

**PROVINCIAL ADMINISTRATION: EASTERN CAPE  
DEPARTMENT OF HEALTH**

**APPLICATIONS**

- : Applications should be posted to the addresses as indicated below or Hand delivered as indicated below:
- Isilimela Hospital** - Post to: Isilimela Hospital P/Bag X1021, Port St Johns, 5120 or Hand deliver to Isilimela Hospital Port St Johns, 5120, Enquiries: Ms N Gwiji Tel No: 047 564 2805
- St Lucys Hospital** - Post to: Human Resource Office, St Lucy's Hospital, P.O St Cuphberts, Tsolo, 5171. Enquiries: Ms Mayikana Tel No: 047 532 6259.
- St Barnabas Hospital** - Post to: Human Resource Office, St Barnabas Hospital, P.O. Box 15, Libode, 5160. Enquiries: Ms Ndamase – Tel No: 047 555 5300
- St Elizabeth Regional Hospital** - Post to: Human Resource Office, St Elizabeth Regional Hospital, Private Bag x1007, Lusikisiki, 4820. Enquiries: Mr M Nozaza – Tel No: 039 253 5012.
- Nyandeni Sub District** - Post to Human Resource Office Nyandeni LSA P. O. Box 208, Libode, 5160, or Hand Deliver to Nomandela Drive opposite traffic Department, Libode, 5160, Enquiries: Ms Daniso – Tel No: 047 555 0151
- Nelson Mandela Academic Hospital** - Post to: Nelson Mandela Academic Hospital, Private Bag x5014 Mthatha 5099. Hand Deliver to: Human Resource Office, Nelson Mandela Academic Hospital, Nelson Mandela Drive, Mthatha 5099. Enquiries: Ms Calaza Tel No: 047 502 4469
- Canzibe Hospital** - Post to Human Resource Office Canzibe Hospital, P/Bag X104, Ngqeleni, 5140 or Hand Deliver to Hospital, Ngqeleni Enquiries: Ms Solwandle – Tel No: 047 562 8812 /7
- OR Tambo District Office** - Post to: District Manager, OR Tambo Health District Office, Private Bag X 5005, Mthatha 5099 or Hand Delivery 9th Floor Room 19 Botha Sigcawu Building Enquiries: Mr S Stuma Tel No: 047 502 9000.
- Nelson Mandela Academic Hospital** - Post to: The Human Resources Manager, Department of Health, Nelson Mandela Academic Hospital, Private Bag X5152, Mthatha, 5099 or hand-deliver to: Main Registry, Sissons Rd, Nelson Mandela Academic Hospital, Mthatha. Mrs N. Calaza Tel No: 047 502 4320
- Bedford Hospital** - Post to: Human Resource Office, Bedford Hospital, P.O. Box 111, Bedford, 5780 or Hand deliver to: Human Resource Office, Bedford Hospital, 4 Maitland Street Bedford 5780. Enquiries: Ms. L H Slatsha Tel No: 046 685 0046.
- Mnquma Sub District** - Post to: HR Office, Mnquma Sub-district, 15 Old Hospital Road Ext 7 Butterworth 4960, Enquiries Ms. N Tengwa Tel No: 047 491 0740.
- Madwaleni Hospital** - Post to: Human Resources Office, Madwaleni Hospital Private Bag x519, Elliotdale, 5079. Enquiries: Mr. Fenguza Tel No: 047 573 8900/1/2.
- Fort Beaufort Hospital** - Post to: Human Resource Office, Fort Beaufort Hospital. Hand delivery: No 5 Bell Street, Fort Beaufort, 5720, Enquiries: Mr. Zethu Tel No: 046 645 1111.
- Nompumelelo Hospital** - Post to: Nompumelelo Hospital Private Bag x13 Peddie 5640. Enquiries: Ms. Tsako Tel No: 040 673 3321.
- Raymond Mhlaba Sub District** - Post to: Human Resource Office, Raymond Mhlaba Sub District, Room 8, First Floor, Healtown Road, Fort Beaufort 5720, OR P.O. Box 967, Fort Beaufort, 5720: Enquiries: Mr. Dyomfana Tel No: 046 645 1892.
- Tower Psychiatric Hospital** - Post to: Human Resource Office, Tower Hospital Private Bag X 238 Fort Beaufort 5720 or Hand Deliver to Fort Beaufort Hospital, Summerset Street Fort Beaufort 5720, Enquiries: Ms. H Potgieter Tel No: 046 645 1122.
- Mbhashe Sub District** - Post to: Human Resource Section, to Mbhashe Sub District, Private Bag X1232, Dutywa, 5000 OR Hand Deliver to Public Works Premises next to Kunene Funerals, Enquiries: Ms. X Bushula Tel No: 047 489 2417/16.

**Amathole District** - Post to: Amathole District Office, Private Bag x 022, Southernwood, East London 5200 or Hand deliver to: Human Resource Office, Amathole Health District 19 St James Road, Medical Centre Building, Southernwood, East London, 5200. Enquiries: Ms. N Nene Tel No: 043 707 6748/57.

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

**Cala Hospital** - Post to: Human Resource Office, Cala Hospital, Private bag X 516, Cala, 5455 or hand delivery to Drully Lane Street, Cala, 5455. Enquires: Ms Z Sentile – Tel No: 047 874 8000

**Mjanyana Hospital** - Post to: Human Resource Office, Mjanyana Hospital, Private Bag X1204, Idutywa, 5000. Enquiries: Ms SS Naku Tel No: 047 874 8000.

**Frontier Regional Hospital** - Post to: Human Resource Office, Frontier Hospital, Private bag X 7063, Queenstown, 5320 or hand delivery to Frontier Hospital, 5320. Enquiries: Mrs P Marongo – Tel No: 045 808 4272

**Chris Hani District Office** - Post to: Human Resource Office, Chris Hani District Office, PO Box 1661, Queenstown 5320 or hand delivery at Chris Hani District Office, Ward F HR Office. Enquires: Ms Nyoka Tel No: 045 807 1110/1101.

**Cradock Hospital** - Post to: Human Resource Office, Cradock Hospital, Private bag X55, Cradock 5460 or hand delivery to Cradock Hospital, 5880. Enquires: Ms F Danster – Tel No: 048 881 2123.

**Komani Hospital** - Post to: Human Resource Office, Komani Hospital, Private Bag x 4043 Queenstown 5320. Enquiries: Mrs A Sokutu Tel No: 045-858 8400.

**Glen Grey Hospital** - Post to: Human Resource Office, Glen Grey Hospital, Private bag X 1142, Lady Frere, 5410 or hand delivery to Glen Grey Hospital, 5410. Enquiries: Mr S Khumalo Tel No: 083 585 7576.

**Andries Vosloo Hospital** - Post to: Human Resource Office, Andries Vosloo Hospital, Private Bag X27667, Port Elizabeth, 6057, Enquires: Ms CZ Zozo Tel No: 042 243 1313

**Settlers Hospital** - Post to: HR Office Settlers Hospital, Private Bag x1007 Grahamstown 6140 or hand delivery to: HR Office, Settlers Hospital Milner Street, Cradock Heights Grahamstown 6140 Enquires: Ms S Diva Tel No: 046 602 5046.

**Fort England TB Hospital** - Post to: Human Resource Office, Fort England Hospital Private Bag X1002, Grahamstown 6139 or hand deliver to: The Human Resource Office, Fort England Hospital, York Road, Grahamstown 6139. Enquiries: Mr. Dyalvane Tel No: 046 602 2300.

**Camdeboo Sub-District**: Post to: The Human Resource Office, Margery Parkes Hospital, P.O. Box 13, Graaf Reinet 6280. Or Hand deliver at: Human Resource Office, Margery Parkes Hospital, Graaf Reinet. Enquiries: Mr MT Buyelo Tel No: 049 893 0031.

**PZ Meyer Hospital** - Post to: Human Resources Office PZ Meyer TB Hospital, P.O. Box 497 Humansdorp 6300 or hand deliver to: HR Office, PZ Meyer Hospital, Off Johnson Street, Graslaagte Humansdorp 6300. Enquires: Mr N Sompontsha. Tel No: 042 291 2064

**Joe Gqabi District Office** - Post to: Human Resource Office, 32 Dan Pienaar Street, springs, Aliwal North, 9750 or Hand deliver to: HR Office, Joe Gqabi District Office. Enquiries: Mr J.S Ndzinde – Tel No: 051 633 9629.

**Aliwal North Hospital** - Post to: Human Resource Office, Aliwal North Hospital, Private Bag x1004, Aliwal North 9757 or hand deliver to: HR Office, Aliwal North Hospital, No 1 Parklane Street Aliwal North, Enquires: Ms Fourie - Tel No: 051 633 7700.

**Empilisweni District Hospital** - Post to: Human Resource Office, Empilisweni District Hospital, Umlamli Road, P/bag 5029, Sterkspruit, 9762 or Hand deliver to: HR Office, Empilisweni District Hospital. Enquiries: Mr S.L Bosholo Tel No: 051 611 0037.

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

**Umlamli Hospital** - Post to: Human Resource Office, Umlamli Hospital, Private bag X5016, Sterkspruit, 9762 or Hand deliver at the HR Office, Umlamli Hospital. Enquiries: Ms Mpithimpithi - Tel No: 051 611 0079/90.

**Elundini Sub-District Office (Hlangalane Clinic)** - Post to: Human Resource Office, P Bag X1129, Mount Fletcher, 4770 or Hand deliver at the HR Office, Elundini Sub-District Office, Police street. Enquiries: Mrs Du Plessis Tel No: 039 257 2400.

**Bisho (Head Office)** Post to: HR Office, Department of Health (Head Office) Private Bag X 0038, Bisho 5605 or Hand delivered to: Department of Health, Office no D53, UIF Building, Phalo Avenue Bisho 5606.

**Empilweni TB Hospital** – Post to: Human Resource Office, Empilweni TB Hospital, Private Bag X 6060, Port Elizabeth 6200 or Hand delivery to No 1 Mati Road New Brighton Port Elizabeth 6200. Enquiries: Tel No: 041 406 7607 / 36

**Dora Nginza Hospital** – Post to: HR Office Doran Nginza Hospital Private Bag X 11951 Algoa Park 6005 or hand delivery to: Room DG71 Admin Building 1st Floor Dora Nginza Spondo Street Zwide Port Elizabeth 6201. Enquiries: Mr Johaar Tel No: 041 406 4435

**Orsmond TB Hospital** - Post to: Human Resource Office, Orsmond TB Hospital, P.O. Box 246, Uitenhage, 6320 or hand delivered to Human Resource Office, 1 John Dissel Drive, Allanridge, Uitenhage. Enquiries Mrs C Bekker Tel No: 041-988.

**Jose Pearson Hospital**- Post to: Human Resource Office, Jose Pearson TB Hospital, PO Box 10692 Linton Grange Port Elizabeth 6014 or Hand delivery to: Human Resource Office, Jose Pearson TB Hospital, Mission Road, Bethelsdorp, Port Elizabeth 6015 Enquiries: Ms Klassen Tel No: 041 372 8000.

**Elizabeth Donkin Hospital** – Post to: Human Recourses Section, Elizabeth Donkin Hospital, Private Bag X 6024, Port Elizabeth 6001. Enquiries: Mr E Felkers Tel No: 041 585 2323.

**Mt Ayliff Hospital** - Post to: P/Bag X504, Mount Ayliff Hospital, 4735 or Hand Delivery No .8 Ntsizwa Street Mt Ayliff 4735 Enquiries: Mrs O Mjoka Tel No: 039 254 0236.

**Cecilia Makiwane Hospital** - Post to: Cecilia Makiwane Hospital: Private Bag X 001, Mdantsane, 5225 Or Hand Deliver to Human Resource Office, Cecelia Makiwane Hospital, and Billie Road, Mdantsane: Enquiries: Ms. P. Mncotsho Tel: 0437082118.

**Nkqubela Hospital** - Post to: HR Office, Nkqubela Hospital, PO Box x9047 Cambridge East London 5206 or hand deliver to: HR Office, Nkqubela Hospital, Billie Road, Mdantsane Township. Enquires: Ms Langeni Tel No: 043 761 2131.

**Buffalo City Metro Office** - Post to: Human Resources Office, Private Bag X9015, East London, 5201 or hand deliver to: Human Resource Office, 19 Shelford Road, Woodbrook, East London, 5201. Enquiries: Ms H Hlulani, Tel No: 043 708 1700

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

**Midlands Hospital** – Post to: The Human Resource Office, Midlands Hospital, P/BAG X696, Graaf-Reinet, 6280 or Hand deliver at: Human Resource Office, Midlands Hospital, Graaf-Reinet. Enquiries: Ms M Human Tel No 049 807 7739.

**Nessie Knight Hospital** -Post to: Human Resource Office, Nessie Knight Hospital, P/Bag X420, Qumbu, 5180 or hand delivery to Sulenkama Admin Area-Nessie Knight Hospital-Qumbu, Enquiries: Ms O.N Sotsako- Tel No: 047 553 6007/8/9.

**Sarah Baartman District Office** - Post to: Human Resource Office, Sarah Baartman Health District, Private Bag X27667, Greenacres, Port Elizabeth, 6057, or Hand deliver at: Human Resource Office, Sarah Baartman Health District, 5 Downing Street, Port Elizabeth 6001. Enquiries: Ms T. Mpitimpiti Tel No: 041 408 8509

**Sunday's Valley Hospital** - Post to: Human Resource Office, Sunday's Valley Hospital, P.O. Box 68. Kirkwood. 6120 or Hand deliver at Sunday's Valley Hospital, Kirkwood. Enquiries: Ms T. Fekema Tel No: 042 2300 406/432/567.

**Aberdeen Hospital** - Post to: The Human Resource Office, Aberdeen Hospital, P.O. Box 172, Aberdeen, 6270. Or Hand deliver to: Human Resource Office, Aberdeen Hospital, Aberdeen. Enquiries: Mr S.M. Magxiva Tel No: 049 846 0391.

**CLOSING DATE**

: 28 June 2019

**NOTE**

: Applications must be posted on the Z83 Form accompanied by copies of Qualification(s) inclusive of Matric certificate, Identity document (certified within the past three months), Proof of registration, proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further Personnel Suitability checks will be conducted on short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the department of Health within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools. People with disabilities and youth are encouraged to apply for these posts. Additional Note: The filling of these posts will be in line with the Annual Recruitment Plan 2019/20. The Eastern Cape Department of Health has the right not to fill these posts. Adverts are placed per district so to accommodate other facilities within the district.

**OTHER POSTS**

**POST 21/49**

: **ASSISTANT DIRECTOR: PROFESSIONAL SECRETARIAT REF NO: ECHEALTH/AD-PS/HO/01/06/2019**

**SALARY CENTRE REQUIREMENTS**

: R376 596 – R443 601 per annum (Level 09)

: Bisho – Head Office

: A National Diploma/ Degree in Business Administration/Public Management/Office Administration coupled with 5 years' relevant experience in Professional Secretariat / committee environment of which 3 years must be at supervisory level. Sound knowledge of all applicable legislation, Public Services Act, Public Service Regulations, Public Finance Management Act etc. High levels of confidentiality, sound customer care and relevant technical skills. Computer literacy and excellent typing skills. To be in possession of own transport /car is essential, the candidate will be required to travel across the province. A valid driver's license.

**DUTIES**

: Provide an effective and efficient Secretariat/committee support service with high levels of confidentiality. Draft a schedule for departmental meetings. Coordination of meetings and departmental events. Manage conference venues and appropriate equipment. Recording of quality minutes according to MPAT standards for Executive Management (MEC, SG, DDGs and GMs). Keep clear proper records of minutes as per the department's filing index for easy access for audit purposes. Improve information flow and effective communication through decision circular/action list and follow up on the resolutions. Provide quarterly reports. Manage and monitor budget. Ensure monitoring, motivation, development and retention of subordinates. Provide advice on procedural and policy matters to staff.

