ANNEXURE Q

PROVINCIAL ADMINISTRATION: EASTERN CAPE
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 Main Building, Independence Avenue, Bhisho

FOR ATTENTION: Vusumzi Booysen / Nomthandazo Xesha

CLOSING DATE: 04 October 2019

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

OTHER POSTS

POST 34/68: DEPUTY DIRECTOR: PROVINCIAL BROADBAND: DATACENTER CLOUD

REF NO: OTP 01/10/2019

(One (1) Year Contract)

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

CENTRE: Bhisho

REQUIREMENTS: An NQF Level 7 B. Degree as recognized by SAQA in any ICT related field with minimum of 3-years Assistant Director Experience in an IT enabled environment. Applicable OEM-accredited advanced certifications in network, data centre 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 Data-center Cloud Services (i.e. Performance & Security monitoring (NOC/SOC), Incident-Management, Problem-Management), specifically, but not limited to: Directory services (active directory, certificate services), Microsoft operations and network management services (SCOM, core network devices Infrastructure services (file servers, storage, virtualization, DPM) IT/IS security services (forefront server protection, TMG). Systems management (SCCM) On-premise, hybrid, and Cloud services using Azure Stack 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 specific
ations
Ensures quality control

Ensures 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

ENQUIRIES

can be directed to Vusumzi Booysen/M Mbangi/ Nomthandazo Xesha Tel No: (040)
609 6249 /6248

POST 34/69

DEPUTY DIRECTOR: PROVINCIAL BROADBAND: UNIFIED &
TELECOMMUNICATIONS SERVICES REF NO: OTP 02/10/2019
(One (1) Year Contract)

SALARY
R733 257,per annum (Level 11) (all-inclusive package per annum)

CENTRE
Bhisho

REQUIREMENTS
An NQF Level 7 B. Degree as recognised by SAQA in any ICT related field with
minimum of 3-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 Unified Telecommunications
Services (i.e Performance & Security monitoring (NOC/SOC), Incident-
Management, Problem-Management), specifically, but not limited to: Plan and
design a Provincial Unified Communication solution with Enterprise Voice: Design
Enterprise Voice topology; Design call routing and Public Switched Telephone
Network (PSTN) connectivity; Design voice applications; Design unified messaging
(UUM); Plan for network readiness and optimization; Design network services for
Enterprise Voice; Model and analyse Skype for Business traffic per site; Analyse
policies and historical data network usage; Plan and analyse simulation traffic
results and make recommendations. Deploy and configure Enterprise Voice:
Configure network services for Enterprise Voice; Configure voice applications;
Configure call routing; Configure unified messaging (UM) for Skype for Business
and Cloud Voiceemail; Configure Enterprise Voice client features Manage and
troubleshoot Enterprise Voice: Troubleshoot call setup and teardown; Troubleshoot
Enterprise Voice quality issues; Troubleshoot Enterprise Voice configuration;
Troubleshoot and analyse Enterprise Voice applications; Troubleshoot universal
communications (UC) devices and peripherals; Monitor and manage Unified
Telecommunications system.

ENQUIRIES

can be directed to Vusumzi Booysen /M Mbangi/Nomthandazo Xesha: Tel No:
(040) 609 6249 /6248

POST 34/70

HR PRACTITIONERS CENTRAL AUTHORISATION REF NO: OTP 03/10/2019
(X2 POSTS)
(One (1) Year Contract)

Purpose: Implementation of Persal Centralisation in relation to authorization of
appointments processed by Provincial government departments.

SALARY
R257 508 per annum (Level 07) (all-inclusive package)

CENTRE
Bhisho

REQUIREMENTS
A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Human
Resource Management/Public Admin/Public Management/Finance/IT with 1-2
years’ experience in Human Resource Management environment or systems
Knowledge of PERSAL system Copy of PERSAL certificate(s) must be attached
skills and competencies: Knowledge of Human Resource Management prescripts
and legislation and PERSAL Project Management, Analytical thinking, Decision

DUTIES:
- Support departments with the implementation of appointments: Receive appointment files from various departments. Verify supporting documents for appointment on files received. Prepare receipt register for record purposes. Confirm availability of funds for appointments: Process submission to Budget Office for budget/funds verification. Make a follow-up with Budget office on the submission made to determine the availability of funds for appointments. Authorize appointments on personal system: Verify if appointment details are correctly captured on PERSAL. Authorize appointment transaction on PERSAL. Stamp verified documents during authorization. Render administrative support services on compilation of statistics: Compile and submit weekly statistics of all authorized and rejected appointments.

ENQUIRIES:
- can be directed to Vusumzi Booysen/M Mbangi/Nomthandazo Xesha: Tel No: (040) 609 6249 /6248

DEPARTMENT OF SAFETY AND LIAISON

The Department of Safety And Liaison 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:
- For posts in Head Office Bhisho, Hand Delivery: No 7 Taylor Street, Arches Building, King Williams Town; 5600, Post to: The Safety and Liaison: Private Bag X0057, Bhisho, 5605.

