ANNEXURE Q

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

APPLICATIONS : The Head of Department: Cooperative Governance & Traditional Affairs, Private Bag X0035, Bhisho, 5605, For Attention: Ms T. Dyani. Hand delivered applications will be received at Foyer.

FOR ATTENTION : Mr S. Meligana

CLOSING DATE : 30 August 2019

NOTE : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department or www.dpsa.gov.za/ or http://ecigta.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 signature. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). Shortlisted candidates may 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. All shortlisted candidates will be required to undergo pre-employment screening. All Senior Management Service appointments are subject to competency assessment, security vetting and technical exercise that intends to test relevant technical elements of the job. Successful candidates will be required to enter into a performance agreement and will disclose financial interests. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. All applications received after closing date will not be considered. No faxed/email applications will be accepted. The Department of Cooperative Governance is an equal opportunity, affirmative action employer. Military Veterans, persons from previously disadvantaged (designated) groups including people with disabilities are encouraged to apply. Employment Equity targets of the Department will be considered in the selection process. The Department Seeks to utilise the filling of vacancies as a measure to advance upward mobility of internal candidates.

MANAGEMENT ECHELON

POST 29/81 : CHIEF DIRECTOR: MUNICIPAL GOVERNANCE AND SUPPORT REF NO: COGTA (01/08/2019)

SALARY : R1 251 183 – R1 495 956 per annum (Level 14)

CENTRE : Bhisho

REQUIREMENTS : A Bachelor’s degree (NQF7) in Development Studies/ Social Science. A Master’s degree in Development Studies/ Social Science will be an added advantage. A minimum of 5 years working experience at Senior Management level position in Local Government, other advanced management programmes aimed at the capacitation of senior management in the Public Service. A valid driver’s license (Code EB). Computer literacy. Experience in a Local Government environment. Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Public Service Act and Regulations. Extensive experience and knowledge and understanding of the planning frameworks. Extensive understanding of the IGR environment and the purpose of IGR in the government context. Strong understanding of the regulatory and policy environment. Extensive understanding and interpretation of the legislation and strong implementation and management of legislative imperatives Monitoring and Evaluation environment. Has very strong research and analysis capacity and capability. Extensive understanding of the Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and
empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing and analytic skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Good management, communication, facilitation, report analysis of trends, evaluation and researching and presentation skills. A driven, agile, hardworking and motivated manager, who is prepared to work long hours and produce high quality of work.

**DUTIES**

- Monitor and ensure the legislative compliance issues in municipalities. Support and monitor the establishment and functionality of Financial Oversight Structures in the municipalities. Monitor and support municipalities in filling of critical vacant posts and compliance with Municipal Systems Act of 2000 and Local Government Regulations of 2014. Monitor and report on implementation of 5 pillars of Back to Basics (B2B) Programme. Monitor the co-ordination of departmental support initiatives in municipalities including Operation Masiphathisane, shared services and integrated development across the three spheres of government. Responsible for the compliance and functionality of the municipalities. Ensure the capacitation of both the administrative and executive segments of the municipalities to enable to efficiently discharge their mandate.

**ENQUIRES**

can be directed to Mr S. Meligana at Tel No: (040) 6095351/5446/5352.

**NOTE**

Preference will be given to African Female and people with disabilities.

**POST 29/82**

**DIRECTOR: MUNICIPAL FREE BASIC SERVICES REF NO: COGTA (02/08/2019)**

**SALARY**

- R1 057 326 – R1 245 495 per annum (Level 13)

**CENTRE**

- Bhisho

**REQUIREMENTS**

- An undergraduate qualification (NQF Level 7) in Development Studies or Social Sciences or related equivalent qualification as recognised by SAQA. Have a technical background in the Civil, Electrical and water management qualification. A Master’s Degree in Development Studies, Built Environment, Statistics and Social Sciences or related field will be an added advantage. Five years’ experience at Middle/ Senior Management level. Very strong in Monitoring and Evaluation background, exceptional Policy development and application capability, extensive understanding of the Basic Services and Free Basic Services policy imperatives, sound planning and implementation capability, sound knowledge of the Division of Revenue Act and its imperatives. Sound understanding of the Community Based Planning and Management. Exceptional Facilitation and Mobilizing skills. Experience or training in Microsoft Office with specific reference to MS Word, MS Spreadsheet, MS PowerPoint, Outlook and database capability. A valid Code EB Drivers License. Experience in Community Development or Local Government will be an added advantage.

