PROVINCIAL ADMINISTRATION: EASTERN CAPE PROVINCE
DEPARTMENT OF ECONOMIC DEVELOPMENT, ENVIRONMENTAL AFFAIRS AND TOURISM

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

APPLICATIONS: Should be directed to: The Head of Department: DEDEAT; Private Bag X0054, Bhisho, 5605 Hand Delivery: The Department of Economic Development and Environmental Affairs; Office/ Room No. 161, Beacon Hill Building, Cnr of Hargreaves St & Hockley Close, King Williams Town

FOR ATTENTION: Mr T. Gantsho

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

CLOSING DATE: 5 July 2019

MANAGEMENT ECHELON

POST 22/42: DIRECTOR: TRADE AND INVESTMENT PROMOTION REF. NO:
DEDEA/2019/06/01 (Re–Advertisement)

SALARY: R 1 005 063 – R 1 183 932 (Level 13)

CENTRE: King Williams Town

REQUIREMENTS: An undergraduate qualification (NQF level 7 as recognized by SAQA) or equivalent qualification majoring in Economics and/or Business Management. An Honours and/ Master’s degree in the same will be an added advantage. In addition, minimum of 5-10 years’ relevant experience of which 5 years’ must have been at middle / senior management level in Trade & Investment Promotion field. Honours and/ Master’s degree in the same will be an added advantage. Deep knowledge and understanding of the Eastern Cape Economy. The following skills and attributes are required: Advanced computer literacy, Financial Management, quantitative capability, Project Management, Strategic capability & Problem Solving, People Management and Communication skills. Valid driver’s license required.

DUTIES: Manage and coordinate policy and strategy development and implementation thereof. Manage the development of trade and investment promotion instruments. Manage processes to monitor, evaluate and report on the sustainable impact of trade and investment promotion policies, strategies, programmes and instruments. Manage the provisions of technical advisory and support services to the DEDEAT Group. Establish partnerships to support trade and investment promotion programmes, projects and departmental policy directives. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives

ENQUIRES: can be directed to Mr T. Gantsho at Tel no: (043) 605-7091.
POST 22/43 : DIRECTOR: TOURISM DEVELOPMENT REF. NO: DEDEA/2019/06/02

SALARY : R 1 005 063 – R 1 183 932 (Level 13)
CENTRE : King Williams Town
REQUIREMENTS : An undergraduate qualification (NQF level 7 as recognized by SAQA) or equivalent qualification majoring in Economics and/or Business Management. A Honours and/or Master’s degree in the same will be an added advantage. In addition, minimum of 5-10 years’ relevant experience of which 5 years’ must have been at middle/senior management level in Trade & Investment Promotion field. Honours and/or Master’s degree in the same will be an added advantage. Deep knowledge and understanding of the Eastern Cape Economy. The following skills and attributes are required: Advanced computer literacy, Financial Management, quantitative capability, Project Management, Strategic capability & Problem Solving, People Management and Communication skills. Valid driver’s license required.

DUTIES : Conduct analysis and assessment of the tourism industry and sector in the Eastern Cape. Provide specialized tourism industry and sector advisory services. Develop and coordinate the provisioning of sector specific development services and projects. Monitor, evaluate and report on the general performance of the sector to stimulate economic growth and to create decent work; and impact of DEDEAT’s tourism sector development policies, strategies, programmes and instruments.

ENQUIRES : can be directed to Mr T. Gantsho at Tel no: (043) 605-7091.

OTHER POSTS

POST 22/44 : DEPUTY DIRECTOR: REVENUE AND EXPENDITURE MANAGEMENT REF. NO: DEDEA/2019/06/03

SALARY : R733 257 – R863 748 (Level 11)
CENTRE : King Williams Town
REQUIREMENTS : An undergraduate qualification (NQF level 6 or 7 as recognized by SAQA) or equivalent relevant qualification majoring in Accounting and or Financial Management/Public Finance Management plus relevant experience of 3-5 years which 3 years must have been in the Assistant Manager level within the field of revenue & expenditure management field preferable within Public Service Environment. Knowledge and understanding of applicable legislative framework, e.g. PFMA, MFMA and Treasury Regulations; Knowledge of BAS and PERSAL Systems; Experience in the relevant operational fields; Experience in expenditure, cash flow projections, transfer payments, evaluation and monitoring management; National/Provincial notices and Circulars; Understanding of Financial Management best practices; Financial Management Systems (PERSAL, BAS & LOGIS). The following skills, knowledge and attributes are required: People Management, Problem Solving, Presentation, Planning and Organizing, Policy Analysis, Communication, Computer Literacy, Report Writing. Valid driver’s license required.

DUTIES : Implement and manage Risk, Finance protocols and prescripts in the area of responsibility; Manage creditor payments and Reconciliation of Accounts; Manage the provisioning of departmental BAS System control support; Manage Salary payments and rebates; Perform and manage administrative related functions

ENQUIRES : can be directed to Mr T. Gantsho at Tel no: (043) 605-7091

POST 22/45 : DEPUTY DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF. NO: DEDEA/2019/06/04

SALARY : R733 257 – R863 748 (Level 11)
CENTRE : King Williams Town
REQUIREMENTS : An undergraduate qualification (NQF level 6 or 7 as recognized by SAQA) in Human Resource Management/Development/Public Administration/Management or equivalent relevant qualification plus relevant experience of 3-5 years ‘of which 3 years must have been at the Assistant Manager level within the field of Training & Development preferable within the Public Service Environment. The following skills, knowledge and attributes are required: People Management, Problem Solving, Presentation, Planning

**DUTIES**: Facilitate and co-ordinate the development of departmental HRD policy. Conduct skills audit and analysis thereof. Develop workplace skills plan and alignment of training programmes to previously disadvantage people. Manage all training/ interventions to employees. Facilitate, manage, co-ordinate internship and learnership programmes. Provide reports to Management, OTP and Public Sector Education and Training Authority. Facilitate and manage any in-house training and development programmes. Facilitate presentations and induction programmes. Evaluate the impact of training provided. Manage bursary processes.

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

**POST 22/46**: DEPUTY DIRECTOR: SUSTAINABLE ENERGY REF NO: DEDEA/2019/06/05

**SALARY**: R733 257 – R863 748 (Level11)

**CENTRE**: King Williams Town

**REQUIREMENTS**: An undergraduate qualification (NQF level 6 or 7) or equivalent qualification majoring in Sustainable Energy Studies/ Sustainable Development/ Engineering plus relevant experience of 3-5 years of which 3 years must have been in the Assistant Manager level within the field of Sustainable Energy. Honours and/ Master’s degree in the same will be an added advantage. The following skills, knowledge and attributes are required: Project Management and Communication; ability to interact at both strategic and operational level; industry-specific research and knowledge management. Valid driver’s license required


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

**POST 22/47**: DEPUTY DIRECTOR: IGR REF NO: DEDEA/2019/06/06

**SALARY**: R733 257 – R863 748 (Level11)

**CENTRE**: King Williams Town

**REQUIREMENTS**: An undergraduate qualification (NQF Level 6 or 7) in Public Administration / Social Sciences / Development Studies/ International Relations plus relevant experience of 3-5 years of which 3 years must have been at the Assistant Manager level within the field of Inter-Governmental Relations. The following skills, knowledge and attributes are required: People Management. Problem Solving. Presentation. Planning and Organizing. Policy Analysis. Communication. Computer Literacy. Report Writing. Valid driver’s license required

**DUTIES**: Participate in the development and implementation of policies, strategies and terms of reference that ensure sound IGR in three spheres of government. This will include, monitoring, the implementation of the resolutions emanating from all IGR structures. Provide technical support to EXCO, Munimec, OTP and MEC Outreach sessions. Maintain partnership with corporate sector, entities and other spheres of government including regions. Facilitate the consolidation of progress reports against programmes of actions (POA). Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness

**ENQUIRES**: can be directed to Mr T. Gantsho at Tel no (043) 605 7091

**POST 22/48**: ASSISTANT DIRECTOR: LABOUR RELATIONS (REF NO. DEDEA/2019/06/07)

**SALARY**: R376 596 – R443 601 (Level09)

**CENTRE**: King Williams Town

**REQUIREMENTS**: An undergraduate qualification (NQF Level 6 or 7) in Human Resource Management / or Public administration or related field majoring in Labour Law/Labour relations plus relevant 3-5 years’ functional experience in Labour Relations. Supervisory Experience will be an added advantage. Knowledge and understanding of applicable legislative framework Public Finance Management Act (PFMA). Public Service Regulations (PSR). Public Service

**DUTIES**


**ENQUIRES**

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

**OFFICE OF THE PREMIER**

**APPLICATIONS**

The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 0007, Groun Floor, Office of the Premier Building, Independence Avenue, Bhisho.