**ENQUIRIES**

: Mrs P Nazo Tel No: (040) 608 1247 / 1332

**POST 21/50** : **ASSISTANT DIRECTOR: RESEARCH REF NO: ECHEALTH/AD-RES/HO/02/06/2019**

**SALARY** : R376 596 – R443 601 per annum (Level 09)  
**CENTRE** : Bisho – Head Office

**REQUIREMENTS** : Matric plus a National Diploma/Degree in Health Related Qualification coupled with 3 years' experience in a health research environment. Knowledge of statistical packages, Data analysis and report writing experience. Sound understanding of government wide evaluation systems and health research processes. Knowledge of public service act, relevant regulations and legislation. Management skills (including financial). Communication skills. Driver's licence and willingness to travel. A team player with the ability to work independently without supervision. Advanced computer literacy. A valid driver's licence.

**DUTIES** : To conduct and coordinate priority research (including the Annual Antenatal HIV survey). To monitor research conducted in the province and compliance. To participate on the development/review of research policies and guidelines. To develop research protocols as determined by the department. Coordinate the research activities in the province. Conduct priority programme evaluation studies (including the post influenza vaccination campaign).

**ENQUIRIES** : Mr ZP Merile Tel No: (040) 608 0856

**POST 21/51** : **ASSISTANT DIRECTOR: FINANCIAL IMPROVEMENT SERVICES REF NO: ECHEALTH/AD-FIS/HO/03/06/2019**

**SALARY** : R376 596 – R443 601 per annum (Level 09)  
**CENTRE** : Bisho – Head Office

**REQUIREMENTS** : Matric plus a National Diploma/ Degree in Finance/Accounting/Internal Audit with 5 years' experience in public financial management environment of which 3 years must be at supervisory level. Knowledge of the PFMA & its Treasury Regulations, SCM policies and procedures. Departmental Financial Reporting Framework and GRAP. Computer literacy- Knowledge of Microsoft Office, Excel, MS Word, PowerPoint and BAS. Valid Driver's. Licence. Good communication skills (verbal and writing). Willingness and commitment to work beyond normal working hours to meet deadlines will be an added advantage.

**DUTIES** : Assist in the co-ordination of the audit process in the department. Facilitate the distribution of (requests for information) RFIs to relevant managers and make follow ups. Submission of documentation IRO, RFIs to Auditor General within specific time frames. Engage relevant role players within the department to consolidate responses and supporting documentation for queries raised by Auditor- General. Provide relevant inputs for preparation of interim Financial Statements and Annual Financial Statements. Compile working papers for different elements of financial statements. Assist in monitoring and reporting progress in respect of the implementation SCOPA resolutions, FMCMM, AIP, Audit and Portfolio Committees' recommendations related to financial management and AOPO. Collect POE in respect of the aforementioned as and when required to do so. Deliver the information to AGSA as and when required to do so.

**ENQUIRIES** : Mr M Noah Tel No: (041) 608 1259

**POST 21/52** : **ASSISTANT DIRECTOR: HR PLANNING, RECRUITMENT AND INFORMATION REF NO: ECHEALTH/AD/HRPRI/LTH/04/06/2019**

This is a re-advertisement. Those who applied before are encouraged to apply again

**SALARY** : R376 596 – R443 601 per annum (Level 09)  
**CENTRE** : Nelson Mandela Metro, Livingstone Tertiary Hospital

**REQUIREMENTS** : Matric plus a National Diploma/ Degree in Human Resources Management or Public Administration/Management or equivalent coupled with 3 years' experience in Human Resources Management /Administration of which 3 years must at be supervisory level. Competencies: In-depth knowledge of PERSAL, public service human resource practices. In depth knowledge of Human Resources policies and regulations i.e. Public Service Act, Public Service Regulations, Basic conditions of Employment Act. White Paper on Transformation of the Public Service, Employment Equity Act, Skills

Development Act, etc. Sound Communication and Information Management skills. Financial management, diversity management and networking skills. Ability to manage interpersonal conflicts & resolve problems. Planning, organizing and team leadership skills. Sound communication and report writing skills. Client orientation and customer focus. Computer Skills. A valid driver's license.

**DUTIES** : Develop and guide implementation and maintenance of HR Plan and EE Plan. Check alignment of HR Plan with the recruitment strategy. Monitor and ensure maintenance of HR information system (PERSAL). Monitor information on PERSAL. Provide PERSAL reports for decision making. Manage optimum utilization of the PERSAL functionality. Provide PERSAL control functions. Perform regular audits on Profiles. Facilitate and co-ordinate audit queries and responses. Supervise the rendering of recruitment and appointments services. Facilitate interviews and appointments of candidates on PERSAL. Provide guidance to line managers on HR practices/policies related to the functional area.

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

**POST 21/53** : **ASSISTANT DIRECTOR: EMPLOYEE WELLNESS REF NO: ECHEALTH/AD-EW/ORTDO/05/06/2019**

**SALARY** : R376 596 – R443 601 per annum (Level 09)

**CENTRE** : OR Tambo District Office

**REQUIREMENTS** : Matric plus a Degree in Social Work, Psychology or relevant qualification coupled with 3 years' experience in Employee Wellness which at least 3 years must be at supervisory level. Communication Skills, Computer Skills, Presentation and report writing skills. Computer Literacy. A valid driver's license.

**DUTIES** : Facilitate, coordinate and support implementation of EWP policies, plans and Programs. To facilitate the provision of professional assistance to employees who's Personal, work related challenges may have a potential of affecting their job performance. Facilitate, coordinate and support the provision of interventions through presentation of life skills programs and awareness as means of prevention. Assist in conducting research in hazards that may have a potential of causing risks in the workplace and interventions thereof. Assist in the establishment of District Disability structure and its activities. Assist in the management of HIV/AIDS & TB in the workplace. Coordinate Wellness activities. Coordinate Disability activities. Assist in coordinating Occupational Health and Safety. Coordinate Health calendar events. Information Management. Assist in Coordination of Incapacity and IOD (Injury on Duty).

**ENQUIRIES** : Mr S Stuma Tel No: (047) 502 9000

**POST 21/54** : **ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: ECHEALTH/AD-LR/ORTDO/06/06/2019**

**SALARY** : R376 596 – R443 601 per annum (Level 09)

**CENTRE** : OR Tambo District Office

**REQUIREMENTS** : Matric plus a National Diploma/ Degree in Labour Law / Labour Relations / Human Resource Management/ Public Management/or equivalent qualification coupled with 3 years' experience in the field of which at least 3 years must be at supervisory level in the field of Labour Relations /related field. Knowledge of Departmental Policies on Labour Relations, Public Service Act, Basic Conditions of employment Act PCSBC, and GPSSBC Resolutions. Conflict Resolution capabilities and confidentiality. Negotiations and research skills innovative and change management. Be able to give basic counselling. Knowledge of PERSAL. Computer Literate. A valid driver's license.

**DUTIES** : Assist the institutions in drafting notices of disciplinary hearing. Facilitate the finalization of disciplinary cases. Represent the employer in DC and chairing disciplinary cases as required Handling of CCMA of bargaining council cases, Conflict Management. Give guidance on incapacity cases and abscondment. Compile Monthly Report, Quarterly reports, Annual Reports. Compile Statistics and submit to the relevant offices. Advise the Management on labour Matters. Strike Management. Co-ordinate the departmental labour relations policy as contained in the labour relations Act, and amend as necessary. Ensure the effective implementation of labour relations policy.

Provide guidance and advice on labour relations procedures at all levels of management within the complex. Facilitate consultation and collective negotiation between employers, employees and trade unions in respect of health personnel. Manage procedures relating to personnel grievances in order to resolve employer and employees' differences. Manage the disciplinary measures in the complex in such a manner that strict disciplinary levels are maintained. Intervene in the event of industrial action so as to minimize production loss. Report on the state of industrial relations within the complex.

**ENQUIRIES** : Mr S Stuma Tel No: (047) 502 9000

**POST 21/55** : **ASSISTANT DIRECTOR: SOFT SERVICES REF NO: ECHEALTH/AD-SS/DORA/07/06/2019**

**SALARY** : R376 596 – R443 601 per annum (Level 09)

**CENTRE** : Dora Nginza Regional Hospital

**REQUIREMENTS** : Matric plus a National Diploma/ Degree in Hospitality or related qualification coupled with 3 years' experience of which 3 years must be at supervisory level working experience in a hospital Soft Services Environment. Knowledge of Food Services Management, Occupational Health and Safety, Public Finance Management. Supply Chain Management, HR Management, Labour Relations and Public Administration. A valid license.

**DUTIES** : To oversee functioning, exercise control and management of the following areas in Dora Nginza Regional: Food Services, Hygiene Services, Linen Bank Services, Grounds Maintenance, Health Care Waste Management Services and Security Services. Provide effective Hotel Services (food services, linen bank services, hygiene services, grounds maintenance). Improve and maintain good infection prevention and control measures in the hospital. Strengthen Security Services. General Management.

**ENQUIRIES** : Mr Johaar Tel No: (041) 406 4435

**POST 21/56** : **ASSISTANT DIRECTOR: PRE AUDIT REF NO: ECHEALTH/AD-PA/AMATDO/08/06/2019**

**SALARY** : R376 596 – R443 601 per annum (Level 09)

**CENTRE** : Amathole District Office

**REQUIREMENTS** : Matric plus a National Diploma/Degree in Pre-Audit, Finance, Management Accounting, Finance coupled with 3 years' experience in the field of which 3 years must be at supervisory level. Extensive Knowledge of PERSAL, BAS and LOGIS Systems. Sound knowledge of PFMA, Treasury Regulations and other relevant finance prescript. Good interpersonal relations, Communication and Presentation skills, problem solving, Leadership and strategic skills. Ability to meet deadlines and work under pressure. Computer Literacy and valid driver's license. Internal audit background will be an added advantage.

**DUTIES** : Monitor adherence to internal controls to ensure compliance with prescripts and legislation relevant to finance. Identify risks and suggest corrective measures. Maintain updated signature specimens of authorized persons. Ensure processing of all documents within 48 hours to avoid aging of submitted documents. Monitor expenditure against budget allocation to avoid over expenditure and misallocation of items. Exercise control on effective implementation of procurement policies and procedures. Verify correctness of document prior to effecting payment. Supervise sub-ordinates. Attend and take responsibility for all Audit queries. Review and manage attendance register and leave. Document management and records management.

**ENQUIRIES** : Ms. N Nene Tel No: (043) 707 6748/57

**POST 21/57** : **ASSISTANT DIRECTOR: PRE AUDIT REF NO: ECHEALTH/AD-PA/DO/09/06/2019**

**SALARY** : R376 596 – R443 601 per annum (Level 09)

**CENTRE** : Joe Gqabi District Office

**REQUIREMENTS** : A National Diploma/Degree in Pre-Audit, Finance, Management Accounting, Finance coupled with 5 years' experience in the field of which 3 years must be at supervisory level. Extensive Knowledge of PERSAL, BAS and LOGIS Systems General Recognized Accounting Practices (GRAP) and Generally Accepted Accounting Principles (GAAP). Knowledge of Public Service

		Legislation, Regulations and Policies. Strategic management skills. Ability to interpret financial prescripts and apply them. Proven communication and interpersonal skills at all levels. Knowledge of computerized Public Services financial management systems. Sound analytical and problem solving skills. Comprehensive computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Identify key risk areas for the District emanating from current operations. Maintain efficient and effective controls and achieve objectives of the department by evaluating the department's controls/objectives, to determine the Districts effectiveness and efficiency through internal auditing. Supervise and execute allocated internal audits. Develop findings and recommendations for the enhancement of controls/processes. Collect information and compile reports. Supervise employees to ensure an effective internal audit service.
<b><u>ENQUIRIES</u></b>	:	Mr J.S Ndzinde Tel No: 051 633 9629
<b><u>POST 21/58</u></b>	:	<b><u>ASSISTANT DIRECTOR: REVENUE REF NO: ECHEALTH/AD-R/DO/10/06/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 – R443 601 per annum (Level 09) Joe Gqabi District Office Matric plus a National Diploma / Degree with Finance/Management Accounting with 3 years' experience of which at least 3 years must be at supervisory level. Knowledge of the Public Finance Management Act (PFMA), generally Recognized Accounting Practices (GRAP) and General Accepted Accounting Principles (GAAP. Strategic management skills. Human resource management and empowerment skills. Proven communication and interpersonal skills at all levels. Knowledge of computerized Public Services financial management systems. Sound analytical and problem solving skills. Comprehensive computer literacy. A valid driver's license.
<b><u>DUTIES</u></b>	:	Oversee the effective collection of all cash revenue. Maximize Revenue. Assist institutions to identify their sources of revenue. Coordinate, facilitate and monitor the billing system in the institutions. Monitor ICD 10 Coding. Co-ordinate collection of departmental debts. Implement debt policy. Manage outstanding patient accounts of the institutions. To give guidance on the write-off of the debtors that could not be traced or the recovery of payment seems to be uneconomically. Manage cash flow. To ensure that the cash flow of the institutions and district office is managed according to Treasury regulations. Ensure that custodians of government face value forms and monies are appointed in writing. Provide patient administration and registration. Monitor and assist OPD Clerks in assessing patients. Monitor registration of all patients visiting institutions. Provide patient record filing. Ensure patient files are marked and colour stickers and put to patient folders according to categories. Ensure the establishing and functioning of revenue generating committee at all institutions within the district. Management of staff. To manage Revenue efficiently and effectively by developing and implementing appropriate processes that provide for compilation, submission, monitoring, and control of revenue. To ensure that internal procedures and controls are in place for the effective, efficient, economical and transparent use of resources of the Department. To manage Revenue efficiently and effectively by developing and implementing appropriate processes that provide for the identification, collection, recording, reconciliation and safeguarding of information regarding Revenue.
<b><u>ENQUIRIES</u></b>	:	Mr J.S Ndzinde Tel No: 051 633 9629
<b><u>POST 21/59</u></b>	:	<b><u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: ECHEALTH/AD-LR/DO/11/06/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 – R443 601 per annum (Level 09) Sarah Baartman District Office Matric plus a National Diploma/Degree in HR, Public Administration, Labour Law, B Comm. Law or any relevant qualification with coupled with 3 years' experience in the field of which at least 3 years must be at supervisory level. Knowledge of Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds,



- Managing Interpersonal Conflicts & Resolving problems, Planning and Organizing, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement. Good communication skills (written and verbal skills) and a good command of English language. A valid driver's license.
- DUTIES** : Supervise the administration of grievances and disciplinary processes: Carry out investigations, grievance handling and disciplinary proceedings. Attend effectively to all litigations, Prepare documentation for consultations and negotiations & Control grievance procedures and promote labour relations support during negotiations. Supervise the rendering of technical advisory services i.r.o employee services: Give guidance to employees regarding procedures and practices related to employee relation matters, Facilitate communication to employees by providing guidance and consultation regarding problem solving, dispute resolution and litigation avoidance and Provide advice and guidance on all employee relations aspects. Manage performance and all the allocated resources: Encourage team effort in the unit, Encourage production of excellent quality work, Set work targets and monitor timelines, Allocate work tasks/activities to staff and provide the necessary guidance and support, Facilitate staff training and development, Develop staff Work Plans and Personal Development Plans (PDP's), Manage daily employee performance and make Performance Assessments/review & Manage records and ensure safekeeping of assets.
- ENQUIRIES** : Ms T Mpitimpiti Tel No: (041) 408 8509
- POST 21/60** : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION REF NO: ECHEALTH/AD-HRA/DO/12/06/2019**
- SALARY** : R376 596 – R443 601 per annum (Level 09)  
**CENTRE** : Sarah Baartman District Office  
**REQUIREMENTS** : Matric plus a National Diploma/ Degree in Human Resources Management or Public Administration/Management or equivalent coupled with 3 years' experience in Human Resources Management /Administration of which 3 years must at be supervisory level. Provable knowledge of PERSAL system with extensive computer skills in Microsoft Software applications. Knowledge of Public Service Act, Public Service regulations, Labour Relations prescripts and collective agreements applicable to the health sector. Understanding of Public Finance Management Act and other finance and SCM prescripts. Ability to interpret HR policies and decisions. Planning and coordinating skills. Good communication skills, good interpersonal skill, good conflict resolution skills and good problem solving skills. A valid driver's license.
- DUTIES** : Manage the Human Resource planning and implementation functions for the institution. Manage the implementation of HR policies, systems and procedures. Development of departmental HR policies. Manage the recruitment and provision of employees in line with Annual Recruitment Plan. Manage the timeous processing of employee benefits and allowance. Manage the conditions of service and termination of exiting employees. Manage the development and implementation of the workplace skills plan. Manage the employee Performance Management and Development System and payment of performance incentives. Manage the employee wellness and employee functions in the institution. Facilitate the internal, risk register and the auditing process in the institution.
- ENQUIRIES** : Ms T Mpitimpiti Tel No: 041 408 8509
- POST 21/61** : **ASSISTANT DIRECTOR: LOGISTIC SUPPORT MANAGEMENT REF NO: ECHEALTH/AD-LSM/SBDO/13/06/2019**
- SALARY** : R376 596 – R443 601 per annum (Level 09)  
**CENTRE** : Sarah Baartman District Office  
**REQUIREMENTS** : Matric plus a National Diploma/Degree in Accounting, management / Supply Chain Management or relevant qualification coupled with 3 years in supply chain management environment of which 3 years would at a supervisory level. Extensive knowledge of the SCM legislation, which includes PFMA, PPPFA, treasury regulation, and practice notes. Computer literacy. Knowledge of SCM transversal system will be an added advantage. A valid driver's license is essential.

