

**PROVINCIAL ADMINISTRATION: EASTERN CAPE
DEPARTMENT OF PUBLIC WORKS**

The Department of Public Works in the Eastern Cape is an equal opportunity, affirmative action employer. Women and Persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

- APPLICATIONS** : **Head Office Bhisho:** Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho, Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. Enquiries: Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140.
Amathole Region (East London): Hand Delivery, Department of Public Works, Corner of Amalinda & Scholl, Cambridge, 5201 or Post to: Department of Public Works, Private Bag X13004, Cambridge, 5201, Enquiries Mr Z. Tana / Ms L. Magama Tel No: (043) 711 5772
OR Tambo Region (Mthatha): Hand Delivery: K.D. Matanzima Building, Owen Street, Mthatha, 5099 or Post to: Department of Public Works, Private Bag X5009, Mthatha, 5099 Enquiries Mr V. Sokhahleleka/ Ms V. Potelwa Tel No: (047) 505 2767
- FOR ATTENTION** : Ms N.H Malgas
- CLOSING DATE** : 20 September 2019
- NOTE** : Applications must be submitted on the Application for Employment Form (Z83) obtainable from any Public Service Department go to www.dpsa.gov.za/ or <http://eclgta.ecprov.gov.za> and should be accompanied by a comprehensive CV, including at least two contactable referees, and certified copies of qualifications, driver's license (where applicable) and Identity Document (with an original certification stamp) The Z83 form must be signed by an original signatures. It is the responsibility of applicants in possession of foreign qualifications to submit evaluated results by the South African Qualification Authority (SAQA). All shortlisted candidates will be subjected to a technical exercise that intends to test relevant elements of the job. Applicants must quote the relevant reference number for the post as advertised. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. The Office of The Premier welcomes people with disabilities and they may be given preference. All short listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. Failure to submit a comprehensive CV, academic qualifications and the signed Z83 form will result in the disqualification of the application from the process. Applications received after closing date will not be considered. No faxed/email applications will be accepted.

OTHER POSTS

- POST 32/45** : **DEPUTY DIRECTOR: STRATEGIC PLANNING AND RESEARCH REF NO: DPW 20/08/2019**
Component: Strategic Management Unit
- SALARY** : R733 257 per annum
- CENTRE** : Head Office (Bhisho)
- REQUIREMENTS** : A recognized Bachelor's degree or National Diploma in the field of Public Management/Administration or Business management. 5 years' experience in strategic planning, policy coordination and research or similar environment, of which 3 years must be at an Assistant Director level/ Junior Management Level. Computer literate. A valid driver's license. Competencies and Attributes: Financial management. Problem solving and decision making. Team leadership. Project management. Presentation skills. Conflict management. Report writing. Training and development. Time management. Confidentiality. Understanding of Public Service policy and legislative framework. Service delivery and client orientation. Integrity and honesty. Assertiveness. Ability to network. Influence and impact. Applied strategic thinking. Willingness to travel. Ability to work long hours and under

		pressure. Adequate knowledge and use of applied research methodologies and tools for planning purposes.
<u>DUTIES</u>	:	Manage and facilitate Departmental planning processes including strategic planning processes (strategic plans, annual performance plans and operational plans and other processes necessary to ensure the required compliance with legislation). Provide technical support to branches and regions on strategic activities. Facilitate capacity building of branches and regions on matters relating to strategic planning, annual performance planning and operations planning. Providing support in the development and review of departmental strategic planning related policies. Monitor and evaluate attainment of strategic objectives. Advise on the alignment of the managers' performance agreements with the strategic plans and annual performance plans. Perform policy, budget and strategy alignment. Engage with stakeholders in the coordination of the implementation of developmental and processes enhancements. Contribute to the governance of the Departmental Strategic, Annual Performance and Operational Plans, for a streamlined process. Provide and coordinate inputs into various plans required by the different departmental structures, and external stakeholders, especially AGSA, OTP, Presidency, Provincial and National Treasury. Manage and coordinate audit and risk queries within the area planning. Implement systems for effective strategic planning processes. Develop frameworks/templates/ guidelines. Manage human resources, finance and assets. Assist in the development of appropriate research methodologies and instruments in the delivery of the Departments strategic goals and outcomes Manage and coordinate internal and external research work to meet Departmental objectives.
<u>ENQUIRIES</u>	:	can be directed to Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140
<u>POST 32/46</u>	:	<u>SENIOR ADMIN OFFICER: PROVINCIAL COORDINATION REF NO: DPW 21/08/2019</u> Component: expanded public works programme
<u>SALARY CENTRE REQUIREMENTS</u>	:	R316 791 per annum (Level 08) OR Tambo Regional Office (Mthatha) A Bachelor's Degree/ National Diploma in Public Management/Administration/ Developmental Studies or Social Sciences with a minimum of three (3) years' relevant experience in Expanded Public Works Programme coordination. A valid driver's license. Key Competencies: Understanding and application of the: PFMA and EPWP prescripts i.e. EPWP Recruitment Guidelines, EPWP Reporting Systems and EPWP Municipal Policies. Excellent communication, presentation, report writing and coordination skills. Ability to work effectively with stakeholders at various levels.
<u>DUTIES</u>	:	The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Coordinate the compiling of inputs on the EPWP Business Plan. Coordinate and monitor functional steering committees in accordance with EPWP norms & standards. Provide support to Public Bodies to ensure implementation of EPWP targets. Lead the implementation of EPWP in the Infrastructure Sector: Coordinate the compliance to the EPWP Integrated Grant requirements. Monitor the creation of work opportunities with respect to the targets of the different public bodies across different sectors. Provide support and supervision to subordinates. Manage performance and development of subordinates to ensure competent knowledge base for the continued success of the sub directorate.
<u>ENQUIRIES</u>	:	can be directed to Ms V. Potelwa or Mr V. Sokhahleleka Tel No: 047 505 2767
<u>POST 32/47</u>	:	<u>COMMUNICATION OFFICER: CORPORATE COMMUNICATION (GRAPHIC AND LAYOUT DESIGNER) REF NO: DPW 22/08/2019</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum (Level 07) Head Office (Bhisho) An appropriate B Degree/ National Diploma in Graphic and layout Design with at least two (2) years' experience in the field. Excellent Computer skills: Proficiency on PC and Apple Mac with Adobe Creative Suite Knowledge of Coral Draw Suite,