**FOR ATTENTION**

Vusumzi Booysen / Nomthandazo Xesha

**CLOSING DATE**

5 July 2019

**NOTE**

Applications must be submitted on the Z83 Form accompanied by copies of qualification(s), identity document (certified in the past 12 months), proof of citizenship if not RSA citizen, a comprehensive CV, indicating three reference persons: Name and Contact Numbers, A relationship with reference, Reference checks will be done on nominated candidate(s). Note: Failure to submit these copies will result in the application not being considered. Please do not send any original certificates, diplomas or testimonials. Applicants must note that further checks will be conducted once they are short-listed and that their appointment is subject to the outcome of these checks include security clearance, security vetting, qualification verification and criminal checking. Note that correspondence will only be conducted with the short-listed candidates. If you have not been contacted by the DPSA within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. We thank all applicants for their interest. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency assessments tools.

**MANAGEMENT ECHELON**

**POST 22/49**

CHIEF DIRECTOR: PROVINCIAL BROADBAND AND UNIFIED COMMUNICATION REF NO: OTP01/06/2019 (1 YEAR CONTRACT)

**SALARY**

R 1 189 338.00-R 1 422 012. 00 Per Annum (Level 14)

**CENTRE**

Bhisho

**REQUIREMENTS**

A Management or ICT-related Degree (NQF7) with a minimum 5 years senior management experience within ICT/Telecommunications work environment. Competencies: Analytical thinker with strong background in turnaround strategies and change management. Experience and knowledge of monitoring and reporting of government programmes and service delivery. A thorough understanding of policy and administrative processes of Government. A good understanding of political and governance issues. Ability to develop and manage effective working arrangements with other spheres of government to ensure coordinated and integrated actions.

**DUTIES**

Ensure rollout of the ECPG Broadband initiative in accordance with the ECPG Broadband Strategy and Implementation Plan. Identify and evaluate obstacles which hinder or block the adoption and the roll out of the Broadband Infrastructure initiative. Ensure buy-in from all stakeholders at all levels by communicating clear reasons for Broadband Infrastructure initiative and addressing criticisms of others. Ensure alignment of protocols supporting
the roll-out of the Broadband Infrastructure initiative. Ensure adherence to the contract and service level management of the Broadband contract. Ensure the implementation of the roll-out of broadband infrastructure initiative to ECPG sites. Direct programme/project management for the broadband initiative. Define and review on a continual basis the purpose, objectives, priorities and activities of the Chief Directorate. Participate in the Branch strategic planning process. Active involvement in the development and management of the strategic and business plans for the Chief Directorate. Evaluate the performance of the Chief Directorate on a continuing basis against pre-determined key measurable objectives and standards. Report to the Senior Executive Manager on a regular basis on the activities of the Chief Directorate. Monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Chief Directorate, and of the resources employed by it. Review the Chief Directorate's performance and make recommendations to improve the efficiency and effectiveness. Report on the Chief Directorate information as required by internal and external stakeholders. Supervise and co-ordinate the effective and efficient running and management of the Chief Directorate. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Chief Directorate's Annual Operational Plans. Monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for subordinates within set timeframes. Ensure that subordinates performance are managed on a daily basis and that Performance Assessments of subordinates in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure – delete sentence if no subordinates. Motivate, train and guide staff within the Chief Directorate, to achieve and maintain excellence in service delivery. Monitor information capacity building within the Chief Directorate. Promote sound labour relations within the Chief Directorate. Actively manage and maintain discipline within the Chief Directorate. Ensure the implementation and management of risk, finance and supply-chain management protocols and prescripts in area of responsibility

ENQUIRIES: can be directed to Mr V. Booyens / Mr M Mbangi Tel no: (040) 609- 6490 or Ms T. Xesa at Tel no: (040) 609- 6424

POST 22/50: DIRECTOR: BBUC PROGRAMME/PROJECT COORDINATION AND CONTROL REF NO: OTP02 /06/2019 (1 YEAR CONTRACT)

SALARY: R1 005 063.00-R1 183 932. 00 Per Annum (Level 13)

CENTRE: Bhisho

REQUIREMENTS: NQF level 7 as recognised by SAQA in Business/ICT field with 5 years’ experience at a middle managerial level within ICT/Telecommunications work environment. Princ2/PMP/Agile/Scrum certification required. Knowledge: Knowledge of the latest advances in public management theory and practice. Expert knowledge of policy and strategy development and planning for implementation within a government environment. Expert knowledge of ICT as an enabling tool for development / ICT training, systems and security / Infrastructure and networks / Business and Systems analysis / Architecture and frameworks. Advanced knowledge of modern systems of governance and administration. Knowledge of the policies of the government of the day. Knowledge of communication, public participation and public education. Competencies: The skills required of a high level in-house advisor. Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Team building and strong inter-personal skills. Excellent communication skills. Outstanding planning, organizing and people management skills. Expert computer literacy skills

DUTIES: Direct, monitor, and report on provincial BBIS Programmes and projects throughout the ECPG: Promote effective management of information and technology as a strategic resource. Manage the implementation of solutions, systems and infrastructure. Implement transversal or shared e-Government / ICT strategies. Manage ICT security. Manage contracts, business agreements and service level agreements. Ensure proper certification of
planned ICT solutions. Develop policy and strategies. Strategic Management: Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participation in the Branch, Chief Directorate and Directorate’s strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. To evaluate the performance of the Directorate on a continuing basis against pre-determined key measurable objectives and standards. To report to the Chief Director: Broadband and Unified Communications on a regular basis on the activities of the Directorate and on matters of substantial importance to the Administration. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate’s Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level. Preparing of the Annual and Adjustment Budgets for the Directorate. Direct responsibility for the efficient, economic and effective control and management of the Directorate’s budget and expenditure. Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Reporting to the Sub-Programme Manager on all aspects of the Directorate’s finances. Performing diligently all duties assigned by the Sub-Programme Manager. Overall responsibility for the management, maintenance and safekeeping of the Directorate’s assets. Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES: can be directed to Mr V. Booysen / Mr M Mbangi at Tel no: (040) 609- 6490 or Ms T. Xesha at Tel no: (040) 609- 6424

POST 22/51: DIRECTOR: PROVINCIAL BROADBAND AND INFRASTRUCTURE SERVICES OPERATIONS Ref: OTP03/06/2019, (1 YEAR CONTRACT)

SALARY: R1 005 063.00-R1 183 932. 00 Per Annum (Level 13)

CENTRE: Bhisho

REQUIREMENTS: NQF level 7 as recognised by SAQA in Business/ ICT field with 5 years’ experience at a middle managerial level within ICT/Telecommunications work environment. Applicable Internationally-accredited intermediate certifications in ICT Service Management (ITIL), Project Management (Princ2), and/or Enterprise Architecting (TOGAF) an added advantage. Competencies: Knowledge of the latest advances in public management theory and practice. Expert knowledge of policy and strategy development and planning for implementation within government environment. Expect knowledge of ICT as an enabling tool for the development/ICT training, systems and security/Infrastructure and networks/Business and systems analysis/Architecture and frameworks. Advanced knowledge of Morden systems of governance and administration. Expert Computer Literate.

DUTIES: Strategic management, guidance and advice in respect of distributed computing. This includes the following broad areas of service delivery: Provide directory services. Provide operations and network management services. Provide IT/IS security services. Provide messaging and collaboration services. Provide system and configuration management services. Provide desktop management services. Provide infrastructure support to national transversal systems. Define and review on a continual basis the purpose, objectives, priorities and activities of the Directorate. Participation in the Branch, Chief Directorate and Directorate’s strategic planning process. Active involvement in the development and management of the strategic and business plans for the Directorate. To evaluate the performance of the Directorate on a continuing basis against pre-determined
key measurable objectives and standards. To report to the Chief Director: Broadband and Unified Communications on a regular basis on the activities of the Directorate and on matters of substantial importance to the Administration. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Directorate, and of the resources employed by it. Human Resource Management: Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Directorate’s Business Plan. Motivate, train and guide staff within the Directorate, to achieve and maintain excellence in service delivery. Actively manage the performance, evaluation and rewarding of staff within the Directorate. Monitor information capacity building within the Directorate. Active involvement in the compilation of a human resource plan, a service delivery improvement programme, and an information resources plan, for the Directorate. Promote sound labour relations within the Directorate. Actively manage and promote the maintenance of discipline within the Directorate. Financial Management: Active participation in the budgeting process at Branch level, Chief Directorate level and Directorate level. Preparing of the Annual and Adjustment Budgets for the Directorate. Direct responsibility for the efficient, economic and effective control and management of the Directorate’s budget and expenditure. Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Directorate. Reporting to the Sub-Programme Manager on all aspects of the Directorate’s finances. Performing diligently all duties assigned by the Sub-Programme Manager. Overall responsibility for the management, maintenance and safekeeping of the Directorate’s assets. Ensuring that full and proper records of the financial affairs of the Directorate are kept in accordance with any prescribed norms and standards.