- DUTIES** : Provide procurement services including inventory services and management for the district. Ensure compliance with policies, guidelines and monitoring tools for procurement system and procedure. Monitor and manage the goods received from suppliers and resolve queries and product complaints, provide feedback on the performance of the suppliers. To submit management report on procurement issues. Ensure an efficient and effective transit and controls over warehouse stocks. Assist in the timeous payment of creditor's. Assist in the compilation of the AFS report. Management of staff discipline and performance.
- ENQUIRIES** : Ms T Mpitimpiti Tel No: 041 408 8509
- POST 21/62** : **WORKSTUDY OFFICER REF NO: ECHEALTH/WO/HO/14/06/2019 (X2 POSTS)**
- SALARY** : R316 791 – R373 167 per annum (Level 08)  
**CENTRE** : Head Office  
**REQUIREMENTS** : atoric plus a National Diploma/ Degree in Organizational Development/Work Study or equivalent qualification or Certificate in Organizational Development and Work Study/ Management Service with 3 years' relevant experience in the Organizational Development environment. Understanding of Visio System and Job Evaluation – Evaluate System, knowledge of the Public Service Legislative and Regulatory framework and Organizational Development principles and techniques. Self – management, time management and willingness to work extra mile. A valid Driver's Licence. Skills: Research, Analytical skills, Ability to interpret statutes, Excellent Communication skills (Verbal and written). Problem Solving skills, Interpersonal relations and Computer Literacy.
- DUTIES** : Undertake functional analysis and post establishment investigations. Facilitate and assist the department with the implementation of approved Organizational Structures. Advise institutions on effectiveness of work procedures and methods for efficiency enhancement. Establishment of staffing norms. Facilitate OD interventions. Analyse and grade jobs according to the Job Evaluation system. Develop job profile in line with the departmental organizational structures. Design, improve and re-engineer proper Business Processes. Conduct Business Processes Mapping and Develop Standard Operating Procedures for the Department. Facilitate and Co-ordinate Change Management process in the department. Render administrative services.
- ENQUIRIES** : Mr A Zweni Tel No: 041 608 9525
- POST 21/63** : **IT PRACTITIONER REF NO: ECHEALTH/ITP/HO/15/06/2019**
- SALARY** : R257 508 – R303 339 per annum (Level 07)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Matric plus N+ (International CompTIA Certification is required) ora recognised Degree / National diploma in Information Technology. All qualifications must be SAQA recognised. A minimum of three years of technical experience working in a large enterprise environment. Sound technical knowledge and experience of the following is required: PC repairs, installation and configuration of desktop operating systems (Microsoft and Linux), printer repairs, router configuration, LAN switching (installation and repair of network cabling, switch configuration and management), network protocols, setup and configuration of anti-virus and WSUS solutions, Windows and Linux server operating system setup, configuration and management. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange), and sound experience with 802.11 g /n wireless will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. A valid driver license.
- DUTIES** : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Support the ECDOH transversal applications (Bas, Persal, Logis, Email etc.). Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local

area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

**ENQUIRIES** : Ms Gumede Tel No: 040 608 1197

**POST 21/64** : **INTERNAL AUDITOR REF NO: ECHEALTH/IAUD/HO/16/06/2019 (X3 POSTS)**

**SALARY** : R257 508 – R303 339 per annum (Level 07)

**CENTRE** : Bisho – Head Office

**REQUIREMENTS** : Matric plus a National Diploma/ Degree in Internal Auditing/ Auditing/ Financial Accounting/ Management Accounting/ Accounting with 2 years' experience in conducting internal audits. Knowledge of the Public Finance Management Act, understanding and knowledge of the Institute of Internal Auditors (IIA) standards, their applications and implementation guides, understanding of corporate governance practice, knowledge and understanding of internal audit systems and procedures and understanding of compliance and internal controls. The candidate must be in possession of a valid driver's licence and must be willing to travel extensively throughout the Province. Competencies needed: Communication (written and verbal), planning and organising skills, problem solving skills, office management and administration, computer literacy, client liaison skills, analytical and report writing skills.

**DUTIES** : Assist in planning audit projects in accordance with the internal audit methodology. Execute audits in accordance with the approved audit framework, raise audit findings, develop draft audit reports, discuss outcomes with the supervisor and client management, evaluate client responses to the draft audit findings and advise on remedial actions.

**ENQUIRIES** : Ms Gunuza Tel No: 040 608 1065

**POST 21/65** : **IT PRACTITIONER REF NO: ECHEALTH/IT-PR/DORA/17/06/2019**

**SALARY** : R257 508 – R303 339 per annum (Level 07)

**CENTRE** : Dora Nginza Regional Hospital

**REQUIREMENTS** : A grade 12 with EITHER A+ AND N+ (Exams Completed) with 5 years practical experience or a Bachelor's Degree / National Diploma in IT /Computer Science with 1-2 years' experience in the field. All qualifications must be SAQA recognized. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Product (Active Directory, Microsoft Exchange). Knowledge of configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange). Knowledge of configuration and managing printers and multi- function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment exchange server administration and TCP/ICP (Networking) and 802.11 (wireless) experiences will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. Must be in possession of a valid code 8 driver's license.

**DUTIES** : Repair of computer equipment e.g. Servers, pc's and printers. Installation configuration and support of Network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal application. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT Interns. Manage Information Technology Services by monitoring local area network performance. Render 1<sup>st</sup> line

technical support to users on transversal systems and network application. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Over and monitoring District ICT project, Monitor daily, weekly and monthly the information Security ( Anti-Virus, Backup Solution), liaise with users non request for IT requirements. Create/maintain inventory of all desk and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

**ENQUIRIES** : Mr Johaar Tel No: 041 406 4435

**POST 21/66** : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/DORA/18/06/2019**

**SALARY** : R257 508 – R303 339 per annum (Level 07)  
**CENTRE** : Dora Nginza Regional Hospital  
**REQUIREMENTS** : Grade 12 or equivalent with 10 years' experience or National Diploma / Degree in Supply Chain / Logistics coupled with 3 to 3 years' experience in Supply Chain Management / Logistics & Warehouses at level 5. Knowledge of Finance & Supply Chain Management Prescripts. Computer Literacy. Ability to work under pressure and tight deadlines. Extensive knowledge on LOGIS system. Driver's license. Skills: Report writing skills and presentation skills. People management. Client orientation. Communication.

**DUTIES** : Render warehouse support services within the institution. Overall supervision of warehouses ensuring compliance with all relevant prescripts. Drawing and interpretation of all Logis reports relating to warehouses. Conduct monthly and quarterly stock count and reporting in compliance with prescripts. Monitoring of stock levels and do ordering. Liaise with the chief users and chief user's clerk. People management.

**ENQUIRIES** : Mr Johaar Tel No: 041 406 4435

**POST 21/67** : **ADMINISTRATION OFFICER REF NO: ECHEALTH/AO/CMH/19/06/2019**

**SALARY** : R257 508 – R303 339 per annum (Level 07)  
**CENTRE** : Cecilia Makiwane Hospital  
**REQUIREMENTS** : Matric plus a National Diploma /Degree in Public Administration/Office Administration or equivalent with 2-3 years' administration experience. Knowledge of public administrative systems and processes. Knowledge of Public Service Regulations, Policies and Procedures. Good inter-personal, communication (verbal and written) and computer skills. A valid drivers' license will be an added advantage.

**DUTIES** : Interpret and implement administrative policies. Prepare and compile reports. Process and authorize payment of employee benefits. Allocate tasks. Check and verify work of others. Guide and monitor compliance on processes, procedures and policies. Formulate work schedules. Draft memorandum. Identify problems, deficiencies and practices on policies.

**ENQUIRIES** : Ms P Mncotsho Tel No: (043) 709 2118

**POST 21/68** : **HUMAN RESOURCE PRACTITIONER REF NO: ECHEALTH/HRP/KH/20/06/2019**

**SALARY** : R257 508 – R303 339 per annum (Level 07)  
**CENTRE** : Chris Hani District, Komani Psychiatric Hospital  
**REQUIREMENTS** : Grade 12 or equivalent qualification with 10 years' relevant experience in the Public Sector or National Diploma /Degree in Human Resources Management or equivalent with 0-2 years' relevant experience. Knowledge of Public Service Regulations, the Public Service Act, 1994 (Act 103 of 1994) and other human resource prescripts, regulations, procedures and understanding of different Human Resource processes. Basic knowledge of PERSAL administration functions, computer skills, communication skills, sound interpersonal relations, ability to interpret human resource prescripts and apply them. Ability to work well under pressure and be customer focused. A valid driver's license will be an added advantage.

**DUTIES** : Supervise and undertake the more complex implementation and maintenance of human resource administration practices: HR Provisioning (Recruitment and selection, Appointments, Transfer, verification of qualifications, secretariat functions at interviews, absorptions, and probationary periods).

Implement conditions of service and service benefits. Termination of service. Recommend transactions on PERSAL according to delegations. Performance management. Prepare reports on human resource administration issues and statistics. Handle human resource administration enquiries. Supervise human resources/staff: Allocate and ensure quality of work. Personnel development. Assess staff performance.

**ENQUIRIES** : Mrs A Sokutu Tel No: (045)-858 8400

**POST 21/69** : **ADMINISTRATION OFFICER: HUMAN RESOURCE MANAGEMENT REF NO: ECHEALTH/AO-HRM/DO/21/06/2019**

**SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum (Level 07)  
: Chris Hani District Office  
: Matric plus NQF Level 6/7 National Diploma/ Degree in HRM, Industrial Psychology or related qualification with 2-3 years relevant experience or Grade 12 or equivalent with 10 years HR administration experience. Training on at least Persal Introduction will be an added advantage. A valid Code B driver's license.

**DUTIES** : Administer employee conditions of service; Leave administration; Incapacity leave; Housing/ rental allowances; Resettlement, subsistence and travel allowance; Termination of service Pension administration; Leave gratuity; remunerative overtime; recruitment and selection; appointment of new appointees; transfer of employee's in/ out; confirmation of probation; MMS and SMS salary package restructuring; assist in the Auditing processes; Supervision of subordinate's i.e PMDS, Discipline, Attendance, employee wellness and development.

**ENQUIRES** : Ms Nyoka Tel No: (045) 807 1110/1101

**POST 21/70** : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/DO/22/06/2019**  
NB: This is a re-advertisement. (Those who applied before are encouraged to apply again)

**SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum (Level 07)  
: OR Tambo District, District Office  
: Grade 12 with 10 years' relevant experience in the Public Sector or National Diploma/ Degree in Public Administration Management/ Accounting/ Logistics/ Supply Chain Management coupled with 0-2 years' experience in SCM. Sound knowledge of Contract Management guidelines, Public Service Purchasing/Procurement management, Public Finance Management Act (PFMA), PPPFA; Treasury Regulations and other relevant prescripts. Sound skills and competency in understanding and interpreting of Contracts and Service Level Agreements. Sound practical experience and knowledge in contract management. Experience in Contract Management processes and policies. Experience in BAS & LOGIS will be an added advantage. Computer literacy (MS Word, email and internet). Communication skills (written and Organizational skills; Planning and decision making skills. Good interpersonal relations. Ability to work under pressure and be self- motivated. A valid driver's license.

**DUTIES** : Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do monthly contract management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report, verify and update contract register. Maintaining lease agreement.

**ENQUIRIES** : Mr S Stuma Tel No: (047) 502 9000

**POST 21/71** : **LOGISTIC SUPPORT OFFICER REF NO: ECHEALTH/LSO/SEH/23/06/2019**

**SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum (Level 07)  
: OR Tambo District, St Elizabeth Hospital  
: Grade 12 with 10 years' relevant experience in the Public Sector or National Diploma/ Degree in Public Administration Management/ Accounting/ Logistics/ Supply Chain Management coupled with 0-2 years' experience in SCM. Sound knowledge of Public Service Purchasing/Procurement management, Public Finance Management Act (PFMA), PPPFA; Treasury

Regulations and other relevant prescripts. Sound skills and competency in understanding and interpreting of Contracts and Service Level Agreements. Sound practical experience and knowledge in contract management. Computer literacy (MS Word, email and internet). Communication skills (written and Organizational skills; Planning and decision making skills. Good interpersonal relations. Ability to work under pressure and be self- motivated.

**DUTIES** : Manage stores administration in the institution. Control procurement services. Monitor the implementation of stores procedure and prescriptions. Maintain stock levels. Do monthly contract management report, draft award letters for successful bidders. Draft services level agreements for awarded bidders, verify and update lease register as per BAS report, verify and update contract register. Maintaining lease agreement.

**ENQUIRIES** : Mr M Nozaza Tel No: (039) 253 5012

**POST 21/72** : **FINANCIAL PRACTITIONER REF NO: ECHEALTH/FP/ANH/24/06/2019**

**SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum (Level 7)  
 : Joe Gqabi District, Aliwal North Hospital  
 : Grade 12 with 10 years relevant experience in the Public Sector or National Diploma /Degree in Financial Management/Accounting or equivalent with 3 years' relevant experience. Knowledge of PERSAL/BAS and LOGIS systems. Knowledge of Public Service Regulations, Policies, Procedures, PFMA and Treasury Regulations. Good inter-personal, communication (verbal and written), supervisory and computer skills. A valid drivers' license.

**DUTIES** : Provide effective and comprehensive financial administration/resource services in the institution. Determine financial resource needs of the institution and management of accounts. Monitor expenditure patterns, reconcile accounts, rectify and report deviations. Monitor financial irregularities, draft and make recommendations pertaining to financial irregularities to divisional managers. Prepare financial reports and co-ordinate Cost Containment Committee meetings.

**ENQUIRES** : Ms Fourie Tel No: (051) 633 7700

**POST 21/73** : **IT PRACTITIONER) REF NO: ECHEALTH/ITP/NMAH/25/06/2019 (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum (Level 07)  
 : OR Tambo District, Nelson Mandela Academic Hospital  
 : A Grade 12 with EITHER A+ AND N+ (Exams Completed) with 3 years' practical experience or a recognized Degree / National diploma in IT/Computer Science. All qualifications must be SAQA recognised. At least three years of technical, in the field, working experience. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, router configuration, LAN switching, network protocols. Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines. Knowledge of desktop and infrastructure (server, switches, networks and cabling) environment Exchange Server Administration and TCP/ICP (Networking) and 802.11 (wireless) experience will be an advantage. Good interpersonal skills with strong service orientation and the ability to work under pressure. Solve problems by applying innovative thinking and encouraging a lateral approach. MUST BE in possession of a valid code 8 driver license.

