EPWP maintenance programme, manage implementation of livelihood projects in the District, monitor implementation of innovative and empowerment initiatives for stakeholders and beneficiaries, conduct social facilitation to all Departmental Projects. Liaise within public bodies and estate owned enterprises to ensure their involvement in EPWP through the structuring of projects. Manage data Collection from the Principal Contractors. Initiate, manage and operate monitoring of construction related community based construction and secure road network. Manage all allocated resources.

**ENQUIRIES**
can be directed to Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032

**POST 18/167**

ASSISTANT DIRECTOR: PRE-AUDIT REF NO: DPW 09/05/2019
Directorate: Internal Control

**SALARY**

R376 596 per annum (Level 09)

**CENTRE**

Head Office (Bhisho)

**REQUIREMENTS**

An appropriate Degree/ National Diploma in Financial Management (with Accounting & Auditing) /Internal Audit. A minimum of 5 years of which 3 years must be at supervisory level or salary level 7 or 8 within Internal Control specifically in the pre-auditing environment. A valid driver’s license. In-depth understanding of legislative framework that governs Public Sector Supply Chain Management. Skills: Interviewing Techniques, Computer literacy. Effective communication (verbal and written), Planning and organisation, Relationship management. Good interpersonal and diplomacy skills. Analytical thinking, problem solving skills, decision making skills, motivational skills, negotiation skills, conflict management, presentation skills and report writing skills. Energetic and self-driven. Team orientated, Change management orientated, Assertive and self-confident.

**DUTIES**

Interpret and apply relevant legislation, policies, regulations, frameworks, standards and guidelines. Receive procurement related documents for checking before an order is generated in LOGIS. Supervise the issuing of Pre-audit certificates for all documents in compliance with the procurement prescripts so that orders could be generated. Supervise the provision of reasons for rejection of documents for order generation. Receive invoices and other procurement related documents for checking before the invoices are forwarded to the Expenditure Payment Unit for payment. Supervise the provision of reasons for invoices not approved for payment. Prevention and detection of irregular expenditure and communicate such information to the Compliance Unit on a regular basis. Assist in the compilation of the monthly reports for the Pre-Audit Unit. Assist with the review of payment vouchers for completeness and compliance with the applicable prescripts. Detect fruitless and wasteful expenditure and communicate such information to the Compliance Unit on a regular basis. Maintain a good working relationship with customers and stakeholders including internal and external auditors. Assist with the implementation of internal control systems. Ensure effective utilisation of human and material resources allocated to the Pre-Audit Unit.

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

**POST 18/168**

ASSISTANT DIRECTOR: IMMOVABLE ASSET MANAGEMENT REF NO: DPW 10/05/2019

**SALARY**

R376 596 per annum (Level 09)
CENTRE: Joe Gqabi Regional Office (Sterkspruit)

REQUIREMENTS:
A Bachelor’s Degree/ National Diploma in Public Management/Property Management/Real Estate/Facilities Management or any relevant qualification with five (5) years’ experience working in the property management environment of which three (3) years must be at supervisory level or salary level 7 or 8. Advanced computer skills. Good communication skills (both verbal and written). A valid driver’s license is a requirement. Knowledge and Skills: Computer Literacy. Ability to write letters and memorandums as well as to compile reports for property management. He/she must have the ability to read and interpret topographic maps, S.G. diagrams, title deeds, etc. Knowledge and understanding of property and land related legislations. Knowledge of state land. Good communication skills (both verbal and written) and leadership skills. Filing and office management skills. People management and problem solving skills. Must be able to work independently as well as in a team. Ability to work under pressure. A sense of accuracy and detail is very important.

DUTIES:
Assist with the administration and management of provincial state land. Conduct land use audits and investigations. Prepare applications and reports to the Provincial State Land Disposal Committee (PSLDC) and other property forums. Address enquiries related to state land matters. Assist with the enhancement of the immovable asset register through the verification of property data and obtaining value added information. Liaise with various stakeholders in the private and public domain regarding property. Assist the manager in other related tasks and duties, which may be assigned from time to time. Maintenance of immovable asset register. Supervise staff according to PMDS and identified areas of the business where in efficiencies may occur and recommend solutions. Design and implement strategies and best practices to minimise property expenditure and maximise property utilisation and income. Assist the manager in compiling of monthly, quarterly and annual reports of the directorate. Identify and assist with the process of disposing of non-core assets. Identify and assist the process of unsurveyed properties within the Region.

ENQUIRIES:
can be directed to Ms. H. Galeni or Mr. S. Dumalisile Tel No: 051 611 9800

POST 18/169: CONTROL SECURITY OFFICER: FACILITIES MANAGEMENT REF NO: DPW 11/05/2019

SALARY: R376 596 per annum (Level 09)

CENTRE: Chris Hani Regional Office (Queenstown)

REQUIREMENTS:
A National Diploma in Security Management/Policing/Law/Public Management/Public Administration with a minimum of 4 years experience in the security field of which 2 years should be at supervisory level. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. A valid driver’s license. NB!! SSA Security Managers course and Project Management is an added advantage. Knowledge and Skills: Sound knowledge of security administration field. Knowledge of the MISS and MPSS Contract management of private security. Investigation skills. Sound management and interpersonal skills. Good communication skills at all levels. Computer Literacy. Presentation skills.

DUTIES:
Manage and oversee security within the region. Assist in the drafting and reviewing of security policies, plans and procedures. Conduct security threat and risk assessments as well as security audits within the region Monitor compliance with the Miss, MPSS and other security legislation. Evaluate and improve the effectiveness of security measures and procedures. Create, develop and maintain a security awareness and training programme for the region. Facilitate and coordinate the vetting of employees, prospective employees and service providers in the region. Manage and co-ordinate the investigation of security breaches in the department. Manage and monitor compliance to Service Level Agreements with security service providers. Supervise work schedules to assure deadlines are met. Provide reports to manager regarding effectiveness of security and make recommendations for adoption of new products. Provide reports to line management on a regular basis. Promote and maintain work ethics as enshrined in the Batho Pele principles including engendering awareness to combat the scourges of HIV/AIDS and ensure compliance with the Occupational Health and Safety Act in all operations.
POST 18/170

**ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: DPW 12/05/2019**

Components: Immovable Asset Management

**SALARY**: R376 596 per annum (Level 09)

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

**REQUIREMENTS**: A recognized Bachelor’s degree in Public Administration/ National Diploma in Public Management/Property Management with at least 4 years relevant experience of which 3 years must be at supervisory level. Proven relevant experience in the administration and management of properties is necessary. Candidates with relevant experience in State Land Administration will be given first preference. Basic knowledge and understanding of PFMA and Treasury Regulations. Candidates with GIS knowledge and experience will be advantageous for the post in Asset Register unit. Computer literate, MS Office and valid EB driver’s license. Knowledge and Skills: Computer literacy, ability to write letters and memorandums, as well as to compile reports for the Manager. Must have the ability to read and interpret topographical maps, S.G diagrams, Title Deeds. Knowledge and understanding of property and land related legislation. Knowledge and understanding of the definition of State Land. Very good communication skills and leadership skills – both verbal and writing. Filling and office management skills. People management and problem solving skills. Must be able to work independently as well as in team. People management and problem-solving skills. Ability to work under pressure. A sense for accuracy and detail is very important.