ENQUIRIES : can be directed to Mr V. Booysen / Mr M Mbangi at Tel no: (040) 609-6490 or Ms T. Xesha at Tel no: (040) 609-6424

OTHER POSTS

POST 22/52 : DEPUTY DIRECTOR: RESEARCH COORDINATION AND POLICY DEV.
SUPPORT REF: OTP04/03/2019

SALARY : R826 053 Per Annum (Level 12)
CENTRE : Bhisho
REQUIREMENTS : NQF Level 7 recognised by SAQA or a three year degree qualification in Policy Development or Public Administration with a minimum of 3-5 years’ experience at an Assistant Director level working in the similar environment. Knowledge: In-depth understanding of legislative framework that governs the Public Service. Government planning framework. Sound knowledge and understanding of Government planning cycle (MTEF & Strategic Planning), Reporting, Monitoring & Evaluation. Innovation and knowledge Management. Advanced knowledge of policy analysis, policy development and policy implementation and review process. Understanding of Modern systems of governance and administration. Skills required: Change Management, Knowledge management, Project Management, Information Management & Service Delivery Innovations.

DUTIES : Provide support in Research and Policy development process: Facilitate the development of protocols, processes and guidelines for conduction research. Facilitate provincial macro policy analysis. Facilitate research activities in provincial and sector specific programmes that support evidence based policy decisions. Maintain repository of research products and ensure the provision of archiving services. Facilitate the dissemination of research results to inform policy development and service delivery improvement interventions. Facilitate the development of research agenda’s and plan for the province: Facilitate the development of provincial planning framework and support departments with the implementation thereof. Facilitate the development and implementation of medium to long term provincial strategic sectorial plans. Coordinate activities to ensure coherence between sectoral strategic plans, policies and sectorial service delivery programmes across the province. Collaborate with national development and other spheres of government on the development of provincial and local plans. Facilitate Provincial Macro policy analysis: Develop policy development guidelines for the province. Provide evidence based policy advice on provincial strategic imperatives as
required. Develop and support implementation of transversal provincial policies and strategies in collaboration with key stakeholders. Provide analysis and input on provincial and nation draft policies, strategies, white papers and bills. Manage the allocated resources of the subdirectorates in line with legislative and departmental policy directives and comply with corporate governance and planning.

**ENQUIRIES**

can be directed to Mr V. Booyse / Mr M Mbangi at Tel no: (040) 609- 6490 or Ms T. Xesha at Tel no: (040) 609- 6424

**POST 22/53**

**NETWORK CONTROLLER - INSTITUTIONAL BROADBAND CONNECTIVITY SUPPORT REF NO: OTP05/06/2019 (X 3 POSTS) (ONE YEAR CONTRACT)**

**SALARY**

R 257 508 Per Annum (Level 07)

**CENTRE**

Bhisho

**REQUIREMENTS**

Appropriate National Diploma or B Degree or equivalent qualification with 2 years relevant experience in an IT enabled environment. Knowledge required: Expect knowledge of ICT, implementation planning for within a government environment. Expect knowledge of ICT as an enabling tool for the development/ICT training, systems and security/Infrastructure and networks/Business and systems analysis/Architecture and frameworks. Advanced knowledge of Morden systems of governance and administration.

Skills required: High level in house advisor, strong conceptual and formulation skills. Strong leadership skills with specific references to the ability to display thought leadership in complex applications. Expert computer literacy skills.

**DUTIES**

Apply focus managing and monitoring the provision of Provincial Broadband Network, Datacentre Cloud, or Unified and Telecommunications Services (i.e Performance & Security monitoring (NOC/SOC), Incident – Management, Problem-Management but not limited to: Broadband Network Routing and Switching, Broadband Network Security, Broadband Network Wireless etc. Develop and maintain network infrastructure: Installs, tests, upgrades and relocates network components to increase network capacity. Provides specialist support to network/LAN users. Carry out complex trouble shooting, determination and resolution liaising with vendors as required. Monitors network, co-ordinates installations, upgrades or enhancements to networks and participates in evaluations of new products and network. Design complex network solutions from various network diagrams/proposals. Ensures technical and functional standards are observed. Plans, Organises and controls activities of staff and contractors who are responsible for the development of infrastructure: Ensure competency of subordanates through training. Assigns personnel to projects, direct and coordinate their work. Give inputs on information technology policy, Give inputs on budgetary matters and Project Management.

**ENQUIRIES**

can be directed to Mr V. Booyse / Mr M Mbangi at Tel no: (040) 609- 6490 or Ms T. Xesha at Tel no: (040) 609 6424

**POST 22/54**

**ASSISTANT DIRECTOR: SECURITY REF NO: OTP06/06/2019**

**SALARY**

Notch: R376 596 Per Annum (Level 09)

**CENTRE**

Bhisho

**REQUIREMENTS**


**DUTIES**

Facilitate the development of security plans: Analyze the current security systems. Conduct research to alternative security systems. Facilitate the planning of security activities for departmental events. Monitor the implementation of security plans. Monitor the implementation of security framework. Ensure the correct implementation of MISS (Minimum Information Security) and MPSS (Minimum Physical Security). Monitor the effective implementation of the access control system within the department. Monitor
security contracts for user departments. Ensure the provision of security services during the opening and closing tender boxes. Facilitate vetting and screening of departmental employees. Conduct awareness campaigns on security related matters. Investigate security breach: Gather information pertaining the incident. Analyze the information. Compile incident report. Liaise with SAPS where necessary. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**

Enquiries can be directed to Mr V. Booyesen / Mr M Mbangi at Tel no: (040) 609-6490 or Ms T. Xesha at Tel no: (040) 609 6424.

**PROVINCIAL TREASURY**

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

**APPLICATIONS**


**ENQUIRIES**

Enquiries can be directed to Ms B Ndayi Tel no: (040) 1010-072/071.

**FOR ATTENTION**

Ms Bonelwa Ndayi

**CLOSING DATE**

05 July 2019

**NOTE**

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

**MANAGEMENT ECHELON**

**POST 22/55**

**DIRECTOR: HUMAN RESOURCE ADMINISTRATION SERVICES, OD & CHANGE MANAGEMENT: REF NO: PT 01/06/2019**

**Purpose:** To manage Human Resource Administration Services, OD & Change Management Programmes in the Department.

**SALARY**

R1 005 063 per annum Level 13

**CENTRE**

Bhisho

**REQUIREMENTS**

A Three year degree (NQF level 7 as recognised by SAQA) in Public Administration/ Public Management / Human Resource Management/ Industrial Psychology or any related field coupled with Minimum of 7 years’ experience in Human Resource Management environment with 5 years’ experience at a Middle Management (Deputy Director Level) /Senior Management level.
DUTIES: Manage Recruitment, Selection and Appointment of Employees: Ensure the management and implementation of recruitment, selection and appointment process. Ensure the development and implementation of human resource management and administration policies, processes and procedures. Ensure the development and implementation of human resource planning strategies and processes. Ensure management and implementation of employee movements. Provide advice and give guidance on recruitment and selection matters. Oversee capturing of information on Persal. Manage Conditions Of Service In The Department: Ensure the development, management, review and implementation of Conditions of Service Benefits policies. Ensure the management and the implementation of conditions of service in the department. Ensure the management of leave matters. Ensure the management and render support to line managers with the implementation of Pillir. Manage Human Resource Information Systems: Ensure the development and maintenance of personnel information systems and ensure establishment control. Oversee the management, monitoring and analysis of Human Resource Information System Reports. Authorize inputs to be made on the system by the PERSAL Management unit. Ensure analysis and signing off RACF reports. Ensure reviewal of monthly reports on recruitment process. Manage Coordination, Monitoring & Reporting on the Implementation of Organisational Development & Change Management Programmes and Human Resource Planning: Ensure the management, development, facilitation and implementation of OD & Change Management Interventions. Ensure the management of Human Resource Planning and development of policies and strategies. Identify And Manage Risk In Finance And Supply-Chain Management Protocols And Prescripts In Area Of Responsibility: Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timely and that there is compliance with supply chain prescripts. Ensure the Unit’s assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections. Manage Area Of Responsibility: Maintain High Standards By Ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP’s) for all subordinates are developed and implemented timely, Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates. Knowledge And Skills: In-depth knowledge of legislative framework that governs the Public Service, Sound knowledge of Recruitment and Selection processes. Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Change Management, Knowledge Management, Budgeting and Financial Management, Information Management, Continuous Improvement, Problem Solving and Analysis. Conflict Management, Problems Solving Planning and Organising, Decision Making and Communication (verbal & written).