ENQUIRIES:
- Ms NA Zuma at Tel No: (043) 605 6800

CLOSING DATE:
- 04 October 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://ecgta.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). 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 shortlisted 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 34/71:

DISTRICT DIRECTOR: DISTRICT COMMUNITY SAFETY MANANAGEMENT

REF NO: ESL 2019/10/01

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

CENTRE:
- Sarah Baartman District

REQUIREMENTS:
- Appropriate recognized Bachelor’s degree/National Diploma in Social Sciences, Police Science, Criminology, Public Administration, and a Post graduate qualification would be an added advantage. Three (3) years’ experience at junior management level. Practical experience in Community Safety programmes and Oversight functions. Knowledge of the policy environment regarding crime prevention SAPS Act, Public Finance Management Act, White Paper on Safety and Security, PCPS and the relevant prescripts. Ability to compile a budget and monitor spending patterns and report on expenditure. Knowledge and implementation of the
Department’s constitutional mandate and the relevant policies, legislation and its relationship with the National Department and other stakeholders is required. Understanding of socio-economic development issues within the province and the district is critical. Experience in human resource management and knowledge of relevant legislations and prescripts is required. Be able to build sound relationships with local & district municipalities. Contribute towards upliftment of macro & micro development and growth through crime prevention. Computer literacy, valid driver’s license. Skills And Competencies: Leadership and strategic skills, Planning and organizing skills. Budgeting and organizing skills. People management and empowerment skills. Conflict management skills. Excellent verbal and written communication skills. Change management, including promoting transformation.

**DUTIES**

Manage and promote relations between Communities and Police. Act as Catalyst when representing the department at relevant forums with respect to crime prevention. Conduct and monitor an oversight function over relevant structures of the South African Police Service. Gather information pertaining to policing and crime in the district. Organize capacity building for CPFs at police stations and for volunteers and victim friendly centers. Implement monitoring tool at police stations. Monitor service delivery complaints against SAPS. Coordinate and assess the implementation of PCPS at identified police stations. Monitor service delivery complaints against SAPS. Coordinate and assess the implementation of PCPS at identified police stations. Conduct crime prevention campaigns. Represent the department in IGR meetings and in Local Criminal Justice System. Manage Human Resources within the district. Manage allocated budget of the district in adherence to PFMA, Treasury Regulations and all relevant financial regulations.

**ENQUIRIES**

Ms N.A Zuma Tel No: (043) 605 6800

**POST 34/72**

**ASSISTANT DIRECTOR: CIVILIAN OVERSIGHT AND MONITORING**

**SALARY**

R376 596 per annum (Level 09) (all-inclusive package)

**CENTRE**

OR Tambo District Ref No: ESL/2019/10/02

Alfred Ndzo District Ref No: ESL/2019/10/03

**REQUIREMENTS**

Three year degree (NQF Level 7) / National diploma (NQF Level 6) in the field of Social Science or Police Science or Criminology or Public Administration/Management. Minimum of 1-2 years supervisory experience preferably in the Monitoring and Oversight field. Computer literacy, Valid driver’s license. Skills And Competencies: Knowledge of SAPS Act, NCPS, White Paper on Safety and Security. Negotiation skills, Presentation skills. Practical experience in Community Safety Programmes and oversight function. Knowledge of the policy environment regarding Crime Prevention. SAPS Act, Public Finance Management Act, PCPS and other relevant prescripts. Knowledge and implementation of the Departments’ constitutional mandate and the relevant policies, legislations and its relationship with National Departments and other stakeholders. Understanding of socio economic development issues within the province and the district is critical. Experience in human resource management and knowledge of relevant legislations and prescripts. Be able to build sound relations with internal and external stakeholders.

**DUTIES**

Conduct the function of civilian oversight over the SAPS including transformation of policies and guidelines that are implemented by the SAPS. Monitoring and evaluation of the SAPS fraud prevention strategy. Manage resources within the component.

**ENQUIRIES**

Ms N.A Zuma Tel No: (043) 605 6800

**POST 34/73**

**SENIOR COMMUNICATION OFFICER REF NO: ESL/2019/10/04**

**SALARY**

R316 791 per annum (Level 08) (all-inclusive package per annum)

**CENTRE**

King Williams Town

**REQUIREMENTS**

Three year degree/ National diploma in Multi Media or relevant NQF Level 6 qualification with 1-2 years' working experience in the communications and marketing environment. Knowledge and experience in the environment of communications and marketing. Sound written and verbal communication skills.
Ability to work under extreme pressure Ability to work in a team Computer literacy code 08 valid driver’s license is a must skills and competencies: must have proof of study towards graphic design. Certificate in camera operator and video editing. Final cut pro x 200 certificate, certificate in desk top publishing, certificate in effective communication, computer proficiencies: MS word, spread sheet, MS excel, publisher, photoshop, core i draw, in-design Presentation.

**DUTIES**
- Produce an edit corporate videos and photographic material Set up LCD screens and corporate videos at reception areas of the department Provide audio visual support for all departmental events and programmes Produce videos, adverts and documentaries for external use Creation and maintenance of an audio visual library Provide public address sound system for departmental events and programmes Oversee, design and layout of all documents and all promotional material. Produce the graphic, designing and layout of all in-house publications and support material such as the following: (newsletter, brochures, posters, pamphlets for programmes and booklets etc.) Set up one multimedia online news channel and upload campaigns Establish sound working relations and liaise with printers DVDs and other commination platforms Create and manage a departmental photographic library or photo gallery Provide photography and videography services for all events and programmes of the department.