**DUTIES**: Assist with the administration and management of provincial State Land. Conduct land use audits and investigations. Conduct enquiries on Deeds Web or WinDeed. Prepare applications and reports to the Provincial State Land Disposal Committee (PSLDC) and other property forums and meetings. Address enquiries related to State Land matters. Assist with the enhancement of the immovable asset register through the verification of property data and obtaining value added information. Liaise with various stakeholders in the private and public domain regarding property, including the State Attorney and Chairperson of the PSLDC, Data cleaning. Co-ordinate the vesting of State Land. Conduct research work related to property matters. Maintain property registers (e.g. immovable asset register/LOGICA). Manage the safe keeping of security document i.e. Title Deeds. Compile monthly and quarterly reports on all issues pertaining to Asset Management. Supervision of Staff. Assist the Manager with other related tasks and duties which may be assigned from time to time. Promote and maintain work ethics as enshrined in the Batho Pele principles including engendering awareness to combat the scourges of HIV/AIDS. It will be expected from the official to travel extensively within the borders of the Province and to work overtime when necessary.

**ENQUIRIES**: can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676

POST 18/171

**SALARY CONTROLLER: PERSAL MANAGEMENT REF NO: DPW 13/05/2019**

**SALARY**: R376 596 per annum (Level 09)

**CENTRE**: Head Office (Bhisho)

**REQUIREMENTS**: A Three Year Degree or National Diploma in Human Resource Management/ Financial Management/ Public Management with three (3) years’ experience as a supervisor in the Persal Management Unit environment. Possession of relevant PERSAL Certificates on Persal Controllers; Salary Administration; Establishment Administration; Leave Management Courses is a must. Knowledge of the SCC system. Excellent knowledge of Human Resource Regulatory Framework that governs Public Service. Proven experience and knowledge in the utilisation of Microsoft programmes like Access, Excel and V-Lookup applications are essential as the candidates will be subjected to a practical test in the said applications. Skills and Competencies: Thorough knowledge and understanding of user access security on Persal. An innovative and creative person with sound organising and
planning skills. Interpersonal and good communication skills. All-round computer literacy. Report writing skills.

**DUTIES**
Monitor the PERSAL Suspense File. Manage review of activities of PERSAL users as dictated by National Treasury, Provincial Treasury and departmental management. Monitor interaction between users and revisers. Approval/Authorization of suspense file transactions and verification with source documents. Evaluation and recommendations to the Departmental PERSAL Coordinator changes to the system in line with the SCC. Extract, manipulate and analyse PERSAL information. Up – to- date PERSAL database and adherence to Minimum Information Standards. Perform PERSAL control functions and supervisory duties. Render support and advisory services to all departmental clients with regards to Salary Administration services. Continuous training for all PERSAL users within 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 18/172**
LABOUR RELATIONS OFFICER: LABOUR RELATIONS REF NO: DPW 16/05/2019

**SALARY**
R316 791 per annum (Level 08)

**CENTRE**
Head Office (Bhisho)

**REQUIREMENTS**

**DUTIES**

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

**POST 18/173**
SENIOR STATE ACCOUNTANT: FINANCE REF NO: DPW 17/05/2019

**SALARY**
R316 791 per annum (Level 08)

**CENTRE**
Alfred Nzo Regional Office (Mount Ayliff)

**REQUIREMENTS**
A Degree or National Diploma in Accounting, Financial Management, Taxation, Internal Auditing or Cost and Management Accounting with at least 3 years’ relevant experience in Pre-Audit/ internal control/governance environment. A valid driver’s license. Knowledge and Skills: Knowledge of government transversal systems (BAS, PERSAL & LOGIS) Knowledge of Supply Chain Management prescripts. Computer Literacy.

**DUTIES**

**ENQUIRIES**
can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764
<table>
<thead>
<tr>
<th>POST 18/174</th>
<th><strong>SENIOR STATE ACCOUNTANT: FINANCIAL ADMINISTRATION</strong> REF NO: DPW 18/05/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUB-COMPONENT: CREDITOR RECONCILIATION</td>
<td></td>
</tr>
<tr>
<td><strong>SALARY</strong></td>
<td>R316 791 per annum (Level 08)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Sarah Baartman (Port Elizabeth)</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>Recognised National Diploma or Bachelor’s Degree in Financial Management qualification with 3 years working experience in Financial Management environment in particular reference to Creditors Reconciliation Unit. Extensive knowledge and experience of BAS and LOGIS. Computer skills (MS Word, Excel, PowerPoint and Access). Knowledge of the Public Finance Management Act, Treasury Regulations as well as financial policies. Sound ability to communicate well both verbal and written, a sense of urgency and ability to work under pressure. Good interpersonal as well as customer skills. A valid driver’s license.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Monitor and coordinate payments of creditors. Monitor and coordinate the Accrual Invoice Tracking Register and Supplier Statements. Ensure that accruals are cleared monthly. Monitor and coordinate the reconciliation and maintenance of Supplier Reconciliation files. Analyse statements from suppliers. Draw reports on outstanding invoices. Liaise with suppliers and deal effectively with their queries. Supervise personnel. Prepare and submit monthly reports to the Assistant Director: Financial Administration.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>can be directed to Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 18/175</th>
<th><strong>SENIOR ADMINISTRATIVE OFFICER: IMMOVABLE ASSET MANAGEMENT</strong> REF NO: DPW 19/05/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R316 791 per annum (Level 08)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Sarah Baartman (Port Elizabeth)</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A recognized Bachelor’s Degree / National Diploma with at least 3 years relevant experience in the property management environment. Candidates with experience in and knowledge of State Land Administration and the composition of Government’s Immovable Asset Register will have an advantage. Good communication skills both written and verbal. Pro-active thinking, innovation and ability to work under pressure. Basic understanding of the PFMA, Treasury Regulations and property related legislation. Computer literacy in MS Word, Excel and PowerPoint. A valid driver’s license.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Assist with the management of information on the Immovable Asset Register for the Sarah Baartman Region. Regularly update the Immovable Asset Register. Verify the ownership of properties through Deeds Web. Communicate with Deeds Office and Local Municipalities to resolve ownership issues. Prepare for, and conduct Land Audits to establish the land use and related property information. Assist with the compilation of Land Audit Reports. Assist with the vesting of properties in terms of the Constitution. Prepare applications for the confirmation of vesting through the EC-PSLDC. Assist with the Management of the lease portfolio. Maintain the Lease Registers for commercial, residential and parking Lease Agreements. Manage the termination or renewal of expired Lease Agreements. Assist in the process of eviction of illegal tenants. Compile monthly and quarterly reports on all issues pertaining to Asset Management. Supervision of Staff. Manage the safe keeping of security document i.e. Title Deeds and Lease Agreements.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>can be directed to Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>POST 18/176</th>
<th><strong>SENIOR ADMINISTRATIVE OFFICER: IMMOVABLE ASSET MANAGEMENT</strong> REF NO: DPW 20/05/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R316 791 per annum (Level 08)</td>
</tr>
<tr>
<td><strong>CENTRE</strong></td>
<td>Sarah Baartman (Port Elizabeth)</td>
</tr>
<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>A recognized Bachelor’s Degree / National Diploma with at least 3 years’ relevant experience in the property Management environment. Candidates with experience</td>
</tr>
</tbody>
</table>
in and knowledge of Property Legislation i.e. State Land Disposal Act, Constitution, Deeds Registries Act, will have an advantage. Good communication skills both written and verbal. Pro-active thinking, innovation and ability to work under pressure. Basic understanding of the PFMA and Treasury Regulations. Computer literacy in MS Word, Excel and PowerPoint. A valid driver’s license.