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

OTHER POSTS

POST 22/56: DEPUTY DIRECTOR: HUMAN RESOURCE SYSTEMS REF NO: PT02/06/2019
Purpose: To manage Human Resource Information Systems for the Department.

SALARY: R733 257 per annum Level 11
CENTRE: Bhisho
REQUIREMENTS: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) in Human Resource Management / Public Administration / Public Management coupled with Minimum 5 years’ relevant experience of which 3 years must have been at an Assistant Director Level in Human Resource Systems (PERSAL) environment. Persal Certificate as a System Controller.
**DUTIES**

Maintain Personnel Information System: Draw and oversee amendment of Persal information. Register users on Persal. Authorise work done by Persal users (Personnel & Salary controller) in the department. Request & analyze Persal reports and ensure Persal is updated. Update HR information to metrics. Ensure sound and effective personnel & salary management. Implement measures to ensure a comprehensive & updated primary information source. Monitor Information on Persal (Incl. employments out of adjustment). Monitor and Provide Reports on Hr Information: Ensure that profiles are in sync with the segregation of duties. Provide advice to management regarding Persal information. Review and submit PERSAL reports to management. Oversee the implementation of audit & control measures. Ensure that all profile changes are recorded, audited & filled. Provide advice to management regarding Persal information. Ensure Maintainance Of Establishment Control: Manage the creation and abolishment of posts, appointment of personnel, absorptions, transfers and component changes. Ensure employees are on correct paypoints. Load & link structure on PersaL. Establish comprehensive guidelines & processes in line with Human Resources & Finance Policies (Including maintenance of the Establishment on Persal, HR Utilization, LR, Service Benefits, Budgets, and Estimates & Departmental Liabilities). Manage Area Of Responsibility: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure Performance Agreements, Work Plans and Personal Development Plans (PDP’s) for all subordinates are developed and implemented timeously. Manage employee performance daily and ensure timely submission of Performance Assessments of all subordinates. Ensure assets are managed, maintained and kept safely by subordinates.

**Knowledge And Skills:**


**ENQUIRIES**

Can be directed to Ms B Ndayi at Tel no: (040) 1010 072/071

**POST 22/57**

**ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING & REPORTING REF NO: PT03/06/2019**

Purpose: To facilitate the implementation of the Accounting Standards and Services to Provincial Departments

**SALARY**

R376 596 per annum Level 09

**Centre**

Bhisho

**REQUIREMENTS**

A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (as assessed and awarded by a recognised institution of learning, with a minimum of 120 credits at NQF Level 6) in Financial Accounting or any related field coupled with Minimum of 3 years’ relevant work experience in Accounting environment at a level of an Officer (Level 7 or higher)

**DUTIES**

Support The Monitoring and Reporting on the Preparation of the AFS and AIP Co-Ordination Plan: Provide support to Departments and report in accordance with relevant accounting policies, MCS, GRAP standards and guidelines. Render support in reviewing the reporting of milestones on AIP and AFS plan. Review AFS interim reports and provide feedback to departments. Assist with The Provision of Technical Support to Provincial Departments and Public Entities: Assist with the analysis and review of the departments’ books of accounts and support the implementation of suspension related Treasury Instructions to clear those accounts and report and review accordingly. Support adherence to reporting requirements in terms of section 32 of the Provincial Finance Management Act & Circular 1 and 3 of 2010 and report accordingly. Assist with the preparation and submission of
consolidated AFS to AG and respond to audit queries thereof. Support the identification of inter-departmental balances and preparation and submission of consolidated Annual Financial Statements to Auditor General. Assist with The Analysis of Financial Management Capability Model: Analyse and review FCMM reports. Support the interaction with transversal units on findings. Assist and provide support on the preparation / review of progress reports. Manage Area of Responsibility: Supervise and co-ordinate the effective and efficient running and management of the Unit. Develop and implement service delivery improvement programmes. Develop and supervise the implementation of the Unit’s Annual Operational Plans, monitor and report on the implementation thereof monthly, quarterly and annually. Ensure that performance agreements and development plans are developed and implemented for all staff in the Unit within set timeframes. Ensure that staff performance is managed on a daily basis and that Performance Assessments of all employees in area of responsibility are done timeously and within agreed timeframes. Ensure that vacancies are filled timeously and that the Recruitment, Selection and Placement of staff is according to laid down policy and procedure. - Ensure the Unit’s assets are managed, maintained and kept safely.


ENQUIRIES: can be directed to Ms B Ndayi Tel no: (040) 1010 072/071

POST 22/58: ASSISTANT DIRECTOR: MUNICIPAL BUDGET & INSTITUTIONAL GOVERNANCE: AMATHOLE DISTRICT: REF NO: PT04/06/2019

Purpose: To provide hands-on support on the implementation of the budgeting frameworks, financial assets and liabilities management, institutional governance and report on MFMA implementation.

SALARY: R376 596 per annum Level 09

CENTRE: East London

REQUIREMENTS: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Financial Management/Financial Accounting or related field coupled with Minimum of 3 years’ experience in Finance or related field as an officer Level 7 or higher. Previous experience in monitoring or working in Municipal environment is essential in the field of the Municipal Budget environment.

DUTIES: Assist In the Technical Hands-On Support on Budget Planning and Implementation: Assist in the training of municipal staff on the planning and implementation of the Municipal Budget and Reporting Regulations. Assist in the assessment of tabled budgets on an annual basis for credibility, relevance to government priorities and sustainability using a Budget Assessment Framework, and provide comment and feedback to municipalities. Assist in the compilation of a tabled budget assessment report for each municipality. Assist municipalities in ensuring that recommendations on assessed tabled budgets are incorporated into the budgets prior to adoption. Assist in the provision of all required reporting to NT on tabled and adopted budgets by municipalities. Provide hands-on support to municipalities to address non-compliance in terms of the tabled and adopted budgets. Assist in engaging municipalities in municipal benchmarking exercise on all tabled and adopted budgets. Assist in analysing monthly, quarterly and mid-year reports, prepare feedback to municipalities and monitor the implementation of corrective measures. Assist in identifying municipal financial problems requiring attention and support municipalities to resolve issues. Provide hands-on support to municipalities to assess and report on the Financial Management Capability Maturity Model (FMCMM) to determine weaknesses and implement measures to strengthen functionality and compliance. Assist Municipalities on Governance and Institutional Management, In Line With MFMA Requirements: Assist In the Assessment of MFMA Implementation, Compile Reports and Submit To the Supervisor.
Assist in the reporting on Risk Management and Internal Audit compliance and corrective measures implemented on a quarterly basis. Conduct and compile assessment reports on governance and compliance structures and assist municipalities to implement recommendations. Support municipalities to establish appropriate governance and compliance structures, systems and processes and review the effectiveness and functionality of these structures on a quarterly basis. Assist in the compilation of assessment reports on governance and compliance structures and to implement recommendations. Assist in the assessment of Municipal Budget and Treasury Office Structures quarterly, and report on vacancies in financial management activities. Assist in the implementation of approved financial recovery plans for municipalities where necessary. Assist in the preparation of Training Plan and roll out training as per the approved Training Plan to address challenges in municipalities. Assist in Monitoring Compliance with Financial Assets and Liabilities and Revenue Management: Assist in Reporting on Financial asset management. Assist in reporting on liability management. Assist in reporting on revenue management. Provide hands-on support to municipalities to implement recommendations on corrective actions to be taken regarding financial asset management, liability management, and revenue management. Provide hands-on support to municipalities to explore policies and practices with the aim of improving liquidity of municipalities to deliver services. Manage Area Of Responsibility: Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and supply-chain Management protocols and prescripts in area of responsibility. Ensure management, maintenance and safekeeping of assets.