**ENQUIRIES**
Ms N.A Zuma Tel No: (043) 605 6800

**POST 34/74**
ICT PRACTITIONER

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<tr>
<th>SALARY</th>
<th>R257 508 (Level 07) (all-inclusive package)</th>
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<tr>
<td>CENTRE</td>
<td>King Williams Town</td>
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<tr>
<td>REQUIREMENTS</td>
<td>A Grade 12 with a recognized three year tertiary Degree/National Diploma (NQF Level 6) in ICT/ Computer Science with 1-2 years of technical working experience in the IT environment. Sound technical knowledge and experience of the following is strongly recommended: PC repairs, printer repairs, LAN switching, network protocols Technical problem solving skills, knowledge of Microsoft Products (Active Directory, Microsoft Exchange) Knowledge of configuring and managing printers and multi-function machines Ability to work under pressure and individually Good interpersonal skills, verbal and written communication skills. Knowledge of SITA Service Level Agreements A valid Driver’s license is essential Skills and Competencies: Internationally recognized certifications such A+, N+, CCNA or MCSE, ICT areas or Electronics would be an added advantage The following will serve as an added advantage: Microsoft office suite at an advanced level. Maintenance and support on LAN infrastructure (PC’s, Laptops, Printers) operating platforms an software Knowledge of Project Management Principles and Systems Windows operating systems, Internet, Office applications, BAS, PERSAL and LOGIS.</td>
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**DUTIES**
- Coordinate provincial IT related issues. Rendering first line technical support to users on transversal system (BAS, PERSAL & LOGIS), network and applications. Advising and empower users on fault reporting and ICT issues Facilitate ICT awareness sessions and promote ICT policy adherence to all users Create and manage users on Active Directorate.

**ENQUIRIES**
Ms N.A Zuma Tel No: (043) 605 6800

**POST 34/75**
ADMIN OFFICER

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<th>SALARY</th>
<th>R257 508 (Level 07) (all-inclusive package)</th>
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<tr>
<td>CENTRE</td>
<td>Joe Gqabi District</td>
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<tr>
<td>REQUIREMENTS</td>
<td>Grade 12, National Diploma (NQF Level 6) in the field of Purchasing Management/ Public Administration/Financial/Logistics Management 1-2 years’ relevant experience in Supply Chain Management a Valid Driver’ licence Skills And Competencies: Knowledge of PFMA, PPPFA, Treasury regulations, acquisition procedures and other relevant prescripts Financial management skills, problem solving, communication skills (Verbal and Written), customer care etc; Knowledge and ability to use BAS and LOGIS Ability to work under pressure and independently Computer Literacy.</td>
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**DUTIES**
- Obtain Quotation and invite bids and for goods and services to support the various branches within the district/department Compile comparative schedule for all bids
received including due diligence to ensure compliance. Checking of requests against a checklist during processing of bids and quotations. Evaluate all quotations in accordance with applicable legislation. Attend briefing sessions and write the minutes thereof. Keep up to date various bid registers to ensure transparency and proper record keeping. Offer administrative support to Bid Committees. Liaise and coordinate client’s offices on the outstanding requests for goods and services. Ensure valid, accurate and complete information during the processing of quotations. Ensure compliance with supply chain management policies.

ENQUIRIES: can be directed to Ms N.A Zuma Tel No: (043) 605 6800

POST 34/76: ADMIN OFFICER: COMMUNITY SAFETY REF NO: ESL/2019/10/07

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

CENTRE: Head Office

REQUIREMENTS:

- Grade 12, three years recognized Degree or National diploma (NQF Level 6) in Social Science, Police Science or equivalent qualification to the field. At least 1-2 years’ experience in administration.
- Ability to work long hours under pressure, ability to work independently. Problem solving skills.
- Computer literacy with knowledge of MS Word, Excel and PowerPoint.
- Good writing and verbal communication skills.
- Understanding of Constitutions, PFMA and other relevant prescripts.
- Valid driver’s license skills and competencies.

DUTIES:

- Manage the diary of the Senior Manager and liaise with clients on matters related to the office.
- Arrange meetings/appointments for the Senior Manager and Middle Manager.
- Provide secretarial services to meetings.
- Make arrangements for the official trips and accommodation for the Senior Manager.
- Manage correspondence and prepare submissions.
- Source information required by the Manager.
- Prepare Unit budget reports for Senior Manager.
- Liaise with external and internal stakeholders relating to the work of the Unit.
- Assist in planning and arranging events including organizing catering for the official trips and accommodation for Senior and Middle Manager.

ENQUIRIES: Ms N.A Zuma Tel No: (043) 605 6800

POST 34/77: ADMIN CLERK: SCM REF NO: ESL/2019/10/08

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

CENTRE: Chris Hani District

REQUIREMENTS:

- Grade 12, National Certificate, Computer Literacy.
- No work experience required.
- Skills And Competencies: Knowledge of financial administration. Knowledge of PFMA, Treasury regulations, acquisition procedures, and other relevant prescripts. At least 1-2 years’ experience in Supply Chain Management. Financial management skills, problem solving and communication skills.
- Verbal and Written Ability to work under pressure and independently.
- Computer literacy with knowledge of Supply Chain Duties, Practices as well as the ability to capture data, operate computer and collecting statistics. Basic knowledge and understanding of the legislative framework governing the Public Service and basic knowledge of work procedures in terms of the working environment.
- Problem solving skills, Computer skills, Interpersonal relations and Communication skills (verbal written).