- Website Management, Photography and Videography. Ability to take work from concept through to reproduction. Knowledge of printing processes. Good communication skills. Creativity (planning, organising, problem-solving).
- DUTIES** : To effectively promote the Public Works Provincial Government's identity, messages and visual branding and ensure the production of user-friendly, cost-effective and professional marketing communication products in line with the Department's communication strategy and programmes. Produce print ready material for Eastern Cape Department of Public Works and its facilities and programs - from conceptualisation through to final print-ready products (Annual Reports, branding, internal communiqué, Newsletters, Campaign and promotional material). Conceptualise and execute Internal & External Communication campaigns. Website & Electronic Media - Convert all print material for Eastern Cape Department of Public Works Website and Social Media. Produce Electronic media for the department to be distributed electronically via email or intranet. Printing and liaison with service providers.
- ENQUIRIES** : can be directed to Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140
- POST 32/48** : **ADMIN OFFICER: SPECIAL PROGRAMMES UNIT REF NO: DPW 23/08/2019**
- SALARY** : R257 508 per annum (Level 07)
CENTRE : Head Office (Bhisho)
REQUIREMENTS : An appropriate Bachelor's Degree/ National Diploma in Administration/ Public Administration/Business Administration/Development Studies/ Social Sciences with a minimum of 2 years' relevant experience in Special Programmes Unit. A valid driver's license will be an added advantage. Key Competencies: Understanding of Public Service Act and Regulations, Basic Conditions of Employment Act, Public Finance Management Act, Commission on Gender Equality Act, Employment Equity Act with its applicable Codes of Good Practice. Broad, Treasury Regulations and the Strategic Framework on Women Empowerment and Gender Equality in the Public Service and other relevant prescripts and application of human resources as well as the legislative framework governing the Public Service.
- DUTIES** : Provide administrative support within the Unit. Ensure that procurement for the Unit is done. Compile reports, minutes and arrange meetings, workshops for Special Programmes Unit. Manage correspondence from internal and external stake holders. Provide support on the commemoration of the Institutionalized Days. Manage filing system for the Unit. Book accommodation for meetings. Assist in development of operational plans for Youth, Gender, Disability and Military Veterans.
- ENQUIRIES** : can be directed to Ms N. Mtoba Tel No: (040) 602 4270 or Ms S. Mdoda Tel No: (040) 602 4140
- POST 32/49** : **GENERAL ASSISTANT: BUILDINGS (X2 POSTS)**
- SALARY** : R102 534 per annum (Level 02)
CENTRE : OR Tambo Regional Office Ref No: DPW 24/08/2019: (Lusikisiki Depot 1X post)
 Amathole Regional Office Ref No: DPW 25/08/2019: (Zwelitsha Depot X1 post)
REQUIREMENTS : A Grade 9 / STD 7/ ABET Level 4 Certificate with one-year relevant experience. Ability to read and write. Committed and hardworking. Ability to perform routine tasks.
- DUTIES** : General maintenance of Departmental premises. Execute manual labour as required for maintenance tasks allocated to the unit. Loading and offloading of stock in the warehouse, cutting of grass and cleaning of weed. 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** : Amathole, can be directed to Mr Z. Tana / Ms L. Magama Tel: 043 711 5772 and OR Tambo can be directed to Ms V. Potelwa or Mr V. Sokhahleka 047 505 2767

DEPARTMENT OF SOCIAL DEVELOPMENT

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

APPLICATIONS

: **Head Office:** Hand Delivery: HR Beacon Hill Office Park, corner of Hangreaves Road AND Hockey Close, King William's Town, for the attention of Ms. Njaba or post to The Head of Department: Social Development, Private Bag X0039, Bhisho, 5605. Enquiries can be directed to Ms Z. Moyeni at Tel No: (043) 605-5049 / Ms A. Njaba Tel No: (043) 605-5101/ Mr M. Madonci Tel No: (043) 605-5110.