ENQUIRIES: can be directed to Ms B Ndayi Tel no: (040) 1010 072/071

POST 22/59 : ASSISANT DIRECTOR: MUNICIPAL SCM & FINANCIAL ASSET MANAGEMENT: AMATHOLE DISTRICT: REF NO: PT05/06/2019

目的: 提供手把手的支持以确保与财务管理及年度报告框架、供应链管理 (SCM) 和资产管理 (AM) 相关的问题在地方上得到解决。

预算: R376 596 年薪 Level 09

中心: East London

要求: 三年制学位 (NQF level 7) 或国家文凭 (NQF Level 6) 或相关领域的 RPL 证书 (NQF 6 与最低总学分 120 个学分, 由认可的大学评估)。在财务管理/金融会计领域有 3 年以上经验, 并能处理相关领域的问题。在地方政府工作有 7 年或以上的经验。在地方工作的经验对于在地方政府工作的理解是至关重要的。

职责: 协助理解按技术应用会计标准和财务报告在地方政府上的要求。对 AGSA 报告进行评估, 确定地方政府存在的普遍问题, 同时识别 GRAP 报告框架的新兴风险, 并报告给副董事作为培训计划的输入。
to be rolled out to municipalities to improve compliance; Collate all the accounting queries / issues raised on the helpdesk and conduct research to improve quality of financial reporting on GRAP by municipalities and submit inputs to the Deputy Director; Conduct a high level review of AFS, Audit File and assess the Audit Action Plans of municipalities and submit reports to the Deputy Director with recommendations to improve quality and timeliness on the submission of AFS by municipalities as required by the MFMA; Assist in investigating areas of concern with regard to municipal financial health which might affect the going concern of municipalities and provide report to the Deputy Director; Prepare, analyse and report progress on mSCOA implementation within timelines and its financial impact to assist on compliance with mSCOA Regulations. Provide Practical Assistance And Control Mechanism On Issues Of Compliance To Supply Chain Management (Scm) Asset Management (Am). Assist In The Analytical Assessment Framework For Scm And Am Standard Operating Procedures against the legislative, policy frameworks to improve compliance within municipalities and provide report to the Deputy Director; Prepare a report for the Deputy Director with recommendation to improve MFMA compliance for the assessment conducted on SCM and AM policies against the legislated framework; Collate all the SCM & AM queries / issues raised on the helpdesk and conduct research to improve compliance by municipalities and submit inputs to the Deputy Director; Conduct an assessment of AGSA reports to determine common issues of concerns for municipalities on SCM and AM and also identify emerging risk on the legislative frameworks/policies and report to Deputy Director as input on the training plan to be rolled out to municipalities to improve MFMA compliance; Provide report to the Deputy Director on the assessment of E-Procurement System and provide recommendations on improving integrity of data; Assist in assessing the alignment of Service Delivery Budget Implementation Plans with Procurement Plans & Infrastructure Plans during municipal budget assessment and provide report. Manage Area Of Responsibility: Review supply chain performance and make recommendations to improve the efficiency and effectiveness of the supply chain management. Report on supply chain management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality/quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP’s) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure the implementation and management of Risk, Finance and to the Deputy Director on the recommendations to improve compliance with the MFMA. Knowledge and Skills: In-depth understanding of legislative framework that governs the Public Service. Departmental policies and procedures. Supply Chain Management policies and practices. Asset Management policies and practices. Risk Management policies and practices. Investment and cash management. Project Management, Budget and Financial Management, Change Management, Knowledge Management, Information Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus. Communication (verbal & written). Computer Literacy and Team work.

ENQUIRIES : can be directed to Ms B Ndayi Tel no: (040) 1010 072/071

POST 22/60 : SENIOR PROVISONING ADMIN OFFICER: LOGISTICS AND INVENTORY: REF NO: PT06/06/2019

Purpose: To render Stores and Warehousing Services for the Department

SALARY : R316 791 per annum Level 08

CENTRE : Bhisho

REQUIREMENTS : Degree (NQF Level 7)/National Diploma (NQF Level 6) Commerce / Supply Chain Management / Procurement / Logistics or related qualification plus five years' experience in SCM environment of which two years should have been at Stores or Logistics/procurement environment at salary level 7.
DUTIES: Facilitate Requisitions, Receipts And Issuing Of Stores Items: Receive requests from departmental staff. Prepare items requested. Draft memorandum requesting replenished and submit to Director Logistics for approval. Assist in drafting of budget memorandum for approval by CFO and ensure the alignment with sectional budget. Render Support In Maintaining Inventory Stock Level: Analyse inventory levels and ensure that request to replenish is initiated. Assist in preparation of reports that indicate procurement and adjust re-order levels when placing the order for all the inventory items. Monitor, Record And Updating Of Bin Cards: Update of bin cards for all items that are procured. Populate inventory reports on a monthly basis. Render Support In Maintaining Inventory Stock Level: Analyse inventory levels and ensure that request to replenish is initiated. Assist in preparation of reports that indicate procurement and adjust re-order levels when placing the order for all the inventory items. Monitor, Record And Updating Of Bin Cards: Update of bin cards for all items that are procured. Populate inventory reports on a monthly basis.

ENQUIRIES: can be directed to Ms B Ndayi Tel no: (040) 1010 072/071

POST 22/61: ORGANISATIONAL DEVELOPMENT (OD) PRACTITIONER: REF NO: PT07/06/2019

Purpose: To facilitate the implementation of Organisational Development Interventions, Change Management Programmes and HR Planning in the department

SALARY: R316 791 per annum (Level 08)

CENTRE: Bhisho

REQUIREMENTS: A Three Year Degree (NQF level 7) or National Diploma (NQF Level 6) or Relevant Certificate of RPL (NQF 6 with a minimum total of 120 credits as assessed by a recognised university) in Organisational Development / Industrial Psychology / Public Management or any related field coupled with Minimum of 2 years’ experience in Organisational Development environment at salary Level 7.


ENQUIRIES : can be directed to Ms B Ndayi Tel no: (040) 1010 072/071

DEPARTMENT OF PUBLIC WORKS

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

APPLICATIONS

Head Office - Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho or post to Department of Public Works, Private Bag X 0022, Bhisho, 5605.

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

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

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

Queenstown: (Chris Hani Region) Hand Delivery: 1 Corner Road, Kings Park, Queenstown, 5320, or post to Private Bag X7114, Queenstown, 5320. and (OR Tambo Region) Hand Deliver, K.D. Matanzima Building, Owen Street, Mthatha, 5099 or Post to: Department of Public Works, Private Bag X5009, MTHATHA, 5099

ENQUIRIES : Mr V. Sokahaleleka/ Ms V. Potelwa Tel: 047 505 2767

FOR ATTENTION : Ms N.H Malgas

CLOSING DATE : 05 July 2019

NOTE : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za or http://eclgta.ecprov.gov.za and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The the Department of Public Works welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.
### POST 22/62

**CHIEF ENGINEER - GRADE A (STRUCTURAL/CIVIL), BUILDINGS, REF NO: DPW 01/06/2019**

**SALARY**: R 1 042 827.00 Per Annum

**CENTRE**: Amathole Regional Office (East London)

**REQUIREMENTS**: An Engineering Degree (B Eng / BSC (Eng.) or relevant qualification. Six years post qualification experience as a registered Professional Engineer. A valid driver's license. Compulsory registration with ECSA as a Professional Engineer.

**DUTIES**: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and Maintain engineering services and management methods. Manage the executive of Maintenance strategy through the provisioning of appropriate structures, systems and resources. Governance: Allocate, control, monitor and report on all resources. Provide technical support services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing activities e. g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet MTEF objectives within the engineering environment/ services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

### POST 22/63

**QUANTITY SURVEYOR X2 POSTS, COMPONENT: HEALTH PORTFOLIO – BUILDINGS (X3 POSTS)**

**SALARY**: An all-inclusive remuneration package of R 618 732 per annum (OSD)

**CENTRE**: Head Office (Bhisho) Ref No: DPW 02/ 06/2019, (X2 Posts)
Amathole Regional Office (East London) Ref No: DPW 03/06/2019: (X1 post)

**REQUIREMENTS**: A Degree in Quantity Survey or relevant qualification. Three years Quantity Survey experience is required. A valid driver's license. Compulsory registration with SACQSP as a Professional Quantity Surveyor KPA's:
- Perform quantity survey activities on buildings, structures or facilities: - Co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure Administration and budget planning: - Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Report on expenditure and service delivery. Research and development: - Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/ councils on quantity survey related matters

**ENQUIRIES**: Head Office can be directed to Ms N. Mtoba Tel no: (040) 602- 4270 or Ms S. Mdoda Tel no: (040) 602 -4140
POST 22/64: CONTROL ENGINEERING TECHNICIAN: BUILDINGS, REF NO: DPW
04/06/2019

SALARY: Notch: R 446 202 per annum (OSD)
CENTRE: OR Tambo Regional Office (Mthatha)
REQUIREMENTS: National Diploma in Engineering or equivalent qualification with 6 years post qualification technical experience. Compulsory Registration with the Engineering Council of South Africa as a Professional Engineering Technician. A valid driver’s license is compulsory.
DUTIES: Manage technical serviced and support in conjunction with the Engineers, Technologists and associates in field, workshop and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical design with specifications and authorize/ make recommendations for approval by relevant authority. Manage administrative and related functions: - To provide inputs in the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance of data base. Research and Development: - Continuous professional development to keep up with the new technologies and procedures. Research/ literature studies on technical engineering technology to improve expertise and to liaise with the relevant bodies/councils on engineering related matters.
ENQUIRIES: can be directed to Mr Z. Tana / Ms L. Magama Tel: (043) 711-5772