DUTIES:

- Render assets management, supply chain, fleet and clerical support:
  - Compile and maintain records (e.g., asset records/database).
  - Check and issue furniture, equipment and accessories to components and individuals.
  - Identify redundant, non-serviceable and absolute equipment for disposal and verify asset register.
- Render demand acquisition clerical support:
  - Update and maintain a supplier (including contractors) database.
  - Register suppliers on LOGIS or similar system.
  - Request and receive quotations.
  - Capture specification on the electronic purchasing system.
  - Place orders, Issue and receive bid documents.
  - Provide secretariat or logistical support during the bid consideration and contracts conclusion process.
  - Compile draft documents as required.
  - Render logistical support services:
    - Place orders for goods.
    - Receive and verify Goods from suppliers.
    - Capture goods in
registers database, receive request for goods from end users, Issue goods to end users, Maintain goods register and update and maintain register of suppliers

ENQUIRIES : Ms N.A Zuma Tel No: (043) 605 6800

POST 34/78 : DATA CAPTURERS: COMMUNITY POLICE RELATIONS REF NO: ESL/2019/10/15
(Salary 2 years Contract)

SALARY : R4 500 per month Period
CENTRE : EPWP Grant
REQUIREMENTS : Grade 12, Computer literacy in Ms Word, MS Excel, MS PowerPoint Good writing and verbal communication skills Proven experience in the Intergraded Reporting System of the National Department of Safety and Liaison Worked on the Expanded Public Work Programme Ability to work under pressure and independently Skills And Competencies: Computer literacy in Ms Word, MS Excel, MS PowerPoint Good writing and verbal communication skills.

DUTIES : Facilitate all safety patrollers contracts from District Create a data base of all safety patrollers Assist Finance section with the payment of safety patrollers on monthly basis and follow ups of these payments Uploading of data on the Intergraded Reporting System (IRS) Generating of EPWP reports Attend EPWP meetings General administration of the Safety Patrollers Project (EPWP) Assist with general administration relating to the Sub-Programme Community Police Relations.

ENQUIRIES : can be directed to Ms N.A Zuma Tel No: (043) 605 6800

INTERNSHIP PROGRAMME: 2019/2020 & 2020/2021

OTHER POSTS

POST 34/79 : HUMAN RESOURCES MANAGEMENT REF NO: ESL/2019/10/09 (X1 POST)

STIPEND : R64 245.30 per annum
CENTRE : Head Officer (King William’s Town)
REQUIREMENTS : Unemployed South African Graduates, Post Graduates, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply Applicants should not be above the age of 35 years.

ENQUIRIES : can be directed to Ms N.A Zuma Tel No: (043) 605 6800

POST 34/80 : COMMUNICATIONS: WEB DEVELOPER/WEBMASTER REF NO: ESL/2019/10/10 (X1 POST)

STIPEND : R64 245.30 per annum
CENTRE : Head Officer (King William’s Town)
REQUIREMENTS : Unemployed South African Graduates, Bachelor’s Degree/Diploma in software Development/Internet/Web Technology or related filed, and who have not been previously employed under any internship programme, are invited to apply Applicants should not be above the age of 35 years.

ENQUIRIES : Ms N.A Zuma Tel No: (043) 605 6800

POST 34/81 : SUPPLY CHAIN MANAGEMENT (ITINERANT/ACCOMMODATION REF NO: ESL/2019/09/11 (X1 POST)

STIPEND : R64 245.30 per annum
CENTRE : Head Officer (King William’s Town)
REQUIREMENTS : Unemployed South African Graduates, Post Graduates, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply Applicants should not be above the age of 35 years.

ENQUIRIES : Ms N.A Zuma Tel No: (043) 605 6800
POST 34/82 : FINANCIAL MANAGEMENT/ACCOUNTING REF NO: ESL/2019/10/12 (X1 POST)

STIPEND : R64 245.30 per annum
CENTRE : Head Officer (King William’s Town)
REQUIREMENTS : Unemployed South African Graduates, Post Graduates, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
ENQUIRIES : can be directed to Ms N.A Zuma Tel No: (043) 605 6800

POST 34/83 : FINANCIAL MANAGEMENT (RISK) REF NO: ELS/2019/10/13 (X1 POST)

STIPEND : R64 245.30 per annum
CENTRE : Head Officer (King William’s Town)
REQUIREMENTS : Unemployed South African Graduates, Post Graduates, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
ENQUIRIES : Ms N.A Zuma Tel No: (043) 605 6800

POST 34/84 : COMMUNITY SAFETY (RESEARCH) REF NO: ESL/2019/10/14 (X6 POSTS)

STIPEND : R64 245.30 per month
CENTRE : Head Officer (King William’s Town)
REQUIREMENTS : Unemployed South African Graduates, Post Graduates, with a tertiary qualification of the above mentioned field of study, and who have not been previously employed under any internship programme, are invited to apply. Applicants should not be above the age of 35 years.
ENQUIRIES : Ms N.A Zuma Tel No: (043) 605 6800