**DUTIES** : Repair of computer equipment e.g. servers, pc's and printers. Installation, configuration and support of network servers, computer equipment and computer applications. Be able to access the IT environment and write a report. Support the ECDOH transversal applications. Providing software and application support to end users. Coordinate support on office automation services such as telephone systems, copiers, faxes and cellular phones etc. Overseeing and Mentoring of IT interns. Manage Information Technology Services by Monitoring local area networks performance. Render 1st line technical support to users on transversal systems and network applications. Maintain and monitor all incidents logged through a call logging system. Offer a prompt support to all District facilities with NDOH Systems applications. Oversee and Monitor District ICT projects, Monitor daily, weekly and monthly the information Security (Anti-Virus, Backup Solution), liaise with users on

request for IT requirements. Create/maintain inventory of all desktop and network related equipment. Facilitate ICT awareness sessions and promote ICT policy adherence to all users.

**ENQUIRIES** : Ms Calaza Tel no: (047) 502 4469

#### **DEPARTMENT OF HUMAN SETTLEMENTS**

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

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

**ENQUIRIES** : Mr Zolani Ntozini at 043 711 9627/ Ms Wendy Hartzenberg at 043 711 9685/Mr M. Cimela at 043 711 9774/Mr M. Kana at 043 711 9743.

**FOR ATTENTION** : Mr Z. Ntozini  
**CLOSING DATE** : 28 June 2019

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

#### **OTHER POSTS**

**POST 21/74** : **CHIEF ENGINEER: GRADE A-B REF NO: DSH03/06/2019**  
Purpose: To perform and manage all aspects of varied innovative and complex engineering activities that results in progress in technology and engineering applications and provide strategic direction in the process

**SALARY** : R1 042 827 - R1 192 365 (OSD)  
**CENTRE** : Head Office  
**REQUIREMENTS** : Formal Qualifications: Matric plus a three year degree in Engineering (B Engineering/BSC (Engineering)/ NQF level 7 relevant qualification with 6 years working experience as a registered professional engineer. Must have a valid registration with Engineering Council of South Africa (ECSA) as a professional engineer. Ability and exposure in working with project management. Good verbal and written communication skills. Ability to work independently. Must have a valid driving licence.

**DUTIES** : Engineering design and analysis effectiveness. Perform final review and approvals or audits on new engineering designs according to design

principles or theory. Co-ordination design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by sub-ordinates. Skills And Competencies: In-depth knowledge of applicable legislation and prescripts, government programmes, information management, policies and procedures, research, report writing, negotiation, networking, facilitation, computer literacy and presentation skills.

**ENQUIRIES** :

Ms Wendy Hartzenberg at (043) 711 9685.

**POST 21/75** :

**DEPUTY DIRECTOR: DESTITUTE AND VULNERABLE GROUPS AND SPU REF NO: DHS01/06/2019**

Purpose: To facilitate housing opportunities for the destitute and vulnerable groups.

**SALARY CENTRE REQUIREMENTS** :

R869 007 - R1 023 645 (Level 12) All-Inclusive Package)  
Head Office

Formal Qualifications: Matric plus a three year degree/diploma/NQF6 in Social Sciences/Public Administration/Public Management/Human Settlements with three years working experience in the relevant field or Senior Certificate with ten years working experience in the relevant field. 2 years' experience as an Assistant Director. Knowledge of the Public Service Act (PSA), Public Finance Management Act (PFMA), Housing Act and Housing Code. Good knowledge of report writing, communication, facilitation, conflict management, presentation skills. Must possess a valid driver's licence.

**DUTIES** :

Co-ordinate and manage the facilitation of destitute and other vulnerable people accessing housing opportunities. Liaise with local municipalities for provision of lists of destitute people (Aged, disabled, child headed homes, homeless, orphans etc) Co-ordinate and manage facilitation of military veterans accessing housing opportunities. Manage the process of receiving applications. Attend project preparation application. Facilitate pre-screening of potential beneficiaries. Liaise with department of Military Veterans and National Human Settlements. Manage confirmation of potential beneficiaries. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by subordinates. Advising subordinates with regards to all aspects of the work. Manage the performance and conduct of subordinates. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Skills And Competencies: Knowledge of Public Service Act, Public Financial Management Act, National Housing Code and Military Veterans Act of 2011 No 18. Knowledge of government policies and planning systems, information management and performance management. Good research, report writing, interpersonal relations, communication, facilitation, conflict management and presentation skills.

**ENQUIRIES** :

Ms Wendy Hartzenberg at 043 711 9685.

**POST 21/76** :

**DEPUTY DIRECTOR: SECTOR DEVELOPMENT PLANNING: REF NO DHS02/06/2019**

Purpose: To facilitate the development, implementation and review of various provincial and municipal human settlements multi-year development plans in line with the relevant frameworks

**SALARY CENTRE** :

R869 007 - R1 023 645 (Level 12) All-inclusive package  
Head Office



- REQUIREMENTS** : Formal Qualifications: Matric plus a three(3) year degree/diploma/NQF6 relevant qualification in Town and Regional Planning, Development Planning, Human Settlements Planning, with three (3) years working experience in the spatial or human sector planning field or Senior Certificate with ten(10) years working experience in the spatial or human sector planning field. 2 years' experience as an Assistant Director in the spatial or human sector planning field. Good knowledge of applicable spatial and human settlements/housing legislation and frameworks, human settlements programmes, information management, multi-year development policies and procedures. Capabilities – good research attributes, good analysis capability, report writing, negotiation, facilitation, networking, physical planning and presentation skills. Potential to work under pressure and tight deadlines. Computer literacy would be an advantage. A valid driver's licence is a must.
- DUTIES** : Facilitate the development, review and implementation of provincial and municipal multi-year human settlements development plans viz. development and review of provincial human settlements development 5 year plan (multi-year human settlements develop plan), 20 year spatial human settlements master plan and municipal housing sector plans], to advance integrated planning and sustainable development. Design process plans for the development and implementation of various multi-year human settlements plans. Populate various national and provincial planning templates.Design and develop provincial initiatives and programs for provision of support to municipalities for the establishment of suitable human settlements planning capacity for effective implementation of respective housing chapters of IDPs (Housing Sector Plans). Facilitate the establishment and maintenance of various planning databases. Facilitate of development and revision of provincial conditional grant business plans for funding human settlements projects for EC Province.Develop mechanisms for proper alignment of provincial and local government human settlements development plans and priorities to promote integrated planning. Populate planning templates required by National Department of human settlements and provincial Treasury. Assist in the synchronisation of the departmental procurement plan, budgeting plan and annual performance plan with conditional grant business plan. Liaise with the various critical stakeholders in the human settlements planning value chain. Participate and represent the Department in various human settlements and infrastructure planning to advance holistic development and sustainable human settlements. Manage the personnel, funds and resources allocated to the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by sub-directorate. Skills And Competencies: Knowledge of Public Service Act, Housing Code, Housing Act, Constitution, Local Government Systems Act, SPLUMA, Spatial planning prescripts and frameworks. Good strategic capability and leadership, analytic thinking, effective communication, negotiation, problem solving and analysis, financial management, analytical thinking and innovation and creative, knowledge and utilisation of technology, vast knowledge of various planning schemes.
- ENQUIRIES** : Ms Wendy Hartzenberg at (043) 711 9685.
- POST 21/77** : **DEPUTY DIRECTOR: SALARY ADMINISTRATION REF NO DHS 04/06/2019**  
Purpose: To render salary administration services
- SALARY CENTRE REQUIREMENTS** : R733 257 - R863 748 per annum (Level 11) All-inclusive package  
: Head Office  
: Formal Qualifications: Matric plus a three year degree/diploma/NQF 6 in Finance, Financial management, auditing, accounting cost management with five years' experience in the field or Senior Certificate with ten years working experience in the field. 3 years' experience as an Assistant Director. Good knowledge of applicable legislation and prescripts, Treasury Regulations, Public Service Act, Public Finance Management Act, Labour Relations Act, Income Tax Act, government programmes, information management and policies and procedures. Good research, report writing, communication, financial management, communication skills. Computer literacy. Good understanding of Persal, Bas and Vulindlela Systems. Knowledge of E.filing and Easy file. Good interpersonal and communication skills a valid driver's licence is a must.

**DUTIES** : Facilitate the rendering of salary control and management. Ensure correct and timely responses to mandates received from Human Resource Administration. Oversee validation process to ensure the completeness and correctness of documentation (transactions). Oversee printing of IRP5's. Manage preparation on submission of monthly, bi-annual and annually tax reconciliation with prescribed time frames. Approve or obtain approval for transactions. Facilitate the rendering of rebates office services. Monitor correctness and validity of current deductions. Oversee the calculation and implementation of tax deductions. Management and clearing of all suspense accounts in the department. Oversee proper recording of transaction on the PERSAL and BAS systems. Authorise or oversee the authorisation of payments on the systems. Regularly obtain reports from the systems and scrutinise for correctness. Manage the allocated resources of the sub-directorate. Ensure sound employment relations. Quality control of the work delivered by subordinates. Establish implement and maintain efficient and effective communication arrangements in the unit. The development and management of the work plan of the unit and reporting on progress as required. Manage, mentor and develop staff. Ensure that Payrolls are distributed to directorate and returned on time. Ensure that all salary payments have supporting documentation, correctly calculated, captured and approved. Manage and ensure that 3<sup>rd</sup> party deductions are paid to third parties. Skills and Competencies: Knowledge of the Public Service Act (PSA), Public Finance Management Act, Public Service Regulations, Income Tax Act, Treasury Regulations. Good strategic capability and leadership, communication, client orientation and customer focus, financial management and problem solving and analysis.

**ENQUIRIES** : Ms Wendy Hartzenberg at (043) 711 9685.

**POST 21/78** : **DEPUTY DIRECTOR: SUPPORT TO OFFICE OF THE HEAD OF DEPARTMENT REF NO DHS 05/06/2019**

Purpose: To provide executive support to the Head of Department.

**SALARY CENTRE REQUIREMENTS** : R733 257 - R863 748 per annum (Level 11) All-inclusive package  
 : Head Office  
 : Formal Qualifications: \_Matric plus a three year degree/diploma/NQF 6 in Public Management /Business Management with five years working experience in the field or Senior Certificate coupled with ten years' experience in the field. 3 years working experience as an Assistant Director. Knowledge of Public Service Act, National Housing Act, Public Finance Management Act and other relevant legislations. Computer literacy. Research, reporting writing, negotiation, interpersonal relations, communication, conflict management, presentation skill and working within a team. Must possess a valid driver's licence.

**DUTIES** : Provide technical, administrative and secretariat support services. Manage workflow control system control of return date list. Prepare draft letters and memoranda on request. Arrange meetings and take minutes/notes. Follow up on meeting resolution. Handle personal arrangements for participants/visitors (bookings). Gather information for HOD on request. Handle external enquiries. Manage HOD's diary. Provide technical and administrative support on matters pertaining to Parliament, Cabinet, Departmental and Portfolio Committees, as well as other relevant committees and structure such as FOSAD, G & A Cluster. Capture and encode submissions. Quality control of incoming and outgoing memos and submissions for correctness and completeness. Deal with internal work related queries. Gather information on issues to be discussed with HOD. Follow up on implementation of meeting resolutions, submissions and scheduled report. Maintain PSA and PFMA delegation register (delegations are developed by the assigned officials i.e. CFO and Head of Corporate Services). Dissemination of work and route letters, memos and documents. Deal with internal work related queries. Gather information on request. Initiated meetings as requested. Follow up on implementation of meeting resolutions and scheduled reports. Convey instructions of HOD and follow up of responses if required. Skills And Competencies: Knowledge of Public Service Act, National Housing Act, Public Finance Management Act, Constitution of 1996 and other relevant legislations. Research report writing, negotiation, interpersonal relations,

		communication, facilitation, analysing, conflict management and presentation skills.
<b><u>ENQUIRIES</u></b>	:	Ms Wendy Hartzenberg at (043) 711 9685.
<b><u>POST 21/79</u></b>	:	<b><u>CONTROL WORKS INSPECTOR: JOE GQABI REGION (ALIWAL NORTH)</u></b> <b><u>REF NO: 06/06/2019</u></b>
		Purpose: To ensure that inspectorate services are provided through the investigation of customer complaints, identification of new services, needs and requirements of new work and repairs and the management of the inspectorate component in line with relevant legislations, regulations and standards
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R470 040 - R553 677 per annum (Level 10)
	:	Aliwal North
	:	Formal Qualifications: Matric plus a three year degree/diploma/relevant NQF level 6 qualification in built environment (Civil, Quantity Surveying, Architecture, Town Planning and Building) with five years working experience in human settlements development or a Senior Certificate/N3 coupled with eight years working experience in human settlements development. Registration with SACPCMP will be an added advantage. Proven ability and exposure in working with project management tools. Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to work independently. A valid drivers' licence is compulsory.
<b><u>DUTIES</u></b>	:	Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and followed up. Inspects, evaluate and provide input on approval of all phases of project planning life cycle, construction and improvement on work contracted by Human Settlements Departments, as requested to ensure that the appropriate construction is completed in compliance with the plans, standards, specifications, special requirements, codes and regulations, issues correction notices as required. Performs routine semi-skilled and technical construction inspection work for environmental, water, sewer, internal roads and other regional projects and programs. Assures compliances with federal, state and local codes and standards and contractual provisions. Inspects and approves construction and installation of streets, curb, gutter, sidewalk, storm drains, sewers and waterlines, water meters, hydrants, service line, fire lines, cross connection control devices and related utilities and structures as assigned. Inspection and certification of construction works on various project sites in the Region. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance through inter alia. Ensure that the relevant project documentation for new and existing structures is compiled through inter alia. Ensuring delivery of quality and quantity on each assigned project site. Compilation of progress and quality control related reports. Skills and Competencies: Strategic Capability and Leadership, Communication, client orientation and customer focus, people management and empowerment, problem solving and analysis, financial management and programme and project management. Knowledge of public finance management act and applicable legislations and prescripts.
<b><u>ENQUIRIES</u></b>	:	Ms Wendy Hartzenberg at (043) 711 9685
<b><u>POST 21/80</u></b>	:	<b><u>SENIOR WORKSTUDY OFFICER: ORGANIZATIONAL DESIGN AND SERVICE EXCELLENCE REF NO: DHS 07/06/2019</u></b>
		Purpose: To perform organisational development services
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 - R373 167 per annum (Level 08)
	:	Head Office
	:	Formal Qualifications: __Matric plus a three year degree/diploma in Management Services /Organisation and Work Study/Industrial Psychology/Operations Management/ Production Management with three years working experience in the field. Knowledge of procedures and principles of developing and reviewing the organisational structure. Knowledge of job evaluation system applicable to the public sector. An analyst job evaluation certificate will serve as an added advantage. Knowledge of EQUATE and evaluate web based system will be an added