POST 22/65: CONTROL ARCHITECTURAL TECHNICIAN, REF NO: DPW 05/06/2019
Sub Component: Buildings

SALARY: R 446 202.00 per annum (OSD)
CENTRE: Amatole Regional Office (East London)
ENQUIRIES: can be directed to Mr Z. Tana / Ms L. Magama Tel: (043) 711-5772

POST 22/66: CONTROL ENGINEERING TECHNICIAN: BUILDINGS, REF NO: DPW 06/06/2019

SALARY: R 446 202 per annum (OSD)
CENTRE: OR Tambo Regional Office (Mthatha)
REQUIREMENTS: National Diploma in Engineering or equivalent qualification with 6 years post qualification technical experience. Compulsory Registration with the Engineering Council of South Africa as a Professional Engineering Technician. A valid driver’s license is compulsory.
DUTIES: Manage technical serviced and support in conjunction with the Engineers, Technologists and associates in field, workshop and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical design with specifications and authorize/ make recommendations for approval by relevant authority. Manage administrative and related functions: - To provide inputs in the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance of data base.
Manage, supervise and control technical and related personnel and assets. Research and Development: - Continuous professional development to keep up with the new technologies and procedures. Research/ literature studies on technical engineering technology to improve expertise and to liaise with the relevant bodies/councils on engineering related matters.

ENQUIRIES : can be directed to Ms V. Potelwa or Mr V. Sokhahleleka Tel no: (047) 505 - 2767

POST 22/67 : ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT

SALARY : R376 596.00 per annum (Level 09)
CENTRE : Joe Gqabi Regional Office (Sterkspruit) Ref No: DPW 07/06/2019, Chris Hani Regional Office (Queenstown) Ref No: DPW 08/06/2019,

REQUIREMENTS : An appropriate Bachelor’s Degree or National Diploma in Supply Chain Management/ Logistics Management/ Public Management/ Public Administration/ Commerce/ Auditing with five (5) years relevant experience in Supply Chain Management: Acquisition or Demand Management of which three (3) years must be at supervisory level or level 7/8. A valid driver's license

Skills and Knowledge: Computer skills in Microsoft Office Applications. Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts Extensive working experience in Demand and or Acquisition Management. Extensive knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, BBBEE, Treasury Regulations and Supply Chain Management prescripts

DUTIES : Management of the effective and efficient implementation of acquisition management processes. Management of SCM Bid Adjudication Committee, Bid Evaluation Adjudication Committees and secretariat functions. Ensure that proper and adequate processes are in place to update and maintain the bid processes in line with appropriate with legislation. Implement the acquisition management systems and appropriate acquisition management internal controls and audit trails in the Department. Managing of the maintenance of the bid and quotation registers Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Management of staff.

ENQUIRIES : Joe Gqabi can be directed to Ms. H. Galeni or Mr. S. Dumalisile Tel no: (051) 611- 9800
Chris Hani can be directed to Ms L. Mazwi Tel no: (045) 807- 6662 or Ms N. Ndawo Tel no: (045) 807- 6676

POST 22/68 : ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT, SUPPLY CHAIN MANAGEMENT, REF NO: DPW 09/06/2019

SALARY : R376 596.00 Per Annum (Level 09)
CENTRE : Head Office (Bhisho)

REQUIREMENTS : An appropriate Bachelor’s Degree or National Diploma in Supply Chain Management/ Logistics Management/ Public Management/ Public Administration/ Commerce/ Auditing with five (5) years relevant experience in Supply Chain Management of which three (3) years must be at supervisory level or level 7/8 in Logistics Management. A valid driver’s license literacy, is a requirement.Knowledge And Skills: Knowledge of Public Service legislation/policies/prescripts and procedures. Knowledge and skills of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. Background in Logistical processes and procedures, and office procedures. Highly motivated, Creative and the ability to engage with service providers, end-users and stakeholders with matters related to Logistics and procuring of goods and services. The ability to plan, in tight timeframes and to work under pressure. Computer skills in Microsoft Office Applications. Computer knowledge. Good communication skills (verbal and written). Conversant, with the skills to capture and work on LOGIS System. Reconciliations on BAS. Decision making, Problem solving skills. KPA’s: Management the implementation of Logistical procedures and policies. Management of Logistical operations. Checking and control of all documents submitted for procurement process. Management of commitments/ orders on LOGIS. Management of the 0-9 file and accruals. Maintenance of all relevant registers and reports. Authorizing of departmental orders and commitments.

ENQUIRIES: can be directed to Ms N. Mtoba Tel no: (040) 602-4270 or Ms S. Mdoda (040) 602-4140

POST 22/69: ASSISTANT DIRECTOR: FLEET MANAGEMENT, REF NO: DPW 10/06/2019
Supply Chain Management

SALARY: R 376 596 per annum (Level 9)
CENTRE: OR Tambo Regional Office (Mthatha)
REQUIREMENTS: A Bachelor’s Degree/ National Diploma in Fleet/ Transport Management, Public Management/ Administration, Commerce, Financial Accountancy, Auditing with 4 years relevant working experience in fleet Management of which 3 years must be at a Supervisory level or level 7/8. Knowledge of PFMA and National treasury regulations and Supply Chain Management Prescripts, Knowledge of the departmental, mandate and its relationship with stakeholders in the sector and client departments. A valid driver’s license. Knowledge And Skills: Extensive knowledge of fleet management services, excellent analytical, numeric, communication and report writing skills, Computer skills in Ms Word, Ms Excel and PowerPoint, People Management skills with ability to deal with stakeholders at all levels. Ability to work in a team, Ability to work under pressure and meet tight deadlines.

DUTIES: Control all Departmental Transport/ Fleet. Monitor adherence to transport legislations and policies. Maintain vehicle accident reports. Manage and monitor SLA with contracted suppliers. Maintain vehicle asset registration fleet service history. Co-ordinate the provision of official and subsidized vehicles to the Department. Provide maintenance and co-ordinate the use of Government Motor Transport within the branches of the Region. Manage and supervise staff in the fleet management component. Monitor and manage submissions of all returns. Prepare transport estimates. Monitor the registration and licensing of the Departmental fleet.

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. SokahlelekaTel no: (047) 505-2767

POST 22/70: ASSISTANT DIRECTOR: INNOVATION AND EMPOWERMENT, EPWP, REF NO: DPW 11/06/2019

SALARY: R 376 596 per annum Level 9
CENTRE: OR Tambo Regional Office (Mthatha)
REQUIREMENTS: A Bachelor’s Degree/ National Diploma in Development studies/ Community Development. 4 years’ relevant experience in Community Development of which 3 must be at a Supervisory level or level 7/8. A valid driver’s License.Key Competencies: Project management principles, Meeting procedures, Report writing, Stakeholder and customer relationship management, EPWP principles and guidelines, Meeting procedures, Report writing, Stakeholder and Customer relationship management principles, Policy management, Communication skills

DUTIES: Facilitate training of EPWP beneficiaries. Promote enterprise development. Contribute to the development of artisans and labour intensive practitioners. Facilitate and implement NYS. Facilitate and implement contractor development programme. Create work opportunities by implementing EPWP flagship programmes at the same time creating assets and delivering services at community level that contribute towards poverty alleviation. Provide support in terms of social facilitation and compliance with the EPWP norms and standards. Facilitate the creation of alternative income, job and sustainable livelihood opportunities for household contractors.

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. SokahlelekaTel no: (047) 505-2767

POST 22/71: CHIEF ARTISAN- GRADE A: BUILDINGS, REF NO: DPW 12/06/2019

SALARY: R 386 487 per annum (OSD)
CENTRE: OR Tambo Regional Office (Mthatha)
REQUIREMENTS: An appropriate Trade Test Diploma certificate. Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. A Valid
driver's license. Knowledge And Skills: Project Coordination. Technical design and analysis knowledge. Research and development. Computer- Aided Architectural applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. KPA'S: Manage technical services: - Manage technical services and support in conjunction with Technicians/ Artisans and associate in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and ensure quality assurance in line with specifications. Manage administrative and related functions; - Provide inputs into budgeting process; compile and submit reports as required. Provide and consolidate inputs into technical operational plan; Update databases and manage artisans and related personnel and assets. Financial Management: - Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline –related activities and services. People Management: - Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success technical services according to organizational needs and requirements; Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Maintain and advance expertise: - Continuous individual development to keep up with technologies and procedures; Research/ literature studies on technical/ engineering to improve expertise; Liaise with relevant bodies/ councils on technological/ engineering related matters.