DEPARTMENT OF SPORT, RECREATION, ARTS AND CULTURE

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

APPLICATIONS : Head Office Post to: The Senior Manager: HRM, Department of Sport, Recreation, Arts and Culture, Private Bag X0020, Bisho, 5605 Hand deliver to: No 5 Eales Street, Wilton Zimasile Mkwayi Building, King William’s Town. Enquiries – Ms R Loots Tel No: (043) 492 0949
OR Tambo District: Post to: The Senior Manager, Department of Sport, Recreation, Arts and Culture, Private Bag X5003, Mthatha, 5100 Hand deliver to: human Resource Management, 6th Floor, Botha Sgcau Building, corner Leeds and Owen Street, Umtata. Attention Ms N Kenqa Tel No: (047) 502 9211/079 554 6886
Sarah Baartman District: 0882 Post to: The Senior Manager: Department of Sport, Recreation, Arts and Culture, Private Bag X1003, Grahamstown, 6140 or Hand deliver to: Registry, 1st floor, Corner African and Milner Street, Grahamstown Attention Mr V Ketelo: Tel No: (046) 492 0223/083 340

CLOSING DATE : 04 October 2019 at 15H30
NOTE : Applications must be submitted on Z83 form, obtainable at any public service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated comprehensive CV as well as certified copies of all qualification(s) ( Matric certificate must also be attached) an ID document and driver’s license(where applicable). Non RSA citizens/ Permanent Resident Permit Holders must attach a copy of his/her Permanent Resident Permit to his/ her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 3 months after the closing date of this
advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizen verification, financial/asset record check, qualification/study verification and previous employment verification) SMS applicants will be subjected to a technical exercise and undergo competence assessment. Successful candidates will also be subjected to security clearance process where applicable candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of 24 months. The department reserves the right not to make appointment(s) to the advertised post(s). Persons with disabilities are encouraged to apply. No Faxed or Email applications will be accepted. Applications received after closing date will not be considered. All applications must be submitted to the relevant centre as specified in the advert.

MANAGEMENT ECHELON

POS 34/85 : CHIEF DIRECTOR: CULTURAL AFFAIRS REF NO: DSRAC 01/10/2019

Re-Advertised, people who have applied before, are encouraged to re-apply

SALARY : R1 251 183 per annum (Level 14)

CENTRE : Head Office

REQUIREMENTS : A B Degree (NQF level 7) or three-year National diploma in Social Science, Industrial Psychology, Business Administration and/or equivalent is essential, with at least five (5) years’ experience at SMS Level. Extensive experience in a relevant managerial field. Experience in developing strategic and business plans. Experience in government financial management. Extensive knowledge and experience in Government policies and procedures. Excellent communication and analytical skills. Exposure to Arts and Culture, Libraries and Archives, Museums and Heritage as well as Language Services are essential. Knowledge of and experience in sector needs and business. Extensive knowledge in government prescripts, policies and procedures. Willingness to work extra hours. Computer literacy with an emphasis on Excel and PowerPoint. An independent worker, meeting timeframes. Monitoring and managing compliance of the District with the Statutory Bodies. Must be in possession of a valid code 08 driving license. All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency-based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. Knowledge And Skills: Sound understanding of basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook. Knowledge of Legislation, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations.

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

ENQUIRIES : Ms. R. Loots Tel No: (043) 492 0949
LIBRARIANS (CONDITIONAL GRANT) REF NO: DSRAC 02/10/2019 (X3 POSTS)
(Contract from Date of Assumption to 31 March 2021)

SALARY : R257 508 per annum (Level 07) (An all-inclusive remuneration)
CENTRE : OR Tambo District
REQUIREMENTS : A Bibl Degree/ B tech in Library Information Studies/ National Diploma in Library 
& Information Studies or equivalent qualification with a minimum of 1-2 years’ experience in a Public Library Good verbal and written skills Ability to administer Library operations and management of staff Willingness to travel Knowledge of government prescripts Individual will be required to work weekends A valid code 08 driving license.

DUTIES : Management of the library if and when necessary Ability to create, facilitate, and lead library programmes Facilitate formation of library structures within your library Ability to organize and/or be involved in awareness programmes Collect needs analysis from users/potential users and submit to Principal Librarian Management of Library asset register and compiling of reports and statistics Receiving and checking library materials received from the District, Head Office and any donations Create check in records for new books and serials.

ENQUIRIES : OR Tambo District: For Attention: Ms N Kenqa Tel No: (047) 502 9211 / 079 554 6886

SPORT PROMOTION OFFICER: RECREATION REF NO: DSRAC 03/09/2019
(Contract from Date of Assumption to 31 March 2021)

SALARY : R257 508 per annum (Level 07) (An all-inclusive remuneration)
CENTRE : Sarah Baartman District
REQUIREMENTS : A Degree/Diploma in Sport Management or Human Movement Studies. Knowledge of how to implement conditional grants in line with the DORA framework and National Sport and Recreation plan must have a good organising, interpersonal, and Project Management skills, must be able work under pressure, computer literacy, Good communication and organising skills. Ability to work under pressure. Basic computer skills a valid code 08 driving license.