		advantage. Computer literacy and knowledge of Visio. Must possess a valid driver's licence.
<b><u>DUTIES</u></b>	:	Provide assistance in the development service delivery model. Data collection, data capturing. Facilitate meetings and logistics on consultations. Data analysis. Provide assistance in development of the organogram. Conduct business process mapping. Develop standard operation procedures. Analyse job profile. Develop job description and advice supervisors. Maintain the job description data base. Facilitate the signing of job description. Implement Batho Pele and Culture Change programmes. Conduct awareness on Culture Change and Batho Pele. Facilitate meetings and logistics for Public Service Month. Co-ordinate Public Service Month activities. <b>SKILLS AND COMPETENCIES:</b> Knowledge of Public Service Act, Public Service Regulations, Public Finance Management Act, Job Evaluation Policy, Job Description Policy and DPSA Circulars. Research, report writing, negotiation, organizational skills, communication, facilitation, analysing and conflict management skills.
<b><u>ENQUIRIES</u></b>	:	Ms Wendy Hartzenberg at 043 711 9685.
<b><u>POST 21/81</u></b>	:	<b><u>PROVISIONING ADMINISTRATIVE OFFICER: PROCUREMENT ADMINISTRATION REF NO DSH 08/06/2019</u></b> Purpose: To administer the department purchase services.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 - R303 339 per annum (Level 07) Head Office Formal Qualifications: Matric plus a three year degree/diploma/NQF 6 relevant qualification in SCM, purchasing/logistics management/procurement/administration/financial management/ Financial Information Systems/Sourcing Management with three years working experience in the field or Senior Certificate coupled with six years' experience in the field. Knowledge of PFMA and Treasury Regulations. Good communication skills (written and verbal). Ability to work under pressure. Computer Literacy.
<b><u>DUTIES</u></b>	:	Ensure that requisitions are captured on Bas system. Authorises requisitions and commitment on Logis System. Ensure compliance to all the reporting areas. Maintain the commitment register. Management of accruals. Check that all the necessary documents are approved by the relevant signatures. Assess staff performance for subordinates. Skills and Competencies: Knowledge of SCM practices, procurement and purchasing procedures required. Government policies and planning systems and public service regularity framework. Good communication skills, multi-tasking and supervisory skills.
<b><u>ENQUIRIES</u></b>	:	Ms Wendy Hartzenberg at 043 711 9685.
<b><u>POST 21/82</u></b>	:	<b><u>ADMIN OFFICER: GOVERNMENT INFORMATION AND COMMUNICATION TECHNOLOGY MANAGEMENT (GICTM) REF NO: DHS 09/06/2019</u></b>
<b><u>SALARY REQUIREMENTS</u></b>	:	R257 508 - R303 339 per annum (Level 07) Formal Qualifications: Matric plus a recognised three-year degree/diploma/NQF level 6 relevant qualification in Information and Communication Technology plus at least 3 years working experience in ICT technical support and ICT service management, or Senior Certificate coupled with six years working experience in ICT technical support and ICT service management. Sound IT knowledge (including hardware and software) skills. Should possess the following skills: Ability to apply technical/professional skills. Knowledge of PFMA and Public Service Act and Regulations. Ability to accept responsibility, work independently, and produce good quality of work. Must be a team player, flexible, reliable, and have good verbal and written communication skills. Must have good interpersonal relations, planning and execution skills and good leadership skills.
<b><u>DUTIES</u></b>	:	Responsible for providing ICT technical service support and coordinating the Government Information Communication Technology Management by rendering an effective administrative support to the GICTM office. Ensure quality and satisfaction levels with existing ICT services. Remain high during implementation of major new ICT services and initiatives. Logging of user/employee calls and call log analysis. Provide first line support to all

departmental users. Compile reports on IT support Services. Solve issues that arise with both hardware and software from users. Provide functional and operational support on departmental computer systems. Provide administrative support services for GICTM. Ensure the effectiveness of information and documents to and from the Office. Ensuring safekeeping of all documentation in the office in-line with the legislation and policies. Provide functional support to GICTM Office: Compile and coordinate procurement plans for the unit which is aligned with the budget and monitor the expenditure and implementations of the procurement plans. Render general administrative support to the unit by collecting, analysing and collating of information as requested by the Supervisor, drafting of correspondence (submissions, letters and reports) as instructed by the Supervisor. IT Service Management and IT Admin Support service. Skills And Competencies: Computer Literacy, Excellent Communication Skills, Administration Skills, Interpersonal Skills, Organizational Skills, Typing and Writing skills, Minute taking and reporting skills.

**ENQUIRIES** : Ms Wendy Hartzenberg at (043) 711 9685

**DEPARTMENT OF RURAL DEVELOPMENT AND AGRARIAN REFORM**

**APPLICATIONS** : Post to: Head Office: The Director: Corporate Services Admin Support, Department of Rural Development and Agrarian Reform, Private Bag X0040, Bhisho, 5605. Hand Delivery: Human Resources Section, Room No: 1103, Dukumbana Building, Independence Avenue, Bhisho.

**CLOSING DATE** : 28 June 2019

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

**ENQUIRIES** : can be directed to Ms K Mngxekeza 040 602 5062, Ms N Dwayi 040 6025122 or Mr KM Javu 040 602 5144.

**MANAGEMENT ECHELON**

**POST 21/83** : **CHIEF DIRECTOR: VETERINARY SERVICES REF NO: DRDAR 01/06/2019**

**SALARY** : R1 189 338 - R1 422 012 per annum (Level 14)  
**CENTRE** : Head Office (Bhisho)

**REQUIREMENTS** : A qualification at NQF Level 8 as recognized by SAQA in Veterinary Science (B.V.Sc, B.V.M.Ch or equivalent) and registration with the SA Veterinary Council. At least 5 years' experience in Senior Management Services. Knowledge of Veterinary and Agricultural related legislation; Public Service Legislation and Regulations and Policies. Must possess the following core competences: Strategic Management and Leadership, People Management and Empowerment. Programme and Project Management, Financial

		Management, Change Management. Must possess process competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. A valid driver's license Code (EB) is essential. Candidates will be subjected to a SMS competency assessment.
<b><u>DUTIES</u></b>	:	Manage and coordinate the provisioning of animal health services and compulsory community service. Manage and coordinate the implementation of animal health services and compulsory community service. Manage and coordinate the strategies of dipping of cattle. Manage and coordinate the strategies of the animal vaccination and treatment. Manage and coordinate the implementation of sheep scab control. Provide services of export facilitation and veterinary public health services: Provide strategies for registration of export establishments. Coordinate and manage the monitoring of the registration of export establishments. Manage and co-ordinate the inspection of compliance. Manage and co-ordinate the registration of abattoirs. Manage and co-ordinate inspections of abattoirs for compliance. Provide plan to monitor illegal slaughtering. Provide the veterinary diagnostic and analytical services: Provide and maintain support services to animal health and VPH. Process samples for animal diagnosis of diseases. Conduct surveillances for prevalence of animal diseases. Manage the allocated resources of the Chief Director in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential; provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Management of assets.
<b><u>ENQUIRIES</u></b>	:	Ms K Mngxekeza Tel No: 040 602 5062
<b><u>POST 21/84</u></b>	:	<b><u>DIRECTOR: RISK, ANTI-CORRUPTION AND INTEGRITY MANAGEMENT REF NO: DRDAR 02/06/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R1 005 063 – R1 183 932 per annum (Level 13) Head Office (Bhisho) A qualification at NQF level 7 as recognized by SAQA in Public Administration/ Forensic Investigation/ Finance & Legal Studies. Post grad studies on Criminal Justice and Forensic Investigation will be an added advantage. At least 5 years' relevant experience at middle or senior managerial level·Knowledge of Risk, Anti- Corruption, Integrity Management regulatory framework. Must possess the following core competences: Strategic Management and Leadership, People Management and Empowerment. Programme and Project Management, Financial Management, Change Management. Must possess process competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. A valid driver's license Code (EB) is essential. Candidates will be subjected to a SMS competency assessment.
<b><u>DUTIES</u></b>	:	Manage the development of Risk, Anti-corruption and Integrity Management governance tools. Develop and monitor implementation of the departmental policies and plans, including risk registers. Monitor the implementation of the departmental code of ethics. Identify units with challenges in the implementation of the plan. Facilitate capacity building workshops. Conduct investigations on fraud and corruption perpetrated against the Department. Report on the risk, fraud, anti-corruption and integrity management. Manage the allocated resources of the section in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the sub-directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilisation (value for money) of allocated resources. Direct, manage and account for the utilisation of the resources.
<b><u>ENQUIRIES</u></b>	:	Ms K Mngxekeza Tel No: 040 602 5062

<b><u>POST 21/85</u></b>	:	<b><u>DIRECTOR: STRATEGIC PLANNING REF NO: DRDAR: 03/06/2019</u></b>
<b><u>SALARY</u></b>	:	R1 005 063 – R1 183 932 per annum (Level 13)
<b><u>CENTRE</u></b>	:	Head Office (Bhisho)
<b><u>REQUIREMENTS</u></b>	:	NQF level 7 as recognized by SAQA in Public Management/ Social Sciences. At least 5 years' relevant experience at middle or senior managerial level. Must possess the following core competences: Strategic Management and Leadership, People Management and Empowerment. Programme and Project Management, Financial Management, Change Management. Must possess process competencies: Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, Client Orientation and Customer Focus, Communication. A valid driver's license Code (EB) is essential. Candidates will be subjected to a SMS competency assessment.
<b><u>DUTIES</u></b>	:	Provide strategic planning that support services to the department: Develop the Five Year Strategic Plan which is aligned to the PDP and NDP vision 2030. Interpret Executing Authority priorities and strategic direction on commercialization of the agriculture and rural development sector. Develop a Results-Chain Model of planning in the Department. Facilitate strategic and performance planning sessions of the Department. Co-ordinate the development of departmental strategic and operational plans with a view to an integrated approach to and linking of priorities and budgetary requirements to outputs and outcomes. Ensure external alignment of departmental strategic and operational planning. Facilitate the implementation of strategic and operational plans. Identify gaps and conduct research to strengthen the departmental strategic planning process. Manage the monitoring and evaluation of strategy implementation: Develop and maintain monitoring and evaluation framework. Develop and maintain systems to ensure the timeous submission of quality progress reports across all the spheres of the department. Provide support to the all components in setting-up policy implementation monitoring & evaluation, and reporting systems. Provide technical support across the department. Develop and implement monitoring and evaluation principles and practices. Conduct Evaluation of service delivery focusing on outcomes and impacts. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential; provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Management of assets.
<b><u>ENQUIRIES</u></b>	:	Ms K Mngxekeza Tel No: 040 602 5062
<b><u>POST 21/86</u></b>	:	<b><u>CHIEF ENGINEER GRADE A: (2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 042 827 - R1 192 365 per annum (OSD)
<b><u>CENTRE</u></b>	:	Amatole District Ref No: DRDAR: 04/06/2019 OR Tambo District Ref No: DRDAR: 05/06/2019
<b><u>REQUIREMENTS</u></b>	:	A recognized BSc degree in Agricultural Engineering or Civil Engineering, with 6 (six) years post qualification experience. Compulsory registration with Engineering Council of South Africa (ECSA) as a registered professional Engineer. Programme or project management course will be an added advantage. Knowledge of local government sector / municipalities and municipal electrification programme would also be an added advantage Computer literacy; presentation, communication, liaison, coordination, planning and organizing skills are considered. Code EB driver's license is compulsory.
<b><u>DUTIES</u></b>	:	Coordinate and approve the planning, design, preparation of specifications and tender documents, contract management and construction supervision for the development of agricultural infrastructure in the district as professional engineer. Perform final review and approvals or audits on new engineering designs according to design principle of theory. Co-ordinate design efforts and integration across disciplines to ensure integration with current

technology. Pioneering of new engineering services and management methods. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Manage the development, motivation and utilization of human resources. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**OTHER POSTS**

**POST 21/87** : **DEPUTY DIRECTOR: EXPORT CONTROL & VETERINARY PUBLIC HEALTH REF NO: DRDAR 06/06/2019**

**SALARY** : R869 007 – R1 023 645 (Level 12)  
**CENTRE** : Head Office/ DOHNE  
**REQUIREMENTS** : A qualification at NQF level 8 in Veterinary Science on in veterinary medicine. The incumbent must be registered with the South African Veterinary Council (SAVC) as a Veterinarian in accordance with the Veterinary and Para-Veterinary Professions Act, 1982 (Act 19 of 1982). At least 6 years' appropriate experience as a Veterinarian in the Public Service. Knowledge of the Meat Safety Act, 2000 (Act No. 40 of 2000), Animal Disease Act, 1984 (Act No. 35 of 1984), Principles of Export Certification, Veterinary Procedural Notices, EU Directives and working knowledge of the PFMA, Animal Welfare Legislation such as "Animal Protection Act and Performing Animal Protection Act." Experience in auditing of food and export establishments will be an added advantage. The incumbent must be computer literate and have a valid driver's license. Candidates will be subjected to a competency assessment.

**DUTIES** : Manage the implementation of the Meat Safety Act No. 40 of 2000 and other relevant legislation in the Province in order to promote safety of meat and meat products. This entails, amongst others, keeping of an updated database of registered abattoirs and meat inspection personnel, evaluation of abattoir plans, overseeing and monitoring implementation of Independent Meat Inspection process. Facilitate export of animals and animal products through regular auditing of export establishments and export certifying State Veterinary Offices in the Province. Perform administrative and related functions, which would include, but not limited to, timeous compilation and submission of monthly and quarterly reports, including risk reports, avian influenza surveillance data and export listing data to DAFF, operational plans and annual performance plans. Manage all Veterinarians that are responsible for Export Control and other related matters at Districts.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/88** : **DEPUTY DIRECTOR: AGRICULTURAL EDUCATION, TRAINING AND QUALITY ASSURANCE REF NO: DRDAR: 07/06/2019**

**SALARY** : R869 007 – R1 023 645 per annum (Level 12)  
**CENTRE** : Head Office  
**REQUIREMENTS** : A qualification at NQF 7 level in Agricultural Education/ Quality Assurance. Master's degree an added advantage. A minimum of 5 years' appropriate experience of which 3 years should be at managerial level and within the AET fraternity. Thorough knowledge and understanding of the Skills Development Act, Skills Levies Act, SAQA Act, HET / FET Acts and AET Strategy of 2005. Good understanding of the different education bands and the manner in which it functions. Knowledge of the management of training institutions, Strategic Leadership abilities. Creative and analytical thinking as well as problem solving abilities. Excellent communication and presentation skills. A valid driver's license is essential. Candidates will be subjected to a competency assessment.

**DUTIES** : Co-ordinate training needs assessments that are used for accessibility, responsiveness and quality education and training for agriculture and rural development towards sustainable rural development livelihood. Manage



stakeholder formation as stipulated in the AFFET Strategy that co-ordinate and harmonize education and training policies. Evaluate and enhance agricultural training, education and formation in the Province. Co-ordinate Tertiary Education Institutes in order to prevent duplication. Ensure adequate coverage of all aspects of Agric business and production in education and training. Liaise with Institutions of Higher Learning. Manage departmental training institutions. Liaise with Agric Seta, national departments and the Provincial Agric Education and Training Forum Facilitate the implementation of the Agricultural Education Training Strategy. Provide a conducive environment to enhance service delivery by monitoring of budget for the AET & QA sub-directorate and translating policies and priorities into implementation as follows: Manage the allocated resources in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/89** : **DEPUTY DIRECTOR: VETERINARY SERVICES REF NO: DRDAR: 08/06/2019**

**SALARY CENTRE REQUIREMENTS** : R869 007 – R1 023 645 per annum (Level 12)  
 : Amatole District  
 : An appropriate qualification at NQF Level 7 in Veterinary Science (B.VSc or B.VMch) and registration with the SA Veterinary Council. A valid driver's license. A minimum of five years at Assistant Director Level in the field of veterinary services. Knowledge of the animal disease act, animal health act, PFMA, BCOEA and Labour Relations Act and computer literate. Dispose of dynamic communication, negotiation and interpersonal skills. A valid driver's license is essential. Candidates will be subjected to competency assessment.

**DUTIES** : Facilitate implementation of Animal Disease Act (Act 35 of 1984), Meat Safety Act (Act 40 of 2000) and Animal Disease Surveillance and Control. Enforce compliance with Animal Disease Act 35 of 1984 and Meat Safety Act 40 of 2000. Responsible for implementation of primary health care programme and mentoring of State Veterinarians on compulsory community service. Play a leading role animal identification and livestock improvement. Handle administrative functions emanating from these activities including HR and financial management.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/90** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: DRDAR: 09/06/2019**

**SALARY CENTRE REQUIREMENTS** : R733 257 – R863 748 per annum (Level 11)  
 : Alfred Nzo  
 : A qualification at NQF 7 level in Commerce / Accounting / Supply Chain Management / Logistics / Purchasing Management / Auditing. At least 3 years' relevant experience at supervisory/ management level (Assistant Director Level). Ability to interact at both strategic and operational level. Thorough knowledge of Supply Chain Management, Asset Management, Tender Procedures, Procurement Procedures, Fleet Services and Logistics. Understanding of the public service regulatory framework such as the PFMA and Treasury Regulations. Good interpersonal, negotiation, people management and empowerment skills. A valid driver's license (Code EB) is essential. Candidates will be subjected to a competency assessment.