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. Sokhaheleka Tel no: (047) 505 2767

POST 22/72: PROJECT COORDINATOR: COMMUNITY DEVELOPMENT EPWP, REF NO: DPW 13/06/2019 (2 POSTS)

SALARY: R 316 791 per annum (Level 8)

CENTRE: OR Tambo Regional Office (Mthatha)

REQUIREMENTS: A Bachelor’s Degree/ National Diploma in Development studies/ Community Development with at least 3 years’ relevant experience in Community Development. A valid code 8 driver’s license. Key Competencies: Project management principles, Meeting procedures, Report writing, Stakeholder and customer relationship management, EPWP principles and guidelines, Meeting procedures, Report writing, Stakeholder and Customer relationship management principles, Policy management, Communication skills (verbal and written), Presentation skills, Meeting procedures, Self-organization, Resource Management, Conflict resolution, Customer and quality management, Persal knowledge, KPA’S; Render Project conceptualization: - Analyse applications received from the community, Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applications on the status of their application. Render Project Planning: Conduct community mobilization. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. Render Project Management: Liaise with community structures in the form of local authorities regarding project implementation. Facilitate site handover meetings. Conduct workshops to change driver behavior. Facilitate payment of project beneficiaries. Contract project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress. People management: - Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates’ key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Provides leadership, organizes and administers the work effort of assigned subordinates.

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. Sokhaheleka Tel no: (047) 505 2767
<table>
<thead>
<tr>
<th>POST 22/73</th>
<th>SENIOR PROVISIONING ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT, REF NO: DPW 14/06/2019</th>
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<tbody>
<tr>
<td><strong>SALARY</strong></td>
<td>R 316 791 per annum (Level 8)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Head Office (Bhisho)</td>
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<td><strong>REQUIREMENTS</strong></td>
<td>An appropriate Bachelor’s Degree or National Diploma in Supply Chain Management/ Logistics Management/ Public Management/ Public Administration/ Commerce/ Auditing/ Marketing majoring in Supply Chain Management with at least three (3) years relevant experience in Logistics Management. A valid driver’s license. LOGIS literacy, is a requirement. Knowledge And Skills: Knowledge of Public Service legislation/policies/prescripts and procedures. Knowledge and skills of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. Background in Logistical processes and procedures, and office procedures. Highly motivated, Creative and the ability to engage with service providers, end-users and stakeholders with matters related to Logistics and procuring of goods and services. The ability to plan, and to work under pressure. Advanced Computer knowledge. Good communication (verbal and written). Conversant, with the skills to capture and work on LOGIS System. KPA’s: Supervising the implementation of Logistical procedures and policies. Supervision of Logistical operations. Checking and control of all documents submitted for procurement process. Management of commitments/orders on LOGIS. Management of the 0-9 file and accruals. Management of staff, and their performance. Maintenance of all relevant registers and reports. Authorizing of departmental orders and commitments. Issuing of manual orders. Reporting’s on the price index. Reconciliation of transactions to LOGIS reports. Checking and control, verify and authorize orders for goods and services on LOGIS. Verify, and update supplier reminders. Ensure accurate capturing of data on the LOGIS System. Ensure compliance to legislation. Update and ensure maintenance on registers. Supervising of staff and their performance.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>can be directed to Ms N. Mtoba Tel no: (040) 602- 4270 or Ms S. Mdoda (040) 602 4140</td>
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<tr>
<th>POST 22/74</th>
<th>SENIOR PROVISIONING ADMINISTRATION OFFICER: LEASES, REF NO: DPW 15/06/2019</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>R 316 791 per annum (Level 8)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>Head Office (Bhisho)</td>
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<tr>
<td><strong>REQUIREMENTS</strong></td>
<td>An Appropriate B Degree or National Diploma in Public Management/ Public Administration/ Property Studies/ Real Estate. A minimum of 3 years' relevant experience in the Property Management or Administration or Property Industry- Knowledge And Skills: Knowledge of Government procurement systems and property legislation. Good administrative and communication skills, Client liaison skills, organizational skills, computer literacy skills management and strong negotiation skills. Sound analytical and problem solving skills. Able to function independently-unsupervised. A valid code B driver’s license.</td>
</tr>
<tr>
<td><strong>DUTIES</strong></td>
<td>Obtain cost effective hired office accommodation for Provincial Public Work’s client departments according to the market trends. Liaison with the landlords to ensure clients’ needs are fulfilled. Liaison with the Clients departments and landlords to ensure client satisfaction. Prepare submission/s for the recommendations and approval of the bid committees. Ensure optimal utilization of leased properties. Ensure contract management of all projects assigned including the timeous payments of rentals and municipal services and document and records management. Ensure Submission of all statistical monthly reports to the Head of the section. Supervise, develop and evaluate all staff that report to you. Follow-up on decisions taken at meetings.</td>
</tr>
<tr>
<td><strong>ENQUIRIES</strong></td>
<td>can be directed to Ms N. Mtoba Tel no: (040) 602- 4270 or Ms S. Mdoda (040) 602 4140</td>
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<thead>
<tr>
<th>POST 22/75</th>
<th>ARTISAN FOREMAN GRADE A: BUILDINGS, REF NO: DPW 16/06/2019</th>
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<tr>
<td><strong>SALARY</strong></td>
<td>Notch: R 304 263 per annum (OSD)</td>
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<tr>
<td><strong>CENTRE</strong></td>
<td>OR Tambo Regional Office (Port St Johns Depot)</td>
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</table>
REQUIREMENTS: Appropriate trade test certificate. Valid driver’s license. Five years post qualification experience as an Artisan. Must be able to work after hours at remote construction site. Experience in earthmoving equipment. KPA’s: (a) Design:- Supervise and produce designs according to client specification and within limits of production capability (b) Production: Produce objects with material and equipment according to job specification and recognized standards; Quality assurance of produced objects (c) Maintenance:- Inspect equipment and/or facilities for technical faults; Repair equipment’s 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 (d) Perform administrative and related functions: Update register of maintained and repaired faults; Obtain quotations and purchase (order) required equipment and materials; Compile and submit reports as required; Provide inputs to the operational plan; Ensure adherence to safety standards, requirements and regulations (e) Human and Capital Resource Management: Supervise and mentor staff; Planning of resources; Scheduling of works (f) maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures; Research/literature studies on technical/engineering technology to improve expertise.

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. Sokhaheleleka Tel no: (047) 505 2767

POST 22/76: WORKS INSPECTOR: BUILDINGS, REF NO: DPW 17/06/2019

SALARY: R 208 584 per annum (Level 6)
CENTRE: OR Tambo Regional Office (Mthatha)
REQUIREMENTS: A National Diploma in Built Environment OR N3 and passed trade test in Built Environment. A valid driver’s license. 2 years’ experience in built environment and computer literacy.

DUTIES: Render basic inspection service of work done on minor new and existing structures on a project basis: Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspection on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new works and maintenance work to be undertaken. Analyse and compile relevant documentation for work to be done on minor new and existing structures: Draw up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects.

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. Sokhaheleleka Tel no: (047) 505 2767

POST 22/77: ARTISAN PRODUCTION - GRADE A: BUILDINGS (2 POSTS),

SALARY: R 190 653 per annum (OSD)
CENTRE: OR Tambo Regional Office (Lusikisiki Depot)
REQUIREMENTS: Appropriate Trade Test Certificate. A Valid driver’s license. Knowledge And Skills: Technical analysis knowledge. Technical report writing. Production, process knowledge and skills, problem solving and analysis. Communication. Decision making. Team work. KPA’s: Design: Produce designs according to client specifications 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: - Inspects equipment and/or facilities for technical faults. Repair equipment 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 duties 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 the new technologies and procedures.

**ENQUIRIES**

: can be directed to Ms V. Potelwa or Mr V. SokhahelekaTel no: (047) 505 2767

**POST 22/78**

: **ADMINISTRATIVE CLERK: ASSET MANAGEMENT, REF NO: DPW 20/06/2019,**

**SALARY**

: R 173 703 per annum Level 5

**CENTRE**

: OR Tambo Regional Office (Mthatha)

**REQUIREMENTS**

: Grade 12 (Senior Certificate). Relevant experience in Asset Management will be an advantage. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

**DUTIES**

: Provide administrative support services. Draft routine correspondence (type documents) and track records submitted for processing. Write memorandums and compile monthly reports. Handle routine procurement matters. Facilitate and coordinate procurements of goods and services for the office. Ensure safekeeping of all records.