**DUTIES**

- Develop Frameworks for municipalities for the provision of Free Basic Services, Interpretation and application of the Free Basic Services Polices, very strong skills in the development of guidelines for the identification and the management of the indigents, develop support frameworks for municipalities to promote, facilitate, coordinate and monitor the implementation of policies on Free Basic Services (electricity energy, water and sanitation) by municipalities. Develop norms and standards for free basic services implementation. Promote, coordinate, strengthen and monitor FBS institutions, stakeholder’s forums in municipalities and FBS knowledge management. Support municipalities in the development, interpretation and management of the indigent registers. Competencies; Exclusive knowledge, policies and practices that affect Municipal Free Basic Services and administration. Develop a reporting and the monitoring framework for the reporting and management of data for the Free Basic Services. Ensure the municipalities plan and budget adequately for FBS to cover the indigent households. Regularly present report to the clusters on the impact of FBS on the poor household in the province. Influence policy and budgetary processes in the province to promote FBS Influence policy changes and improvement. Promote Government policy of providing services to the poor and interpret and apply government policies, Public Services Act, PFMA, Finance and budgetary skills. Strong ability to operationally...
ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organizational and conflict management skills. Good management, communication, facilitation, social facilitation, stakeholder engagement, data analysis, monitoring and reporting, research and presentation skills. Preference will be given to an African Female and people with disabilities.

ENQUIRIES: can be directed to Mr S. Meligana at Tel No: (040) 6095351/5446/5352

POST 29/83: DIRECTOR: VALUATION SERVICES REF NO: COGTA (03/07/2019)
Re-advertisement. Candidates who previously applied are encouraged to re-apply

SALARY: R1 057 326 – R1 245 495 per annum (Level 13)
CENTRE: Bhisho
REQUIREMENTS:

DUTIES:
Manage, Co-ordinate and monitor the implementation of the Local Government: Municipal Property Rates Act, 2004 as amended and its Regulations. Formulate and interpret property valuation legislations, policies and processes. Manage programmes of technical and financial support with regard to property valuations to municipalities. Monitor and give guidance to valuers on the implementation of the MPRA. Management of the technical and professional personnel including effective utilization, mentoring and training of candidates valuers and other personal, high maintenance of discipline, promotion of sound labour relations and proper use of state resources. Develop and implement Annual Performance and Operational Plans for the Directorate ensuring that the goals and objectives determined are achieved. Facilitate and monitor programmes of technical support with regard to Property Valuation Services Municipalities. Provide information on property valuation related issues to Municipalities.

ENQUIRIES: can be directed to Mr S. Meligana at Tel No: (040) 6095351/5446/5352
NOTE: Preference will be given to African Females and people with disabilities

POST 29/84: DIRECTOR: SPATIAL PLANNING REF NO: COGTA (04/07/2019)
Re-advertisement. Candidates who previously applied are encouraged to re-apply

SALARY: R1 057 326 – R1 245 495 per annum (Level 13)
CENTRE: Bhisho
REQUIREMENTS:
A Bachelor’s Degree (NQF Level 7) in Town and Regional Planning or related equivalent qualification. Five (5) years’ experience at a middle management level in Town and Regional Planning. Master’s Degree in Town and Regional Planning will be an added advantage. Registration with the South African Council for Town and Regional Planners is a prerequisite. Extensive experience in the

DUTIES
Facilitate, manage and monitor Town and Regional Planning Services. Manage and Monitor the compilation and implementation of budget and operational plans in terms of the PFMA. Manage the development and implementation of policies and guidelines relating to the Spatial Planning in the Municipalities. Manage the assessment of spatial development applications. Provide and drive strategic direction for the Division and determine Key Performance Areas to ensure the formulation and implementation of appropriate strategic policies which will enable the Division to successfully fulfil its role in the delivery of special planning services to communities. Efficiently manage the Division to ensure effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and appropriate utilisation of resources.