DUTIES : Assist with the acquisition of immovable assets required by User Departments for state domestic purposes by way of Expropriation, Donation, Exchange or Common Law. Liaise with various stake holders regarding the acquisition and disposal of immovable assets. Ensure proper record keeping of all acquisitions. Compile and submit monthly and quarterly reports regarding the acquisition of properties to management. Assist with the disposal of immovable assets owned by the Provincial Government by way of Donation, Tender and Common Law. Identify state land for possible disposal. Prepare and submit applications for the disposal of properties to the EC-PSLDC. Issue instructions to the State Attorney and Private Conveyancers for the registration of transfer of properties in the Deeds Office. Ensure proper record keeping of all disposals. Compile and submit monthly and quarterly reports regarding the disposal of properties to management. Request appointment of various service providers i.e. Valuers and Land Surveyors. Assist with all other Land Administration issues i.e. registration of real rights, Certificates of Registered State Titles and Registered Titles. Supervision of Staff.

ENQUIRIES : can be directed to Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032

POST 18/177 : SENIOR ADMINISTRATIVE OFFICER: IMMOVABLE ASSET MANAGEMENT REF NO: DPW 21/05/2019
Sub-Component: Facilities Management

SALARY : R316 791 per annum (Level 08)
CENTRE : Sarah Baartman (Port Elizabeth)
REQUIREMENTS : A recognized Bachelor’s Degree/ National Diploma in Public Administration or Public Management/ Facilities Management with at least 3 years relevant experience in facilities management or property management environment. Candidates with experience in and knowledge of Facilities Management will have an advantage. Good communication skills both written and verbal. Good interpersonal relations, negotiation skills, pro-active thinking, innovation and ability to work under pressure. Basic understanding of the PFMA and Treasury Regulations. Computer literacy in MS Word, Excel and PowerPoint. Valid driver’s license.

DUTIES : Prepare documents for the appointment of contractors for cleaning and security services. Supervise and coordinate the work of contractors. Monitor through site inspections the implementation of Service Level Agreements by appointed cleaning and security companies. Calculate and compare costs for required goods and services to achieve maximum value for money. Check that agreed work by staff or contractors has been completed satisfactory and follow up on any deficiencies. Respond appropriately to emergencies or urgent issues as they arise and deal with the consequences. Facilitate the payment of contractors. Supervision of Staff. General office administration.

ENQUIRIES : can be directed to Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032

POST 18/178 : SENIOR ADMIN OFFICER: ACQUISITION REF NO: DPW 23205/2019
Component: Supply Chain Management

SALARY : R316 791 per annum (Level 08)
CENTRE : Amathole Region Office (East London)
REQUIREMENTS : A relevant degree/ diploma in commerce/ Accounting/ Financial Management/ Public Management with 3 years experience in Bid Administration or 3 years relevant experience in Supply Chain Management. Knowledge of Bid administration processes. Knowledge of applicable legislation and regulations. Sound knowledge of the management information systems as well as understanding of the departmental policies and processes. Public Sector Experience. A driver’s license code B.
DUTIES: Invite bids/quotations and receipt of bids/quotations. Provide Secretariat services to Bid committees. Ensure compliance and reporting. Supervision of the section. Monitor and evaluation performance of subordinates. Compilation of reports and keep trail of documents from start of tender to award stage for all projects.

ENQUIRIES: can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772

POST 18/179: SENIOR PROVISIONING ADMIN OFFICER: ASSET MANAGEMENT REF NO: DPW 23/05/2019

SALARY: R316 791 per annum (Level 08)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: An appropriate Degree/ National Diploma in Public Administration/ Public Management/ Business Management/ Marketing majoring in Supply Chain Management or Finance coupled with at least 3 years appropriate experience in movable asset management at Level 7. A valid driver’s license, Previous experience in dealing with prestige accommodation (MPL residences) assets.

Skills and Knowledge: Knowledge asset management procedures, applicable legislation such as: PFMA, Treasury Regulations, Ministerial Handbook, Asset Management Framework, Batho Pele etc. Effective communication, Project management, report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, honesty and integrity. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

DUTIES: Procurement, delivery and relocation of furniture for prestige accommodation. Barcoding of assets and capturing of assets in the asset register. Completion of asset movement forms and updating movements in the asset register. Conduct physical verification of assets in MPL residences as well as in the department. Records maintenance on the record and filing management system. Liaise and interact with Service Providers, Prestige Unit in Legislature, Special Programmes and NGOs. Assist in disposal of redundant furniture from prestige accommodation.

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

POST 18/180: CHIEF WORKS INSPECTOR (BUILDINGS) REF NO: DPW 24/05/2019 (X2 POSTS)

SALARY: R316 791 per annum (Level 08)
CENTRE: Sarah Baartman Region (Port Elizabeth)
REQUIREMENTS: Bachelor’s Degree/ National Diploma in Buildings or equivalent qualification OR N3 and passed trade test in the buildings environment OR Registered as an Engineering Technician. 3 to 5 years’ appropriate experience. A valid driver’s license.

DUTIES: Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required through inter alia the following: Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and exiting structures, through inter alia the following: Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finished. Develop progress reports on outstanding and finalized work. Develop progress reports on outstanding and finalized work. Analyse and compile relevant project documentation for new and existing structures, through inter alia the following: Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites through inter alia the
following: Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the extended public works programme. Supervise the performance and conduct of Works Inspectors through inter alia the following: Identify skills development needs and provide training and development opportunities for Works Inspectors. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilization of equipment, stores and expenditure. Administer the departmental performance management and development system.