**DUTIES** : Responsible for Supply Chain Management, Asset Management, Acquisition, Contracts Management, Demand Management, Logistics and Disposal. Render advisory services to the Departmental Bid Evaluation Committee. Advise management on SCM best practices. Generate management reports related to SCM for senior management and other relevant organs of state. Human Capital and Financial Management of the unit.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/91** : **DEPUTY DIRECTOR: CONTRACTS AND SUPPLIER PERFORMANCE REF NO: DRDAR: 10/06/2019**

**SALARY** : R733 257 – R863 748 per annum (Level 11)

<b><u>CENTRE REQUIREMENTS</u></b>	: Head Office : A qualification at NQF 7 level or equivalent qualification in Law/ LLB. At least 5 years' relevant experience, of which at least three years must be at an Assistant Director level. Specialisation in Contract Management is Proficiency in the application of the MS Office Package (Word, Power Point and Excel). Valid Drivers' License. Note: Admission as an Attorney or Advocate will be an added advantage. Competencies: Knowledge of policy development and implementation. Knowledge of relevant organisational and government structures. Knowledge of relevant legislation. Knowledge of SCM regulations, practice notes, circular and policy frameworks. Knowledge of BBBEE Act 53 of 2003. Knowledge of contract management in the public sector environment and knowledge of PFMA and Treasury regulations. Experience in the management of major contracts and Project management. Accountability and Ethical conduct. Good communication skills. Client orientation and customer focus. Problem solving and analysis.
<b><u>DUTIES</u></b>	: Development of standard service level agreements and contracts. Ensure that the activities outlined in the contracts are performed after the contract is awarded. Monitor and evaluate implementation in terms of contract and ensure that all contracts are legally vetted. Manage and oversee all departmental contracts and ensure compliance. Identify and manage contract risks. Monitor supplier performance. Maintain the defaulting suppliers register. Manage the effective, economical and efficient utilization of the Sub Directorate's physical, financial and human resources.
<b><u>ENQUIRIES</u></b>	: Ms K Mngxekeza Tel No: 040 602 5062
<b><u>POST 21/92</u></b>	: <b><u>DEPUTY DIRECTOR: BUDGET REPORTING REF NO: DRDAR: 11/06/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R733 257 – R863 748 per annum (Level 11) : Head Office : A qualification at NQF 7 level in Commerce/Accounting/Economics/Public Finance/Management Accounting or equivalent. A minimum of 3 years' experience in the management of the budget process and reporting, procurement policies and procedures, administrative and organisational skills and labour prescripts. Sound understanding of basic accounting principles. Sound knowledge and understanding of the PFMA. Ability to conduct financial analysis, prepare reports and financial proposals related to the Department's strategic and operational plans. Strong analytical skills. Good interpersonal relations. Ability to work effectively with officials across all levels within the Department. Strong computer skills, especially Excel, Word and the specific management accounting system in the Province/Department. Ability to organise multiple and complex tasks. Ability to analyse figures and provide financial solutions to the Department. Strong managerial skills. Ability to manage a team of people. Strong attention to detail. Communication skills (writing, verbal and reading). 2 or more years' managerial experience in the post that is related to the duties above.
<b><u>DUTIES</u></b>	: Plan and manage the annual budget process in accordance with both National and Provincial frameworks. Develop Focus Plans and a Management Accounting Calendar for the Department, Rendering budget process advice. Preparing budget and briefing presentations and workshops. Allocating the financial resources to competing priorities. Communicating the allocated budget to all stakeholders within the Department at different intervals. Coordinating, overseeing and managing budget compilation in line with the PFMA/Treasury Regulations and Treasury Guidelines. Ensuring alignment between the Annual Performance Plan (APP) and the Departmental budget. Confirming that the Department's budget and programmes on the system are in line with the Budget Statement. Providing expenditure projections after the tabling of the budget, in terms of Section 40 of the PFMA. Formulate and implement a costing methodology approach and funding model options for the Department including, but not limited to, activity-based costing etc, Manage the preparation of the following expenditure reports. Monthly expenditure report (both programmes and infrastructure) for the different units within the Department and for Departmental Executive Committees. Monthly revenue and expenditure reports for external stakeholders. Managing the preparation of the appropriation statement for inclusion in the Annual Financial Statements

(AFS). Render advice on expenditure and revenue management. Coordinate inputs to monthly/quarterly financial and non-financial information, Research and analyse in-year expenditure and revenue trends. Monitor the compliance issues in line with the PFMA, Treasury Regulations and Divisions of Revenue Act. Ensure that the Department has and maintains an efficient and effective system of budget, cash flow management and expenditure reporting, Assist the Financial Accounting Unit in relation to the cash management activities by confirming budget and rendering advice.

**ENQUIRIES** :

Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/93** :

**DEPUTY DIRECTOR: PERSONNEL PRACTICE REF NO: DRDAR: 12/06/2019**

**SALARY CENTRE REQUIREMENTS** :

R733 257 – R863 748 per annum (Level 11)  
(Head Office)

A qualification at NQF 7 level or equivalent qualification in Human Resources or related field. Minimum 3 years' as an Assistant Director level in similar environment. Proficiency in the application of the MS Office Package (Word, Power Point and Excel). Valid Drivers' License. Competencies: In depth knowledge of legislative framework that governs the Public Service. Specialisation in Performance Management. Applied Strategic Thinking. Knowledge of policy development and implementation. Knowledge of relevant organisational and government structures. Good communication skills. Client orientation and customer focus. Problem solving and analysis.

**DUTIES** :

Develop and review the Departmental PMDS Policy. Manage and monitor implementation of performance management development system. Establish partnerships with Departmental programmes to execute relevant PMDS Processes. Implement systems and processes to ensure that Departmental programmes meet the PMDS objectives in line with the PMDS policy and DPSA directives. Provide support to programmes with regards to PMDS implementation. Provide strategic guideline to the planning, managing and implementation of PMDS. Ongoing capacitation of employees and management on the policy. Facilitate the awarding of performance incentives. Monitor adherence to the incentive policy framework. Provide technical advice and support during the moderation processes: Prepare and consolidate reports. Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation. Manage and monitor implementation of performance management development system. 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** :

Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/94** :

**PRODUCTION SCIENTIST: SOIL SCIENCE (GRADE A) REF NO: DRDAR: 13/06/2019**

**SALARY CENTRE REQUIREMENTS** :

R618 732 – R666 540 per annum (OSD)  
Amatole

A qualification at NQF level 7 in Agriculture having majored in Soil Science. Compulsory registration with SACNASP as a Professional. At least three (3) years appropriate post qualification experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.

**DUTIES** :

Develop and implement scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including HR and Financial Management.

**ENQUIRIES** :

Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/95** : **PRODUCTION SCIENTIST (GRADE A): DIARY REF NO: DRDAR 14/06/2019**

**SALARY** : R618 732 – R666 540 per annum (OSD)

**CENTRE** : DOHNE

**REQUIREMENTS** : A qualification at NQF level 7 in Agriculture – Animal Science majoring in dairy science. Compulsory registration with SACNASP as a Professional scientist. Qualification at NQF 8 will be an added advantage. At least three (3) years appropriate post qualification experience in the dairy industry or feed industry. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential.

**DUTIES** : Responsible for providing academic support to the animal health training, research and continuing education in the area of animal science. To run the dairy in accordance with prescripts and ensure productivity. Develop and implement scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Research and Development. Handle administrative functions emanating from these activities, including student management, HR and Financial Management.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/96** : **PRODUCTION SCIENTIST (GRADE A): PASTURE SCIENCE REF NO: DRDAR 15/06/2019**

**SALARY** : R618 732 – R666 540 per annum (OSD)

**CENTRE** : Alfred Nzo District

**REQUIREMENTS** : A qualification at NQF level 7 in Agriculture having majored in Livestock/ Pasture Science. Compulsory registration with SACNASP as a Professional scientist. At least three (3) years appropriate post qualification experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis, presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis.

**DUTIES** : Develop and implement scientific methodologies, policies, systems and procedure. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including HR and Financial Management.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/97** : **PRODUCTION SCIENTIST (GRADE A): ANIMAL SCIENCE REF NO: DRDAR 16/06/2019**

**SALARY** : R618 732 – R666 540 per annum (OSD)

**CENTRE** : DOHNE

**REQUIREMENTS** : A qualification at NQF level 7 in Agriculture having majored in Animal Science. Compulsory registration with SACNASP as a Professional scientist. Candidates with an NQF 8 qualification will be an added advantage. At least three (3) years appropriate post qualification experience. The following technical and generic competencies are required: Program and project management, scientific methodologies and models, research and development, computer aided scientific application, knowledge of legal compliance, technical report writing, creating a high performance culture, professional judgment, data analysis, policy development and analysis,

presentation skills, mentoring, decision making, team leadership, creativity, customer focus and responsiveness, communication, networking, computer literacy, people management, planning and organizing, conflict management, change management and problem solving and analysis. A valid driver's license is essential. Candidates will be subjected to a competency assessment.

**DUTIES** : Responsible for providing academic support to the animal health training, research and continuing education in the area of animal science. To run the farm facility and responsible for animal production. Develop and implement scientific methodologies, policies, systems and procedures. Perform scientific analysis and regulatory functions. Research and development. Handle administrative functions emanating from these activities, including student management, HR and Financial Management.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/98** : **STATE VETERINARIAN (X7 POSTS)**

**SALARY** : R733 257 – R863 748 per annum (Level 11)  
**CENTRE** : Amatole Ref No: DRDAR: 17/06/2019  
Western District Ref No: DRDAR: 18/06/2019  
Alfred Nzo District Ref No: DRDAR: 19/06/2019  
OR Tambo District Ref No: DRDAR: 20/06/2019  
Chris Hani Ref No: DRDAR: 21/06/2019 (X3 Posts)

**REQUIREMENTS** : An appropriate qualification at NQF Level 7 in Veterinary Science (B.VSc or B.VMch) and registration with the SA Veterinary Council. A valid driver's license. Knowledge of the animal disease act, Act 35 of 1984, PFMA, BCOEA and Labour Relations Act and computer literate. Dispose of dynamic communication, negotiation and interpersonal skills. A valid driver's license is essential. Candidates will be subjected to competency assessment.

**DUTIES** : Facilitate implementation of Animal Disease Act (Act 35 of 1984), Meat Safety Act (Act 40 of 2000) and Animal Disease Surveillance and Control. Enforce compliance with Animal Disease Act 35 of 1984 and Meat Safety Act 40 of 2000. Responsible for implementation of primary health care programme and mentoring of State Veterinarians on compulsory community service. Play a leading role animal identification and livestock improvement. Handle administrative functions emanating from these activities including HR and financial management.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/99** : **CONTROL ANIMAL HEALTH TECHNICIAN REF NO: DRDAR: 22/06/2019**

**SALARY** : R470 040 – R553 677 per annum (Level 10)  
**CENTRE** : Amatole District

**REQUIREMENTS** : An appropriate qualification at NQF 7 in Animal Health. Proof of Registration with the South African Veterinary Council. At least 6 years' appropriate experience of which 3 years must be at Chief or Senior Animal Health Technician level. Knowledge of Animal Health Regulatory Support Service in terms of the Animal Health Diseases Act (Act 35/1984). Knowledge of Animal Health Extension Methodology and Project Planning. Self-management, Financial management, People management, Change management, conflict management, Customer focus and responsiveness, Planning and organizing, Communication, presentation, Interpersonal skills, Advanced computer skills, A valid driver's license (Code EB), Candidates will be subjected to a competency assessment.

**DUTIES** : The successful candidate will be responsible for the co-ordination and management of animal Health activities in terms of the Animal Health Diseases Act (Act 35 of 1984). Manage the detection, prevention, eradication and control of controlled and notifiable animal diseases and zoonosis through. Vaccinations for animal diseases, inspections of livestock for the presence of controlled and notifiable diseases. Perform campaigns and other activities aimed at eradicating the spread of animal diseases, manage the support service to the State Veterinarian with regard to animal disease control, reproduction and production advancement, sample collection and law enforcement Identify challenges and shortcomings in Animal Health Extension and take initiative in resolving them Coordinate and facilitate in

		Animal Health Extension Services. Coordinate the training of Animal Health Technicians. Provide guidance to Technicians and advisors. Ms K Mngxekeza Tel No: 040 602 5062
<b><u>ENQUIRIES</u></b>	:	
<b><u>POST 21/100</u></b>	:	<b><u>ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: DRDAR: 23/06/2019</u></b>
<b><u>SALARY</u></b>	:	R376 596 – R443 601 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 6/7 in National Diploma/Degree in Industrial Engineering / Operations Management / Management Services / Industrial Psychology and a Job Evaluation Certificate, 3 years relevant experience at supervisory level, ability to interact at strategic and operational level, extensive knowledge of Organization Design, Organizational Functionality Assessment (OFA) & tools, Business Process Mapping and Tools, Job Evaluation System and Tool (EVALUATE), Performance Management, Problem Solving and Decision Making. Good understanding of the Public Service Regulatory Framework, people management and empowerment and good interpersonal skills. Ability to work with Microsoft Outlook, PowerPoint, MS Word, Visio, Excel and other relevant software packages. A valid driver's license is essential. Candidates will be subjected to a competency assessment.
<b><u>DUTIES</u></b>	:	Review and redesign departmental Organisational structure, facilitate the processes in conducting a diagnosis analyses and compile diagnostic reports, develop and maintain organizational structures, consult proposed functional and post structures with internal and external stakeholders, compile OD reports, implement and maintain post establishment, conduct Business Processes Mapping (BPM) and develop Standard Operating Procedures (SOPs), identify and priorities processes to be mapped, conduct business process modelling, analysis and improvement, facilitate the development of job descriptions and maintain a database thereof, Co-ordinate and ensure implementation of Job Evaluation System, identify all positions that are due for a job evaluation process, conduct job analysis, present preliminary results to the relevant Job Evaluation Structures, generate reports. Manage the allocated resources of the unit in line with legislative and Departmental Policy Directives and comply with corporate governance and planning imperatives.
<b><u>ENQUIRIES</u></b>	:	Ms K Mngxekeza Tel No: 040 602 5062
<b><u>POST 21/101</u></b>	:	<b><u>ASSISTANT DIRECTOR: RECRUITMENT AND SELECTION REF NO: DRDAR: 24/06/2019</u></b>
<b><u>SALARY</u></b>	:	R376 596 – R443 601 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF level 6 in HR Management / Public Management. At least 3-5 years' relevant experience of which 3 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resource Administration, Performance Management, Human Resource Development, Employee Relations and Wellness Programmes. Good understanding of the Public Service Regulatory Framework. Experience in working on PERSAL System. People management and empowerment skill, good interpersonal skill. Ability to work with Microsoft Outlook, PowerPoint, MS Word, Excel and other relevant software packages. A valid driver's license is essential. Computer literacy. Candidates will be subjected to a competency assessment.
<b><u>DUTIES</u></b>	:	Co-ordinate recruitment and selection processes. Manage human resource benefits. Monitor the processing of allowances. Manage human resource provisioning services in relation to (Relocations, Transfers, Grade Progressions, Translations and Secondment, Structuring of MMS / SMS packages, Probations etc). Develop and implement best practice policies and models for HR Provisioning. Provide guidance and support to District Offices and line managers on recruitment and HR matters. Ensure compliance with HR policies and other related legislation/s. Ensure data acquisition, analysis, information management and reporting in terms of Employment Practices. Manage HR Registry services. Manage the resources of the unit.
<b><u>ENQUIRIES</u></b>	:	Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/102** : **ASSISTANT DIRECTOR: LOGISTICS (RATU) REF NO: DRDAR: 25/06/2019**

**SALARY** : R376 596 – R443 601 per annum (Level 09)

**CENTRE** : Head Office

**REQUIREMENTS** : A qualification at NQF 7 level in Commerce / Accounting / Supply Chain Management / Logistics / Purchasing Management / Auditing/Public Management majoring in Supply Chain Management or Public Procurement. At least 3 years' relevant experience at supervisory level. Computer skills in Microsoft Office Applications. Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts. Traceable working experience in Procurement, Transport, LOGIS and BAS. Knowledge of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, B-BBEE and BAS and LOGIS systems and other relevant prescripts. Knowledge of office procedure and Bid Administration, Decision making, Background in procurement or competencies in administration of bids. Computer skills, Problem solving, writing skills, Creativity, highly motivated, Good understanding of Logistics and or Transport management processes and ability to work under pressure. A valid driver's license (Code EB) is essential.