ENQUIRIES can be directed to Mr S. Meligana at Tel No: (040) 6095351/5446/5352
NOTE: Preference will be given to African Females and people with disabilities.

POST 29/85
DIRECTOR: LAND USE MANAGEMENT & ADMINISTRATION REF NO: COGTA (05/07/2019)
Re-advertisement. Candidates who previously applied are encouraged to re-apply

SALARY: R1 057 326 – R1 245 495 per annum (Level 13)
CENTRE: Bhisho
REQUIREMENTS: A Land Use related Degree (NQF level7) e.g. in Town / Regional/Planning, Development Studies, Land Survey or Property Valuations or Land Use Planning. Certificates in Conveyancing and Administration of Deeds, Property Management or Land Policy and Legislation will be an added advantage. Five (5) years working experience at a middle management level and experience in Local Government environment will be an added advantage. Valid Code 8 (EB) Drivers license. Computer literacy. Competencies: Exclusive knowledge of legislations, policies and practices that affect Land Use Management & Administration e.g. (SPLUMA) and its Regulations. Ability to interpret and apply Government Policies, Public Service Act as amended, PFMA, Analytical and Interviewing skills, supervisory skills, finance & budgetary skills. Public Services Act, PFMA, Finance and budgetary skills. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Good management, communication, facilitation and presentation skills.

DUTIES
Manage the facilitation promote, co-ordination and monitoring of Land Use Management and Land Administration Services. Facilitate and monitor the establishment of administrative systems required for the implementation of the Spatial Planning and Land Use Management. Act and its Regulations (SPLUMA). Formulate and interpret SPLUMA Legislation, policies and processes. Manage the
Directorate’s budget in accordance with the provisions of the Public Finance Management Act 1999 and Treasury Regulations. Actively contribute to the formulation and implantation of the Departmental Strategic Plan. Communicate report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders and Labour Relations. Responsible for efficient management of Human Resources, asset and financial resources of directorate with Efficiently manage a division, including the effective utilisation and training of staff. The maintenance of discipline, promotion of sound labour relations and the proper use of State property. Provide and drive strategic direction for the division and ensure the formulation staff compliment of minimum of ten people.

**ENQUIRIES:** can be directed to Mr S. Meligana at Tel No: (040) 6095351/5446/5352

**NOTE:** Preference will be given to Females and people with disabilities

**POST 29/86**

**SALARY**

R1 057 326 – R1 245 495 per annum (Level 13)

**CENTRE**

Bhisho

**REQUIREMENTS**

A Bachelor’s degree (NQF7) in Urban & Regional Planning/Developmental Planning or Development Studies. Masters in Developmental Studies, Masters in Planning and Sustainable Development (MPlan) will be an added advantage. Good understanding of Planning Framework e.g. ward based plan. Alignment of IDP with Provincial Development planning and National Development Planning. Computer Literacy. Five (5) years of experience at a middle/ senior managerial level. A valid Driver’s licence. Computer literacy. Experience in community development or local government will be an added advantage Competencies: Strong and dynamic strategic leadership and communication skills. An understanding of the operational environment of the Department and its service delivery imperatives. Extensive knowledge of the Municipal System Act, Public Service regulatory frameworks, including the Public Finance Management Act, Treasury Regulations and the Public Service Act and Regulations. Strong ability to operationally ensure compliance with legislation and policy development. Programme and project management skills. Proven record of monitoring and Evaluation. People management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report-writing skills. Facilitation and co-ordination skills. Knowledge of business and management principles involved in strategic planning and the co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. The applicant must have proven experience in PowerPoint presentations, writing of reports, letters and memoranda in strategy development. Demonstrated ability and experience in managing cash flow and a development of a budget to implement a Key Performance Area. Proven project management experience and roll out plans. Planning and organising, change and people management and empowerment, strategic capability, conflict resolution, project and financial management. Experience in research, co-ordination and stakeholder relationship management.