ENQUIRIES: can be directed to Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032

POST 18/181: CHIEF PERSONNEL OFFICER: HUMAN RESOURCES MANAGEMENT (X2 POSTS)

SALARY: R316 791 per annum (Level 08)
CENTRE: Alfred Nzo Regional Offices (Mount Ayliff) Ref No: DPW 25/05/2019
Joe Gqabi Regional Offices (Sterkspruit) Ref No: DPW 26/05/2019

REQUIREMENTS: A Degree or National Diploma in Human Resources Management/Public Management or Administration plus at least 3 years relevant experience related to staff provisioning. Computer literacy (especially MS Word, Excel and PowerPoint). Knowledge of post establishment and the Code of Remuneration (CORE). Working knowledge of PERSAL will be an added advantage. Working knowledge of the related prescript policies. A valid driver’s license. Knowledge and Skills: Good communication, organizing and problem solving skills. Good reporting skills.

DUTIES: Administer Personnel provisioning activities, such as appointments, promotions, transfers, secondments, recruitment and selection and placement which entails the advertising of vacancies, scheduling of applications, attending interviews, writing submissions for appointments and appointment offers. Administer personal suitability checks (PSC) to potential employees and verification of qualifications SAQA. Administer appointment, translations in rank, transfers, relocations, probation and MMS/SMS packages on PERSAL system. Administer departmental HR information on PERSAL system. Identify provision needs of stuff. Approve PERSAL transactions. Administer attraction and retention of employees. Supervise and control stuff in the unit.

ENQUIRIES: can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676

POST 18/182: SENIOR PROVISIONING ADMIN OFFICER: CONTRACTS REF NO: DPW 27/05/2019
Component: Supply Chain Management

SALARY: R316 791 per annum (Level 08)
CENTRE: Amatole Regional Office (East London)

REQUIREMENTS: A relevant degree/diploma in commerce/Accounting/Financial Management/Public Management with 3 years relevant experience. Public Sector Experience. Knowledge of Transport Policy for both Pool and Subsidised Vehicles. A valid driver’s license code B.

DUTIES: Supervise the day to day operation of pool vehicles. Exercise the effective and Control of Departmental Fleet. Supervise the capturing of fuel claims for subsidised vehicles. Supervise the capturing of fuel claims for subsidised vehicles. Ensure the effective Maintenance of all Schemes Administered by Government.

ENQUIRIES: can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772
POST 18/183

SENIOR PROVISIONING ADMIN OFFICER: DEMAND MANAGEMENT REF NO: DPW 28/05/2019
Components: Supply Chain Management

SALARY: R316 791 per annum (Level 08)
CENTRE: Chris Hani Regional Office (Queenstown)
REQUIREMENTS: An appropriate Bachelor's Degree / National Diploma in Supply Chain Management / Public Management / Public Administration / Logistics Management with three (3) years relevant experience. Knowledge of Public Finance Management Act, PPPFA, Supply Chain policies and procedures, Treasury Regulations, CDB Act, BBBEE Act and other relevant prescripts. Computer skills, Planning and Execution skills, Good Communication and writing skills, Problem solving skills, Decision-making skills, Interpersonal skills, Presentation skills, Analytical and Creative thinking, Organising skills, Ability to work independently and under pressure. In depth knowledge of LOGIS mainframe/on-line and CSD. Must have a Valid Driving License.

DUTIES: Research, analyse and compile information for the planning of procurement requirements for the region. Consolidate information for the annual regional procurement plan. Compile tender/quotation documents. Provide administrative support to the Bid Specification Committee. Render guidance in the compilation of specifications / Terms of Reference. Place adverts for tenders. Compilation of prospective list of providers from National Treasury Supplier Database (CSD) for Quotations. Oversee Sourcing of quotations and approve thereof. Ensure that planned target dates to obtain goods & services and works are met. Maintain section register of incoming and outgoing requisitions. Compile monthly reports for management information. Provide constant feedback to End-users. Supervise staff within the unit.

ENQUIRIES: can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676

POST 18/184

SENIOR ADMIN OFFICER: PROVINCIAL COORDINATOR –EPWP REF NO: DPW 29/05/2019

SALARY: R316 791 per annum (Level 08)
CENTRE: Chris Hani Regional Office (Queenstown)

DUTIES: The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Community participation in all community based public programmes in all Sectors of EPWP e.g. Infrastructure, Social, Environment and Non State Sector projects. Monitoring of Data Quality Assessment in all implemented projects. Social facilitation in all projects under implementation. Signing of Protocol Agreements by Public Bodies within the
ENQUIRIES : can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676

POST 18/185 : SENIOR ADMIN OFFICER: MONITORING AND EVALUATION – EPWP REF NO: DPW 30/05/2019

SALARY : R316 791 per annum (Level 08)
CENTRE : Chris Hani Regional Office (Queenstown)
DUTIES : The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Facilitate EPWP Maintenance Programme. Facilitate APTCOD and NYS Programmes. Monitoring of EPWP trainings. Coordinate ICDP Programme. Create and manage a database for learners and service providers. Liaise with contractors, Consultants and stakeholders on project related issues. Arrange suitable trainings for APTCOD students and contractors. Monitor and report on the project expenditure submissions during weekly and monthly meetings. Attend to general correspondence and liaise with stakeholders from time to time. Supervision of Subordinates.
ENQUIRIES : can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676

POST 18/186 : SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: DPW 31/05/2019

SALARY : R316 791 per annum (Level 08)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : A Bachelor’s degree / National Diploma in Commerce with 3 years relevant experience in Financial Processes and Expenditure Management. Knowledge and experience of BAS & Logis. Computer skills (MS Word, Excel, PowerPoint & Access). Knowledge of the Public Finance Management Act, Treasury Regulations as well as financial policies. Good Communication skills (verbal and written; excellent leadership skills; ability to work with team and independently, problem solving skills and interpersonal skills. Computer literacy.
DUTIES : Assist to manage the payment of Creditors on the departmental financial systems (BAS and LOGIS), Ensuring timeous payment of all supplier payments. Assist with the monitor of the operations of the Expenditure Section. Supervise payment staff. Deal with internal & external payment queries. Supervise and safeguard source documents.
ENQUIRIES : can be directed to Ms N. Mtoba Tel No: 040 602 4270 or Ms S. Mdoda Tel No: 040 602 4140
POST 18/187: ENGINEERING TECHNICIAN - GRADES A: PROFESSIONAL SERVICES REF NO: DPW 15/05/2019 (X4 POSTS)
Component: Buildings (Health Portfolio)

SALARY: R311 859 per annum
CENTRE: Head Office (Bhisho)


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 18/188: ARTISAN FOREMAN - GRADE A (X2 POSTS)

SALARY: R304 263 per annum (OSD)
CENTRE: Alfred Nzo Regional Office- Maluti Depot (Electrical) Ref No: DPW 48/05/2019
Chris Hani Regional Office - Queenstown Depot (Plumbing, Buildings, Construction and Maintenance) Ref No: DPW 49/05/2019

REQUIREMENTS: Appropriate Trade Test Certificate. 5 years post qualification experience as an Artisan. A Valid driver’s license. Knowledge and Skills: Hardworking. Ability to communicate both (verbal and written).