DUTIES : Facilitate, organise and implementation of Recreation Development programmes in the district Preparation of documentation for submissions. Organise and co-ordinate Recreation Development projects provincially, in accordance with the Provincial Sport and Recreation policy Liaise with communities, structures, federations and maintain partnership Organise capacity building workshops. Compile reports.

ENQUIRIES : Sarah Baartman District: Attention Mr V Ketelo: 046 492 0223 / 083 340 0882

APPLICATIONS should be directed to Government Fleet Management Services: Private Bag X 0001 East London – 5208 or Hand delivery applications should be submitted at No 9 Cotton Road, Westbank office No 9.

FOR ATTENTION : Mrs P. Mbewu Tel No: (043) 731 1249
CLOSING DATE : 04 October 2019
NOTE : Applications must be submitted on the Application for Employment Form (Z83)(obtainable from any Public Service Department) d should be accompanied by a comprehensive CV including at least two contactable referees and certified copies of educational qualifications, driver’s license (where applicable)and Identity Document (with an original certification stamp) The Z83 form must be signed by original signatures Incomplete and unsigned applications will be disqualified It is the responsibility of the applicant to have foreign qualifications evaluated by South African Qualifications Authority (SAQA). The shortlisted candidates will be subject to security vetting, reference checking, verification of qualification and driving test Failure to submit a comprehensive CV, academic qualifications and the signed Z83
form will result in the disqualification of the application from the process. None South African citizens must attach proof of permanent residence in South Africa. Applicants are respectfully informed that if no notification of appointment is received within 3 months of the closing date, they must accept that their application was unsuccessful and that communication including correspondence will only be entered into with short listed candidates. Applications received after closing date will not be considered. No faxed/email and late applications will be accepted.

### OTHER POSTS

**POST 34/88**  
**DEPUTY DIRECTOR: STRATEGY AND RISK MANAGEMENT REF NO: GFMS 01/10/2019**  
(One Year Contract)

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

**CENTRE**  
East London

**REQUIREMENTS**  
A National Diploma (NQF level 6)/ Preferably B Degree (NQF Level 7) / in Business Management/Public Administration with 3 years’ experience at Assistant Director/Junior Management level in the following, Strategy development and planning, performance monitoring and evaluation and Risk management. Must have managed a team of at least 2 people in the past. A valid Code 08 driver’s license is essential. Competencies: Strategic Capability, Creative Thinking, Decision Making, Problem Solving, Team Player, Technical Proficiency, Ability to co-ordinate cross functional and multi-disciplinary teams, Sound project management capability, Excellent presentation skills.

**DUTIES**  
Development of Annual Performance Plans and Operational plans, Develop systems and interventions to promote a culture of performance and reporting within the entity, Manage the quarterly performance reporting process, Co-ordinate the Executive management group engagements, Management of the risk management and action plans implementation process, Organizational policy development, Assist in preparing reports to the Governance Structure/s, Manage the Entity’s stakeholders, Manage direct reports.

**ENQUIRIES**  
Mrs P. Mbewu at Tel No: (043) 731 1249/Mrs A Xabadiya at Tel No: 043 731 2319

**POST 34/89**  
**ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: GFMS 02/10/2019 (X2 POSTS)**  
(One Year Contract Posts)

**SALARY**  
R376 596 per annum (Level 09) plus 37% in lieu of benefits

**CENTRE**  
East London

**REQUIREMENTS**  
B Degree (NQF 7)/ National Diploma (NQF 6) in Auditing and/or Accounting, or B Comm in Accounting with 3 years’ relevant working experience at a supervisory level or Salary Level 7/8 in the auditing or accounting field. Any certification will be an added advantage (IAT, PIA). Valid code 08 driver’s license is essential. Competencies: Communication and Information, Client orientation and Customer Focus, Project Management, Problem Solving and Decision making, Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives. Skills needed to perform the job: Analytical thinking skills, Planning and Organizing Skills, Good Verbal and written communication skills, Good Interpersonal Relations, Computer literacy - Data Analytics, EXCEL etc.

**DUTIES**  
Perform consulting/assurance service for value-add on internal controls. Closely manage projects through all audit phases. Manage and maintain assets. Manage and mentor individual staff members. Facilitate meetings to discuss exceptions and audit reports with auditee. Produce minutes of the Audit Committee meetings. Assist in the utilisation of the approved unit budget. Conduct necessary research on best practices for value-add on execution of audit projects.

**ENQUIRIES**  
Mrs P Mbewu at 043 731 1249/Mrs A Xabadiya at Tel No: 043 731 2319
POST 34/90 : SYSTEMS CONTROLLER: IT REF NO: GFMS 03/10/2019
(One Year Contract Post)

SALARY : R376 596 per annum (Level 09) plus 37% in lieu of benefits
CENTRE : East London
REQUIREMENTS : B Degree (NQF 7)/ National Diploma (NQF 6) in Information Technology with 3 years' relevant working experience at a supervisory level or Salary Level 7/8 in an IT environment International recognized certificates such as A+, N+, ITIL, MCSA will be an added advantage Valid code 08 driver’s license is essential
COMPETENCIES: Creative Thinking, Decision Making, Communication, Problem Analysis, Self-Management, Team Membership, Technical Proficiency