Applications can be forwarded to the following District: **Alfred Nzo:** The District Director, Department of Social Development, Private Bag X 401, Mount Ayliff, 4735 or hand deliver at Room 7 Mt Ayliff Counseling Centre, Garane Street for the attention of Mr S Zondo. Enquiries may be directed to Mr S Zondo at Tel No: (039) 254 0900

Amathole: The District Director, Department of Social Development, Private Bag X 9066, East London, 5200, or hand delivered at Absa Building, No. 85 Oxford Street, East London for the attention of Ms Z. Habe. Enquiries may be directed to Ms Z. Habe at Tel No: (043) 711 6626

Buffalo City Metro: The District Director, Department of Social Development, Private Bag X9066, East London 5200, or hand deliver at Ideal Homes Building, No 170 Oxford Street, East London, for the attention of Ms P. Kula Enquiries may be directed to Mr M. Yonana at Tel No: (043) 705-5650 / Ms P. Kula Tel No: (043) 705-5638.

Chris Hani: The District Director, Department of Social Development, Private Bag X7191, Queenstown 5320 or hand deliver at Pandarosa Building, 54 Ebden Street, Queenstown, for the attention of Ms N Mzinjana. Enquiries may be directed to Ms Mzinjana at Tel No: (045) 808-3709

Joe Gqabi: The District Director, Department of Social Development and Special Programmes, Private Bag X 1002, Aliwal North or hand delivered at Aliwal North Spar Hotel, Dan-Pienaar Street, Aliwal North Enquiries may be directed to Ms N. Duba at Tel No: (051) 633-1616 OR Mr S Luzipho at Tel No: (051) 633-1609.

Nelson Mandela Metro: The District Director, Department of Social Development, Private bag X 3906 North End 5056 or hand delivered at Room 208, Ibhayi Bulding, Straundale Road Enquiries may be directed to Ms L. Thompson Tel No: (041) 406-5750

Sarah Baartman: The District Directot, Department of Social Development, Private Bag X 1008, Grahamstown, 6139, or hand delivered at Room 11, 2nd floor, Corner African and Hill Street, Old SABC Building, Grahamstown Enquiries may be directed to Ms P. Kewuti at Tel No: (046) 636-1484:

O.R. Tambo: The District Director, Department of Social Development, Private Bag X 6000, Umtata, 5099 or hand delivered to at Room No 1045, 10th floor Botha Sigcau Building, for the attention of Ms Z. Dlanjwa. Enquiries may be directed to Ms Z. Dlanjwa at Tel No: (047) 5310944.

CLOSING DATE **NOTE**

: 20 September 2019

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

Preference will be given to persons with disabilities. Additional Note: 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 recruiting 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 DPISA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPISA SMS Competency assessments tools. The filling of these posts will be in line with the Annual Recruitment Plan 2018/19. The recruiting department has a right not to fill these posts. The People with disabilities are encouraged to apply for these posts to obtain more information on minimum requirements and key responsibilities visit www.ecprov.gov.za or www.dpsa.gov.za. Applications received after closing date will not be considered.

OTHER POSTS

<u>POST 32/50</u>	:	<u>DEPUTY DIRECTOR: ADMINISTRATION (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R733 257 per annum (Level 11) Amathole: Mngquma Area Office Ref No: DSD 02/09/2019 (X1 Post) Amahlathi: Amahlathi Ref No: DSD 03/09/2019 (X1 Post) Amathole: Mbashe Ref No: DSD 04/09/2019 (X1 Post)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a Degree/National Diploma in Public Administration or equivalent qualification. 3 to 5 years' relevant experience of which 3 years must have been at the level of an Assistant Director in Administration. Postgraduate degree will be an added advantage. Computer literacy. A valid South African driver's license is a prerequisite. Competencies: Extensive knowledge of the Social Development Sector. Sound knowledge of financial, human resources and Supply Chain Management experience. Good planning, organizational and decision making skills. Strategic capability and leadership skills. Excellent management and empowerment skills. Service delivery innovation. Client and customer orientation. Understanding of the Batho Pele principles. Excellent problem-solving skills. Ability to communicate at all levels. Developmental with a clear understanding of the South African policies on social transformation and community development.
<u>DUTIES</u>	:	Be responsible for the overall management and control of the area. Render management of Developmental Social Welfare Services and Community Development. Render Financial, Human Resources and Supply Chain Management. Provide necessary support to the community to promote self-sustainability and integrated development. Develop, monitor and evaluate the area. Consolidate programme reports. Analyze and report on emerging trends. Develop, monitor and evaluate area annual and operational plans.
<u>ENQUIRIES</u>	:	Ms S Ntsaluba Tel No: (082) 4115773
<u>POST 32/51</u>	:	<u>DEPUTY DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME REF NO: DSD 05/09/2019</u>
<u>SALARY CENTRE</u>	:	R733 257per annum (Level 11) Provincial Office
<u>REQUIREMENTS</u>	:	A Degree or National Diploma in Public Administration or Public Management or Social Science or Socio-Economic Development or Development Studies or Project Management or Community Development with at least five (5) years Expanded Public Works Programme experience of which three (3) years must be at an Assistant Director level. A proven record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver's licence is a pre-requisite. Competencies: Knowledge and sound understanding of Public Employment Programmes. Knowledge of Labour Intensive programmes. Understanding of government legislation, policies and procedures. Social facilitation, problem-solving, conflict management, programme and project management. Strategic planning, project management, policy development and implementation skills. Monitoring and evaluation especially data analysis skills.