**DUTIES**

Provide and direct input into provincial wide planning and development in line with provincial spatial development framework. Preparation of development planning policies, legislation and alignment with provincial spatial development frameworks. Undertake strategic interactions with sector department, local and national government authorities. Provide strategic leadership to the Directorate. Effective management of the Directorate. Manage performance within the Directorate. Align the staffing needs of the Directorate with the Departmental Employment Equity Plan. Manage the Directorate’s budget in accordance with the provisions of the Public Finance Management Act, 1999, and Treasury Regulations. Actively contribute to the formulation and implementation of the Departmental Strategic Plan. Communicate, report and integrate the outputs of the Directorate, internally to the Department and externally with all stakeholders and Labour Relations. Responsible for efficient management of human resources, assets and financial resources of the directorate with staff compliment of minimum of ten people.

**ENQUIRIES**

can be directed to Mr S. Meligana at Tel No: (040) 6095351/5446/5352
Preference will be given to Male and people with disabilities.

**NOTE**

**POST 29/87**  
DIRECTOR: MUNICIPAL PUBLIC PARTICIPATION  
REF NO: COGTA (07/07/2019)

Re-advertisement. Candidates who previously applied are encouraged to re-apply.

**SALARY**

R1 057 326 – R1 245 495 per annum (Level 13)

**CENTRE**

Bhisho

**REQUIREMENTS**

A Bachelor’s degree (NQF 7) in Public Management or Management/Development Studies. A Master’s degree in Management or Public Administration or Social science or Developmental studies/Policy studies will be an added advantage. Five years of experience at a middle/senior managerial level. Computer Literacy. A valid Code EB driver’s licence. Experience in community development or local government will be an added advantage. Competences:

- Strong and dynamic strategic leadership, Social facilitation and communication skills.

**DUTIES**

Develop regulatory frameworks to set minimum standards for community participation and engagement. Support municipalities in the establishment of functional structures to foster community participation and develop mechanisms to monitor functionality of such structures. Coordinate ward level activities and programmes to connect elected leaders with constituencies. Develop and implement citizen empowerment programmes. Partner with relevant stakeholders to implement a communications strategy aimed at improved communication from government to citizens. Improve communication between government and citizens (engaging with individuals or organizations which are having a high level of influence on public opinion). Identifying and rewarding innovation/good practices of citizen’s engagement. Coordination of Community Development Workers in order to improve communication between government and citizens through resolving community problems and identification of good practices. Coordination and Implementation of Operation Masiphathisane. Provide efficient and effective coordination of community development workers programme at District level. Provide strategic guidance to CDW operations. Develop, coordinate and monitor systems for the implementation of CDW programmes. Liaise, consult and network with stakeholders on the CDW programmes and systems. Develop mechanism for monitoring and evaluation of CDWs. Facilitate CDW provincial task team for coordination amongst the role players. Promote networks and enhance the activities of Local and District Municipalities to improve service delivery. Network with relevant structures of civil society and business towards community development. Efficiently manage the directorate, including effective utilisation and training of staff, maintenance of discipline, promotion of sound labour relations and the proper use of state properties. Responsible for planning and budgeting within the directorate. Ensure compliance with PFMA, Public Service Act of 1994 and Public Service Regulations, Municipal Systems Act, Municipal Structures Act and other related legislations. Coordination and Implementation of Operation Masiphathisane, ward based planning (ward profiles), report analysis skills and able to assist Local Government in community participation e.g. IDP community engagement sessions.