DUTIES: Workshop administration. Supervise Artisans at mechanical workshop. Able to identify defects on plant. Design: Supervise and produce designs according to client specification and within limits of production capacity. Production: Produce objections with material and equipment according to the job specification and recognized standard. Quality assurance of produced objects. Maintenance: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Human and Capital Resource Management: Supervise and mentor staff. Planning of resources. Scheduling of works. Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures. Research/literature studies on technical/engineering technology to improve expertise.

ENQUIRIES: can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764
POST 18/189: SAFETY OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: DPW 32/05/2019

SALARY: R257 508 per annum (Level 07)
CENTRE: Sarah Baartman Region (Port Elizabeth)

DUTIES: Ensure implementation of health and safety services; investigate accidents reported within the region. Maintain quality improvement standards on health and safety. Conduct orientation, induction and in – service training to employees on procedure related to safety, e.g. firefighting, disaster evacuations etc. Participate in quality management plans and policy developments and improvement and advise management. Keep files for different reports, daily control registers, inspection registers, defect reports as required by law, regulations and SABS standards, injury on duty investigation reports, safety representatives’ inspection reports and health and safety committee meetings. Establish and facilitate the functioning of SHE committees according to the OHS Act. Implement Peer education to prevent the spread of HIV/Aids in the workplace. Monitoring payment of IOD cases within the region. Conduct Hazard identification and Risk Assessment (HIRA).

ENQUIRIES: can be directed to Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032

POST 18/190: PERSONAL ASSISTANT: CHIEF DIRECTOR: CORPORATE MANAGEMENTS’ OFFICE REF NO: DPW 33/05/2019

SALARY: R257 508 per annum (Level 07)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: An appropriate Bachelor’s Degree or National Diploma in Office Management/ Management Assistant with at least two (2) years relevant experience as a secretary or providing secretarial support at senior level OR Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6). Advanced knowledge of Microsoft Office packages and document management system. Must have good interpersonal, organizational and communication skills (written/verbal) and advanced planning. Must be customer focused, adaptable and detail conscious. Experience in customer relations and client liaison is also a prerequisite. The successful applicant must be able to maintain confidentiality and work independently with minimum supervision.

DUTIES: Provide a secretarial/receptionist support service to the Chief Director: Taking and typing of minutes, ensuring the efficient flow of information, liaising with clients, schedule and manage appointments, screening of calls. Render administrative support services: i.e. collate, compile and submit monthly, quarterly, annual and management reports to various structures within and outside the department. Provide assistance in the technical formatting of submissions for the Chief Director from time to time. Develop and maintain an efficient filling system within the Chief Director’s office. Ensure that travel arrangements are well coordinated, prioritize issues in the Chief Director. Procure office supply for the Chief Director’s office i.e. groceries, stationery, printing supplies etc. Provide logistical support to Chief Director (i.e. well-coordinated travelling arrangements, arranging conferences, meetings, refreshments and documentations). Support Chief Director with the administration of his/her budget as well prepare his/her S&T claims. Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly: remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Chief Director; remains abreast with the procedures and processes that apply in the office of the Chief Director.
**ENQUIRIES**

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

**POST 18/191**

**INTERNAL AUDITOR: INTERNAL AUDIT REF NO: DPW 34/05/2019**

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Head Office (Bhisho)

**REQUIREMENTS**

An appropriate Bachelor’s Degree/ National Diploma in Internal Auditing with a minimum of two years relevant experience in the field of Internal Audit and Risk Management. A valid driver’s License and a person must be a member of IIA SA. Knowledge and Skills: Reasonable knowledge of Internal Auditing, International Standards for the Professional Practice of Internal Auditing(ISPPIA) understanding of the Regulatory Framework for Public Service, e.g. PFMA, Public Service Regulations, National and Provincial Treasury Regulations and other relevant prescripts, Understanding of project management principles. Innovative, good interpersonal and problem solving Skills. The IA is expected to affect sound and impartial ruling to ensure observance with internal audit guidelines and proactively control divergence in sensitive circumstances. Must be computer literacy and be able to use teammate audit software. Have an understanding of BAS, Persal and LOGIS and any other related analytical software. Excellent oral, written Communication and report writing skills. Good organizational and administrative skills. Computer skills including use of audit software. Good organizational and administrative skills.

**DUTIES**

Execution of internal audits by, identifying and assessing systems for areas or activities under audit. Gather information regarding systems, procedures and management controls. Analysing and evaluating control systems for areas or activities under audit. Implementation of Internal Audit Coverage Plan. Conduct the planning of individual audit assignments. Execute detailed audit procedures. Prepare working papers recording and summarizing audit procedures performed. Develops a detailed audit report on each audit. Reports include a review of the findings and an identification of recommendations to correct any deficiencies. Conduct ad-hoc and consulting audit assignments as allocated. Determine compliance with acts, regulations and policies. Review the process of recording and safeguarding assets. Evaluate adequacy and effectiveness of internal controls.

**ENQUIRIES**

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

**POST 18/192**

**ADMIN OFFICER: FIXED ASSET MANAGEMENT REF NO: DPW 35/05/2019**

Sub Component: Property Holdings

**SALARY**

R257 508 per annum (Level 07)

**CENTRE**

Alfred Nzo Regional Office - Mount Ayliff

**REQUIREMENTS**

A Degree or National Diploma in any Real Estate, Property Management / Public Administration / Public Management with at least 2 years relevant experience relevant experience in Fixed Assets Management. A valid driver’s license. Knowledge and Skills: Advanced computer skills and good communication skills both verbal and written. Sound knowledge and workable understanding of State Land administration and land use management including legislation within the property industry. Knowledge and understanding of PFMA, GIAMA and the role and functions of PSLDC will be to the candidate's advantage. A good understanding of Constitutional obligations and programmes of Government to address the imbalances in the property ownership and land use patterns of our country. A valid driver's license.

**DUTIES**

Administer the acquisition and disposal of immovable assets and property rights e.g. servitudes. Assist with the acquisition of immovable assets required by user departments for state domestic purposes by way of Expropriation, Donation, Exchange, and Common Law. Liaise with various stake holders regarding the acquisition and disposal of immovable assets. Submit applications for the disposal of properties to the PSLDC. Issue instructions to the State Attorney and private Conveyancers for the registration of transfer including real rights. Request
appointment of various service providers, e.g. Values, land surveyors. A web-based system.

ENQUIRIES:
can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764

POST 18/193:
ADMIN OFFICER: EXPANDED PUBLIC WORKS PROGRAMME REF NO: DPW 36/05/2019
Sub Component: Monitoring and Evaluation

SALARY:
R257 508 per annum (Level 07)

CENTRE:
Alfred Nzo Regional Offices - Mount Ayliff

REQUIREMENTS:
A Degree or National Diploma in Management/Public Management/Social Sciences OR Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6) with two (2) years relevant experience in Expanded Public Works Programme. Sound administration and communication skills. Knowledge and Skills: Sound knowledge and experience of MS Word; MS Excel and Web based reporting systems would serve as an advantage. Knowledge of the Public Finance Management Act. Proven extensive knowledge and experience of the Expanded Public Works Programme on other labor-intensive programmes. A valid Code 8 driver’s license.