		Change management skills and planning skills. Communication and Interpersonal and liaison skills. Financial management.
<u>DUTIES</u>	:	Ensure that the Department and other Social Sector public bodies implement EPWP programme. Liaise with Departmental Programmes and Public Bodies and encourage them to increase their investment on Public Employment Programmes. Provide support to ensure accurate reporting of all work opportunities implemented against the targets set. Ensure that the Department and other Social Sector Public Bodies have business plans in line with agreed targets. Ensure that the Department and other Social Sector Public Bodies comply and adhere to EPWP recruitment guidelines, policies and ministerial guidelines. Provide continuous support and monitoring on Departmental Programmes and other Social Sector Public Sector Bodies. Monitor the utilisation of the EPWP Incentive Grant and adherence to the grant framework. Manage resources allocated including human and finances. Develop strategies to mitigate against the possible risk that could be experienced. Provide periodic reports to all stakeholders and forums. Facilitate effective and efficient project governance of the EPWP (Social Sector) in line with government prescripts, best practices and project management methodology. This includes reviewing current systems, tools and practices of the Social Sector EPWP. Monitor and analyse implementation of strategic plans by DSD and other Social Sector departments (including financial performance) and provide support and guidance to ensure effective and efficient project delivery. Ensure monthly and quarterly reporting by DSD and all stakeholders in line with the policy guidelines of the Expanded Public Works Programme.
<u>ENQUIRIES</u>	:	Mr M Kala Tel No: (082) 3772 222
<u>POST 32/52</u>	:	<u>CONSTRUCTION PROJECT MANAGER GR B REF NO: DSD 06/09/2019</u> (1-Year Contract)
<u>SALARY</u>	:	Grade B: R726 048 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience / BTech (Built Environment field) with a minimum of 4 years certified managerial experience / Honours Degree in any Built Environment field with a minimum of 3 years' experience. A Valid driver's license Compulsory registration with the SACPCMP as a Professional Construction Project Manager.
<u>DUTIES</u>	:	Manage and co-ordinate all aspects of projects: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; Create and execute project work plans and revise as appropriate to meet changing needs and requirements; Identify resources needed and assign individual responsibilities; Manage day-to-day operational aspects of a project and scope; and Effectively apply methodology and enforce project standards to minimize risk on projects. Project Accounting and Financial Management: Report project progress to Chief Construction Project Manager; and Manage project budget and resources; Office Administration: Provide inputs to other professionals with tender administration; liaise and interact with service providers, client and management; contribute to the human resources and related activities; maintain the record management system and the architectural library; and utilize resources allocated effectively. Research and Development: Keep up with new technologies and procedures; Research/literature on new developments on project management methodologies; and Liaise with relevant bodies/councils on project management
<u>ENQUIRIES</u>	:	Ms B Nkwentsha Tel No: (082) 441-9543
<u>POST 32/53</u>	:	<u>ASSISTANT DIRECTOR: HRA, RECRUITMENT, PMDS & TRAINING REF NO: DSD 07/09/2019 (X1 POST)</u>
<u>SALARY</u>	:	R376 596 per annum (Level 09)
<u>CENTRE</u>	:	Joe Gqabi: District Office
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B. Degree/National Diploma in Human Resource Management/ Public Management/ Equivalent qualification with 5 years' relevant experience of which three years must be at supervisory level OR Grade 12 with ten

(10) years' experience in Human Resource of which three years must be at supervisory level. A valid South African driver's license is a prerequisite. Computer Literacy. Knowledge of Persal will be a distinct advantage. Competencies: Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, LRA, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Sound knowledge of Human Resource Policies, Strategies and related matters. Knowledge of PMDS. Knowledge of Budgeting Processes in the Government, ability to work extended hours. Strategic capability, analytical and negotiation skills. Knowledge of disciplinary procedure and code and relevant legislation, Good written and oral communication skills, customer care, people management, change management, coordination and planning. Strong planning skills, sound interpersonal and conflict management skills.