**ENQUIRIES**

Can be directed to Mr S. Meligana at Tel No: (040) 6095351/5446/5352

**NOTE**

Preference will be given to African Female and people with disabilities.
POST 26/88 : DIRECTOR: FINANCIAL ACCOUNTING SERVICES REF NO: COGTA (08/07/2019)

SALARY : R1 057 326 – R1 245 495 per annum (Level 13)
CENTRE : Bhisho
REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Financial Accounting/ Financial Management/ Public Finance/ Management Accounting. A Master’s Degree in Development Studies or Social Sciences or related field will be an added advantage. Five years’ experience at Middle/ Senior Management level financial management role. Experience or training in Microsoft Office with specific reference to MS Word, MS Spreadsheet, MS PowerPoint, Outlook and database capability. A valid Code EB Drivers License. Competencies: Applied strategic thinking, applying technology, budgeting and financial management. Communication and information management, continuous improvement, citizen focus and responsiveness. Conflict management, problem solving, planning and organizing, decision making, team leadership, communication (verbal and written). Ability to interpret and apply government policies. Public Services Act, PFMA, Finance and budgetary skills. Strong ability to operationally ensure compliance with the legislation and policy development. Programme and Project management skills. People Management and empowerment skills. Possess experience in stakeholder management, negotiation and corporate governance. Client orientation and customer focus. Professional report writing skills. Facilitation and co-ordination. Strong analytical, innovative and lateral thinking abilities. Strong organisational and conflict management skills. Good management, communication, facilitation and presentation skills.

DUTIES : Implement, monitor and review Departmental accounting policies, procedures and processes. Responsible for the reconciliation and management of the Departmental bank account. Ensure the management of debt and the write-off thereof in compliance with the prescripts. Ensure the management of revenue collection and receipting. Perform month- end and year- end accounts closure process. Prepare quarterly and Annual Financial Statements and supporting working papers. Ensure the management of cash flow releases and reconciliations. Ensure management of creditors payments and reconciliation of accounts. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Manage receivables due to the Department, including the recording, collection, banking and write- off irrecoverable amounts. Manage authorisation and processing of salary payments, deductions and pay-over of statutory deductions, i.e. tax, pensions, etc. Consolidate and reconcile payroll data and prepare statutory and other payroll returns. Maintain statutory and other required registers of fruitless and wasteful expenditure. Manage all audit responses including the Auditor- General and Internal Audit. Identify staff capacity needs and ensure training and development interventions. Manage directorate’s budget in line with the strategic objectives of the Department. Provide strategic direction for Financial Administration within the Department. Delegate functions to staff based on individual potential and provide necessary guidance and support by affording staff adequate training and development opportunities. Ensure timeous development of job descriptions and implementation of work plans and Personal Development Plans for all subordinates. Manage daily employee performance and ensure timely performance assessments of all subordinates.

ENQUIRIES : can be directed to Mr S. Meligana at Tel No: (040) 6095351/5446/5352
NOTE : Preference will be given to an African Female and people with disabilities

OFFICE OF THE PREMIER

APPLICATIONS : The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605, Hand Delivery: Room 0007, Ground Floor, Office of the Premier Building, Independence Avenue, Bhisho.
FOR ATTENTION : Vusumzi Booyzen / Nomthandazo Xesha
CLOSING DATE : 30 August 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 DPSC 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 DPSC Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSC SMS Competency assessments tools.