**DUTIES** : Management and control of LOGIS. Monitor supplier registration on LOGIS. Provide training to staff on the LOGIS system. Ensure that LOGIS is integrated into all systems of the department Monitor commitments and re-commitments on the systems. Facilitate implementation of LOGIS within the department. Management and control of the departmental transport. Management and the handling of accidents, damages to vehicles, stolen vehicles, theft and losses. Management and control of purchasing stores, equipment and services. Management and control of contract administration. Compile and analyse management reports from various strategic activities. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Ensure the effective and efficient supervision of staff.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/103** : **ASSISTANT DIRECTOR: CORPORATES SERVICES REF NO: DRDAR: 26/06/2019**

**SALARY** : R376 596 – R443 601 per annum (Level 09)

**CENTRE** : DOHNE

**REQUIREMENTS** : A qualification at NQF level 6 in Human Resources Management / Public Management. At least 3-5 years' experience in human resources, of which 2 years must be at supervisory level. Ability to interact at strategic and operational level. Extensive knowledge of Human Resources Administration, Performance Management, Human Resources Development, Employee Relations and Wellness Programmes. Good understanding of the Public Service Regulatory Framework. Experience in working on PERSAL system. People management and empowerment skill. Good organizing & facilitation skills, verbal and written communication skills. Good interpersonal skills. A valid driver's license is essential. Computer literacy.

**DUTIES** : Provide HRM, HRD, Employee Relations, Employee Health and Wellness Services in the District / Centre. Facilitate the recruitment process. Process applications for service benefits and exists within the Districts. Implement and ensure compliance with policies and procedures. Liaise with customers and stakeholders. Provide HRM & Development advice to management and staff in the District / Centre. Maintain and administer PERSAL information including leave applications. Prepare Human Resources reports, staff procurement, training and development, service conditions, appointments, staff exits and transfers. Manage Corporate Services in respect to ICT and Office Services.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

<b><u>POST 21/104</u></b>	:	<b><u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT</u></b>
<b><u>SALARY CENTRE</u></b>	:	R376 596 – R443 601 per annum (Level 09) Western Ref No: DRDAR: 27/06/2019 OR Tambo Ref No: DRDAR: 28/06/2019
<b><u>REQUIREMENTS</u></b>	:	A qualification at NQF 7 level in Commerce / Accounting / Supply Chain Management / Logistics / Purchasing Management / Auditing/ Public Management majoring in Supply Chain Management or Public Procurement. At least 3 years' relevant experience at supervisory level. Computer skills in Microsoft Office Applications. Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts. Traceable working experience in Procurement, LOGIS and BAS. Knowledge of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, B-BBEE and BAS and LOGIS systems and other relevant prescripts. Knowledge of office procedure and Bid Administration, Decision making, Background in procurement or competencies in administration of bids. Computer skills, Problem solving, writing skills, Creativity, highly motivated, Good understanding of Logistics management processes and ability to work under pressure. A valid driver's license (Code EB) is essential.
<b><u>DUTIES</u></b>	:	Ensure effective Bid Administration services through compilation of bid documents, notification, and invitation and evaluation of bids/quotations/proposals. Continuous evaluation and monitoring of the appropriateness and effectiveness of departmental policies with regard to Acquisition management. Analyse bids and proposals, ensure that the specifications are legal, and comply with government policies. Provide support to all departmental bid committees. Render support to the monitoring and implementation of internal control systems in order to meet delivery expectations. Ensure that proper and adequate processes are in place to update and maintain the bid processes in line with appropriate legislation. Provide strategic support, advice and guidance to all Responsibility Managers to ensure compliance with Supply Chain Management regulations. Management of staff.
<b><u>ENQUIRIES</u></b>	:	Ms K Mngxekeza Tel No: 040 602 5062
<b><u>POST 21/105</u></b>	:	<b><u>ASSISTANT DIRECTOR: COMPLIANCE REF NO: DRDAR: 29/06/2019</u></b>
<b><u>SALARY CENTRE</u></b>	:	R376 596 – R443 601 per annum (Level 09)
<b><u>REQUIREMENTS</u></b>	:	Head Office B-degree (NQF level 7) or equivalent qualification with Internal Auditing / Auditing and Accounting or related subjects as majors. 3 to 5 years' appropriate experience in Internal Audit. Membership of Institute of Internal Audit (IIA). Proficiency in the MS Office Package (Word, PowerPoint and Excel). Valid driver's license. Note: Relevant Post Graduate Diploma; registration as CIA; knowledge of TeamMate and ACL will be added advantages. Competencies: Candidates must possess extensive knowledge of Auditing and an in-depth knowledge of the International Standards for Professional Practice of Internal Auditing. Knowledge of the Treasury Regulations and Public Finance Management Act (PFMA). Good interpersonal and communication skills. Effective Report writing skills. Planning and organizing skills. Project management and communication skills.
<b><u>DUTIES</u></b>	:	Evaluate the internal control systems, risk management and governance process of the department. Plan the audit projects. Develop adequate audit programmes. Execute audit programme by gathering all relevant data. Coach, lead, train and supervise the audit team. Document all audit findings and provide supporting evidence. Compile audit reports and discuss with the client. Conduct internal audits in compliance with the International Standards for professional Practice of Internal Auditing. Perform follow up reviews to ensure that agreed action plans have been implemented. Build relationships with clients, external auditors, and other assurance providers.
<b><u>ENQUIRIES</u></b>	:	Ms K Mngxekeza Tel No: 040 602 5062
<b><u>POST 21/106</u></b>	:	<b><u>SENIOR AGRICULTURAL ADVISOR REF NO: DRDAR: 30/06/2019</u></b>
<b><u>SALARY</u></b>	:	R376 596 – R443 601 per annum (Level 09)



<b><u>CENTRE REQUIREMENTS</u></b>	:	Mpofu
	:	A qualification at NQF level 7 in Agriculture. Compulsory Registration with SACNASP. At least 3-5 years' appropriate experience in the field of extension and advisory services. Knowledge of Agriculture Extension Methodology and Project Planning, Change management, Conflict management, Customer focus and responsiveness. Planning and organizing skills, Communication skills, Presentation skills, Interpersonal skills. Computer skills. A valid driver's license is essential. Candidates will be subjected to a competency assessment.
<b><u>DUTIES</u></b>	:	Coordinate the implementation of all strategic agricultural and rural development programmes. Render scientific and technical agricultural extension services to internal and external clients. Coordinate support and development of research and training activities. Ensure service delivery through appropriate utilization of ICT tools/ systems. Perform administrative and related functions.
<b><u>ENQUIRIES</u></b>	:	Ms K Mngxekeza Tel No: 040 602 5062
<b><u>POST 21/107</u></b>	:	<b><u>SENIOR AGRICULTURAL RESEARCHER REF NO: DRDAR: 31/06/2019 (2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R376 596 – R443 601 per annum (Level 09)
	:	OR Tambo (RATU)
	:	A qualification at NQF level 7 in Social Science/ Developmental Studies/ Agriculture. At least 3-5 years' appropriate experience in the field of appropriate technologies and rural development. Knowledge of Appropriate Technologies Methodology and Project Planning, Change management, Conflict management, Customer focus and responsiveness. Planning and organizing skills, Communication skills, Presentation skills, Interpersonal skills. Computer skills. A valid driver's license is essential. Candidates will be subjected to a competency assessment.
<b><u>DUTIES</u></b>	:	Undertake research activities. Engage and provide advice to stakeholders on identified research themes. Analyse research findings and make recommendations that inform policy and decision making. Compile Research Briefs and write Articles for Publications and undertake Research for Best Practice. Represent RATU's interest in multi-player research projects and disseminate research findings to stakeholders. Develop and maintain data bases.
<b><u>ENQUIRIES</u></b>	:	Ms K Mngxekeza Tel No: 040 602 5062
<b><u>POST 21/108</u></b>	:	<b><u>VETERINARY PUBLIC HEALTH OFFICER (2 POSTS)</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 – R373 167 per annum (Level 08)
	:	Alfred Nzo District Ref No: DRDAR: 32/06/2019
	:	Joe Gqabi Ref No: DRDAR: 33/06/2019
	:	Relevant National Diploma in Environmental Health or equivalent qualification. Registration with the relevant South African Professional Statutory Body. A valid driver's license (code EB) is compulsory. Computer literacy. Relevant experience in meat inspection is recommended.
<b><u>DUTIES</u></b>	:	Ensure meat hygiene and food safety through: auditing and monitoring of abattoirs and facilities processing animal products and by-products; making recommendations regarding the registration, upgrading and repair of existing facilities; providing basic training to meat inspection staff, slaughter personnel and quality control officers. Collect samples for surveillance projects on identified diseases in animal products. Execute law enforcement in accordance with the Meat Safety Act. Assist in the promotion of awareness regarding meat hygiene and food safety through investigating and controlling illegal slaughtering in collaboration with the relevant authorities and advise the public regarding informal slaughtering of animals. Provide training, technical assistance and health education to communities on meat hygiene and food safety. Liaison with internal and external stakeholders. Perform administrative and related functions, which would, inter alia, entail the following: Populate databases. Compile and submit monthly, quarterly, annual reports, portfolio of evidence lists, letters and notices. Provide inputs to the operational plan for veterinary public health.
<b><u>ENQUIRIES</u></b>	:	Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/109** : **NETWORK CONTROLLER REF NO: DRDAR: 34/06/2019**

**SALARY** : R316 791 – R373 167 per annum (Level 08)  
**CENTRE** : DOHNE  
**REQUIREMENTS** : A qualification at NQF level 6 in Information and Communication Technology. At least minimum of three to five years' relevant experience. Good communication skills, Report writing, Ability to conduct research. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license is essential.

**DUTIES** : Implement and monitor service level agreements. Render first line technical support to users on transversal systems and network applications. Develop and manage the updating of a user's database. Advise and empower users on fault reporting and ICT issues. Ensure compliance with the Information Security System and relevant policies and procedures.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/110** : **SENIOR ADMIN OFFICER; (LAND CARE) REF NO: DRDAR: 35/06/2019**

**SALARY** : R316 791 – R373 167 per annum (Level 08)  
**CENTRE** : Head Office  
**REQUIREMENTS** : A 3-year degree/National Diploma in Public Management/ Public Administration/ Project Management plus three (3) years relevant experience, or Grade 12 plus 6 years relevant experience. Computer literacy. Knowledge of BAS and LOGIS and A valid driver's license is essential, good communication skills.

**DUTIES** : Monitor implementation of departmental projects. Be responsible for a variety of administrative duties related to provisioning service. Perform a supporting function to other technical staff of the directorate. Prepare and submit consolidated monthly and quarterly management reports and performance reports. Provide logistics support functions. Monitor budget expenditure patterns as well as monthly projection for the unit. Supervise administrative officers.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/111** : **SENIOR HUMAN RESOURCE PRACTITIONER: HR PROVISIONING REF NO: DRDAR: 36/06/2019 (2 POSTS)**

**SALARY** : R316 791 – R373 167 per annum (Level 08)  
**CENTRE** : Head Office  
**REQUIREMENTS** : A qualification at NQF level 6 in Human Resource Management. At least 3 years' relevant experience in human resource management. Good understanding of Human Resource Development / Management enabling legislation in particular the PSA, BCEA, EEA, LRA, PFMA and PSR. Excellent communication, facilitation, presentation, writing, computer, financial management skills. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license will be an added advantage.

**DUTIES** : Appointment of employees on PERSAL. Relocations, Transfers and Secondments. Structuring of MMS/ SMS packages. Facilitate the Implementation of PMDS i.e. administrative process. Dealing with Provisioning services. Preparation and maintenance of HR Admin Reports. Implementation of Job Evaluation results and upgrades. Facilitate the recruitment process. Implement and ensure compliance with policies and procedures. Liaise with Customers and stakeholders. Provide HR advice to management and staff in the District. Maintain and administer PERSAL information.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/112** : **SENIOR HUMAN RESOURCE PRACTITIONER: HRD, PMDS & LABOUR RELATIONS REF NO: DRDAR: 37/05/2019**

**SALARY** : R316 791 – R373 167 per annum (Level 08)  
**CENTRE** : Joe Gqabi  
**REQUIREMENTS** : A qualification at NQF level 6 in Human Resource Management. At least 3 years' relevant experience in human resource management focusing on

employee training, performance management and labour relations. Good understanding of Human Resource Development / Management enabling legislation in particular the PSA, BCEA, EEA, SDA, LRA, PFMA and PSR. Excellent communication, facilitation, presentation, writing, computer, financial management skills. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license will be an added advantage.

**DUTIES** : Advice management/ employees on the handling of labour related matters. Prepare and consolidate Work Place Skills Plan (WSP) for the district. Facilitate the Implementation of PMDS and Training of district employees. Preparation and maintenance of HR Admin Reports. Implement and ensure compliance with policies and procedures. Liaise with Customers and stakeholders. Provide HR advice to management and staff in the District. Maintain and administer PERSAL information.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/113** : **SENIOR LABOUR RELATIONS PRACTITIONER**

**SALARY CENTRE** : R316 791 – R373 167 per annum (Level 08)  
OR Tambo Ref No: DRDAR: 38/06/2019  
Head Office Ref No: DRDAR: 39/06/2019  
DOHNE Ref No: DRDAR: 40/06/2019  
Western District Ref No: DRDAR: 41/06/2019  
Chris Hani Ref No: DRDAR: 42/06/2019

**REQUIREMENTS** : A qualification at NQF level 6 in HR Management majoring in Labour Relations/ Labour Law/ Social Science with Labour Relations/ Law. An NQF 7 qualification in Labour Relations/ Law will be an added advantage. At least 3 years' practical proven experience in Employment Relations environment. A good understanding of Labour legislation, policy and procedure applicable to the Public Service. Knowledge of disciplinary, grievance and dispute resolution procedures. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license is essential.

**DUTIES** : Represent the department at disciplinary and conciliation hearing. Advice management/ employees on the handling of labour related matters. Conduct audits, surveys on compliance with labour relations legislation. Coordinate training, workshops and meetings for the component. Coordinate the submission and consolidation of prescribed reports. Conduct research related to employment relations in the Department and present proposals to improve relationships at all levels in the organisation.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/114** : **CHIEF PERSONNEL OFFICER: SERVICE CONDITIONS**

**SALARY CENTRE** : R316 791 – R373 167 per annum (Level 08)  
Western District Ref No: DRDAR 43/06/2019  
OR Tambo Ref No: DRDAR 44/06/2019  
Joe Gqabi Ref No: DRDAR 45/06/2019

**REQUIREMENTS** : B-degree (NQF level 7), National Diploma (NQF level 6) or equivalent qualification in Human Resource Management, Public Administration or a relevant discipline. 4 years' appropriate experience in conditions of service of which at least 2 years at a supervisory level. Proficiency in the MS Office Package (Word, PowerPoint and Excel). A valid driver's license. Competencies: Excellent writing skills and grounded knowledge of PERSAL system.