DUTIES : Management of recruitment, selection, appointments and other life cycle events of employees. Manage compensation and condition of service of employees and leave management. Management of Human Resource Personnel Records. Provide and facilitate Performance Management and Development Services. Provide and co-ordinate Training and Skills Development Support Services. Prepare and submit consolidated monthly, quarterly and annually reports for the unit. Manage and supervise staff.

ENQUIRIES : Ms N Witbooi Tel No: (072) 604-6283

POST 32/54 : **ASSISTANT DIRECTOR: LABOUR RELATIONS: BCM REF NO: DSD 08/09/2019**

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Buffalo City Metro: District Office
: Standard 10/ Grade 12 plus a B. Degree/National Diploma in Human Resource Management OR Public Management OR Equivalent qualification with 5 years' relevant experience of which three years must be at supervisory level OR Grade 12 with ten (10) years' experience in Human Resource of which three years must be at supervisory level. A valid South African driver's license is a prerequisite. Computer Literacy. Knowledge of Persal. Competencies: Knowledge of LRA, BCEA, PSR, PSA and relevant government Regulations and policies. Sound knowledge of relevant PSCBC and PHSDSBC collective agreements, disciplinary code in the public service, dispute resolution rules, human resources policies, strategies and related matters. Possession of strategic capability, analytical and negotiation skills. Knowledge of codes of good practices annexed to the LRA. Possession of good writing and oral communication skills, customer care, people management, change management, coordination and planning skills, sound interpersonal and conflict resolution skills.

DUTIES : Develop and implement labour relations policies, codes and practices. Handle staff grievances, disputes, incapacity and disciplinary matters. Provide labour relations support to the Districts. Facilitate capacity building to management and employees on all labour relations and labour law matters. Facilitate implementation of HIV/Aids Programmes and establish networks for implementation of those Programmes. Implement, facilitate and monitor SHE Programmes. Identify potential hazards and major incidents at the work place. Facilitate the capacitation of employee wellness committees and SHE representatives.

ENQUIRIES : Ms L Cabane Tel No: (082) 773-5885

POST 32/55 : **PROJECT MANAGER: CONDITIONAL GRANT REF NO: DSD 09/09/2019 (X2 POSTS)**
(1 Year Contract)

SALARY CENTRE REQUIREMENTS : R376 596 per annum (Level 09)
: Provincial Office (2)
: Grade 12 plus B. Degree or National Diploma / Tertiary qualification in Building/ Construction Management/ Quantity Surveying/ Civil Engineering or equivalent qualification. With a minimum of 3 years' relevant experience working as a Project Manager. Registration on SACPCMP as a candidate will be an added advantage. Computer literacy. A valid South African driver's license is a prerequisite. Competencies: Strategic Capability and Leadership; Programme and Project

		Management; Change Management and Innovation; Financial Management; Planning and Organizing; Conflict Management; Problem Solving and Analysis; People Management and Empowerment; Analytical ability; Motivational ability; Negotiation and persuasion ability; ability to function on conceptual level; Advanced proficiency in MS Office (Word, Powerpoint, Excel), MS Project. Must be willing to travel extensively. Proven ability to manage a diverse team of personnel, as well as bring in projects on time and within budget.
<u>DUTIES</u>	:	Manage and Coordinate all aspects of projects. Guide the Project initiation, planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Conducting technical conditional assessments and compiling of bills of quantities from technical assessment report. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identifying resources needed and assign individual responsibilities. Project and accounting and Financial Management; Report project progress. Manage project budget resources. Office Administration: provide inputs with tender administration. Contribute to the human resource related activities. Research development: keep up developments on project management technologies. Provide technical consulting services for the operation of project related matters to minimize possible project risks.
<u>ENQUIRIES</u>	:	MS B Nkwentsha Tel No: (082) 441 9543
<u>POST 32/56</u>	:	<u>SOCIAL WORKERS GR1 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R257 592 per annum
	:	Joe Gqabi Ref No: DSD 10/09/2019 (X3 Posts)
	:	NMM: Uitenhage Service Office Ref No: DSD 11/09/2019 (X1 Post)
<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a Degree in Social Work, registration with the South African Council for Social Service Profession as a Social Worker. A valid code 8 driver's license. Computer literacy. Competencies: Skills to challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Knowledge and understanding of human behavior and social systems and skills to intervene at the points where people interact with their environments in order to promote social well – being. Ability and competence to assist, develop, advocate for, and empower individuals, familiar, groups, organizations and communities to enhance their social functioning and their problem – solving capabilities. Ability to promote, restore, maintain, advocate for and enhance the functioning of individuals, families, groups and communities by enabling them to accomplish tasks, prevent and alleviate distress and use resources effectively. Understanding and ability to provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Ability to mentor and coach Social Auxiliary Workers.
<u>DUTIES</u>	:	Render a social work service with regard with to the care, support, protection and development of vulnerable individuals, groups, families and communities through the relevant Programmes. Support Social Auxiliary Workers and Volunteers. Keep up to date with new developments in the Social Work and Social Welfare fields. Perform all the administrative functions required.
<u>ENQUIRIES</u>	:	Joe Gqabi: Ms Witbooi Tel No: (072) 6046283/NMM: 0829686345
<u>POST 32/57</u>	:	<u>ADMIN OFFICER: HRD REF NO: DSD 12/09/2019</u>
<u>SALARY CENTRE</u>	:	R257 508 per annum (Level 07)
	:	Sarah Baartman: District office
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus an appropriate degree/diploma in Human Resource Management or Public Administration or equivalent qualification. 3 years minimum experience in Human Resource Development. Practical Computer experience. Introduction to Persal. Driver's license is essential. Competencies: Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act, Public Service Regulations, Skills Development Act and relevant Government Regulations and Policies. Knowledge and practical experience on Persal System. Knowledge of PMDS. Budgeting processes in Government, ability to work extended hours. Strong Planning, sound interpersonal and conflict management skills. Excellent communication skills and analytical ability. Ability to write submissions and reports.