MANAGEMENT ECHELON

POST 29/89 : DIRECTOR: YOUTH REF NO: OTP01/08/2019

SALARY : R1 057 326 per annum (Level 13)
CENTRE : Bhisho
REQUIREMENTS : An NQF Level 7, B. Degree as recognised by SAQA in Humanities/ Social Sciences or related field. Minimum 5 years’ experience as a Deputy Director in similar environment. Practical experience of working in a Youth Development space and/or in working with Designated Groups. Knowledge: Knowledge of the Public Sector Legislative and Policy frameworks. In-depth knowledge of the International, Regional and National Policy and Legislative frameworks related to Youth and Youth Development. Understanding of Economic and Social Policy Frameworks related to Designated Groups and Special Programmes. Extensive knowledge of the Transformation and Developmental agenda of government - and in the Public Service - particularly in respect to Youth and other Designated Groups. Basic knowledge of research, monitoring and evaluation principles and practices. Skills: Ability to work with various stakeholders- especially those involved in Youth Development. Advanced organising and negotiation skills. Conflict management and resolution skills. Critical thinking skills, Communication skills, Computer literacy, Facilitation skills and Mobilisation Skills. Added advantages: A relevant post graduate qualification. A SAQA recognised qualification in youth development work. Experience in the IGR and Local Government space will be an added advantage. Suitably qualified Persons with Disabilities will be given preference.

DUTIES : Manage the planning, implementation, monitoring and reporting on the provincial youth development strategy and other national youth development frameworks: Co-ordinate and monitor implementation of the Youth Development Strategy and National Policy Frameworks on Youth Development. Facilitate the development of the Provincial Youth Implementation Framework/ Plan in conjunction with provincial government and public entities. Manage the monitoring of the implementation of the Provincial Youth Implementation Framework/ Plan and report thereon. Manage the integration of youth development into the mainstream of government programmes by participating in the strategic planning of departments and municipalities to ensure the inclusion of youth development programmes in their APPs and IDPs, as articulated in the Provincial Youth Development Strategy and other relevant Youth Development Policy Frameworks. Guide and monitor the mainstreaming of youth development in policies, programmes and plans of government and other role players involved in delivering services to the youth. Co-ordinate and manage Youth Development Forums – Provincial and Local Government levels. Ensure inclusion of marginalized youth, e.g. young people with disability, young women and rural youth by facilitating the
creation of an enabling environment for previously marginalized communities to
tap into government youth development programmes. Manage and facilitate the
implementation of youth empowerment programmes for entrepreneurship and
economic development: Explore and facilitate various opportunities for youth to
participate in the various economic sectors, especially those prominent in the
Province. Co-ordinate and manage the provision of mentorship and support to
young people for their economic empowerment and development: to create
business awareness and encourage the development of small businesses and
co-operatives and ensure the access finance, skills development, market linkages
and networking opportunities. Manage the facilitation of the creation of job
opportunities through various initiatives and Youth Development Flagship
Programmes and strategic initiatives. Facilitate and monitor youth-focused
planning and budgeting within departments, municipalities and entities and ensure
compliance with the relevant redress policy and legislative frameworks. Manage
the facilitation, coordination and monitoring of the implementation of youth
programmes in the Provincial Departments, District Municipalities and State
Owned Entities. Facilitate the development of a provincial skills and talent pipeline
that is responsive to the socio-economic needs of the province: Facilitate
establishment of partnerships- on youth development- with business associations,
SETAs and other sectors to create opportunities and source funding as well as
with institutions of higher learning, including strengthening the existing ones.
Facilitate the creation of viable pathways for out of school youth and school leavers
into post school learning opportunities. Strengthen partnerships for skills
development projects with Education Institutions, Private Sector and relevant
sectors. Facilitate talent and skills pipeline that is responsive to the socio-economic
needs of the province by facilitating of exposure of young people to support and
career awareness opportunities at school, tertiary and work place levels. Monitor
the provision of financial support through bursaries and employment preparedness
through internship and learnership programmes, including the placement of youth
in workplaces to enable them to gain experiential learning. Conduct research on
issues pertaining to youth, mobilize and organize young people to take charge of
their wellbeing: Manage the establishment and maintenance of a comprehensive
database on youth in the province (on various issues and aspects), which is
accessible to provincial government for planning and decision making. Facilitate
the conducting of research on various aspects of youth development matters in
partnership with educational institutions, Statistics SA and maintain a provincial
repository of research projects. Manage and facilitate the mobilization of youth
stakeholders and civil organizations in the province through various platforms
towards youth development and for assessment of impact of government
programmes related to youth, amongst others. Co-ordination of youth stakeholders
towards youth development through various platforms. Manage the allocated
resources of the directorate in line with legislative and departmental policy
directives and comply with corporate governance and planning imperatives:
Maintain high standards by ensuring that the team / section produces excellent
work in terms of quality / quantity and timeliness. Resolve problems within area of
operation with minimum guidance from the supervisor. Delegate functions to staff
based on individual potential provide the necessary guidance and support and
afford staff adequate training and development opportunities. Ensure effect
management of resources within the Unit. 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. Booyseen / Mr. M Mbangi at Tel No: (040) 609 6490 or Ms
T. Xesha Tel No: (040) 609 6424