DUTIES:
Monitoring and Evaluation of Regional Expanded Public Works Programme projects. Oversight on programme reports. Programme review on quarterly basis. Prepare evaluation reports for the region. Liaise with public bodies to increase their investments in poverty alleviation programmes. Assist public bodies to ensure their programmes compliment and are mainstreamed in departmental programmes. Ensure public bodies contribute towards sectorial plans. Ensure that training and development form key aspects of sectorial plans. Establish sectorial committees and ensure their functionality. Collect and collate reports from sectorial committees. Contribute towards the realization of EPWP targets. Reporting on EPWP.

ENQUIRIES:
can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764

POST 18/194:
ADMIN OFFICER: SUPPLY CHAIN MANAGEMENT REF NO: DPW 37/05/2019
Sub Component: Asset and Inventory

SALARY:
R257 508 per annum (Level 07)

CENTRE:
Alfred Nzo Regional Offices - Mount Ayliff

REQUIREMENTS:
A Degree or National Diploma in Commerce / Accountancy/ Auditing/ Supply Chain Management/Purchasing/ Logistics Management. A minimum of two years relevant working experience in Asset/ Inventory Management. Computer skills in Microsoft Applications. A valid driver’s license.

DUTIES:
Asset movement: filing and signing of movement forms. Physical verification of assets. Continuous updating of the asset register. Keep track of Inventories and Inventory Controllers. Receive assets and inventories and keep records. Prepare asset and inventory reconciliation reports every month. Identify and list disposal.

ENQUIRIES:
can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764

POST 18/195:
ADMIN OFFICER: BUILDINGS MANAGEMENT REF NO: DPW 38/05/2019

SALARY:
R257 508 per annum (Level 07)

CENTRE:
Alfred Nzo Regional Offices - Mount Ayliff

REQUIREMENTS:
A Bachelor’s Degree/National Diploma in Public Administration/Management or Office Management (NQF level 6) with 2 years’ relevant experience in Programme / Office support environment. Knowledge and Skills: Excellent communication skills. Knowledge of technical and PFMA. Willingness to work beyond the normal working hours. Supervisory skills. Computer skills will be an added advantage. Maintain confidentiality and work independently with minimum supervision.

DUTIES:
Render administrative support within the programme. Compile reports (technical and administrative) and presentation for the section and monitor budget for the programme. Monitor filing and database of projects. Compile specification of protective clothing, equipment and stationery for the programme and present on specification and procurement committees. Report on expenditure of the sub-
programmes against the approved budget and attend to Regional Budget Advisory Committee (BAC). Attend general correspondence of the programme and liaise with the internal and external stakeholders from time to time. Collect, compile and submit monthly, quarterly, annually and management report for the program.

ENQUIRIES: can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764

POST 18/196: **ADMINISTRATIVE OFFICER (FACILITIES MANAGEMENT) REF NO: DPW 39/05/2019**
Component: Fixed Asset Management

SALARY: R257 508 per annum (Level 07)
CENTRE: Amathole Regional Office (East London)
REQUIREMENTS: A Degree or National Diploma in Public Management/ Public Administration/ Management/Real Estate/ Facilities Management qualification. A valid driver’s license. Added advantage: with a minimum of 2 years’ experience in the property field. Knowledge and Skills: GIAMA, PFMA, Computer literacy, report writing, communication, good interpersonal.

DUTIES: Conclude lease agreements with tenants. Open and update tenant files. Liaise with tenants to provide the copies of the signed lease agreements. Update the Income lease register accurately. Confirm property ownership through deeds-web. Conduct physical verification to prevent sub-letting in state properties. Liaise with Finance component to provide signed copies of lease agreements. Allocate office space to user departments. Assist to implement the parking policy in the region. Organise client forum meetings.

ENQUIRIES: can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772

POST 18/197: **CHIEF PROVISIONING ADMIN CLERK: LOGISTICS REF NO: DPW 40/05/2019**
Component: Supply Chain Management

SALARY: R257 508 per annum (Level 07)
CENTRE: Amathole Regional Office (East London)
REQUIREMENTS: A appropriate Degree/ National Diploma in Commerce/Accounting/Financial Management/Public Management with 2 years’ relevant experience in Supply Chain Management. Knowledge and skills of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations and other relevant prescripts. Knowledge of LOGIS and BAS system.

DUTIES: Maintain data used in the administration of LOGIS. Verify that batch runs are properly executed. Coordinate and monitor office procedures such as voucher control and filing. Coordinate problem resolution on the system. Coordinate store infrastructure maintenance. Coordinate, plan and corporate with the Head SCM for the further automation of Cost Centre Managers (Chief Users).

ENQUIRIES: can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772

POST 18/198: **PROVISIONING ADMIN OFFICER: FLEET REF NO: DPW 41/05/2019**
Component: Supply Chain Management

SALARY: R257 508 per annum (Level 07)
CENTRE: Amathole Regional Office (East London)
REQUIREMENTS: A appropriate Degree/ National Diploma in Public Management/ Public Administration with 2 years’ experience in Fleet Management. Public Sector Experience. Knowledge of Transport Policy for both Pool and Subsidised Vehicles. A valid driver’s license code B.

DUTIES: Supervise the day to day operation of pool vehicles. Exercise the effective and Control of Departmental Fleet. Supervise the capturing of fuel claims for subsidised vehicles. Supervise the capturing of fuel claims for subsidised vehicles. Ensure the effective Maintenance of all Schemes Administered by government.

ENQUIRIES: can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772
POST 18/199: STATE ACCOUNTANT: FINANCIAL ADMINISTRATION REF NO: DPW 42/05/2019

Component: Salaries

SALARY: R257 508 per annum (Level 07)

CENTRE: Amathole Regional Office (East London)

REQUIREMENTS:
An appropriate B Degree/ National Diploma in Financial Management/ Accounting/ Internal Auditing/ Cost and Management Accounting/ Business Management with at least 2 years relevant experience in salaries section. Skills and Knowledge: Knowledge and experience of BAS and Persal. Computer skills (MS Word and Excel). Knowledge of the Public Finance Management Act, Treasury Regulations as well as financial policies. Sound ability to communicate well both verbal and written, a sense of urgency and ability to work under pressure. Good interpersonal as well as customer skills.

DUTIES:
- Capturing of salary administration documents (Deductions and Allowance payments for supplementary runs on Persal.
- Verify all captured transactions on Persal.
- Filing of source documents for audit purposes.
- Attend to salary related queries.
- Assist with payrolls and pay slips.