<u>DUTIES</u>	:	Report to Assistant Director: HRA, Recruitment, PMDS & Training. Ensure that all employees in the District have Job Description and Work Plans. Ensure that all employees in the District complies with the PMDS Policy. Coordinate training and development matters within the District. Ensure that all performance assessments are done timeously. Make sure that HR issues and PMDS Registry functions are performed effectively. Perform a supporting function to other technical staff in the District. Reporting on all administrative activities to the District relating to all Area Offices. Ensure confirmation of probation for employees who completed probation period. Facilitate induction programme for newly appointed employees. Facilitate Internships, Learner ships and Scholarship programmes within the District.
<u>ENQUIRIES</u>	:	Ms P Kewuti Tel No: (046) 636-1485
<u>POST 32/58</u>	:	<u>PRINCIPAL PERSONNEL OFFICER: SERVICE CONDITIONS REF NO: DSD 13/09/2019</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Joe Gqabi District
<u>REQUIREMENTS</u>	:	Grade 12 Certificate plus an appropriate degree/diploma in Human Resources Management or Public Administration or equivalent qualification. 2-3 years' minimum experience in Human Resource Administration. Practical Computer experience. Competencies: Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act, Public Service Regulations, Skills Development Act and relevant Government Regulations and Policies. Knowledge and practical experience on Persal System with Persal Introduction course. Excellent communication skills and analytical ability. Ability to write submissions and reports.
<u>DUTIES</u>	:	Administering of Human Resource Conditions of Service Administration within the District. Dealing with pensions, retirements and early retirements. Keeping of records of retirements. Facilitate appointment and transfers. Ensuring Salary adjustments as well as acting allowance. Dealing and attending with telephone confirmation to inside and outside clients. Resettlement, Leave Capturing on Persal and HRMS, capturing of HRMS Attendance Register, ensure that Leave Reconciliation in the District are done, coordinating Leave Reconciliation in the Local Service Offices and ensure that the Local Service Office has performed this duty and has submitted to the District on a monthly basis. Monthly report.
<u>ENQUIRIES</u>	:	Ms N Witbooi Tel No: (072) 6046283
<u>POST 32/59</u>	:	<u>HR PERSONNEL PRACTITIONER: HR POLICY & PLANNING REF NO: DSD 14/09/2019</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Provincial Office
<u>REQUIREMENTS</u>	:	Grade 12/ Standard 10 Certificate plus an appropriate Degree/Diploma in Human Resource Management/ Public Management/ Public Administration or equivalent qualification with 2-3 years' relevant experience in the field of administration. Or Grade 12/ Standard 10 with 10 years' relevant experience in the field of administration. Persal Introduction course will be an added advantage. Competencies: Understanding of Public Service Regulations, Public Service Act, Employment Equity Act and HR Policies. Knowledge of Strategic Human Resource Management. Ability to use PERSAL. Analytical and Research Skills. Facilitation and Co-ordination. Teamwork. In terms of Equity status of the unit, a male candidate is targeted.
<u>DUTIES</u>	:	Administer and render support in the implementation and monitoring of HR policies. Administer reviewal, implementation and monitoring of Human Resource Plan. Administer reviewal, implementation and monitoring of Employment Equity Plan. Consolidate HR statutory reports as required. Render support in the functioning of the unit.
<u>ENQUIRIES</u>	:	Ms Z Moyeni/Mr Toyiya Tel No: (043) 605-5101
<u>POST 32/60</u>	:	<u>COMMUNITY DEVELOPMENT PRACTITIONER GR 1 REF NO: DSD 15/09/2019</u>
<u>SALARY</u>	:	R217 659 per annum
<u>CENTRE</u>	:	Amathole