**ENQUIRIES**

: can be directed to Ms V. Potelwa or Mr V. SokhahelekaTel no: (047) 505 2767

**POST 22/79**

: **SECURITY OFFICER: FACILITIES MANAGEMENT, REF NO: DPW 21/06/2019 (X6 POSTS)**

**SALARY**

: R 122 595 per annum (Level 3)

**CENTRE**

: OR Tambo Regional Office (Mthatha)

**REQUIREMENTS**

: Grade 9 (Std 7) or Abet level 3, Registration with the Security Office Board (PSIRA), Security Training Grade C. **KPA’S:** Enforce access control regulation of the entrances. Conduct regular patrols in and around the entire perimeter fencing. Prevent situations which could result in fire and/ or safety hazards. Ensure that emergency exits are free of any obstruction. Check if fire extinguishers are serviced. Report all security breaches to the Senior Security Officer. Ensure compliance with the key control policy of a particular building. Write all incidents to the occurrence book. Report security breaches to the control room immediately.

**ENQUIRIES**

: can be directed to Ms V. Potelwa or Mr V. SokhahelekaTel no: (047) 505 2767

**POST 22/80**

: **MESSENGER: OFFICE SERVICES, REF NO: DPW 22/06/2019(X 2 POSTS)**

**SALARY**

: R 102 534 per annum (Level 2)

**CENTRE**

: OR Tambo Regional Office (Mthatha)

**REQUIREMENTS**

: A Grade 9 / STD 7/ ABET Level 4 Certificate. Relevant experience will be an advantage. Good communication skills, able to read write. Must be able to communicate with people. Good team player.

**DUTIES**

: Collect and deliver mail and parcels inside the department. Collect and deliver mail at neighboring departments and outside the department. Sorting of mail and delivering of urgent mail.

**ENQUIRIES**

: can be directed to Ms V. Potelwa or Mr V. SokhahelekaTel no: (047) 505 2767

**POST 22/81**

: **CLEANER: FACILITIES MANAGEMENT, REF NO: DPW 23/06/2019**

**SALARY**

: R 102 534 per annum Level 2

**CENTRE**

: OR Tambo Regional Office (Mthatha)

**REQUIREMENTS**

: A Grade 10. Grade 12 will be advantageous. Relevant Experience will be an advantage. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

**DUTIES**

: **KPA’s:** Clean floors and offices using vacuum cleaners and other cleaning equipment. Clean and dust furniture using cleaning and detergents. Ability to
operate cleaning machines and equipment. Empty office dust bins, provide fresh water to the offices on a daily basis.

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. Sokahleleka Tel no: (047) 505 2767

POST 22/82: ARTISAN ASSISTANT, COMPONENT: CONSTRUCTION, REF NO: DPW 24/04/2019

SALARY: R 102 534 per annum Level 2

CENTRE: OR Tambo Regional Office (Qumbu)

REQUIREMENTS: A Grade 9 / STD 7/ ABET Level 4 Certificate. Ability to read and write. Committed and hardworking. Experience will be added advantage. Ability to perform routine tasks

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

ENQUIRIES: can be directed to Ms V. Potelwa or Mr V. Sokahleleka Tel no: (047) 505 2767

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

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

APPLICATIONS: Head office Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No. 5 Eales Street, Wilton Zimasile Mkwayi Building, King William’s Town, 5605 Enquiries – Ms R. Loots Tel (043) 492- 0949

Amathole District Post to: The Senior Manager, Department of Sport, Recreation Arts and Culture, Private Bag X9030, East London 5200 OR Hand deliver to: No 16 Commissioner Street, Old Elco Building, East London, 5201 Enquiries: Mr Trevor Jantjies Tel (043) 704- 7806/ 083 454 9993

Chris Hani District Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag, X7190, Queenstown, 5320 Hand deliver to: No. 6 Ebden Street, Queenstown, 5319 Attention Mr X Kwanini Tel (045) 492 0030/ 065 596 8907

CLOSING DATE: 05 July 2019 at 12H00

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

POST 22/83

CHIEF DIRECTOR: CULTURAL AFFAIRS REF NO: DSRAC 01/06/2019

SALARY: R1 189 338 Per Annum (Level 14)
CENTRE: Head Office
REQUIREMENTS:
A four-year degree or three-year diploma in Social Science, Industrial Psychology, Business Administration and / or equivalent is essential, with at least ten (10) years’ experience at SMS Level. Extensive experience in a relevant managerial field. Experience in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in Government policies and procedures. Excellent communication and analytical skills. Exposure to Arts and Culture, Libraries and Archives, Museums and Heritage as well as Language Services are essential. Knowledge of and experience in sector needs and business. Extensive knowledge in government prescripts, policies and procedures. Willingness to work extra hours. Computer literacy with an emphasis on Excel and PowerPoint. An independent worker, meeting timeframes. Monitoring and managing compliance of the District with the Statutory Bodies. Must be in possession of a valid code 08 driving licence. 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 the department. Following the interview and 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 assessment tools. Knowledge And Skills: Sound understanding at basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook. Knowledge of Legislation, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations.

DUTIES:
Give direction and formulate strategies for the Branch: Cultural Affairs which include Arts, Culture, Libraries and Archives as well as Museums and Heritage. Determine transformation of the Cultural Affairs Landscape in the Province of the Eastern Cape. Develop strategic linkages with other government Departments (National, Provincial Level), Public Entities, International organisations and other relevant stakeholders. Manage and organise all activities of the branch: Cultural Affairs, to ensure that the Departmental goals are achieved. Coordinate the development and implementation of Arts and Culture, Museums and Heritage as well as Libraries and Archives’ Legislation and Policies in the Province. Provide specialist advice on all matters pertaining to Cultural Affairs. Assist Management to ensure compliance with the PFMA, Treasury Regulations.

ENQUIRIES:
N. Bodlani. Tel no: (043) 492 0280

POST 22/84

DEPUTY DIRECTOR: GENERAL PAYMENTS REF NO: DSRAC 02/06/2019

SALARY: Package: R733 257 Per Annum (Level 11)
CENTRE: Head Office
REQUIREMENTS:
Bachelor's Degree/ National Diploma in Commerce/ Accounting/Financial Management, Taxation, Internal Auditing, OR A National Diploma in Cost and Management Accounting OR Bachelor of Business Administration with at least five (5) years’ experience, OR Grade 12 with at least 10 years’ experience in Financial Management environment, of which three (3) years’ experience must be at an Assistant Director level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid code 08 driver’s license. Knowledge And Skills: Sound understanding at basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills.
literacy in MS Word, Excel and Outlook knowledge of Laws, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations.

**DUTIES**

Provide strategic guidance on handling Financial Management matters of the Section. Ensure that budget-related matters are attended accordingly. Ensure that financial policies and regulations are implemented properly. Ensure payments of service providers within 30 days on receipt of an invoice. Manage the monitoring of accruals and commitment reports. Ensure submission of note 34 (Payment Monitoring Tool) to Provincial Treasury monthly. Manage credit transfer and monthly limits letter to Provincial Treasury and the bank on time. Manage authorization and Monitoring of Transfers. Management of staff. Handle audit related queries. Expenditure analysis: Manage compliance with legislative requirements on payment processes and reporting. Effective and efficient identification and management of risks within the unit. Detect and report on unauthorised, irregular, fruitless and wasteful expenditure and losses resulting from criminal and other conduct. Control and review of monthly reconciliation. Assist Management to ensure compliance with the PFMA, Treasury Regulations.

**ENQUIRIES**

R. Loots. Tel no: (043) 492 0949

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**POST 22/85**

**SCHOOL SPORT COORDINATOR (CONDITIONAL GRANT) REF NO: DSRAC 03/06/2019**

(Contract from Date of Assumption to 31 March 2021)

**SALARY**

An all-inclusive remuneration R 108 564 (5/8th) in lieu of benefits

**CENTRE**

Amathole District (Idutywa)

**REQUIREMENTS**

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

**DUTIES**

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

**ENQUIRIES**

T. Jantjies. Tel no: 043 704 7806

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**POST 22/86**

**LIBRARY ASSISTANT (CONDITIONAL GRANT) REF NO: DSRAC 04/06/2019**

(Contract from Date of Assumption to 31 March 2021)

**SALARY**

An all-inclusive remuneration R 173 703 (Level 05)

**CENTRE**

Chris Hani District (Sabalele)

**REQUIREMENTS**

A Diploma or Certificate in Library and Information Studies or Matric with two (2) years’ experience in a Library environment. Good command of at least two (2) official languages. Knowledge of Library Systems and relevant government prescripts. Computer literacy. Good verbal and written skills.

**DUTIES**

relations with the neighbourhood, community or target populations served by
the library.

ENQUIRIES : Chris Hani District. X. Kwanini. Tel no: (045) 492 0030