ENQUIRIES:
can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772

POST 18/200: ADMIN OFFICER: APTCORD AND LEARNERSHIP (EPWP) REF NO: DPW 43/05/2019

SALARY: R257 508 per annum (Level 07)

CENTRE: Head Office Bhisho

REQUIREMENTS:

DUTIES:
- Provide support to the ICDP contractors and facilitate their upgrading on the CIDB register.
- Facilitate Contracting of youth into the NYS programme.
- Facilitate the implementation of APTCOD programme.
- Facilitate the trade testing of the APTCOD learners.
- Register the unemployed people and employers in the Amathuba Jobs Portal.
- Matching of unemployed people to jobs through the Amathuba Jobs Portal.

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

POST 18/201: WELLNESS OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: DPW 44/05/2019

SALARY: R257 508 per annum (Level 07)

CENTRE: Joe Gqabi Regional Office (Sterkspruit)

REQUIREMENTS:
A Bachelor’s Degree or National Diploma in Social Science/ Psychology /Human Resources Management with a minimum of two (2) year relevant experience in the field of Employee Health and Wellness.

DUTIES:
- Implementation of the OHS Act in the workplace and safety of government buildings. Establish and facilitate the functioning of SHE committees according to the OHS Act. Train employees on SHE management. Promote Peer education to prevent the spread of HIV/Aids in the workplace. Conduct orientation, induction and in- service training on procedures related to safety. Record, report and sort all IOD cases reported. Monitor payments of IOD cases within the region. Conduct Hazard Identification and Risk Assessment (HIRA).

ENQUIRIES:
can be directed to Ms. H. Galeni or Mr. S. Dumalisile Tel No: 051 611 9800
POST 18/202  :  ADMINISTRATION OFFICER: INNOVATION & EMPOWERMENT REF NO: DPW 45/05/2019

SALARY  :  R257 508 per annum (Level 07)
 CENTRE  :  Chris Hani Regional Office (Queenstown)

DUTIES  :
The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Facilitate EPWP Maintenance Programme, Facilitate APTCOD and NYS Programmes. Monitoring of EPWP trainings, Coordinate ICDP Programme, Create and manage a database for learners and service providers. Liaise with contractors, consultants and stakeholders on project related issues. Arrange suitable trainings for APTCOD students and contractors. Monitor and report on the project expenditure submissions during weekly and monthly meetings. Attend to general correspondence and liaise with stakeholders from time to time. Supervision of Subordinates.

ENQUIRIES  :  can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676

POST 18/203  :  LABOUR RELATIONS OFFICER: HUMAN RESOURCES MANAGEMENT REF NO: DPW 46/05/2019

SALARY  :  R257 508 per annum (Level 07)
 CENTRE  :  Chris Hani Regional Office (Queenstown)

DUTIES  :
Provide administration assistance on all labour Relations matters. Process labour related matters i.e. Grievance, Disciplinary procedure, Disputes resolutions, etc. Give expert advice on labour related matters. Conduct investigation on grievances, alleged misconduct and disciplinary process. Write reports on findings and prepare responses to aggrieved employees. Facilitate and represent the Department on Disciplinary hearing processes. CCMA and Bargaining council. Maintenance of labour related information management system. Update grievances, disputes and misconduct cases on data base and register them on PERSAL. Conduct awareness campaigns on labour related matters. Handle enquiries from management in areas related to labour Relations or any other related issues. Compile monthly reports related on Labour Relations matters. Arrange all activities concerning workshops, meetings, awareness campaigns, training sessions on Labour Relations issues. Attend and offer customer care to visitors in the Regional Office. Liaise with both internal and external stakeholders, i.e. GPSSCBC/
COUNCIL/ DPSA etc. Assisting with the co-ordination of Labour Related matters. Liaise with Head Office on Labour Related matters.

ENQUIRIES: can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676

POST 18/204: PERSAL OFFICER: PERSAL MANAGEMENT REF NO: DPW 47/05/2019

SALARY: R257 508 per annum (Level 07)
CENTRE: Head Office (Bhisho)
REQUIREMENTS: A Three Year Degree or National Diploma in Human Resource Management/ Financial Management/ Public Administration or Management with two (2) years' experience in a Human Resource Management and the Persal system environment. Knowledge of regulations related to Human Resource Management. Proof of training on (Persal Certificates) on Persal Introduction; Personnel Development; Salary Administration; Establishment Administration; Leave Management Courses is a must. Knowledge and experience in advanced Excel applications are essential as the candidates will be subjected to a practical test in the said applications. Skills and Competencies: Thorough knowledge and understanding of the PERSAL system. An innovative and creative person with sound organising and planning skills. Interpersonal and good communication skills. All-round computer literacy. Report writing experience.

DUTIES: Provide administrative support in the PERSAL Management Unit. Manage the opening and closing of PERSAL User files. File all PERSAL related User documents. Request necessary reports from PERSAL and downloading said reports and importing to Excel. Optimal and effective use of PERSAL system and act as PERSAL adviser to all departmental users. Coordinate PERSAL trainings for departmental clients.

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

POST 18/205: WORKS INSPECTOR: BUILDINGS REF NO: DPW 55/05/2019

SALARY: R208 584 per annum (Level 06)
CENTRE: Sarah Baartman Region (Port Elizabeth)
REQUIREMENTS: Bachelor's Degree or National Diploma in Buildings OR N3 and a passed trade test in the buildings environment OR Registered as an Engineering Technician. A valid driver’s license.

DUTIES: Render a basic inspection service of work done on minor new and existing structures on a project basis this includes: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalized. Develop progress reports on outstanding and finalized work. Analyze and compile relevant documentation for work to be done on minor new existing structures, through inter alia the following: Develop and interpretation of plans and sketches. Draw-up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. 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. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the extended public works programme (EPWP).

ENQUIRIES: can be directed to Ms C. Bermoskie Tel No: 041 390 9026 or Ms A. Meyer Tel No: 041 390 9032

127
POST 18/206: ARTISAN PRODUCTION - GRADE A: BUILDINGS (X5 POSTS)

SALARY: R190 653 per annum (OSD)
CENTRE: Alfred Nzo Regional Office – Mount Frere Ref No: DPW 50/05/2019 Electrical (X1 Post)
          Mount Frere Ref No: DPW 51/05/2019, Plumbing (X1 Post)
          Maluti Ref No: DPW 52/05/2019, Carpentry (X1 Post)
          Amathole Regional Office Ref No: 53/05/2019 Bricklayer (X1 Post)
          Chris Hani Regional Office (Queenstown Depot) Ref No: 54/05/2019, Carpentry,
          Construction and Maintenance (X1 Post)

REQUIREMENTS:
- An appropriate Trade Test Certificate. A valid Driver’s License. Knowledge and
  and skills, Problem solving and analysis, Communication, Decision making, Team
  work.