<u>REQUIREMENTS</u>	:	Standard 10/ Grade 12 plus a B Degree in Social Sciences with Developmental Economics/National Diploma in Development Studies/Community Development/Social and other related studies. Computer literacy will be an added advantage. A valid South African driver's license is a prerequisite. Competencies: Theoretical understanding and practical experience/exposure to community Development issues. Demonstrate a facilitative approach to motivate constructive participation in programme development and implementation. Ability to document and report on programmes and projects according to required format. Communication and interpersonal skills, organizing and planning skills.
<u>DUTIES</u>	:	Facilitate awareness campaigns on community development programmes. Mobilise local community into Integrated Development Structures. Facilitate community Development initiatives in each local Municipality. Facilitate the development of community profiles utilizing contextualized Participatory Development Methodologies. Facilitate the development and alignment and utilization of resources from various Departments towards the implementation of Integrated Development Plans in each local Municipality. Assess application for funding to the Department by community organizations. Monitor, evaluate and render support service funded programmes/ Projects.
<u>ENQUIRIES</u>	:	Mr S Kleinbooi Tel No: (043) 7116628
<u>POST 32/61</u>	:	<u>CHILD & YOUTH CARE SUPERVISOR GR1 REF NO: DSD 16/09/2019</u>
<u>SALARY</u>	:	R199 188 per annum
<u>CENTRE</u>	:	Alfred Nzo
<u>REQUIREMENTS</u>	:	An appropriate NQF Level 4 (Grade 12) or equivalent qualification. A minimum of 10 years' appropriate experience in child and youth care work post after obtaining the required qualification. 5 years' experience in a substance abuse environment. Computer literacy. A valid driver's license will be an added advantage as well as FET or BQCC Qualification in Child and Youth Care. Competencies: Managerial and leadership skills. Knowledge of the relevant policies pertaining to child care. Be able to implement and manage administrative procedures, and new development and methodologies in child care work. Good communication skills. Conflict management and problem-solving skills. The ability to interpret policies and legislation. Planning and organizing skills. Basic research and analytical skills. Presentation and facilitation skills. Monitoring and evaluation skills. People management and empowerment skills. Understanding. Non-judgmental. Respectful and caring. Assertive. Tolerant. The ability to motivate.
<u>DUTIES</u>	:	Supervise staff to ensure an effective care service. Facilitate and supervise the caring for and life space interventions of children and young people. Form part of a multidisciplinary team. Keep up to date with new developments in the child and youth care and substance abuse field. Supervise and perform clerical/administration functions. Compile shift schedule for child and youth care workers and team leaders.
<u>ENQUIRIES</u>	:	Ms N Tukela Tel No: (066) 300- 2277 / Mr Zondo S: 0392540621
<u>NOTE</u>	:	preference will be given to persons with disabilities.
<u>POST 32/62</u>	:	<u>PROV ADMIN CLERK (NPO) REF NO: DSD 17/09/2019</u>
<u>SALARY</u>	:	R173 703 per annum (Level 05)
<u>CENTRE</u>	:	Chris Hani District: Lukhanji Area Office (1)
<u>REQUIREMENTS</u>	:	A Senior Certificate or equivalent qualification with (one) 1 year relevant working experience. Computer literacy. Competencies: Good reading and writing skills. Administration skills. Ability to work under pressure. Demonstrate understanding Management Information Systems (MIS).
<u>DUTIES</u>	:	Render general clerical support services. Provide supply chain clerical support services within the District. Receive, verify and printing of claim forms from NGO's. Register, capture, admit and update beneficiaries' information on MIS. Ensure timeous submission of claims to the district office and provincial office for funding and /or payment. Submit weekly, monthly and quarterly reports.
<u>ENQUIRIES</u>	:	Mr T Solani Tel No: (045) 808-3753

POST 32/63 : **DATA CAPTURER REF NO: DSD 18/09/2019**

SALARY : R173 703 per annum (Level 05)
CENTRE : OR Tambo
REQUIREMENTS : Senior Certificate/Grade 12/ equivalent qualification. Computer literacy. Experience in data capturing Competencies: Ability to work in a time bound environment and in a team. Verbal and written communication skills and computer literacy. People with Disability will be given first preference.

DUTIES : The incumbent will be responsible for data management at facility level as follows: data collation, verification, validation, capturing data, reports, Generation and feedback.

ENQUIRIES : Mr T Sobantu: Tel No: (047) 531-2504

POST 32/64 : **ADMIN CLERK REF NO: DSD 19/09/2019**

SALARY : R173 703 per annum (Level 05)
CEBTRE : OR Tambo
REQUIREMENTS : Senior Certificate/ equivalent qualification with 1-year relevant experience in administration. Computer literacy. Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the Public Service. Good understanding of procure to pay operations. Excellent communication skills and analytical ability.

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

ENQUIRIES : Mr T Sobantu: Tel No: (047) 531-2504

POST 32/65 : **ADMIN CLERK REF NO: DSD 20/09/2019**

SALARY : R173 703 per annum (level 5)
CENTRE : Sarah Baartman - Kouga Local Service Office
REQUIREMENTS : Senior Certificate/ equivalent qualification with 1-year relevant experience in Human Resources. Driver's license will be an added advantage. Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general administration in the public service. Excellent communication skills and analytical ability.

DUTIES : Be responsible for variety of administrative duties related to staff provisioning and conditions of service. Ensure efficient and effective processing of service benefits and incentives of all employees. Administer HR processes at operational level.