**DUTIES** : Administering of Human Resource Conditions of Service Administration in the Sub-directorate. Dealing with pensions, retirements and early retirements. Keeping of records of retirements. Facilitate appointment and transfers. Ensuring Salary adjustments as well as acting allowance. Dealing and attending with telephone confirmation to inside and outside clients.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/115** : **EMPLOYEE ASSISTANT PROGRAMME (EAP) PRACTITIONER REF NO: DRDAR 46/06/2019**

**SALARY** : R316 791 – R373 167 per annum (Level 08)

<b><u>CENTRE REQUIREMENTS</u></b>	:	OR Tambo District
	:	A qualification at NQF level 6 in Social Work / Psychology / a relevant qualification. At least minimum of three to five years' relevant experience. Knowledge of Public Service Employee Wellness Programmes, Public Service Legislative Regulatory Framework procedures and Policies. Good communication skills, Report writing, Facilitation, Co-ordination, Liaison, Networking, Decision-making skills. Ability to conduct research. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license is essential.
<b><u>DUTIES</u></b>	:	To render employee wellness services to the district. Implement the Safety, Health and Environment policy (SHE). Coordinate implementation of the Employee Wellness Strategy of the Department. Implement departmental policies on EWP. Render advice to management on request. Implement special programmes in line with departmental policies facilitate counselling for staff on request or when deemed appropriate. Manage the implementation of projects. Support and supervise peer and educators /counsellors, SHE representatives and OHS Functionaries.
<b><u>ENQUIRIES</u></b>	:	Ms K Mngxekeza Tel No: 040 602 5062
<b><u>POST 21/116</u></b>	:	<b><u>AGRICULTURAL ECONOMIST REF NO: DRDAR: 47/06/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 – R373 167 per annum (Level 08)
	:	Western District
	:	A qualification at NQF level 7 in Agricultural Economics with Economics or Agricultural Economics as major subjects. Computer literacy skills and statistical skills. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid drivers' license is essential.
<b><u>DUTIES</u></b>	:	Conduct agricultural economic research in all relevant fields of agricultural economics, e.g. farm management, production economics and agricultural marketing. Provide advanced agricultural economic advice to clients of the department in order to promote the sustainability of their businesses. Facilitate access to finance and markets. Promote cooperative and commodity group development. Conduct project appraisals, compile and evaluate business plans. Conduct research to identify trends relating to the economic environment and render advice on policy issues related to the agricultural sector. Work with Research Scientist. Monitor agricultural measure and evaluate alternatives for advice rendering purposes. Identify and design projects for commercial and developing agriculture. Perform administrative and related functions. Comply with the Public Service prescripts and departmental policies.
<b><u>ENQUIRIES</u></b>	:	Ms K Mngxekeza Tel No: 040 602 5062
<b><u>POST 21/117</u></b>	:	<b><u>SENIOR ADMIN OFFICER: PIMS REF NO: DRDAR: 48/06/2019</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R316 791 – R373 167 per annum (Level 08)
	:	Head Office
	:	Standard 10/ Grade 12 plus a B Degree/ National Diploma in Project Management/Public Administration/equivalent qualification with plus a minimum of 3 years' relevant experience in General Administration of which two years must be in the project management environment. Computer Literacy, proficiency in excel. Competencies: Knowledge of NPO management processes and policies. Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, Public Service Regulations and relevant Government Regulations and Policies. Supervisory and management skills. Process in the Government, ability to work extended hours. Strong Planning Skills, sound interpersonal and conflict management skills, Project administration.
<b><u>DUTIES</u></b>	:	Be responsible for a variety of administrative duties related to provisioning service. Perform a supporting function to other technical staff in Centre. Prepare and submit consolidated monthly and quarterly management reports, performance reports. Provide logistic support functions, such as NPO funding Coordination and support to NPO's. Monitor budget expenditure patterns as well as monthly projection for the District. Manage and supervise administration officers.
<b><u>ENQUIRIES</u></b>	:	Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/118** : **ARTISAN FOREMAN GRADE A: MECHANICAL REF NO: DRDAR 49/06/2019**

**SALARY** : R304 263 – R344 640 per annum (OSD)  
**CENTRE** : Mpofu Training Centre

**REQUIREMENTS** : A relevant qualification at NQF 6 and Trade Test Certificate. A minimum of 1-year experience as an Artisan. Good writing and verbal communication skills. Ability to work under pressure. A valid driver's license is essential. Candidates will be subjected to competency assessment.

**DUTIES** : Supervision of Artisan. Produce designs according to client specification and within limits of Production Capability. Produce objects with material and equipment according to job specifications and recognised standards. Quality assurance of produced products. Regular maintenance. Administrative and related functions. Check and verify compliance with regard to the relevant laws and regulations.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/119** : **STATE ACCOUNTANT: ACQUISITION REF NO: DRDAR: 50/06/2019**

**SALARY** : R257 508 – R303 339 per annum (Level 07)  
**CENTRE** : Head Office

**REQUIREMENTS** : An appropriate qualification at NQF 6 in Financial Management/ SCM/ Logistics/ Public Management in Supply Chain Management or Public Procurement. 2 years' experience in Supply Chain Management. Knowledge of Public Finance Management Act, Framework for Supply Chain Management, LOGIS, Preferential Procurement Regulations, BEE Framework and BBBEE. Good understanding of acquisition management.

**DUTIES** : Bid administration services through compilation of bid documents, notification, invitation and evaluation of bids / quotations / proposals. Provide secretariat functions. Ensure compliance to all bid processes. Administer departmental policies with regard to acquisition management. Report on progress or status of submitted quotations.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/120** : **PERSONAL ASSISTANT TO DIRECTOR: EXPORT VETENARY PUBLIC HEALTH & EXPORT CONTROL REF NO: DRDAR 51/06/2019**

**SALARY** : R257 508 – R303 339 per annum (Level 07)  
**CENTRE** : Head Office (Bhisho)

**REQUIREMENTS** : A qualification at NQF level 6 in office management/secretarial studies. At least 3 years' experience in rendering secretarial support. Experience in scheduling, diary management, telephone etiquette and stakeholder relations. The candidate must be proficient and have knowledge of a range of software package (Advance MS Office). Exceptional written and oral communication, planning, and organizational skills. Show discretion with confidential information. Must be presentable, people's person with excellent interpersonal skills and portray front line image. Thorough understanding of Public Service and its processes. Candidates will be subjected to a competency assessment. A valid driver's license will be an added advantage.

**DUTIES** : Implement and manage all administrative systems, processes and procedures in the Senior Management office. Manage the Directors' appointment schedule and diary. Prepare correspondence, reports, and materials for meetings. Perform general administrative and secretarial duties. Organize work by reading, routing correspondence, collecting information and initiating telecommunications. Organize and maintain office systems including filling (manually and electronically) and general office housekeeping.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/121** : **CHIEF REGISTRY CLERK REF NO: DRDAR: 52/06/2019**

**SALARY** : R257 508 – R303 339 per annum (Level 07)  
**CENTRE** : Head Office

**REQUIREMENTS** : A qualification at NQF level 6 in Library Science/ Records Management or equivalent qualification with 3 years' experience in records management.

Computer Literacy. A valid EB Driver's license will be an added advantage. Knowledge of registry procedures, policies and exposure to general Office Administration. Excellent interpersonal relations and communication skills. (Ms Packages) including Ms Word and Excel. Ability to maintain high level of professionalism, confidentiality and reliability. Ability to work under pressure, independently and as part of a team. Good office practice. Candidates will be subjected to a competency assessment. Competencies: Knowledge of registry duties, practices as well as the ability to capture data, and operate computer. Working knowledge and understanding of the legislative framework governing the Public Service. Knowledge of storage and retrieval procedures in terms of the working environment. Understanding of the work in registry.

**DUTIES** : Supervise and provide registry counter services. Supervise the handling of incoming and outgoing correspondence. Supervise and render an effective filing and record management services. Supervise the operation and operate office machines in relation to the registry function. Supervise the processing and process documents for archiving and disposal. Supervise human resource/ staff.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/122** : **COMMUNICATION OFFICER -GRAPHIC DESIGNER REF NO: DRDAR: 53/06/2019**

**SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum (Level 07)  
: Head Office

: An appropriate recognized NQF 6 (Bachelor Degree / National Diploma) in Graphic Design/ Communication/ Journalism/ PR or Marketing. At least two years' work experience in the Communication Services/ Field. Knowledge of Public Services frame works relevant to communication and treasury Regulations. Computer Literacy. Extensive knowledge of Adobe Suite, InDesign, CorelDraw, Ms Word, Excel and PowerPoint are all mandatory. A valid Code 08(EB) drivers' license is compulsory. Good written and verbal communication, presentation and decision making skills. The job requires extensive travel throughout the Province, including week-ends and public holidays.

**DUTIES** : Graphic designer: Layout and design departmental publications and other communication material including posters, flyers and brochures. Conceptualise ideas for creative graphics, animations and other material for audio visual material. Update departmental website regularly. Communicate with internal and external stakeholders. Proof reading and editing communication information. Capture audio/visual material when the need arises and other any other responsibilities as delegated by managers. Maintaining the corporate image of the department according to the approved Corporate Identity manual.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/123** : **COMMUNICATION OFFICERS - VIDEO EDITOR REF NO: DRDAR: 54/06/2019**

**SALARY CENTRE REQUIREMENTS** : R257 508 – R303 339 per annum (Level 07)  
: Head Office

: An appropriate recognized NQF 6 (Bachelor Degree / National Diploma) in Film Production/ Communication/ Journalism or Marketing. Three years' work experience in a Communication Services/Field. Knowledge of Public Services frame works relevant to communication and treasury Regulations. Computer Literacy is mandatory, Good written, verbal communication, presentation and decision making skills. Extensive knowledge of video editing software. Must be proficient in Adobe Premier Pro and other video editing software. A valid Code 08(EB) drivers' license is compulsory. Must be able to work under pressure editing videos in various formats. The job requires extensive travel throughout the Province, including week-ends and public holidays.

**DUTIES** : Video Editor: Conceptualise ideas for projects and marketing, editing of raw material into excellent products for internal and external platforms. Planning with managers and be responsible for technical matters of production. Adding sound bites to video recordings, colour correct the footage, add

graphics and titles, mix images with sound. Do voiceovers when need. Conduct pre-shoot planning with colleagues. Capture audio-visual material when the need arises and any other responsibilities as delegated by managers.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/124** : **ARTISAN: ELECTRICAL (GRADE A) REF NO: DRDAR 55/06/2019**

**SALARY CENTRE** : R190 653 – R211 596 per annum (OSD)  
: DOHNE

**REQUIREMENTS** : Appropriate Trade Test Certificate. Technical analysis knowledge. Technical report writing. Production, process knowledge and skills. Problem solving and analysis. Communication. Decision making. Team work. A valid driver's license is essential. Candidates will be subjected to competency assessment.

**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. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related functions: Compile and submit reports; 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** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/125** : **REGISTRY CLERK**

**SALARY CENTRE** : R173 703 – R204 612 per annum (Level 05)  
: Joe Gqabi District Ref No: DRDAR: 56/06/2019  
: Alfred Nzo District Ref No: DRDAR: 57/06/2019  
: Amatole District Ref No: DRDAR: 58/06/2019  
: Western District Ref No: DRDAR: 59/06/2019  
: OR Tambo District Ref No: DRDAR: 60/06/2019  
: Chris Hani District Ref No: DRDAR: 61/06/2019

**REQUIREMENTS** : A qualification at NQF level 6 in Records Management or equivalent qualification with one (1) year relevant experience. Computer literacy. A valid EB Driver's license will be an added advantage. Knowledge of registry procedures, policies and exposure to general Office Administration. Excellent interpersonal relations and communication skills. (Ms Packages) including Ms Word and Excel. Ability to maintain high level of professionalism, confidentiality and reliability. Ability to work under pressure, independently and as part of a team. Good office practice. Candidates will be subjected to a competency assessment.

**DUTIES** : Perform a variety of administration duties such as opening of mail and distribution thereof to relevant office. The drawing and distribution of files, maintenance of various registers in accordance with file plan and Electronic Document Management. Manage the following office equipment's fax machines and photocopy machines with the District Office.

**ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062

**POST 21/126** : **ASSISTANT LIBRARIAN REF NO: DRDAR: 62/06/2019**

**SALARY CENTRE** : R173 703 – R204 612 per annum (Level 05)  
: DOHNE

**REQUIREMENTS** : Grade 12 coupled with Equivalent NQF level 4/5/6 qualification in Library Sciences. Computer literacy (MS Word & MS Excel) is required. Relevant experience in field would be an added advantage. Good interpersonal skills and verbal and written communication skills is required. Ability to work under pressure, independently and as part of a team. Good office practice.

**DUTIES** : Receiving books, Journals, and place them back to shelves. Daily bookshelves management. Writing out VA2's for library and handling invoices. Facilitate photocopying and faxing in the library.

- ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062
- POST 21/127** : **PERSONNEL OFFICER/ HUMAN RESOURCE OFFICER: PROVISIONING**
- SALARY CENTRE** : R173 703 – R204 612 per annum (Level 05)  
 Alfred Nzo District Ref No: DRDAR: 63/06/2019 (X2 Posts)  
 DOHNE Research Centre Ref No: DRDAR: 64/06/2019 (X1 Post)  
 Mpofo Training Centre Ref No: DRDAR: 65/06/2019 (X1 Post)  
 Amatole District Ref No: DRDAR: 66/06/2019 (X2 Posts)  
 Western District Ref No: DRDAR: 67/06/2019 (X1 Post)  
 OR Tambo District Ref No: DRDAR: 68/06/2019 (X2 Posts)  
 Chris Hani District Ref No: DRDAR: 69/06/2019 (X1 Post)  
 Joe Gqabi District Ref No: DRDAR: 70/06/2019 (X2 Posts)
- REQUIREMENTS** : A qualification at NQF level 6 in Human Resource Management. At least 2 years' relevant experience in human resource management. Good understanding of Human Resource Development / Management enabling legislation in particular the PSA, BCEA, EEA, LRA, PFMA and PSR. Excellent communication, facilitation, presentation, writing, computer, financial management skills. Computer literacy. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license will be an added advantage.
- DUTIES** : Appointment of employees on PERSAL. Relocations, Transfers and Secondments. Structuring of MMS/ SMS packages. Facilitate the Implementation of PMDS i.e. administrative process. Dealing with Provisioning services. Preparation and maintenance of HR Admin Reports. Implementation of Job Evaluation results and upgrades. Facilitate the recruitment process. Implement and ensure compliance with policies and procedures. Liaise with Customers and stakeholders. Provide HR advice to management and staff in the District. Maintain and administer PERSAL information.
- ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062
- POST 21/128** : **SENIOR ACCOUNTING CLERK REF NO: DRDAR: 71/06/2019**
- SALARY CENTRE** : R173 703 – R204 612 per annum (Level 05)  
 Chris Hani District
- REQUIREMENTS** : A qualification at NQF level 6 in Finance or equivalent. At least 2 years' relevant experience in finance management. Computer literacy and knowledge of BAS/Persal will be advantageous. Knowledge of PFMA National Treasury Regulations as well as MS Excel Spreadsheet, MS Word and word perfect will be an added advantage. Ability to work under pressure. Good interpersonal skills and verbal and written communication skills. A valid driver's license will be an added advantage.
- DUTIES** : Maintenance of accounting reports, settling of accounts, drawing and processing of payment reports, maintenance of commitment register.
- ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062
- POST 21/129** : **TRACTOR DRIVER REF NO: DRDAR: 72/06/2019**
- SALARY CENTRE** : R145 281 – R171 138 per annum (Level 04)  
 DOHNE
- REQUIREMENTS** : Grade 10, Grade 12 will be an added advantage. Driver's License Code 8 or Code 10. Basics of tractor maintenance. Previous relevant work experience of two years driving tractors. Candidates will be subjected to a competency assessment.
- DUTIES** : Driving of tractor with the purpose of ploughing / cultivating land, cutting grass, loading instruments and equipment.
- ENQUIRIES** : Ms K Mngxekeza Tel No: 040 602 5062
- POST 21/130** : **CLEANER (X21 POSTS)**
- SALARY CENTRE** : R102 534 – R120 780 per annum (Level 02)  
 Alfred Nzo District Ref No: DRDAR: 73/06/2019 (X3 Posts)  
 DOHNE Ref No: DRDAR: 74/06/2019 (X3 Posts)  
 Amatole District Ref No: DRDAR 75/06/2019 (X3 Posts)  
 Western District Ref No: DRDAR: 76/06/2019 (X3 Posts)



OR Tambo District Ref No: DRDAR: 77/06/2019 (X3 Posts)

Chris Hani District Ref No: DRDAR: 78/06/2019 (X3 Posts)

Joe Gqabi District Ref No: DRDAR: 79/06/2019 (X3 Posts)

**REQUIREMENTS**

: Grade 10 or Grade 12 plus appropriate experience relating to general cleaning and maintenance. Candidates will be subjected to a competency exercise.

**DUTIES**

: Cleaning and maintenance of offices and agricultural premises.

**ENQUIRIES**

: Ms K Mngxekeza Tel No: 040 602 5062