OTHER POSTS

POST 29/90: DEPUTY DIRECTOR: INTEGRATED STRATEGY & PLANNING REF NO:
OTP02/08/2019 (X2 POSTS)
Governance & Administration Cluster and Economic Development Cluster

SALARY: R826 053 per annum (Level 12)
CENTRE: Bhisho
**REQUIREMENTS**

An NQF Level 7 B. Degree as recognized by SAQA in Public Administration/Management or related qualification in Social Science/Humanities with a minimum of 3-5 years Assistant Director Experience in development planning in the public service. Knowledge: Legislative framework and relevant government procedures, Policy analysis, policy development and policy implementation and review processes, Strategy development, strategy management as well as strategy monitoring and review processes, Monitoring and Evaluation processes, National Development Plan, Eastern Cape Provincial Development Plan, Government Cluster System, priorities and outcomes approach, Government planning cycle & Systems of governance and administration. Managerial competencies: Strategic Capability and Leadership, Communication, Problem Analysis and Solving, Financial Management, Programmes and Project Management.

**DUTIES**

Development of the integrated provincial medium and long term strategic plans and guide the implementation thereof: Develop and review the Provincial Development Plan (PDP) to guide long term planning in the province. Develop and review the 5 year implementation plan informed by global, continental, national and local sphere plans and frameworks. Collaborate with different spheres of government for the development of provincial and local plans, including the 5 year implementation plan so as to promote alignment. Coordinate the implementation of POA through the Cluster system. Coordinate planning activities to ensure coherence between sectoral strategic plans, policies and sectoral service delivery programmes across the province through the cluster system. Develop the integrated provincial planning frameworks and support departments, district municipalities and metros with the implementation thereof. Coordinate sectoral macro planning and the adequate resourcing for the implementation thereof. Coordinate the development of provincial short term strategic plans and guide the implementation thereof: Coordinate and guide departments in the development of short term provincial strategic and sectoral plans i.e. 5 year Strategic Plans and Annual Performance Plans (APPs) so as to ensure alignment to provincial priorities and compliance to planning frameworks. Coordinate and support the convening and the functionality of the planning community of practice and seminars for sharing of best practices and capacity building. Manage the analysis of provincial and local plans. Draft the analysis of departmental plans for alignment to provincial and sectoral priorities as well as the relevant frameworks. Draft the analysis of IDPs to ensure alignment with government priorities and sectoral plans. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

**ENQUIRIES**

Can be directed to Mr. V. Booysen / Mr. M Mbangi at Tel No: (040) 609 6490 or Ms T. Xesha Tel No: (040) 609 6424

**POST 29/91**

DEPUTY DIRECTOR: PROVINCIAL BROADBAND & UNIFIED COMMUNICATIONS: NETWORK SERVICES REF NO: OTP03/08/2019 (One Year Contract)

**SALARY**

R733 257 per annum (Level 11)

**CENTRE**

Bhisho

**REQUIREMENTS**

An NQF Level 7 B. Degree as recognised by SAQA in any ICT related field with minimum of 3-5 years Assistant Director Experience in an IT enabled environment. Applicable OEM-accredited advanced certifications in network, datacentre applications, and/or telecommunications infrastructure required. ITIL Practitioner, PrinC2 Agile, and/or TOGAF (Level II) certification an added advantage. Expert knowledge of ICT implementation planning for 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.