ENQUIRIES : Ms P Kewuti: Tel No: (046) 636-1485

POST 32/66 : **ADMIN CLERK**
(6 Months Contract)

SALARY : R173 703 per annum (Level 05)
CENTRE : Provincial Office Ref No: DSD 21/09/2019 (X1 Post)
Amathole District Ref No: DSD 22/09/2019 (X1 Post)
BCM Ref No: DSD 23/09/2019 (X1 Post)
Chris Hani Ref No: DSD 24/09/2019 (X1 Post)
Alfred Nzo Ref No: DSD 25/09/2019 (X1 Post)
NMM Ref No: DSD 26/09/2019 (X1 Post)
Sarah Baartman Ref No: DSD 27/09/2019 (X1 Post)
Joe Gqabi Ref No: DSD 28/09/2019 (X1 Post)
OR Tambo Ref No: DSD 29/09/2019 (X1 Post)

REQUIREMENTS : Grade 12 / equivalent qualification with 1-year relevant experience in administration. Computer literacy (with an understanding of excel) Competencies: Good understanding of Public Service prescripts. Knowledge of PFMA and Treasury Regulations. Extensive computer literacy. Knowledge of general

		administration in the public service. Excellent communication skills and analytical ability.
<u>DUTIES</u>	:	Provide clerical support services relating to Early Childhood Development units within the Districts. Assist with data capturing within the Early Childhood Development unit to ensure credible database. Assist with profiling of ECD Centres within the Districts. Track and Monitor Financial Spending of ECD centers and submit monthly and quarterly reports Attend and present in Monthly and Quarterly meetings of the Directorate.
<u>ENQUIRIES</u>	:	Ms S Ndimma Tel No: (073) 913-0681
<u>POST 32/67</u>	:	<u>SOCIAL AUXILIARY WORKER GR 1 REF NO: DSD 30/09/2019 - NMM</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R148 215 per annum NMM Grade 12 plus completion of the learnership to allow registration with the South African Council for Social Service Professions (SACSSP) as a Auxiliary Social Worker with the South African Council for (latest copy/current year. Computer literacy. A valid South African driver's license is a prerequisite. Competencies: Ability to work independently and under pressure. Experience in community involvement. Communication skills (both verbal and written).
<u>DUTIES</u>	:	Be responsible for crime prevention Programmes to young persons at risk in and out of school. Assist the Probation Officers in the implementation of diversion Programmes by gathering information for report writing, and like skills Programmes. Provide home-based supervision of young persons who are awaiting trial in the community rather than in prisons or residential care facilities. Provide supervision services to those young people's placed by the court under community service and probation supervision orders. Be responsible for family finding or tracing where it is necessary.
<u>ENQUIRIES</u>	:	Mr H Weyers Tel No: (041) 4065750
<u>INTERNSHIP</u>		
<u>POST 32/68</u>	:	<u>NPO MONITORING AND EVALUATION (X16 POSTS)</u> Twelve (12) Months
<u>STIPEND</u>	:	R60 000 per annum Provincial Office Ref No: DSD 31/09/2019 (X2 Posts) Amathole District Ref No: DSD 32/09/2019 (X2 Posts) BCM Ref No: DSD 33/09/2019 (X1 Post) Chris Hani Ref No: DSD 34/09/2019 (X2 Posts) Alfred Nzo Ref No: DSD 35/09/2019 (X2 Posts) NMM Ref No: DSD 36/09/2019 (X2 Posts) Sarah Baartman Ref No: DSD 37/09/2019 (X1 Post) Joe Gqabi Ref No: DSD 38/09/2019 (2 posts) OR Tambo Ref No: DSD 39/09/2019 (X2 Posts)
<u>REQUIREMENTS</u>	:	Grade 12/ Senior Certificate plus Bachelor's Degree/Diploma in Financial Management/ Cost and Management Accounting/ Public Administration/ Bookkeeping. Competencies: Knowledge and understanding of the PFMA, Treasury Regulations, Public Service Act, BCEA, Public Service Regulations and relevant Government Regulations and Policies. Good written and oral communication skills. Knowledge to capture data and operate a computer.
<u>DUTIES</u>	:	Capture information for funded organizations. Consolidate data from various sectors for reporting purposes. Provide support to districts at NPO units. Report on captured information on a monthly basis. Monitor expenditure patterns of funded NPO's. Assist organizations in producing financial reports.
<u>ENQUIRIES</u>	:	can be directed to Ms Z. Moyeni at Tel No: (043) 605-5101 / Ms A. Njaba 043 605-5101/ Mr M. Madonci 043 605-5101.
<u>APPLICATIONS</u>	:	Head Office: Hand Delivery: Albertina Sisulu Building, No 7 Beatrice Street (behind KFC-Alexandra Road), King William's Town, for the attention of Mr. M Madonci or post to The Director: HRA: Social Development, Private Bag X0039, Bhisho, 5605.