DUTIES : Supervise user support services: Supervise 1st & 2nd line help desk services, Provide 3rd line support services Supervise network installations, upgrades or enhancements and assist in evaluation of new products Supervise and maintain ICT equipment register for upgrades/repairs Manage the active directory Provide business analysis services Assist in the development-review and implementation of ICT policies, plans, process flows and procedures Conduct business and user needs analysis and provide solutions/advice Develop technical specifications for systems solutions Provide server administration services Perform file archiving and daily back up operations Perform regular security monitoring to identify and any possible intrusion Manage server availability Build/rebuild servers and reconfigure services Research and recommend innovative business process automation. Manage and maintain ICT assets administer the ICT asset verification with Supply Chain Management Unit to update the asset register Develop, update and maintain ICT asset register Manage area of responsibility Document and maintain configuration procedures and LAN diagrams Assess subordinates on the job competency as required by the job function Identify, report and manage risks. Review work area's performance and make recommendations to improve the efficiency and effectiveness Perform periodic performance reporting to support capacity planning Ensure compliance with Supply Chain Policies and Procedures. Administer the provision and maintenance of the GFMS ICT infrastructure Maintain adherence to the approved provincial ICT Infrastructure Coordinate the installation and upgrading of local and Wide Area Network (LAN and WAN).

ENQUIRIES : Mrs P. Mbewu at Tel No: (043) 731 1249/Mrs A Xabadiya at Tel No: (043) 731 2319

POST 34/91 : VEHICLE QUALITY MANAGEMENT OFFICER REF NO: GFMS 04/10/2019
(One Year Contract Post)
Component: Fleet Development & Provisioning

SALARY : R316 791 per annum (Level 08) plus 37% in lieu of benefits
CENTRE : East London
REQUIREMENTS : National Diploma (NQF Level 6) in Mechanical/ Auto body Engineering. At least 1-2 years relevant working experience in a technical field/ fleet management environment, A working knowledge of engineering drafting and designing, A valid Code 08 driver’s license is essential, Experience in the motor industry or fleet management will be an added advantage
COMPETENCIES: Creative Thinking, Decision Making, Communication, Problem Analysis, Self-Management, Team Membership, Technical Proficiency.

DUTIES : Researching and assessing suitability and fit for purpose fleet vehicles, Facilitating the vehicle needs analysis process, Investigating and resolving technical queries and complaints on vehicle performance problems, Coordinating and organising technical and driver training sessions, Development of vehicle modification specifications to satisfy the special needs of client departments, Monitoring and quality control of vehicle conversion projects, Managing the disposal of defleeted vehicles, Managing and coordinating the processes for the development and maintenance of the Annual Fleet Replacement Plan, Facilitating processes for the procurement of fleet enhancement and replacement vehicles in line with the Annual Fleet Replacement Plan, Managing and coordinating processes for the requisition of official orders for the procurement of fleet enhancement and replacement items as per the approved Fleet Acquisition Schedule, Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.
ENQUIRIES: Mrs P. Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at Tel No: (043) 731 2319

POST 34/92: SENIOR ADMINISTRATION OFFICER: FLEET LOGISTICS MANAGEMENT (ENATIS) REF NO: GFMS 05/10/2019 (X2 POSTS)

SALARY: R316 791 per annum (Level 08) plus 37% in lieu of benefits.
CENTRE: East London
REQUIREMENTS: National Diploma (NQF Level 6) in Commerce/Public Administration/Administration with 1-2 years’ relevant working experience in administration of which one (1) year must be in a fleet or eNatis environment Competencies: Good communication skills Team player Self-management Problem Solving and Decision Making Technical proficiency Computer Literacy.
DUTIES: Process the registration & licensing of new vehicles in line with AARTO & NRTA requirements on eNatis system. Process the license renewal services, re & de-registration, COFs, Police clearance services, change of ownership, auction support and all services related to functions of eNatis. Distributing Face Value Documents to each user to print Registration Certificates and License Discs and reconcile FVDs used and returned record and print detailed reports Process the payment of eNatis & related cost recovery processes including ensuring that all transactions are accounted for Provide general office administration and projects support services, Manage the allocated resources of the sub unit in line with legislative and departmental policy directive and comply with corporate governance and planning imperatives.

ENQUIRIES: Mrs P. Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at Tel No: (043) 731 2319

POST 34/93: ADMINISTRATION OFFICER: FLEET MAINTENANCE REF NO: GFMS 06/10/2019 (X2 POSTS)

SALARY: R257 508 per annum (Level 07) plus 37% in lieu of benefits.
CENTRE: East London
REQUIREMENTS: National Diploma (NQF 6)/ B Degree (NQF level 7) in Commerce/ Mechanical/ Vehicle Repairs and Maintenance qualification with 2 years relevant working experience in office administration and in fleet maintenance environment, Computer Literacy: Advanced Microsoft Excel/Word and PowerPoint skills, A valid Code 08 driver’s license is essential, An OEM/Dealer network background will be an added advantage competencies: Creative thinking, Decision Making, Good Organizational Communication effectiveness, Problem Analysis, Good Self-Management, Detail Orientated, Technical Proficiency and work well in a team environment.
DUTIES: Maintain an active fleet register, Reconciliation of monthly bills (authorised invoices from Suppliers), Ad-hoc duties when required, Report on vehicles, Analyse all transactions and categorise on a monthly basis, Check and sign authorisations as per delegations, Identify vehicles that are down and create the downtime report for the month to be reviewed by the Chief Artisan, Coordinate the requests for relief vehicles and record as such.