**DUTIES**

Manage and monitor the provision of Provincial Broadband Network Services (i.e. Performance & Security monitoring (NOC/SOC), Incident-Management, Problem-Management), specifically, but not limited to: Broadband Network Routing and
Manage a team of professionals and service providers, directly or indirectly, that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating to business and technology planning, development, implementation and maintenance. Ensure service delivery is in accordance with the business and technology specifications. Ensures quality control. Ensure that the expense structure remains within the budgets allocated to the department for information technology, by tracking all expenditure relating to business and technology solutions planning, development, implementation and maintenance. Ensure effective capacity management and planning to meet business demands relating to business and technology solutions. Co-ordinates project management. Liaison with client departments. Maintains technical architectures for the department within provincial strategies and architectures. Manages data-administration and enterprise application integrations. Manage the implementation and maintenance of advanced technologies. Provide inputs on to the development and planning policy and strategy relating infrastructure and ICT security. Develop, co-ordinate and manage ICT infrastructure and security policy, strategy, architectures, standards and processes. Implement and maintain ICT infrastructure and security plans and strategies. Ensure proper certification of planned ICT infrastructure and security solutions. Provide inputs into the budget and fiscal process. Manage all aspects of business solutions, ICT infrastructure and security service delivery and operational support. Manage ICT infrastructure, business solutions and security projects. Manage the provision of business solutions services. Member of the component's management team.

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

POST 29/92: DEPUTY DIRECTOR: PROVINCIAL BROADBAND & UNIFIED COMMUNICATIONS: CONTRACTS MANAGEMENT REF NO: OTP04/08/2019
(One Year Contract)

SALARY: R733 257 per annum (Level 11)
CENTRE: Bhisho
REQUIREMENTS: An NQF Level 7 B. Degree as recognised by SAQA in any ICT related field minimum of 3-5 years Assistant Director Experience in IT enabled environment. Applicable Internationally-accredited intermediate and/or advanced certifications in ICT Service Management (ITIL), Project Management (Princ2 Agile), and/or Enterprise Architecting (TOGAF) are required. Expert knowledge of ICT implementation planning for 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.

DUTIES: Ensure effective capacity management and planning to meet business demands relating to services. Manage the conditions of contracts. Facilitate, renew, extend and cancel contracts. Monitor and coordinate supplier performance. Ensures quality control. Ensure that the expense structure remains within the budgets allocated to the department for information technology by tracking expenditures. Develop service level agreements for contract management and administration. Liaison with client departments. Manage a team of professionals and service providers, directly or indirectly, that are necessary to perform and deliver services in accordance with the approved requirements and prioritised needs relating client services.

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

POST 29/93: ASSISTANT DIRECTOR: OD & CHANGE MANAGEMENT REF NO: OTP05/08/2019

SALARY: R376 596 per annum (Level 09)
CENTRE: Bhisho

DUTIES: Review and redesign departmental organisational structure: Facilitate the processes in conducting a diagnosis analyses and compile diagnostic report. Develop and maintain functional structure. Consult proposed functional structure with internal and external stakeholders in the department. Develop organisational structure. Compile OD report. Implement and maintain post establishment. Conduct business processes mapping and develop standard operating procedures for the department: Identify and prioritise processes to be mapped. Conduct business process modelling. Conduct business process analysis. Conduct process improvement. Develop Standards Operating Procedures for the department. Facilitate the development of job description for the department: Review Job Descriptions and ensure alignment to the approved organisational structure. Render guidance / assistance to all stakeholders on the development of Job Descriptions. Conduct workshops on development and reviewal of Job Descriptions. Ensure job description database is developed. Maintain the job description database and keep it up to date. Coordinate and ensure implementation of job evaluation: Identify all positions that are due for a job evaluation process. Conduct job analysis and the capture data in the system. Present evaluated positions to relevant je structures. Draft report requesting approval of je results and implementation of results. Capture JE results in the system (PERSAL). Assist in the reviewal of departmental job evaluation (JE) policy. Conduct workshop on changes with regards to job evaluation process. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning.

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