DUTIES:
- Design: Produce designs according to client specification and within limits of
  production capability. Production: Produce objects with material and equipment
  according to job specification and recognized standards. Quality assurance of
  produced objects. Maintenance: Inspect equipment and /or facilities for technical
  faults. Repair equipment and facilities according to standards. Test repair
  equipment and /or facilities against specifications. Quality assure serviced and
  maintained equipment and/or facilities. Perform administrative and related
  functions: Compile and submit reports and provide inputs to the operational plan.
  Keep and maintain job record / register and supervise and mentor staff. Maintain
  expertise: Continuous individual development to keep up with new technologies
  and procedures.

ENQUIRIES can be directed to Ms L. Mazwi Tel No: 045 807 6662 or Ms N. Ndawo Tel No: 045 807 6676

POST 18/207: PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: DPW 56/05/2019

SALARY: R173 703 per annum (Level 05)
CENTRE: Alfred Nzo Regional Offices- Mount Ayliff
REQUIREMENTS:
- Grade 12 (Senior Certificate). A Bachelor’s Degree or National Diploma in Human
  Resource Management/ Public Management/ Public Administration/Social
  Sciences with 1-2 years’ relevant experience in Human Resources would serve as
  an added advantage. Knowledge And Skills: Computer literacy. Good
  communication skills. Problem solving. Good interpersonal relations. Attention to
  detail. Knowledge of Records Management and understanding of Conditions of
  Service and staff provisioning. A fair understanding of Public Service Regulations
  and HR policies. Knowledge and ability to use PERSAL functions.

DUTIES:
- Responsible for a variety of administrative duties related to staff provisioning and
  conditions of service. Ensure correct remuneration of staff in the Department.
  Maintenance of establishment on PERSAL system. Maintain accurate HR records
  on all assigned activities. Ensure efficient and effective processing of service
  benefits and incentives of all employees. Administer HR processes at operational
  level. Perform any other duties that may be assigned. Administer leaves and PILIR
  cases in the region.

ENQUIRIES can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764

POST 18/208: ADMIN CLERK- SCM: LOGISTICS REF NO: DPW 57/05/2019

SALARY: R173 703 per annum (Level 05)
CENTRE: Alfred Nzo Regional Offices- Mount Ayliff
REQUIREMENTS:
- Grade 12 (Senior Certificate). A National Diploma in Logistics with
  relevant experience would serve as an added advantage. Knowledge And Skills: Basic
  knowledge and understanding of the legislative framework governing the Public
  Services. Basic knowledge and understanding of work procedures in terms of the
  working environment. 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

ENQUIRIES: can be directed to Ms N Gcabi or Ms L Mncwabe Tel No: 039 254 6942/ 6764

POST 18/209: ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: DPW 58/05/2019
Sub component: Expenditure

SALARY: R173 703 per annum (Level 05)
CENTRE: Head Office (Bhisho)

DUTIES: Compile creditor’s payments. Processing of payments on BAS and LOGIS. Ensuring timeous payment of Suppliers. Deal effectively with internal payment queries. Follow up on all invoice discrepancies with the relevant section. Scanning and safekeeping of all payment records.

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

POST 18/210: PROVISIONING ADMIN CLERK: LOGISTICS REF NO: DPW 59/05/2019
Component: Supply Chain Management

SALARY: R173 703 per annum (Level 05)
CENTRE: Amathole Regional Office
REQUIREMENTS: Grade 12 (Senior Certificate). Experience in Supply Chain Management. Knowledge and skills of Supply Chain Management processes and other relevant prescripts and a valid driver’s License will be an added advantage.

DUTIES: Implementation of logistical procedures/policies in procurement. Processing, capturing and authorization of internal requisitions on, the Logis System. Ensure these are processed according to the prescribed procedures and policies. Issuing and receipts of goods and services. Capturing of quotations on the LOGIS system. Ensure that correct ICN numbers are used before capturing and authorisation of requests.

ENQUIRIES: can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772

POST 18/211: ARTISAN ASSISTANT REF NO: DPW 60/05/2018 (X2 POSTS)
Component: Building Maintenance

SALARY: R102 534 per annum (Level 02)
CENTRE: Amathole Regional Office (East London)
REQUIREMENTS: Basic literate or ABET NQF Level 2. Ability to read and write. Committed and hardworking. Experience will be added advantage. Ability to perform routine tasks.

DUTIES: Assist in maintenance of buildings. Execute manual labour as required for maintenance tasks allocated to the unit. Must be prepared to render assistance after hours in the event of emergency. Assist at any other duties that may be tasked from time to time.

ENQUIRIES: can be directed to Mr Z. Tana / Ms L. Magama Tel No: 043 711 5772
DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

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

APPLICATIONS:
Head Office: Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwayi Building, King William’s Town, 5605

Sarah Baartman District: Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 OR Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Grahamstown.

CLOSING DATE: 07 June 2019 @ 15H00

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

OTHER POSTS

POST 18/212: ADMIN CLERK MPP (CONDITIONAL GRANT) REF NO: DSRAC 02/05/2019
(Contract from date of assumption to 31 March 2021)

SALARY: R173 703 (Level 05) (An all-inclusive remuneration)

CENTRE: Head Office

REQUIREMENTS: Grade 12 (Senior Certificate). A Diploma/ Certificate in Office Management and or any other sport related qualification or 1-year experience in Office environment would be an added advantage. Willingness to work under pressure. Good verbal and communication skills. Computer literate.

DUTIES: Compilation of submission for Sport and Recreation projects. Facilitate leave management for all Sport and Recreation officer. Facilitate sectional meetings and minutes taking. Assist in the coordination and performance of hubs and schools. Assist in the consolidation of reports. Assist in arranging meeting with stakeholders. Ensure collection, compilation and update of data in all district activities. Performing general administration support including filing of documents.

ENQUIRIES: R. Loots Tel No: 043 492 0949

POST 18/213: SCHOOL SPORT COORDINATOR (CONDITIONAL GRANT) REF NO: DSRAC 01/05/2019
(Contract from date of assumption to 31 March 2021)

SALARY: R108 564 (5/8th) in lieu of benefits (An all-inclusive remuneration)
CENTRE : Sarah Baartmand District

REQUIREMENTS : A relevant tertiary qualification in Sport Management or Human Movement Science or Education OR Matric with 2 years’ relevant experience in the areas of School Sport. Experience in the Sport Development continuum at administration, team management, coaching or technical officiating of schools and community sport in at least one sporting code. Experience of working with Sport and Recreation structure are essential. Good communication and organising skills. Ability to work under pressure, advance computer literacy is essential. Must be in possession of a valid code 08 driving license.

DUTIES : Coordinate the implementation of a schools sport league system in terms of the MPP Business Plan. Provide administration support to schools sport code structures with registration of schools, athletes to annual programme. Assist with the development and implementation of an athletes’ participation and development plan. Maintain credible records of registered schools, code structures and athletes. Provide support with the preparation and hosting of tournaments, festivals and competitions. Maintain database of resources distributed to schools. Overall administrator of training and development programmes.

ENQUIRIES : V. Ketelo Tel No: 046 492 0223 / 083 340 0882