ENQUIRIES: Mrs P. Mbewu at Tel No: 043 731 1249 / Mrs A Xabadiya at Tel No: (043) 731 2319

POST 34/94: PA: OFFICE OF HEAD OF ENTITY REF NO: GFMS 07/10/2019

SALARY: R257 508 per annum (Level 07) plus 37% in lieu of benefits.
CENTRE: East London
DUTIES: Provide a support service to the office of the head. Co-ordinate office administration relating to entity performance Administer submissions and request information by
different stakeholders (internal and external) Co-ordinate governance and oversight reports and ensure timely submission Provide secretariat duties to EXCO and management structures and track resolutions Maintain entity project register and follow up on targets Provide clerical and administrative support service Scrutinize, re-direct correspondence and follow up on due responses and actions Manage risk register of the unit Manage unit budget.

ENQUIRIES
Mrs P. Mbewu at Tel No: 043 731 1249 / Mrs A Xabadiya at Tel No: (043) 731 2319

POST 34/95
ADMINISTRATION CLERK: FLEET LOGISTICS REF NO: GFMS 08/10/2019
(One Year Contract Post)

SALARY
R173 703 per annum (Level 05) plus 37% in lieu of benefits

CENTRE
East London

REQUIREMENTS
Grade 12/ NQF Level 4 with no experience A valid Code 08 driver’s license is essential Computer Literacy: Advanced Microsoft Excel/Word and PowerPoint skills Competencies: Good communication skills, Team player, Self-management, Problem Solving and Decision Making, Computer Literacy.

DUTIES
Receiving of vehicles (new, awaiting repairs, rental, relief and returned non-compliant vehicles), Coordinate and monitor the installation of accessories as per specification with the various accessory suppliers (e.g. decals, e-fuel, tracking system, number plates, sirens, lights, etc.), Dispatching of vehicles to the different users, Stock reconciliation and reporting, Manage the post delivery services and key management of all vehicles, Perform messenger duties and any other duties assigned

ENQUIRIES
Mrs P Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at Tel No: (043) 731 2319

POST 34/96
ADMINISTRATION CLERK: FLEET MAINTENANCE REF NO: GFMS 09/10/2019
(X2 POSTS)
(One Year Contract Posts)

SALARY
R173 703 per annum (Level 05) plus 37% in lieu of benefits

CENTRE
East London

REQUIREMENTS
Grade 12/ NQF Level 4 with no experience A valid Code 08 driver’s license is essential Computer Literacy - Advanced Microsoft Excel/Word and PowerPoint skills Competencies, Creative thinking, Creative and Innovative, Decision Making, Good Communication Skills, Telephone Etiquette, Good Self-Management, Detail Orientated and work well in a team environment.

DUTIES
Provide clerical support services with fleet maintenance and repair authorizations/ receive & capture all authorisation requests from service provider, Provide clerical support services with the provisioning of fleet maintenance and repair services, Coordinate the signing of all authorisations and file – Daily, Reconcile the work done the previous day vs the actual signed off authorisations, Booking services and follow-ups on vehicles at merchants, Compile daily, weekly and monthly reports for fleet maintenance office, Categorise the work done and record vehicles that are down with the information from merchants and districts Maintain an active fleet register, Administer and provide administrative support for Head Office and district staff, Split MM/FML authorised and record daily for cost recovery at the end of the month, Perform all administrative functions in the office and in support of district staff, Liaise on behalf of supervisors with internal and external stakeholders with the objective of sourcing and securing supporting documentation internally and externally.

ENQUIRIES
Mrs P Mbewu at Tel No: (043) 731 1249 / Mrs A Xabadiya at Tel No: (043) 731 2319

POST 34/97
ADMINISTRATION CLERK: FACILITIES AND SECURITY MANAGEMENT REF NO: GFMS 10/10/2019
(One Year Contract)

SALARY
R173 703 per annum (Level 05) plus 37% in lieu of benefits

CENTRE
East London
**REQUIREMENTS**

Grade 12 / NQF Level 4 with no experience. A valid Code 08 driver’s license is essential. Competencies: Creative thinking, Interpersonal skills, Communication skills, Problem Solving, Computer Literacy Knowledge: Knowledge of MISS, PSIRA, OHS Act, Knowledge Control of Access to Public Premises and Vehicles Act, 1985 as amended.

**DUTIES**

Facilitate the implementation of Service Level Agreements (SLAs), Facilitate monitoring and evaluation of SLA implementation, Assist in the implementation of OHS Act 85 of 1993 as amended, Implement OHS and Security inspection findings, Provide administrative support in the area of facilities and security management, Provide central document and records management services, Assist in the development/review of SLA, Coordinate and manage all incoming and outgoing correspondence, including driver/messenger itinerary.

**ENQUIRIES**

Mrs P. Mbewu at Tel No: (043) 731 1249 / Mr A Xabadiya at Tel No: (043) 731 2319